IQAC Cluster
Reg No. MAH/236/2021/PUNE

Certificate ID: WI6328

Internal Quality Assurance Cell Cluster
Academic and Administrative Audit
CERTIFICATE
Being Awarded To

Pune District Education Association's

Waghire College of Arts, Commerce and Science,
A/p Saswad, Tal-Purandar, Dist-Pune

As per NAAC guidelines the Academic & Administrative
Audit was administered by IQAC Cluster through
Principal/Experts/Academicians

FOR THE YEAR 2022-23 & 2023-24

Valid Till: 23/03/2025

Dr. Ayub Shaikh
Co-ordinator, Audit Cell, IQAC Cluster

Mr. Peeyush Pahade
President, IQAC Cluster

PUNE DISTRICT EDUCATION ASSOCIATION's

Waghire College of Arts Commerce and Science, Saswad, Tal-Purandar, Dist-Pune

"NAAC Grade: B++ CGPA: 2.83 (Valid upto Aug 2024)" Estd. 1972 | Affiliation ID PU/PN/ASC/033-1972 | AISHE CODE: C-41716
Affiliated to Savitribai Phule Pune University

ACADEMIC AND ADMINISTRATIVE AUDIT

WAGHIRE COLLEGE OF ARTS, COMMERCE AND SCIENCE
SASWAD, TAL-PURANDAR, PUNE 412301

IQAC CLUSTER INDIA
(Reg.No.MAH/236/2021/PUNE)
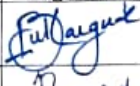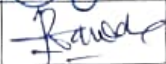## INSPECTION COMMITTEE REPORT

FOR PDEA's WAGHIRE COLLEGE OF ARTS COMMERCE AND SCIENCE SASWAD, TAL-PURANDAR, DIST-PUNE

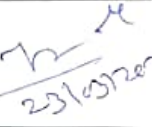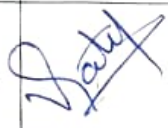(Framed Under Sections 90(2) Read with 5(25), 14 (14), And 28 (dd) Of The Act)

The Academic and Administrative Audit Committee visited Waghire College of Arts, Commerce and Science, Saswad, Pune, Maharashtra on: 23rd March 2024

Day	Saturday	Date: 23/03/2024	Time;9.30 am to 5.30 pm

The External Peer committee members for AAA appointed by Cluster Maharashtra are:

No	Name	Designation	Address	Signature
1.	Prof. Bharat Kangude	Chairman	A.P.College, Pirangut	
2.	Dr Ramdas Pawar	Member	R.M. College Akurdi, Pune	

Authorities of the organization who interacted with the AAA team are:

No	Name	Designation	Address	Signature
1.	**Adv. Sandip Kadam**	The Secretary, PDEA Management representative	Pune District Education Association, Paud Road, Pune	
2.	**Dr Pandit Shelke**	Principal	PDEA's Waghire College of Arts Commerce And Science Saswad	
3.	Dr Subhash Wavhal	CDC member	PDEA's Waghire College of Arts Commerce And Science Saswad	
4.	Dr Sanjay Zagade	IQAC Incharge	PDEA's Waghire College of Arts Commerce And Science Saswad	23/03/2024
5.	Shri Ashok Kondawale	Registrar or equivalent	PDEA's Waghire College of Arts Commerce And Science Saswad	
6.	Dr Vidya Patankar	Teacher representative	PDEA's Waghire College of Arts Commerce And Science Saswad	

The Audit report has been submitted by Cluster India on: 23/3/2024

23/3/24
Committee Chairman

CHAIRMAN
Audit Team IQAC CLUSTER
Pune

Reg.
MAH/236
2021/Pune

PRINCIPAL
Principal
Waghire College, Saswad
Tal. Purandar, Dist. Pune.

Section I: Basic Details of the Organization:

I	**Name of the Trust/ Society** Address Phone no: E-mail Year of Establishment:	PUNE DISTRICT EDUCATION ASSOCIATION, 48/1 A, Paud Road, Pune-411038 020-25434570/25458327 honsecretary@pdeapune.org 1941
II	**Name of the College/** **Institute:**	**PDEA's WAGHIRE COLLEGE OF ARTS COMMERCE AND SCIENCE SASWAD TAL-PURANDAR, DIST-PUNE**
	Address:	**TAL-PURANDAR, DIST-PUNE**
	Year of Establishment	**1972**
	Contact Details: 1. Telephone no with STD code 2. Fax no: 3. Mobile no of the organization 4. Organizational email: 5. Website address:	02115 222524 wc_saswad@pdeapune.org http://www.pdeawcsaswad.edu.in/
III.	**Institutional Status** 1. Affiliating University: 2. Affiliation Status: 3. UGC Approval 4. Financial Status:	(**IQAC file**) Savitribai Phule Pune University Permanent 2f & 12B ,Date : Aided : ● Grant in Aid ● Grant in Aid + self-financing.
IV.	**Type of College:**	a) Affiliated b) Co-ed College. c) Rural
V.	**Type of Faculty/Programme**	**Multi faculty**

		Arts/ Commerce/ Science/ BBA/ BCA/ Sports
VI.	**Special status conferred UGC-Special Assistance Programme**	DST/DBT- DST Star Scheme

Section II: What are the Objectives to Conduct the Academic Audit?

1. Conducting an academic audit involves a systematic review of an educational institution's academic processes, performance, and outcomes. Here are some key objectives for conducting an academic audit:

2. Quality Assurance: Ensure that academic programs meet established standards of quality and effectiveness.

3. Performance Evaluation: Assess the performance of academic programs, faculty, and students to identify strengths and areas for improvement.

4. Resource Allocation: Evaluate the effectiveness of resource utilization, including faculty, facilities, and technology, to support academic goals.

5. Curriculum Review: Examine the relevance and rigor of the curriculum to ensure it meets current academic and industry standards.

6. Stakeholder Feedback: Gather input from students, faculty, alumni, and employers to gain insights into the academic experience and outcomes.

7. Continuous Improvement: Identify best practices and areas for enhancement to foster a culture of continuous improvement within the institution.

8. Enhancing Student Learning: Focus on improving student learning outcomes and overall educational experience through targeted interventions.

By achieving these objectives, academic audits can help institutions enhance their academic offerings and maintain high standards of education.

Section III: Governance Structure and Policies

No	Metric details	Inputs
1.	**Vision/ Mission and Goals.** The Vision and mission statement is understood by the staff. The aims and objectives are realistic and achievable Assessment Parameters: **Response-** **The foundation of Vision and Mission of the Institution was laid in 1972, when Pune District Education Association (PDEA) established WAGHIRE COLLEGE SASWAD.** *Vision- Bahujan Hitaya, Bahujan Sukhaya" ("Welfare of All and Happiness due to literacy for everyone")* *Mission- Provide an open access to learning, irrespective of caste, class and creed to the community*	
2.	**Principal** (Regular./ Incharge (approved)/ Incharge (Unapproved)	**Regular** **Approved**
	Name & relevant details	**Dr Pandit Shelke**
3.	**CDC**	The college has 'College Development Committee" as per Maharashtra Universities Act, 2016. In addition to this the college also has "Academic and Administrative Committee" to run various curricular, co-curricular and extra-curricular programmes.
	a) Meetings held since formation	06

	b)	Agenda, Minutes and Action Taken Report of each meeting. % Implementation of decisions	80%
	c)	Review of the decisions taken especially with respect to academics, research, student activities certain policies such as admissions, examination, etc.	Some of the steps taken towards achieving goals in perspective plan of development are : ● Designing outcome based education model ● mechanism to attainment of course and programme outcomes ● capacity building of teachers by conducting faculty development programme and training programme for non-teaching staff
4.	**IQAC**		
	a)	Is Committee formed according to the IQAC norms?	Yes
	b)	Number of Meetings held	12
	c)	Agenda, minutes and Action taken report	http://www.pdeawcsaswad.edu.in/Iqmatr
	d)	The working of the organizational IQAC is in tune with its vision and mission statements	Yes
	e)	Whether a Perspective plan is in place and is working? What is the % of success?	Yes, 70%
	f)	Whether a short term and long term goals and objectives are identifiable by the IQAC and Management?	Yes
	g)	Number of Quality initiatives undertaken by IQAC	106
	h)	Number of collaborative activities are conducted with other institute by IQAC	76
	i)	Whether AQAR's are sent on an annual basis? (not for First Cycle colleges)	Yes

Academic and Administrative Audit by Cluster India

	j)	Number of feedbacks taken? Analysis done? Action taken and Actions implemented?	http://www.pdeawcsaswad.edu.in/Feedbackreport
	k)	Audits conducted other than AAA? (Environmental/ Green / Energy/ Gender, etc.)	**Environmental** **Green** **Energy** **Gender**
5.	**Student Council committee**		
	a)	Whether the student council has been formed as per the norms?	No
	b)	Whether the student council is active?	No
	c)	Activities of Student Council.	No
6.	**Student Grievance Redressal Cell**		
	a) Composition of Cell		Chairman- Dr Pandit Shelke Coordinator- Prof S. B. Bhujbal, Members- Dr. Mangesh Jagtap Dr. Vilas Wani Prof. Vishakha Ganvir
	b) Redressal Policy of the college.		● The grievance procedure is a machinery to sort out the issues between student and college. ● It is a means by which a student who believe that, he / she has been treated unfairly with respect to his / her academic / administrative affairs or is convinced to be discriminated is redressed. ● It is a device to settle a problem. It enables to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the college.

Academic and Administrative Audit by Cluster India

		● It involves a process of investigation in which 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. ● Matters are disclosed to only those, who have a legitimate role in resolving the matter. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".
	c) Number of meetings conducted per year? Decisions taken	4
	d) Number and nature of complaints received? Action taken on it?	0
	e) Redressal procedure?	● The students are ought to lodge their grievances in the prescribed form available with their HOD (s) of the respective department. ● The form, duly filled, is required to be submitted in the drop box placed outside the Principal's office. ● The secretary in turn intimates the matter to the committee for necessary action. Final report based on grievance received will be submitted to the Principal and further course of action will be decided and the same shall be intimated to the students.
	f) Number of Awareness program conducted	05
7.	**Internal Complaints Committee**	
	a) Is ICC constituted as per the norms?	Yes
	b) Composition of ICC Cell	http://www.pdeawcsaswad.edu.in/InternalComplianceCommittees.jsp

Academic and Administrative Audit by Cluster India

	c)	Are the details of ICC intimated on the notice board or at proper places?	Yes
	d)	Is it mentioned in the prospectus and on the website?	Yes
	e)	Number of complaints received and action taken?	Nil
	f)	Number of meetings conducted	4
	g)	Number of activities conducted by the Committee?	4
8.	**Anti- ragging committee**		
	a)	Composition of Anti-ragging Cell	**http://www.pdeawcsaswad.edu.in/StudentDevelopment?type=Anti%20Harassment&pgnm=StudentDevelopmentAntiHarassment**
	b)	Whether notifications about anti-ragging are put up on the campus?	Yes
	c)	Awareness about anti ragging done?	Yes
	d)	Meetings and report of cases. Action taken?	**http://www.pdeawcsaswad.edu.in/StudentDevelopment?type=Anti%20Harassment&pgnm=StudentDevelopmentAntiHarassment**
9.	**SC, ST, OBC, Minority Cell**		
	a)	Meetings held and issues discussed and new aspects implemented	2
	b)	Priority in Admissions, progression and during appointments.	Yes
	c)	Efforts to prevent discrimination at workplace and to create congenial environment.	**1. Implement Comprehensive Policies** ● **Anti-Discrimination Policy**: Develop clear policies that define discrimination and outline the consequences for violations. ● **Equal Opportunity Employment**: Ensure hiring, promotion, and compensation practices are fair and equitable.

Academic and Administrative Audit by Cluster India

			2. Diversity and Inclusion Training
			• **Regular Workshops**: Conduct training sessions to educate employees about diversity, inclusion, and unconscious bias. • **Ongoing Education**: Incorporate diversity training into the onboarding process and offer refresher courses.
10.	**Right To Information (RTI)**		
	a) Whether committee exists with proper Authority	Yes	
	b) Whether the name of Appellate authority and the committee is displayed at visible place?	Yes	
	c) No of RTI cases & solutions?	00	
11.	**Purchase Committee**		
	a) Functional purchase committee with standard procedures present/ absent?	Yes	
	b) Minutes of Meeting documents of Purchase committee.	02	
	c) Purchase Orders and Comparative Statement documents	Yes	
12.	**Development & Utilization fund**		
	a) Fund, grants received from Government agencies (apart from Research grant)	SPPU • Organizing Seminars/Conferences/Workshops- 17,05,000/- • NSS Activities-10,18,500/- • Scholarships-1,15,98,894/- • SDO-Students Development Office- 8,84,148/- • Upgrading Sports Equipments- 1,35,593/- • Bahishal- Extramural- 47,000/- • DBT-Star Grant- 54,00,000/-	
	b) Fund, grants received from Non-Government agencies (apart from	Fund from Individuals- Rs.34, 47,804 /-	

		Research grant)	
	c)	Fund, grant Utilization policy is in place?	Yes
13.	**AISHE** – whether each year certificate is obtained and the organization is registered with AISHE		Yes
14.	**NIRF**- ranking of the organization and procedures completed.		Yes
15.	ISO – completed?		No
16.	Any other accreditation?		No
17.	Standard Operating Procedures, policies & Benchmarks Developed:		As per parent guidelines issued by GOM and SSPU rules and regulations
	a)	Number of SOP's developed.	**01**
	a)	Number of Polices are developed	01
	b)	Bench marks created? Describe the areas.	No
18.	**Committee working?** a) **Library-**		
	i. Decisions taken by library committee and implemented?		**2**
	ii. Library memberships with other libraries.		Yes-Jaykar Library SPPU, Pune
	iii. OPAC installed and working?		Yes
	iv. Digitalization of library and computer to student ratio in library/		10
	v. Library utilization by; staff and by		Yes

	students?	
	vi. Old and rare books and method to preserve them	Yes
	vii. Facilities for students?	● Book Bank Scheme ● Reading Hall with Internet Facility
	viii. % budget spent on library for purchase of books and Journals	13%
	ix) Best practices by the library (number).	01, Vachan Katta
	b) Infrastructure Development Committee	Yes
	a) Infrastructure development committee, their meetings and minutes and actions taken? Budget allocation for infrastructure - .	Yes
	b) Details of i) Number of computers & computer to student ratio ii) Computer to administrative office staff ratio iii) Available band width currently iv) Facilities such as lecture capturing system/ media centre. v) Wi- fi updating last done vi) No of rooms for academic purpose (class rooms, benches & accommodation in classes, class wise furniture and other details)	351 29.01 12 100 MBPS No 46

	c) other committees, their meetings, minutes and action taken reports	Yes	
19	**Departmental filing (department wise)** *(25% department's records will be verified as per following parameter during physical visit*.) a) Departmental staff details, appointments, etc. b) Workload, c) Timetable, d) Teaching plan and monthly teaching schedule. e) Teachers diary, f) Leaves record and necessary adjustments. g) Departmental meetings, h) Student list, i) Result analysis, j) Examination dates, k) Activity planning, l) Add-on courses details m) Value added courses details n) Cross Cutting issues related courses details o) Remedial course planning and execution methodology p) Bridge courses, - content, schedule, attendance, material, feedback, feedback analysis. q) Student centric teaching learning details. r) Experiential teaching learning details (as per curriculum) s) Teaching feedback and feedback analysis and action taken report on the analysis. t) Departmental Peer assessment of teaching and its analysis from external Peers. u) Departmental SWOC.- External & Internal v) Student feedback on departmental functioning. w) Percentage of student progression to	**Yes**	

Academic and Administrative Audit by Cluster India

		higher education and placement.	

Section IV: Student Progression.

			Year 1 (2022-23)	Year 2 (2023-24)
1.		Total number of students in the organization	3107	3281
2.	Percentage of enrolment against sanctioned seats (more than 80% / 70%/ 60% / less than 60%)		More than 80%	More than 80%
3.	% of category students a) SC b) ST c) OBC d) Other e) Open		6.85% 1.12% 29.10% 3.62% 59.18%	7.45% 1.2% 28.77% 2.9% 59.46%
4.	Students from other states		0	0
5.	Students from other nations		0	0
6.	% Divyang students.		0.1	0.2
7.	Ratio of Boys to Girls?			**?????**
8.	Total number of students appeared for final year		984	975
9.	Total number of students passed in final year.		698	594
10.	Percent of Student attendance		88%	92%
11.	Scholarship/ free-ships provided to students: Government/ Non-government (% beneficiaries)		18.60%	33.0%
12.	Welfare schemes for students: its details and number of beneficiaries		Earn & Learn 56 Book bank facility	Earn & Learn 48 Book bank facility

Academic and Administrative Audit by Cluster India

13.	Number of Awards won by students from cultural events (national/ international/ state/ University.)	0	8
14.	Number of Awards won in sports at international/ national/ state/ university/ various levels vs. total number of students	37	30
15.	Number of Sports and Cultural events conducted in college.	19	8
16.	Percentage of participation of students in a) NSS b) NCC c) Any other	300 180 29	300 180 25
17.	Number of Extension and Outreach activities conducted by NSS/ NCC/Red cross/YRC wherein students were participated.	3425 2817	
18	Students completed graduation/ masters and employed by the college placement cell (give details) i) Number of student registered for placement cell ii) No of trainings conducted by placement cell and students benefitted. iii) Number of pre-placement sessions conducted. iv) Students directly placed. v) Students placed on campus through job fairs vi) Students placed off campus through job fairs. vii)Total number of MoU/ tie-ups created by institution in current year for placement. viii) % students who have gone for entrepreneurship/ family	38 3 2 22 6 09	50 2 1 18 3 07

	businesses.		
19.	Students who have pursued their education further (Progression) a) % progression of students passed. b) % of Student progressed to higher education c) % progressed into interdisciplinary areas. d) % students who have stopped progression (@home/married/etc.)	150	94
20	Capability enhancement schemes, Guidance for competitive examination, Career counselling conducted. a) Number of Capability enhancement activities conducted. b) Percentage of Student participant c) Number of Guidance for competitive examination conducted. d) Percentage of Student participant. e) Number of Career Counselling programs conducted. f) Percentage of students participants.	17 41% 0 15 57%	14 52% 3 11% 10 36%
21	Average percentage of students clearing GATE/NET/SET/ Civil services/ etc. (list of students, year , position achieved, related details)	14	3
22.	Registered alumni association present? a) % of new Alumni registered: b) Monetary Support in terms of funds/donation c) support in services:	10	10

			Nil	Nil
	● Parenting support to existing students			
			Yes	Yes
	● Support in kind: library/ Sports/ infrastructure/etc.		Yes	Yes
	● Support in terms of services: guest lecture/ mentoring/ etc.		Yes	Yes
	● Support in placements		Yes	Yes
			Yes	Yes
	d) Alumni meetings:			
			Yes	Yes

Section V Academics:

1.	Number of (Certificate/Diploma) **Programs** included in last five years (for certificate 150 hours for diploma 300 hours) Details with proofs	2	2
2.	Number of new university programs introduced.	-	4
4.	Number of Add-on programs conducted	17	22
5.	Number of value added courses (30 hours skill based).	-	-
6.	Number of Courses having field study/Research projects/ internships	12	12
7.	Percentage of Students undertaking field projects/ internships (current year)	27%	60%
8.	Number of Courses having Cross Cutting Issues.	15	15
9.	Percentage of teachers using ICT for effective teaching and learning, e – learning resources.(list the tools and resources available	92%	100%
10	Number of ICT enabled classrooms and smart class rooms.	21	29
11	Whether a) Course outcomes (CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are	a) Yes	a) Yes

Academic and Administrative Audit by Cluster India

		displayed on the website? b) Attainment of PO,PSO &CO conducted? Provide documents.	b) Yes	b) Yes
12.	Provide average passing percentage of the college (only final year be considered) **Passing analysis;** Distinction First Class Second Class Pass Class Failed:	55%	57%
14	How does college analyse results and how are they used for the future development of the organization?	Internal and External Exam	Internal and External Exam

Section VI: Teaching staff related

1.	Average percentage of full time teachers, teachers with Ph.D. and their teaching experience.	104 23	102 24
2.	Percentage of teachers recognised as research guides	18	18
3.	Number of teachers who have completed their Ph.D. in last two years	2	0
4.	Average percentage of full time teachers who have received awards / recognitions/ fellowships at state/ national/ international level from government/ recognised bodies in last two years	0	0
5.	Full time teachers from other states, their last degree and the state from	0	0

	which it was obtained.		
6.	Grants (Amount in lakhs) received by teachers for research projects by the government/ non- government sources (industry/ corporate houses/ international bodies/ endowment/ chairs/ the institution during last two years.	1 Teacher 5 lakhs	3 Teacher 5.15 lakhs
7.	Percentage of teachers who have taken a research project in last two years.		
8.	Workshops /seminars on IPR/Research methodology and Entrepreneurship conducted by college.	16	10
9.	Number of papers published in UGC listed journals	30	13
10.	Number of books, chapter in book, research papers in proceeding published by teaching community at national and international level	8	2
11.	Number of teachers as research guides	18	18
12.	An amounts generated through Consultancies provided by teaching staff.	0	0

Section VII: Community& environmental services.

1)	Number of NSS related activities – reports & Camps	12	18
2)	Number of Activities other than NSS	12	16
3)	Number of Environment related activities	2	3
4)	Number of Cleanliness programs	5	4
5)	Number of Gender equity/Sensitivity programs	11	09

Academic and Administrative Audit by Cluster India

6)	List the woman's facilities in institute.	Anti-Harassment Cell
7)	Green practices- plastic free campus / paperless office/ public transport measures/ waste management practices/ LED lamps/ Rain water harvesting. Describe in bullet form.	● Government's plastic-free campaign, highlighting the environmental responsibilities enshrined in our Constitution. ● This not only educates but also encourages practical, ● eco-friendly practices among our community
8)	Installation of Solar energy	Yes - two grids
9)	Rain water harvesting ;describe in bullet form	● Rain water Collected from the building is collected in the tank and Roof water also provided to plants ● Rainwater from rooftop from the building harvested for recharging the borewells ● Utilization of conserved and harvesting water for gardening

Section : VIII: OFFICE ASPECTS
(office filing)

1.	Teaching Staff Appointments ,Approvals and Promotion ***Aided:** a) Describe Process of Appointments , Approvals and Promotion in bullet Form along with documentary evidences b)Number of CAS eligible Teacher	● The institute follows the Performance Based Appraisal System (PBAS) of UGC for the teachers to be promoted under the Career Advancement Scheme (CAS). ● The institute has constituted a separate Committee under the chairmanship of the IQAC coordinator for the verification of the Academic

	c) Number of CAS pending cases ***Unaided:** as above procedure	Performance Indicator (API). ● Eligible faculty members should submit API reports to the committee as per UGC and affiliating University guidelines. API of a concerned teacher is assessed by IQAC and forwarded to the Principal. ● Such proposals are forwarded to the University for the further processing. ● During the assessment period 25 faculties promoted through the CAS process.	
2.	Non- Teaching Staff Appointments & Promotions ***Aided:** a)Describe Process of Appointments, Approvals and Promotion in bullet form along with documentary evidences ***Unaided :** As above procedure	**Appointment and service rules:** Recruitment on regular and temporary vacancies of teaching and non-teaching staff is made by parent institute through proper statutory mechanism based on UGC, State Government and University rules and regulations. Service rules and regulations framed by the UGC, State Government and the Affiliating University are observed by the Parent Trust and institute.	
3.	Service Books & Leave Records (Teaching & Non – Teaching Staff) **Aided:** ● Service Books maintained as per Joint Director Office ● Computerized Leave Record is maintained as per service book *** Unaided dept.:** As above procedure	Yes	
4.	Admissions Procedures	It is carried out through online	

		*Aided/Unaided. ● Describe process of Admission in bullet form with documentary evidences.	mode- http://www.pdea-admission.org/
5.		Examination and Examination grievances ***Aided/Unaided:** a) Describe Examination process in bullet form with documentary evidences.	The Examination Department is structured in this college to carry out all the examination activities http://www.pdeawcsaswad.edu.in/Examinations
		b)Describe mechanism of examination grievances in bullet form with documentary evidences.	Pre Examination Process ● At the time of Mid-term/ Internal examination at each semester, the examination dept. organize the meeting under the chairmanship of Principal of the college and discuss the process and require arrangement for the smooth conduct of the examination Internal Assessment ● According to the choice based credit system (CBCS) the internal assessment having different steps like tutorial, assignment, internal/mid-term exam, presentation, oral examination, project work etc Entry of Internal Mark & Verification As per the Savitribai Phule Pune University, Examination Dept. issue the circular regarding with dates for feeding internal assessment progress/status of different programme on the valid portal

		like https://intmarks.unipune.ac.in/IMS_Login.aspx and after an entering internal assessment progress/status the pdf is generated and same will be display on notice board of the college for the students sake of verification.
	c)Number of examination grievances received in last two years with Documentary evidences.	03
	d)Number examination grievances resolved within stipulated time with documentary evidences.	03
6.	Railway/ Bus Concessions ***Aided & Unaided** Railway/ Bus Concession is issued from1st to 10thdate of every month ● Monthly statement is prepared on excel sheets ● Submitting the same at Railway/ Bus to the Office	Yes
7.	Government Scholarships & Free Ships ***Aided/Unaided:** ●Students and Parent are orientated with procedure and norms. ●Display of Notice on Digital Signage &WhatsApp group ●Collection of forms filled by students on the scholarship site ●Verification of forms & documents	Yes

	Non-Government scholarships, free ships, concessions. **Organizational effort to provide help to needy:**	
8.	a)Concession in fees; Provide list b)Other supporting documents.	Yes
9.	Inward &Outward Registers **Aided/Unaided.** Digitized	Yes
10.	Dead Stock Registers: Provide record ***Aided/Unaided Course dept.:** Register is maintained in excel format	Yes
11.	Records of Minutes Governing council, College development committee, Internal Quality Assurance Cells. ***Aided/Unaided.:** Provide Records: ● CDC-Twice a year ● IQAC – Once in three months (minimum) ● Management committee - Twice a year	Yes
12.	Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's ***Aided/Unaided** ● Purchase of new equipment is recorded in the Dead Stock Register ● New purchases are numbered ● List Attached ● Scrap is also donated& recorded	Yes

13.	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc. **Aided/Unaided :** - Accounts is maintained in Tally ERP9 - Vouchers are printed from the Tally Software, Reconciliation is maintained in Tally ERP9 - Salary Register of the Full Time Faculty's & Non-Teaching Staff are maintained - Fees Receipts are printed from the customized software	Yes
14.	College Budgets & Audited Balance Sheet ***Aided/Unaided Course dept.:** - Budget is prepared department wise every year - Audited Balance Sheet is also prepared and submitted to the trust	Yes
15.	Teachers Workload & Class Time Tables ***Aided/Unaided:** As per University norms & approved form University/Joint Director Office ***Unaided:**	Yes

18.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers Provide documents of Agreements.	Yes
19.	Non- Teaching Staff Welfare **Aided/Unaided/ Ext. Course dept.:** ● Medical Assistance on request ● Fees / Financial Assistance on request ● Family Picnic ● Festival Celebration ● Birthday Celebration	Yes Yes
20.	Number non-teaching staff attended Training/ Workshops during last two years.	2022-23 : 86 2023-24 : 93

Section IX: Best Practices: Describe in bullet form

1. In Curriculum	• Enhancing entrepreneurship and self-employment skills. • Fostering creativity and management capabilities in organizing various activities. • Developing innovative and creative thinking. • Encouraging understanding of business ethics and professional skills. • Providing a basic understanding of management and marketing skills. • Enhancing decision-making, communication, and negotiation skills • Teaching strategies for capital generation and teamwork.

Academic and Administrative Audit by Cluster India

	• Improving practical skills and employability. • Building self-confidence and personal development. **The Context**: The Waghire Bazaar serves multiple educational and community-oriented purposes: Educational Enhancement: It offers a practical learning environment for students to apply classroom knowledge to manage and operate a business, enhancing their programmatic skills in entrepreneurship and management.
2.Academics	**Academic Welfare Measures** ● **Library Books-** For reading and updating knowledge staff can have home access of library books ● **Newspaper Reading Section**- Separate section for reading daily newspaper ● **Organization of FDP/STC/OP/RC/Seminar/Conference/ Workshops**- Staff members are encouraged to participate in various faculty development programmes and training programmes for up gradation of knowledge. The college also organises FDP and Training programmes. ● **Research Publication**- Staff members are encouraged to publish research papers in various UGC Care-Listed journals ● **Publication of annual Magazine *Purandar***- A copy of annual college magazine entitled *PURANDAR* has been distributed to all teaching and non-teaching staff members. ● **Gymnasium/ Sports Ground**- After working hours, staff members are allowed to utilize gym equipments and college ground for exercise. ● **Spacious Parking Facility**- Available for 24x7 ● **Pure Drinking Water Facility**- Available for 24x7 ● **College Canteen-** Available for breakfast and lunch ● **First Aid Box and Medical Observation Room**-

	Available for 24x7
	● **Free internet-** Staff members are allowed to utilize internet facility on campus
	● **Email address** using the domain name of the college/institution with one TB storage capacity for their e-mails.
3. Extension	Pandharichi Wari: Clean Wari - Healthy Wari - Nirmal Wari - Green Wari (Pilgrimage) Swachh Wari-Swastha Wari-Nirmal Wari-Harit Wari: (June 27 to 30, 2019) As per the direction of Savitribai Phule Pune University, 'Swachh Wari-Swastha Wari Nirmal WariHarit Wari' was organized at Saswad jointly by N.S.S Department of Waghire College, and Savitribai Phule Pune University. Sant Dnyaneshwar's palanquin stayed at Saswad on 28th and 29th June for two days. On this occasion, 810 volunteers from Waghire College and seven colleges in the area participated in 'Swachh Wari-Swastha Wari-Nirmal Wari-Harit Wari' from 27th June to 30th June. On June 27, 1,000 trees were planted by seven colleges. On 28th and 29th June, distribution and collection of leaflets, Nirmalya collection of waste and compost manure from Nirmalya, awareness, Nirmal Wari, Tobacco Free Oath, Street Plays, Nirmal Wari were carried out. On June 30, a clean-up operation was carried out in the entire city of Saswad Green Wari-Plantation Activities (Dated June 27, 2019) Savitribai Phule Pune University and Saswad Municipality jointly planted trees at Palkhital to welcome Palkhi under 'Swachh Wari-Swastha Wari-Nirmal Wari-Harit Wari' programme. CEO of Saswad Muncipal Corporation, Mr. Vinod Jhalak, Shri Manohar Jagtap, Shri Vijay Wadhane, Health Officer Mr. Mohan Chavan College Principal Dr. Nitin Ghorpade were present on this occasion. On this occasion, 775 volunteers from Waghire College and nine colleges in the area planted 1000 neem trees at Palkhi Tal, Water Tank, Wagh Dongar, Acharya Atre Hall,

Academic and Administrative Audit by Cluster India

	Sopankaka Udyan (Nana Nani Park), Government Hospital, Provincial Office, Market Yard, Taradatta East-West, Cemetery Road and Waghire College Campus.
4. Student progression	● placement of outgoing students ● student progression to higher education ● Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations ● Sport Participation ● Cultural Event Participation ● Engaged Alumni Participation ● Students join as staff members
5. management practices	**Financial Welfare Measures -** ● **Seventh Pay-Fixation and Promotion Under CAS** (Career Advancement Scheme) Fixation- All grantable teaching and non-teaching staff received 7th Pay Fixation in salary and got timely economic benefits of Promotion Under CAS (Career Advancement Scheme) through proper CAS-Fixation. ● **Medical re- imbursement**-99% medical claims facilitated through Joint Director of Higher Education, Pune proposed and undersigned by the Principal of college ● **Servants' Credit Co-operative Society-**PDEA established the Servants' Credit Society in July 1965 for the welfare of employees. Shares are collected monthly from each member and a dividend is given at the end of every financial year. Maximum Rs. 30 lakhs Loan facility is available to the staff Members. Fix Deposit Scheme is available. Loan Security Cover is provided to the borrower and the outstanding loan is waived off in case of his death. In case of the natural death of a member, the

	sum of Rs.2 lakhs under the scheme of 'Shardabai Pawar Jeevan Sahyata Fund' and Rs. 25000 under the scheme of 'Laxmibai Gholap Fund' is paid to the nominee of the demised member. **Sevak Kalyan Nidhi**- Medical reimbursement of up to Rs.40,000/- to the staff or his family member as a relief in case of hospitalization. In case of the death of the member, Rs.75,000/- is provided to the nominee of the member. The recreation hall is available to the members at a concessional rate. **Insurance-** As per Government of Maharashtra circular no 2017/06 dated 27/07/2017, accident insurance is provided to each member with cover of Sum Rupees 10,000,00/- (Ten lakh). In case of the natural death of a member, the sum of Rs.2 lakhs under the scheme of 'Shardabai Pawar Jeevan Sahyata Fund' and Rs. 25000 under the scheme of 'Laxmibai Gholap Fund' is paid to the nominee of the demised member. **GPF(**General Provident Fund**)-** Investment of 12 % of basic pay with returns as per government rules to Grantable staff members **DCPS/NPS** Defined contribution pension scheme (DCPS) for grantable staff joined after 01/11/ 2005 transferred to National Pension Scheme (NPS) **-** Government Contribution 14% and Employee contribution 10% from salary **EPF-** Employee Provident Fund (EPF) for non-grant staff- Parent Institute contributes 10% and Employee contribution 10% from salary for non-grant teaching and non-teaching staff
6.Environment	- The cross cutting issues such as Human Right, Gender Sensitivity , Cyber Security , Environmental - Sustainability are addressed through extra credit courses as well as through curricular, co-curricular, extra-

Academic and Administrative Audit by Cluster India

	curricular activities etc.
	• The institute has organized 91 extension activities through NSS, NCC, Board of Students Development.
	• *Swachha Bharat Mission*, Environmental Sustainability, Village Survey, *Azadi ka Amrit Mohotsav*, Cultural, Extramural activities to sensitize the students for their social responsibilities
7.Distinctive practices	• Guided by the Pune District Education Association's mission, the institution strives for holistic development, academic rigor and environmental consciousness, empowering women and extending it to the community at large.
	• Our college stands as an exemplary institution, distinctively the transformative potential of education driven by vision, compassion, and a dedication to societal welfare. Our goal is to nurture
	• individuals who make meaningful contributions to society.
	• The Institute, faculty, and students are accorded with many awards in academics, research, sports,culture, and social services, underscoring the **Distinctiveness** of our institution.
	• These achievements emphasize holistic growth, inclusivity, academic excellence, and environmental sustainability and bear witness to the institution's unwavering dedication to its mission and values.

Academic and Administrative Audit by Cluster India

Academic and Administrative Audit Recommendations:

- Students' council be formed.
- Collective measures be taken to increase enrolment percentage of reserve category students.
- Implementation of RTI be ensured properly.
- Research policy be strengthened.
- UGC Care listed journal publications be increased.
- Incentives of Seed money be provided by management for research
- Upgradation of Language Lab with modern aids be -Strengthened.
- N-List Users be encouraged & resources be utilised.
- Faculty should apply for financial assistance for research on social-ethical issues.
- Indoor sports facilities be revamped

Committee Member

Dr Ramdas Pawar

MEMBER
Audit Team IQAC CLUSTER
Pune

23/3/2024

Committee Chairman

Prof. Bharat Kangude

CHAIRMAN
Audit Team IQAC CLUSTER
Pune

Academic and Administrative Audit by Cluster India