



Kannada Sangha, Pune's  
Kaveri College of Arts, Science and Commerce

36, Ganeshnagar, Erandavane, Pune- 38

Website: <http://kaveri.edu.in/kcsc>

E-Mail: [kaveri.college@gmail.com](mailto:kaveri.college@gmail.com)

ANNUAL QUALITY ASSURANCE REPORT FOR THE YEAR

2016-17

SUBMITTED TO  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
(NAAC)

**BENGALURU - 560072**

## Contents

Part – A .....	1
1. Details of the Institution.....	1
2. IQAC Composition and Activities.....	3
Part – B .....	7
Criterion – I Curricular Aspects .....	7
Criterion – II Teaching, Learning and Evaluation .....	8
Criterion – III Research, Consultancy and Extension .....	11
Criterion – IV Infrastructure and Learning Resources .....	15
Criterion – V Student Support and Progression .....	17
Criterion – VI Governance, Leadership and Management .....	21
Criterion – VII Innovations and Best Practices.....	24
Annexure – I.....	30
Academic Calendar .....	31

**The Annual Quality Assurance Report (AQAR) of the IQAC**

**Part – A**

**1. Details of the Institution**

**1.1 Name of the Institution:**

Kaveri College of Arts, Science and Commerce

**1.2 Address Line 1:**

Sr. No. 36, Shri G. M. Shetty Educational Complex,

Address Line 2:

Ganeshnagar, Near CDSS, Erandwane, Pune

City/Town:

Pune

State:

Maharashtra

Pin Code:

411038

Institutional e-mail address:

[kaveri.college@gmail.com](mailto:kaveri.college@gmail.com)

Contact Nos.:

020-25456328

Name of the Head of the Institution:

Dr. S. B. Kharosekar

Tel. No. with STD Code:

020-25718051

Mobile:

09860671771

Name of the IQAC Co-ordinator:

Dr. Jayashri A. Bangali

Mobile:

09423581927

IQAC e-mail address:

[kavericollege\\_iqac@kaveri.edu.in](mailto:kavericollege_iqac@kaveri.edu.in)

**1.3 NAAC Track ID:**

MHCOGN22248

**1.4 Website address:**

[kaveri.edu.in/kcsc](http://kaveri.edu.in/kcsc)

**Web-link of the AQAR:**

[kaveri.edu.in/iqac](http://kaveri.edu.in/iqac)

**1.5 Accreditation Details:**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.37	2015	2020

**1.6 Date of Establishment of IQAC: (DD/MM/YYYY)**

18/03/2014

**1.7 AQAR for the year:**

2016-17

**1.8 Details of the previous year's AQAR submitted to NAAC after the last Assessment and Accreditation by NAAC:**

AQAR 2015-16 submitted to NAAC on 04/10/2016

**1.9 Institutional Status:**

University  State  Central  Deemed  Private

Affiliated College **Yes**  **No**

Constituent College **Yes**  **No**

Autonomous college of UGC **Yes**  **No**

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) **Yes**  **No**

Type of Institution **Coeducation**  **Urban**  Men  Rural  Women  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  Other (Specify)

**1.11 Name of the Affiliating University (for the Colleges):** Savitribai Phule Pune University

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

Autonomy by State/Central Govt. / University :

University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

**2. IQAC Composition and Activities**

<b>2.1 No. of Teachers</b>	<input type="text" value="6"/>
<b>2.2 No. of Administrative/Technical staff</b>	<input type="text" value="1"/>
<b>2.3 No. of students</b>	<input type="text" value="-"/>
<b>2.4 No. of Management representatives</b>	<input type="text" value="1"/>
<b>2.5 No. of Alumni</b>	<input type="text" value="1"/>
<b>2.6 No. of any other stakeholder and community representatives</b>	<input type="text" value="-"/>
<b>2.7 No. of Employers/ Industrialists</b>	<input type="text" value="-"/>
<b>2.8 No. of other External Experts</b>	<input type="text" value="1"/>
<b>2.9 Total No. of members</b>	<input type="text" value="10"/>
<b>2.10 No. of IQAC meetings held</b>	<input type="text" value="2"/>
<b>2.11 No. of meetings with various stakeholders: Total No</b>	

Faculty  Non Teaching Staff  Students  Alumni  Others

**2.12 Has IQAC received any funding from UGC during the year?**

Yes  No

**2.13 Seminars and Conferences (only quality related)**

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

Total Nos.  International  National  State  Institutional Level

ii. Themes

**2.14 Significant Activities and contributions made by IQAC**

The prime task of IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the institution and hence the college has composed the Internal Quality Assurance Cell (IQAC) as per the NAAC guidelines. In addition, the college authority has constituted internal committees for the conduct of various programmes throughout the academic year. The college has started four centres; Kaveri Research and Innovation Centre, Kaveri Skill Development Centre, Kaveri Entrepreneurship Development Centre and Kaveri Consultancy Cell from academic year 2016-17. The action plans of all centres and internal committees were approved in the IQAC meeting. The criterion-wise committees also prepared their action plans as per the suggestions made by the NAAC Peer Team. The action plans prepared by the criterion heads were put before the IQAC for its review, further suggestions and approval.

The IQAC prepared various formats/reports for all the activities conducted by the college. Thus, IQAC serves as an internal mechanism for sustenance, assurance and enhancement of the quality culture of education imparted by the college.

**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 \*

\* Attach the Academic Calendar of the year as Annexure

Plan of Action	Achievements
To introduce Mentor - Ward System for all FY classes from the academic year 2016-17.	The IQAC has prepared the plan of mentoring system and format of Mentor-Ward form which was implemented from the academic year 2016-17.
To start four centres as per the NAAC Peer Team suggestions, viz; Kaveri Research and Innovation Centre (KRIC), Kaveri Skill Development Centre (KSDC), Kaveri Entrepreneurship Development Centre (KEDC) and Kaveri Consultancy Cell (KCC) from academic year 2016-17	Various activities were conducted under these four centres throughout the year.  In addition, In-house research projects were undertaken by KRIC and In-house consultancy projects were undertaken by KCC.
To conduct remedial classes for the students having shown poor performance in the examinations.	Remedial classes were conducted for weak students to increase the passing percentage of all the classes.
To submit the yearly plan of college internal committees to IQAC for approval.	As per the yearly plan submitted to and approved by the IQAC, various activities were conducted under internal committees of the college in academic year 2016-17.

**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 college has started four centres; viz. Kaveri Research and Innovation Centre (KRIC), Kaveri Skill Development Centre (KSDC), Kaveri Entrepreneurship Development Centre (KEDC) and Kaveri Consultancy Cell (KCC) from academic year 2016-17. Various activities were conducted under these four centres throughout the year. In addition, In-house research projects were undertaken by KRIC and In-house consultancy projects were undertaken by KCC.

The IQAC has prepared the plan of mentoring system and format of Mentor-Ward form which was implemented from the academic year 2016-17. Remedial classes were conducted for weak students to increase the passing percentage of all the classes.

Remedial classes were conducted for weak students to increase the passing percentage of all the classes.

As per the yearly plan submitted to and approved by the IQAC, various activities were conducted under internal committees of the college in academic year 2016-17.



**Part – B**

**Criterion – I 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	Existing Courses
PhD	-	-	-	-	
PG	1	-	1	-	M.Sc.(CS)
UG	6	-	6	-	B.Com, BA, B.Sc.(Computer Science), BBA, BBA(Computer Application), BBA(International Business)
PG Diploma	1	-	-	-	PG diploma in Early childhood
Advanced Diploma	1	-	1	-	
Diploma	1	-	1	-	Experiential Learning
Certificate	-	-	-	2	Tally ERP, Basic English
Others	-	-	-	-	
<b>Total</b>	9	0	9	2	

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

1. UG programmes B.Sc. (Comp. Sci.), BBA (CA)(Previously BCA) follow core system according to the SPPU norms.
2. UG programmes B.Com, BA, BBA, BBA(IB) follow the Core and Elective option system as per the SPPU norms.
3. PG programme M.Sc. (Comp. Sci.) follows the Core and Elective option system and has CBCS system as per the SPPU norms

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	-
Annual	2

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

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.

No

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

Four Centres have been started, namely, Kaveri Skill Development Centre, Kaveri Research & Innovation Centre, Kaveri Entrepreneurship Development Centre and Kaveri Consultancy Cell.

## Criterion – II Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
17	16	-	1	-

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

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
32	-	-	-	1	-	-	-	32	-

2.4 No. of Guest and Visiting faculty and Temporary faculty 

-
---

7
---

16
----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	11	-
Presented papers	6	11	-
Resource Persons	1	-	-

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

The college has adopted the following processes to strengthen the Teaching and Learning: Mock Tests , Class Tests, Use of ICT, Interactive Sessions in the Classroom, Seminar by students, Guest Lectures, Industrial Visits, Hands on sessions during practical, Output activity based learning, Special Guidance, Interaction with Alumni on various topics, Management Games, Simulation related to subjects are undertaken.

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

242
-----

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

The pattern of examination and evaluation for various courses run by the college is as per the University norms. As per the university directives the college has appointed Chief Examination Officer (CEO) to look after the planning and execution of examinations conducted throughout the year. To ensure transparency in the evaluation system, the college has adopted the policy of taking signatures of students on the statement of internal marks.

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

02
----

Nil
-----

Nil
-----

2.10 Average percentage of attendance of students 

75%
-----

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	Higher II %	Pass %
FYBCOM	253	10.27	22.92	6.71	11.46	37.54
SYBCOM	199	6.53	24.12	9.54	21.10	29.14
TYBCOM	177	5.64	26.55	10.73	10.73	6.77
FYBBA (CA)	45	8.9	6.7	4.4	8.9	51.1
SYBBA (CA)	26	7.6	15.38	0	7.6	68.6
TYBBA (CA)	20	10	35	10	15	0
FYBA	30	21.42	10.7	10.71	0	0
SYBA	11	9.09	18.18	9.09	0	0
TYBA	5	40	40	0	20	0
FYBBA	44	2.27	9.09	4.54	0	34.09
SYBBA	23	8.69	26.08	4.34	4.34	34.78
TYBBA	10	10	40	0	30	0
FYBBA (IB)	14	0	21.42	7.14	14.28	35.17
FYBSC	78	7.69	8.97	4.76	3.84	50.00
SYBSC	56	3.57	14.28	1.7	1.7	73.21
TYBSC	46	15.21	13.04	6.52	2.17	0
MSC - I	26	26.92	0	0	0	69.23
MSC - II	5	60.00	20.00	0	0	0

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

The IQAC contributes in monitoring and evaluating the Teaching & Learning processes in the following ways:

- Remedial teaching for the low performers.
- Organising Class Tests and Presentations for students.
- Mentoring and counselling of students having poor attendance for the improvement in the attendance.
- Organising Guest lectures, Seminars, Conferences and Workshops for the benefit of staff and the students.
- Organising State Level and Intercollegiate level competitions for the students.

2.13 Initiatives undertaken towards faculty development –

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

2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	9	-	9	1
Technical Staff	-	-	-	3

**Criterion – III Research, Consultancy and Extension**

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

The following initiatives have been taken up by the IQAC in sensitizing/promoting research climate in the institution:

1. Kaveri Research and Innovation Centre has been started to organize the programmes to inculcate research aptitude among staff members and students. Various activities were conducted under this centre.
2. Organising Seminars, Workshops and Conferences.
3. Organising Paper Presentation/Project/Poster making Competitions for students.
4. Organising exhibitions of the project models prepared by students.
5. Encouraging staff members to publish research papers in International /National Journals/Conferences through regular Quality Circle meetings.
6. Motivating faculty members to register for M. Phil./Ph.D. Total four staff members have completed Ph.D. till 2016-17.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	19, 18,400/-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	-	-
Outlay in Rs. Lakhs	3,00,000/-	1,20,000/-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	08	15	-

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 organizations

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)	-	-	-	-

<i>by the University)</i>				
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published

i) With ISBN No.	14	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	01		
Sponsoring Agencies		SPPU	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	<input type="text"/>	From Management of University/College	<input type="text" value="Rs. 75,000/-"/>
Total	<input type="text" value="Rs. 75,000/-"/>		

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them

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

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

JRF

SRF

Project Fellows

Any Other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level



3.24 No. of Awards won in NCC:

University level  State level  National level  International level

3.25 No. of Extension activities organized

University forum  College forum  NCC  NSS  Any other

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

Major Activities conducted during academic year 2016-17 in the sphere of extension activities and Institutional Social Responsibility are as under

- **Cleanliness Drive** was conducted on 13th August 2016 in the college premises and the surroundings of Matoshri Old Age Home.
- Participated in Road safety – human chain activity was conducted on 6th October 2016. Total 53 NSS volunteers participated in the event.
- Blood donation camp was organised on 18th January in association with the Poona Serological Institute's Blood Bank.
- One Day Seminar was organised on "Preparation of UPSC/MPSC Examination" organized by Student Welfare Unit of the college in association with the Board of Student Welfare, SPPU.
- Tree Plantation drive was organized in association with (the) Forest Department, Pune on 21st July 2016 at Nagari Van Udayan, Ganpati Matha Varje.
- Two days film festival based on Environmental issues was conducted on 10th -11th January 2017.

#### Criterion – IV Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.86 Acres	-	Self - Financing	-
Class rooms	23	-	-	-
Laboratories	6	-	-	-
Seminar Halls	1	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	7	2	-	-

Value of the equipment purchased during the year (Rs. in Lakhs)	10,90,913	1, 54,513	5,42,767(Self) 7,02,659 (SPPU)	12,45,426
Others	-	-	-	-

#### 4.2 Computerization of administration and library

<p>Administration: The College has adopted online admission process for all its courses. Record of students and the fees paid are maintained through Vriddhi Software. Mark sheets stating the academic performance of the students are generated through the above mentioned software. Extracting data for issuing Identity Cards to students is also done with this software.</p> <p>Library: All data related students and library resources are maintained through Vriddhi Software. Vriddhi software is used for some of the housekeeping operations of the library like circulation and OPAC.</p>
---

#### 4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2536		131		2667	
Reference Books	667	Rs.5,78,797	26	Rs.29,100	693	Rs.6,07,897
e-Books	80,000	-----	80,409	-----	80,409	-----
Journals	20	Rs 36,965	20	Rs.41,890	20	
e-Journals	3000	-----	3828	-----	3828	-----
Digital Database	01	Rs. 5700	01	Rs.5750	01	5750
CD & Video	183*	-----	02*	----	185*	-----
DVD/MP3	11	Rs. 2421	-----	----	11	Rs.2421
Others (specify)						
Book Bank Books (Text Books)	420	Rs.55,741	54	Rs.7330	474	Rs.63,071

\*CDs are free with the books

e-journals and e-books are subscribed through INFLIBNET N-LIST Database.

#### 4.4 Technology up gradation (overall)

	Total computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Dept.	Others
Existing	168	-UG- I -UG-II -PG -Maths	Lease line 2Mbps	1(Library) 3(Other than practical timings)	-----	04	Sports Room 1	21 ( Library-9, M.Sc. Class

			BSNL -Yearly Pay	all Comp Labs)				rooms-2, Servers- 4) Exam-1 Principal -1 Vice Principal- 1 NSS-1 MKCL-1 1 – NAAC Room
Added	15	-	-	-	-	-	-	--
Total	183	04		04		04		21

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

- One day seminar for teachers & students on HTML 5 by SEED InfoTech, Pune was organised in August 2016.
- National Level Conference on 'Application of Computer and Electronic Science' in January 2017 under Quality Improvement Programme, of Savitribai Phule Pune University was organised by the college.
- Guest Lecture on 'Mathematical Modeling & Simulation in Space Trajectory' by Scientist Padmashree Dr. Pramod Kale was organised in February 2017.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 3,37,330/-
ii) Campus Infrastructure and facilities	Rs. 1,74,062/-
iii) Equipments	Rs. 24,502/-
iv) Others	Rs. 3,84,891/-
<b>Total:</b>	Rs. 9,20,785/-

**Criterion – V Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

To enhance awareness about Student Support Services, the IQAC contributes in the following ways

Orientation Programme for all the first year students and their parents is conducted in the beginning of every academic year. The objective of this programme is to make the parents and students aware about the various student support services like Infrastructural facilities,

information about Curricular, Co-Curricular and Extra-Curricular activities offered by the college.

This year mentoring system for slow learners has been introduced. Under this scheme special efforts have been taken to improve the performance of slow learners including mentoring, personal counselling and remedial teaching.

Separate notice boards have been provided on all the floors for regular updates of various activities regarding student support services.

### 5.2 Efforts made by the institution for tracking the progression

A link is provided on the college website for alumni to register and update their current status.

The alumni data were updated by making an appeal through social media

This year the alumni master data were reorganised and alumni registration numbers were allotted.

The Alumni association is working actively throughout the year. Alumni Meet was conducted on 11<sup>th</sup> February 2017 and received a very good response from the alumni

### 5.3

#### a. Total Number of students

UG	PG	Ph.D	Others
1091	35	-	-

#### b. No. of students outside the state : NIL

#### c. No. of International students : NIL

#### Men:

No	%
606	53.81

#### Women:

No	%
520	46.18

Last Year (2015-16)						This Year (2016-17)						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Others	Total
824	34	7	99	-	964	923	32	03	128	-	40	1126

Demand ratio ~ 1:1

Dropout ~ 5%

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

The Vocational Guidance Cell motivates and assists students for preparing for competitive exams. The college library displays information related to competitive examinations and career guidance supplements that are published in newspapers.

The Student Welfare Unit of the college in association with the Board of Student Welfare SPPU conducted one day seminar on 'Preparation of MPSC/UPSC examination' on 24<sup>th</sup> January 2017. The seminar was inaugurated by Mr. Tukaram Jadhav, Founder Director, Unique Academy Pune. The first session was conducted by Mr. Vikrant Bhosale, faculty, Study Circle. The second session was conducted by Dr. Mrinmayee Kulkarni faculty Study circle. The third session was conducted by Ms. Supriya Shetty, Freelancer Trainer. In all 79 students participated in the seminar.

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

On 13<sup>th</sup> September 2016 a session was conducted by Mr. Ankush Kaul & Ms. Meenal Sagade from ICICI Academy for skills, Pune. On the same day a session on 'Career opportunities in Army', was conducted by Lt. Col. Navin Bendre.  
 A Guest lecture on 'Career in Development Management' was organised on 20<sup>th</sup> December 2016.  
 A one day workshop was organised on 1<sup>st</sup> February 2017 by 'The Adult Continuing Education and Extension' unit of college on 'Counselling'. Eminent personalities in the respective fields addressed the students. Mrs. Ravibala Lele counsellor from Pune addressed the students in the first session. The second session was conducted by Mrs. Shubhada Tamhankar on the topic "How to handle stress".  
 On 2<sup>nd</sup> February 2017 a one day workshop was organized on 'Employment and Entrepreneurship. The first session was conducted by Mr. Suresh Umap, Regional officer Maharashtra Centre for Entrepreneurship Development (MCED) Pune. The second session was conducted by Dr. Ashish Puranik Vice Principal BMCC on 'Employability'

**No. of students benefitted: 100**

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	6

5.8 Details of gender sensitization programmes

Women's Forum and Students Welfare Unit of the college jointly arranged an interactive session on 'Gender Discrimination' on 4<sup>th</sup> January 2017. The Guest speaker for the session was Mrs. Alka Joshi from Abhivyakti Group, Pune. The session started with a discussion on whether there is equality among men and women in society. Two movies namely 'I am Nirbhaya' and 'That Day After Every Day' were shown to participants. The speaker expressed views on various angles of inequality for women in different strata of society. The speaker then shared some ways by which the state of women in the society can be improved

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

	<b>Number of students</b>	<b>Amount</b>
Financial support from institution	88	6,78,895
Financial support from government	-	-
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

**Exhibitions**

State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students: 12

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

**Criterion – VI Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision-‘Excellence in Education’.**

**Mission** - To be a knowledge mentor triggering original thinking through a learning - centred educational platform using innovative and experiential pedagogy and to instil in our students and staff high ethical standards, accountability and proactive citizenship guided by a visionary leadership.

6.2 Does the Institution has a management Information System

Yes, The college has Management Information System.

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

6.3.1 Curriculum Development

The college has taken initiative for starting Add-on courses such as Tally and other commerce related courses in association with ICA Edu. Pvt. Ltd., Pune.

6.3.2 Teaching and Learning

1: Teaching plans & methodologies.  
2: Subject allocation as per specialization of teachers.  
3. Feedback system, Remedial Classes, Well Stocked Library, ICT, Innovative practices in teaching, seminars, FDP and QIP.  
The clubs like BBA Club, Kaveri Kautilyas and Kolors of Kaveri, Science Club and Kaveri Techies' Club are conducting number of student oriented activities. In addition, the commerce department has started a club for B.Com students to carry out different activities for the students

6.3.3 Examination and Evaluation

The pattern of examination and evaluation for various courses run by the college is as per the university norms. As per the university directives the college has appointed Chief Examination Officer (CEO) to look after the planning and execution of the examinations conducted throughout the year. To ensure transparency in the evaluation system, the college has adopted the policy of taking signatures of students

on the statement of internal marks. In addition to this Class tests/ surprise test/ open book exam/ assignments are given to the students for the preparation of university examinations.

#### 6.3.4 Research and Development

College has 'Kaveri Research and Innovation Centre' (KRIC) for inculcating research skills among students. KRIC organises various research related activities. Provision is made for financial assistance to faculty members for research. Teachers are motivated for undertaking Minor/ Major research projects seeking financial assistance from BCUD, SPPU under Quality Improvement Programme.

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

All the data of students and library books is maintained through Vridhhi Software. It is also used for some of the operations like circulation, OPAC etc. of the library. Every year budgetary provision is made by the college for the purchase of library books, reference books, journals, periodicals etc.

#### 6.3.6 Human Resource Management

The Staff Retention Policy of the Parent Body is beneficial to the college in retaining the staff. The Management through its Staff Welfare Fund has the provision of extending special facility in the form of financial assistance to college staff members as per the requirement. The Management is honest in making salaries to its members on time. It has the provision of paying 'Diwali Bonus' to its Class IV staff members. The Kaveri Child Nurture Centre, the day care facility is provided by the Management for the children of the staff members.

#### 6.3.7 Faculty and Staff recruitment

Every academic year, as per the requirement of staff, advertisement regarding the vacancies is published in the local newspapers. The Local Selection Committee, constituted as per the norms applicable to minority institutions, carries out the selection process on a stipulated date. The Selection Committee Report is submitted to the University within 72 hours of the process.

#### 6.3.8 Industry Interaction / Collaboration

Kaveri Consultancy Cell is established by the college for collaboration with industry. Guest lectures of eminent people from industry are organised by the college under different faculties. Industrial visits are arranged by the college.



6.3.9 Admission of Students

End to end on-line admission process through Vriddhi Software is implemented from this year.

6.4 Welfare schemes for

Teaching	Staff Welfare Fund
Non Teaching	Staff Welfare Fund
Students	Proposals for various student related activities are sent to SPPU student welfare department. Activities are organised once sanction is received.

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	Yes	LIC of SPPU	Yes	College LMC
Administrative	Yes	M/s K. Swaminathan	Yes	M/s Hingane Tare Associates

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?

Being an affiliated college, it is mandatory on part of the college to follow the rules and regulations of the University for conducting the examinations.  
This year Online exam form filling started for F.Y. Classes

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

The University encourages such colleges which fulfill the following criteria to go for autonomy.

1. Permanent Affiliation,
2. A grade from NAAC,
3. Identified as a 'college with potential of excellence'.

6.11 Activities and support from the Alumni Association

The alumni help the college authority for conducting various co-curricular and extracurricular activities. College organises Alumni Meet in the month of December. Some of the alumni students are invited as guest speakers and for guidance.

6.12 Activities and support from the Parent – Teacher Association

There is no formal Parent-Teacher Association in the college but Parent-Teacher meeting is conducted yearly. Feedback from parents is taken.

6.13 Development programmes for support staff

MS-CIT, a basic computer course run by the Government of Maharashtra, is made mandatory for the office staff.

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

The initiatives to make the campus eco-friendly are mainly carried out by the NSS Unit of the college and the Environmental Forum of the college. The college organized a special Cleanliness Drive in August 2016 in which NSS volunteers cleaned the college premises and spread awareness about the importance of cleanliness.

**Criterion – VII 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.

**Research Project Exhibition**

To create research awareness amongst students a research project exhibition was organized under the Kaveri Research and Innovation Centre on 7<sup>th</sup> January 2017. The students presented their research projects and explained it with the help of charts, displays and presentations.

The students of BSc. (CS) thoroughly carried out a research project on the operation of a telescope.

Students of BCom. meticulously conducted research on the following topics :

1. **'Waste Management'**- based on the Case Study of Green Pharmacy on waste management.
2. **'Water Pollution'**- based on the case study of Khadakwasala Lake and Manas Lake.
3. **'Dr. Ambedkar: An Economist'** based on economical thoughts, theories and beliefs of Dr. Ambedkar and his theories relating to the Agriculture, Industrial and Social reforms.
4. **'Social Entrepreneurship'** with reference to NAAM Foundation.

The students of BBA and BBA IB presented research projects on the following topics

- 1 ***'Impact of Demonetization'*** based on impact of demonetization on small vendors
- 2 ***'Awareness about Healthy Food Habits'*** amongst youngsters.
- 3 ***'Preferences of TV Habits of People'***
- 4 ***'Addiction of Candy Crush Game amongst people'***.

This activity created interest and awareness for research among students. The students were able to understand the required basics in undertaking research at undergraduate level.

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

1. To get Permanent Affiliation from Savitribai Phule Pune University (SPPU).	In the academic year 2016-17, Savitribai Phule Pune University (SPPU) constituted a Local Inquiry Committee (LIC) for inspection and verification of courses offered by two faculties in the college, namely, Faculty of Science and Faculty of Commerce and for granting the Permanent Affiliation status to the college. SPPU granted Permanent Affiliation to the above mentioned courses as per Section 88 of the Maharashtra Universities Act 1994 from the Academic Year 2016-17 on 23rd December, 2016.
2. To get the college registered under the Section 12 (B) of the UGC Act, 1956.	The college has applied for getting the college registered under the Section 12 (B) of the UGC Act, 1956 after receiving the Permanent Affiliation Status from SPPU.
3. To start Master of Commerce (M.Com.) and Diploma in Taxation Law (DTL) under the Faculty of Commerce and Master of Computer Applications (MCA) under the Faculty of Science	Though the college had applied SPPU to start these courses, SPPU has not accepted the proposals from the colleges for starting new courses.
4. To increase the number of Add –on Courses with the view to increase employability of the students	A Certificate Course in Basic English was conducted by the college for the students who are weak at English. Ms. Vaishali Chillal, Lecturer in English, Dr. Kalmadi Shamrao Junior College was the facilitator for the course.

<p>5. To introduce more in-house faculty development programmes, namely, Communication Skills, Presentation Skills, Confidence- building, Organizational Skills and Leadership Skills for teachers to enhance their teaching methodology.</p>	<p>This year under staff academy of the college, various Faculty Development Programmes were conducted. The first FDP was conducted on 29th July, 2016. Principal Dr. S. B. Kharosekar guided all the staff members on mentorship to be conducted for all First Year students. On 26th August 2016, Dr. Muckta Karamarkar addressed all the staff members on her 'Journey towards research' and motivated the teaching staff for pursuing research along with their regular teaching. One day Faculty Development Program (FDP) was conducted on 29th September 2016. Dr. K. P. Mohanan conducted a session on 'Inquiry Based Learning'. On 20th October 2016, Dr. Jayashri Bangali shared her 'Journey towards research' which inspired the faculty members to do research</p>
<p>6. To introduce Mentoring System from the academic year 2016-17.</p>	<p>Mentoring System was introduced in the academic year 2016-17</p>

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

Best Practice 1:- **Lectures under the Special Guidance Scheme**

<p><b>Title of the Practice : ' Lectures under the Special Guidance Scheme'</b></p> <p><b>Goal :</b> The goal of this activity is to invite visiting faculty members for considerable inputs on difficult subjects other than regular lectures.</p> <p><b>The Context</b> It was observed that some students have doubts regarding certain subjects which are not resolved during regular lectures. It is also noticed that some teachers may not have specialized knowledge about a sub topic in the syllabus. Hence it was thought of making use of Special Guidance scheme of SPPU to empower students with additional learning.</p> <p><b>The Practice</b></p> <ol style="list-style-type: none"> <li>1. The Student Welfare Section of Savitribai Phule Pune University provides grants for conducting lectures under the Special Guidance Scheme.</li> <li>2. The subjects assigned under the scheme are Mathematics, Statistics, Accountancy, Economics, Marketing, English, Electronics, Psychology, etc.</li> <li>3. The college can appoint specialized faculty members for conducting lectures on</li> </ol>
---

the above subjects in addition to the regular lectures.

4. In some cases existing faculty members of one department can conduct lectures for students of other departments.
5. The attendance of students and faculty members is recorded.
6. The attendance, invitation letter and signed undertaking are submitted for audit purposes to Student Welfare Department of Savitribai Phule Pune University which reimburses the charges in the form of grants.

#### **Evidence of Success**

The special guidance scheme is very popular amongst the students and it gets a huge response. The students understand the concepts better and get practical exposure.

Following lectures were conducted under the Special Guidance Scheme in the academic year 2016-17

1. Ms. Sayee Kulkarni conducted bridge course in Accountancy for students of FYBBA and FYBBA(IB) students who had completed their 12<sup>th</sup> std. from Science stream.
2. Ms. Deepa Sathe conducted remedial lectures in Accountancy for students participating in extra-curricular activities.
3. Dr. Neha Deshpande from Abasaheb Garware College conducted a lecture on Need and use of Electronics.
4. Dr. Vaishali Naik from Baburaoji Gholap College conducted a session on Short Stories: A Popular Genre in English Literature.
5. Dr. Ashok Pawar from HNIMR conducted a lecture on Rural Marketing.
6. Dr. Ashok Pawar from HNIMR conducted a lecture on Digital Marketing.

#### **Problems Encountered**

1. There was difficulty in finding resource persons for specific topics like Short Story writing and Rural Marketing etc.
2. The special guidance lectures for SY and TY classes are not sanctioned by SPPU and hence have to be self financed.

#### **Best Practice 2: News Blog**

**Title of the Practice:** 'News Blog maintained by the Publicity Committee of the College'

**Goal:** The goal of this practice is to make the college presence felt on digital media and to inform parents and the society at large about the happenings in the college.

**The Practice:**

1. The college Publicity Committee is responsible for preparing a press release about all the curricular, co-curricular and extra-curricular events organised by the college for students, teachers and non-teaching staff . The Photography Committee manages to click pictures of the event.

2. The publicity committee uploads this press release on the blog <http://publicitykcsc.blogspot.in/> along with photographs.
3. Anybody who searches for Kaveri College online can get access to all the information about curricular, co-curricular and extra-curricular events of the college.

**Evidence of Success**

1. When the college name is Googled, the results of the college search are clearly visible on Google search as well as the photographs of the college activities are visible on Google images.
2. Parents and students have made use of this information at time of admissions to know about the activities of the college. Some parents have also given a positive feedback about the blog.
3. The blog helps in creation of a brand name on digital media and at the same time it is a vehicle through which we are able to reach the society.

**Problems encountered**

1. The blog has encountered a few technical snags due to the service provider. These technical snags have been taken care from time to time.

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

7.4 Contribution to environmental awareness / protection

The college has undertaken the following activities related to environmental awareness and protection in the academic year 2016-17.

1. The environmental forum of the college organized a two days film festival based on Environmental issues on 10<sup>th</sup> and 11<sup>th</sup> January, 2017.
2. A tree plantation drive was organised in association with Forest Department, Pune on 21<sup>th</sup> July 2016 at Nagari Van Udayan, Ganpati Matha, Varje
3. The college organized a special Cleanliness Drive on 13<sup>th</sup> August 2016 in which NSS volunteers cleaned the college premises and the surroundings of Matoshri Old Age Home.
4. The college students participated in the road safety – human chain activity conducted on 6<sup>th</sup> October 2016. Total 53 NSS volunteers participated in the event.

7.5 Whether environmental audit was conducted?

Yes  No

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

**8. Plans of institution for next year**

1. To get the college registered under the Section 12 (B) of the UGC Act, 1956.
2. To start Master of Commerce (MCom) and Diploma in Taxation Law (DTL) under the Faculty of Commerce and Bachelor of Computer Applications (BCA) and Master of Computer Applications (MCA) under the Faculty of Science.
3. To increase the number of Add –on Courses with the view to increase employability of the students.
4. To introduce more in-house faculty development programmes for teachers to enhance their teaching methodology.
5. To introduce more number of skill development programmes for students.
6. To have association /tie-up with local NGO's Lokayat and Kirloskar Vasundhara which deal with social issues and environmental issues respectively with the aim of contributing to community development.
7. To provide more learning spaces with ICT facilities.
8. To get the college office fully automated.



Name Dr. Jayashri A. Bangali

\_\_\_\_\_  
Signature of the Coordinator, IQAC



Name Dr. S. B. Kharosekar

\_\_\_\_\_  
Signature of the Chairperson, IQAC

\*\*\*\*\*

**Annexure – I**

A structured student feedback on the infrastructure, evaluation and teaching methods of teachers in class as well as on the co-curricular activities and extra-curricular activities conducted by the college for the students is taken in the formats prepared by the IQAC of the college. The analysis of the feedbacks received for the year 2016-2017 shows an overall high satisfaction with the course content and the subject teachers. However, in case of few teachers, the students gave their negative remarks about punctuality and accessibility. Accordingly, suggestions are given to the concerned teachers by the college authority having interaction with them personally.



**Academic Calendar**  
**JUNE**

1	2	3	4 Career Fair	5 Career Fair	6	7
8	9	10	11	12	13	14
15 Commencement of SYBCom, SY. B.Sc(CS), SYBBA, SYBBA-CA and SYBA	16	17	18	19	20	21
22 Commencement of TYBCom, TY. B.Sc(CS), TYBBA, TYBBA-CA and TYBA	23	24	25	26	27 Commencement of FYBCom, FY. B.Sc(CS), FYBBA, FYBBA-CA and FYBA	28
29	30					

**JULY**

1	2 Coursewise Orientation Programme for all FY classes	3	4 Commencement of M.Sc (CS) classes	5	6	7
8	9 General Orientation Programme for all FY classes	10	11	12	13	14
15	16	17	18	19	20	21
22	23 NSS Enrolment	24	25 Earn and Learn Scheme Enrolment	26	27	28
29	30 Women's Forum - Programme	31				

**AUGUST**

1	2	3	4	5	6 NSS Orientation	7
8 SSDP for all TY classes	9 SSDP for all TY classes	10 SSDP for all TY classes	11 SSDP for all TY classes	12 SSDP for all TY classes	13 SSDP for all TY classes	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Vocational Guidance Cell – Lecture	28
29	30	31				

**SEPTEMBER**

1	2	3 Womens Personality Debelopment Workshop	4	5 Ganesh Festival Celebration	6	7
8	9	10	11	12	13	14
15 Dr. Kalmadi Shamarao State Level Elocution Competition	16	17	18	19 Internal Exams	20 Internal Exams	21 Internal Exams
22 Internal Exams	23 Internal Exams	24 Internal Exams	25 Internal Exams	26 Internal Exams	27 Internal Exams	28
29	30					

**OCTOBER**

1	2 NSS - Swach Bharat Abhiyan	3 Univ Exams BBA, BBA- CA and B.Sc(CS)	4 Univ Exams BBA, BBA- CA and B.Sc(CS)	5 Univ Exams BBA, BBA- CA and B.Sc(CS)	6 Univ Exams BBA, BBA- CA and B.Sc(CS)	7 Univ Exams BBA, BBA- CA and B.Sc(CS)
8 Univ Exams BBA, BBA- CA and B.Sc(CS)	9 Univ Exams BBA, BBA- CA and B.Sc(CS)	10 Univ Exams BBA, BBA- CA and B.Sc(CS)	11 Univ Exams BBA, BBA- CA and B.Sc(CS)	12 Univ Exams BBA, BBA- CA and B.Sc(CS)	13 Univ Exams BBA, BBA- CA and B.Sc(CS)	14 Univ Exams BBA, BBA- CA and B.Sc(CS)
15 Univ Exams BBA, BBA- CA and B.Sc(CS)	16 Univ Exams BBA, BBA- CA and B.Sc(CS)	17 Univ Exams BBA, BBA- CA and B.Sc(CS)	18 Univ Exams BBA, BBA- CA and B.Sc(CS)	19 Univ Exams BBA, BBA- CA and B.Sc(CS)	20 Univ Exams BBA, BBA- CA and B.Sc(CS)	21 Univ Exams BBA, BBA- CA and B.Sc(CS)
22 Univ Exams BBA, BBA- CA and B.Sc(CS)	23 Univ Exams BBA, BBA- CA and B.Sc(CS)	24 Univ Exams BBA, BBA- CA and B.Sc(CS)	25	26	27	28
29	30	31				

**NOVEMBER**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Kaveri Film Festival	19 Kaveri Film Festival	20	21 Kaveri Film Festival
22 Kaveri Film Festival	23	24	25 Disaster Management Workshop	26 Disaster Management Workshop	27	28 Adult and Continouning Education , Extension Seminars
29 Adult and Continouning Education , Extension Seminars	30					

**DECEMBER**

1 Parents Teachers Meeting	2 Parents Teachers Meeting	3 Parents Teachers Meeting	4	5 NSS Special Winter Camp	6 NSS Special Winter Camp	7 NSS Special Winter Camp
8 NSS Special Winter Camp	9 NSS Special Winter Camp	10 NSS Special Winter Camp	11	12 State Level Seminar	13 State Level Seminar	14
15	16	17 Alumni Meet	18	19	20	21
22	23	24	25	26	27	28 Yuva Spandan
29 Yuva Spandan	30 Yuva Spandan	31				

**JANUARY**

1	2	3	4	5	6 Paper Presentation - Science	7 Science Association Competitions
8	9 Paper Presentation – Commerce	10	11	12 NSS Yuva Saptah and Babasaheb Jaykar Lecture Series Bahishal Shikshan Mandal	13 NSS Yuva Saptah and Babasaheb Jaykar Lecture Series Bahishal Shikshan Mandal	14 NSS Yuva Saptah and Babasaheb Jaykar Lecture Series Bahishal Shikshan Mandal
15 NSS Yuva Saptah and Babasaheb Jaykar Lecture Series Bahishal Shikshan Mandal	16 NSS Yuva Saptah and Babasaheb Jaykar Lecture Series Bahishal Shikshan Mandal	17 NSS Yuva Saptah and Babasaheb Jaykar Lecture Series Bahishal Shikshan Mandal	18 NSS Yuva Saptah and Babasaheb Jaykar Lecture Series Bahishal Shikshan Mandal	19	20	21 Vocational Guidance Cell – Lecture
22	23	24	25	26	27 National Level Workshop	28 National Level Workshop
29	30	31				

**FEBURARY**

1	2	3	4	5	6	7
8	9	10	11 Annual Prize Distribution	12	13 Internal Exams	14 Internal Exams
15 Internal Exams	16 Internal Exams	17 Internal Exams	18 Internal Exams	19	20	21
22 Start of Various University Exams for all courses	23	24	25	26	27	28