2012-2013

Maharashtirya Mamdal's

Chandrashekhar Agashe College of Physical Education

Gultekdi, Pune

ANNUAL QUALITY ASSURANCE REPORT (AQAR)- 2012-2013

[ANNUAL QUALITY ASSURANCE REPORT (AQAR)]

AQAR 2012-2013 prepared by IQAC – CACPE Pune

M.M's Chandrashekhar Agashe College of Physical Education Pune

The Annual Quality Assurance Report (AQAR)- 2012-2013

Part – A

AQAR for the academic year – (July 2012 to June 2013)

1. Details of the Institution

1.1 Name of the Institution

Maharashtriya Mandal's Chandrashekhar Agashe College of Physical Education

1.2 Address

Address Line 1:	**Gultekdi**
Address Line 2:	**Mukundnagar**
City/town:	**Pune**
State:	**Maharashtra**
Pin code:	**411037**
Institution email address:	**principalnimkar@gmail.com**
Contact no.s:	**+912024261872, +912024263012**
Name of the Head of the institution:	**Dr Nayana D Nimkar**
Tel. No with STD code:	**+912024261872, +912025659182**
Mobile No:	**+919822065499**
Name of the IQAC co-ordinator:	**Dr Shraddha A Naik**
Mobile No:	**+919850880126**
Email address:	**naik.shraddha@gmail.com**
IQAC email address:	**naik.shraddha@gmail.com**
1.3 NAAC Track ID:	---

1.4 NAAC Executive Committee No. & Date:

EC/51/RAR/42 dated 31-12-2009

(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:	www.agashecollege.org

Web-link of the AQAR:

http://agashecollege.org/wp-content/uploads/2017/02/AQAR-2012-2013-CACPE-PUNE.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	82	2003	2008
2	2nd Cycle	B	2.85	2009	2014

1.7 Date of Establishment of IQAC:	JULY 2004

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

i. AQAR submission 2010-2011	January 2017
ii. AQAR submission 2011-2012	February 2017

1.9 Institutional Status

University			
State ✔	Central NA	Deemed NA	Private NA
Affiliated college	**Yes** ✔	No NA	
Constituent college	Yes- NA	No- NA	
Autonomous college of UGC	Yes- NA	**No** ✔	
Regulatory Agency approved institution	Yes ✔	No- NA	
Type of Institution	**Co-education** ✔	Men- NA	Women- NA
	Urban ✔	Rural- NA	Tribal- NA
Financial Status	Grant-in-aid ✔	UGC 2(f) ✔	UGC 12B ✔
	Grant-in-aid + Self Financing ✔	Totally Self-financing NA	

1.10 Type of Faculty/Programme

Arts- NA	Science- NA	Commerce- NA
Law- NA	**PEI (Phy Edu)** ✔	TEI (Edu)- NA
Engineering- Na	Health Science- NA	Management- NA

1.11 Name of the Affiliating University (*for the Colleges)*-	**University of Pune**

1.12 Special status conferred by Central/ State Government—

UGC/CSIR/DST/DBT/ICMR etc	NA	Autonomy by State/Central Govt. / University-	NA
University with Potential for Excellence	NA	UGC-CPE	NA
DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC- Innovative PG programmes	NA	UGC-COP	NA
Any other			

2. IQAC Composition and Activities

2.1 No. of Teachers-	**5**
2.2 No. of Administrative/Technical staff-	**1**
2.3 No. of students-	**1**
2.4 No. of Management representatives-	**1**
2.5 No. of Alumni-	**1**
2. 6 No. of any other stakeholder and community representatives-	**Nil**
2.7 No. of Employers/ Industrialists- nil	**Nil**
2.8 No. of other External Experts- nil	**Nil**
2.9 Total No. of members-	**9**

2.10 No. Of IQAC meetings held-	2

2.11 No. Of meetings with various stakeholders

Faculty- 16	Non-teaching	Staff	Students
Alumni	Others	**Student council- 4**	**IQAC- 2**

2.12 Has IQAC received any funding from UGC during the year?	**No**

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	**NIL**		
International	National- NA	State- NA	Institution- NA
(ii)Themes	NA		

2.14 Significant Activities and contributions made by IQAC

1. Purchase of SPSS software for statistical analyses & research
2. Hosting of a novel Intercollegiate skill & knowledge event- Sport & Physical activity carnival
3. Faculty enhancement programs- Team building program through outbound training programs, Knowledge enhancement- Thera band & Swiss ball workshop, workshop on evaluation systems & paper setting
4. Social awareness initiatives- Fitness & health awareness program for PMT bus drivers & conductors, monetary donation for Sakal – Famine relief fund
5. Promotion for adventure sports competition- Awards won by students to the tune of 1,75,000/-, college assistance in terms of training resources, entry fees, & related support

6. Financial assistance in terms of scholarships, loan scholarship- Linkage established with scholarship funding organizations for providing loan/scholarships to students, assistance to sportspersons for university sports scholarship
7. Olympic Year- Education program- Celebrated as Olympic year, a specially designed educational program on Olympics
8. Acknowledgment of exceptional services by Ex students- Award- Newly instituted award "Pride of CACPE" for ex-students doing exceptional work in the field of PE & sports
9. Refresher courses for school PE teachers- Specially designed modular course on sports & PE activities for PE teachers of school
10. Development of software to keep records of the students' attendance

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Intercollegiate event- Sport & Physical activity carnival	The college started a Novel intercollegiate event called "Sports & Fitness carnival". This carnival included competitions of master's students from college and Department of Physical Education, University of Pune. The event included quiz competition, sports competitions and a novel fitness competition.
2. Faculty enhancement programs	Faculty enhancement programs were conducted. A special innovative program for team building of staff members was conducted. This was an outbound training program, in which the staff members were sent out of town for two days. A special outbound training program was conducted by the experts of High places, Garudmachi.

	Workshop on evaluation techniques and developing knowledge tests was conducted under the guidance of Dr Sohoni & Dr Tapkir. This proved to be very useful for the faculty as it raised the overall quality and level of evaluation measures used by the faculty.
	Workshop by Thera band academy on Thera band and swiss ball was organized under the expertise of Dr Anand Gangwal. It provided the staff with the knowledge and skills in rehabilitative & training programs.
3. Social awareness initiatives	A health & fitness awareness program for drivers and conductors of the Pune Municipal Transport services was organized by the faculty and students.
4. Promotion for adventure sports competition	Students were promoted to participate in adventure sports such as "Enduro" and other open competitions such as power lifting, weight lifting, shooting. The students were assisted in training, entry fees for competitions, and other resources required. The participants won awards and cash prizes worth 1,75,000/-
5. Financial assistance in terms of scholarships, loan scholarship	Linkage was established with funding organizations who would provide scholarships or loans for students to pay the fees. Sportspersons were given necessary guidance and assistance to get sports scholarships from Pune university.
6. Olympic Year- Education program	A specially designed education program was organized for the students and the Olympic year was celebrated. The faculty along with master's students conducted this program, in which students were appraised about Olympics, ancient and modern. They were given presentations and discussions. Quizzes, display and exhibitions related to Olympics were organized.

7. Acknowledgment of exceptional services by Ex students- Award	The college has produced amazing talent since its inception. The students are doing exceptionally well in the field of PE & sports. College considered it opportune time to acknowledge the contribution of such students who have excelled and contributed to the society and the profession. An award "The Pride of CACPE" was instituted and given during the annual social function.
8. Refresher courses for school PE teachers	A specially designed training program on volleyball and football was conducted for school PE teachers from Sinhgad Springdale school.

PE refresher course was organized for teachers from schools of municipal corporation. |

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body	Yes ✔	No
Management ✔	Syndicate	Any other body

Staff ✔ |

Provide the details of the action taken

--End of Part A--

Part B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	**1**			
PG	**2**		**2**	
UG	**1**			
PG Diploma	-----------			
Advanced Diploma	-----------			
Diploma	-----------			
Certificate	**2**		**2**	**2**
Others	**1**			
Total				

Interdisciplinary				
Innovative				

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

➢ **Flexibility in UG course**

• **Flexibility in Theory: 1 year Course (2 semester)**

The total number of theory subjects is **10**.

During the first semester the students have choice of selecting one subject as an optional teaching method. Student can opt for any one of the methodologies from Marathi, English, Hindi, Science, Maths, History, Geography, ICT

• **Flexibility in Practical:**

The students have choice of **8 Major Sports** among **18 sports**.

- **Teaching Practice:**

  Practice teaching is a mandatory aspect in teacher education curriculum. Students have to conduct micro and bridge lessons, for effective initial experience, it is allowed that students plan lessons on the content units of their own choice. This leads to efficacy and initial skill development is accelerated. The students have to choose units from academic subject and also physical education.

- **Flexibility in Postgraduate Course**

- **Flexibility in Theory:**

  The total number of courses/ subjects is **16**. During the Third semester the students have choice of one subject among three courses (Philosophical & sociological bases of PE, Pedagogy of physical education). During the 4th Semester the students have two choices out of five courses (Health Education, Adapted Physical Education, Exercise Prescription & Fitness Management Foundation of Yoga & Yogic Science, Open Course)

- **Flexibility in Practical:**

  In practical, the syllabus provides a wide choice among the areas of sports specialization. Students have to choose any one sport of their choice from among 18 options given.

- **Flexibility in Postgraduate (M. Phil) Course**

  The students have choice of three theory courses from among total of 6 courses. These courses are based on research problem selected by the student.

- **Flexibility in Ph. D (Physical Education) syllabus 2010 pattern**

  Optional Course based on research topic

  Research method course designed based on methodology opted by the scholar

  Emphasis on high quality research output

  Optional courses provide choice of activity

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	NA
Annual	NA

1.3 Feedback from stakeholders* -

Students	**Yes**
On all aspects	**Teaching**
Mode of feedback	**Manual- YES**

*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.

YES, syllabus revision of both UG & PG course has taken place in the previous academic year. Some of the faculty members have been a part of the syllabus revision committee & Board of studies of the university. The staff also discusses & gives suggestions regarding syllabus adequacy and revision if needed from time to time, which is forwarded to the BOS at the university.

Following are some of the important features and changes in the curricula.

Salient features of B. Ed (Physical Education) syllabus 2010 pattern

- B. Ed (Physical Education) program tenure- 1 years
- Intensive practical , theory element & Practice teaching
- Evaluation techniques- variety of authentic and traditional techniques of assessments
- Practice teaching- Each semester provides for special experience in terms of teaching. Initial semesters focus on micro-teaching program for development of basic teaching skills in STs. Second semester onwards, the STs get initial experience of teaching at school through the practice teaching in real life teaching. Intensive practice teaching of both methods opted takes place.

- Practice teaching gives STs opportunities to teach at various types of school, levels of education, different settings, and diverse student population
- STs will get rich experience in teaching as they have to conduct more than the recommended number of lessons.
- Practical courses- Introduction of around 24 activities.
- Flexibility in choice of method of instructions
- Extensive practical experience of Technological based Teaching
- Visits, trips and Camp
- Marks allotted for attendance

Salient features of M. Ed (Physical Education) syllabus 2010 pattern

- The M.Ed (Phy Edu) program consists of four semesters spread over two academic years
- The program will be divided in 4 semesters consisting of 400 marks each.
- Intensive practical & theory element
- Flexibility in terms of course selection, sports specialization, method of instruction
- Internal evaluation will follow **Continuous Comprehensive Evaluation** procedures. Internal evaluation should be done of each course or minimum two per course as decided by the teacher concerned.
- For the internal assessment different tools is used i.e oral examinations, written tests, mid-term test, journal/lecture/library notes, seminar presentations, poster presentations, quizzes, assignments, extension work, core practical, group practical etc.
- In the Practice part first two semesters given more importance to **fitness and conditioning** where all the training methods and trends were introduced. And the 3rd & 4th semesters more focus on all about one **special game**
- In the first two semesters STs also given experience of **Test & measurement practical.** Purpose of this course is to be able to understand the conduct of various measurement techniques, To assess an individual, athlete, special person etc using appropriate tests & To develop ability to measure accurately.
- **Practice teaching** gives STs opportunities to teach at various **levels** of Students, different **settings**, and diverse student **population**

- Along with the regular and essential theory courses, the syllabus has some special courses such as Pedagogy of Physical Education, Adapted Physical Education.

- Adventure sports theory course is conducted in open course.

Salient features of Ph. D (Physical Education) syllabus 2010 pattern

- Optional Course based on research topic
- Research method course designed based on methodology opted by the school
- Encouragement to research publication
- Optional courses provide choice of activity

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	**12**	**3**	**NA**	**1 Prin.**

2.2 No. of permanent faculty with Ph.D. – **12**

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12	**0**	**3**	**0**	**NA**	**NA**	**1 Prin**	**1 Lib**	**16**	**0**

2.4 No. of Guest faculty:

Visiting faculty   : **9**

Temporary faculty : **8**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	**1**	**4**	**1**
Presented papers	**1**	**6**	**2**
Resource Persons	**1**	**4**	**6**

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

- Use of student centric teaching styles were used by faculty and led to achieving the expected learning outcome. Methods such as learning through web-based resources, providing presentations and study material before teaching was used.

- Master's degree lesson plan format was revamped and made computerised. Students and teachers were oriented about the new lesson plan format and content area. This led to students using ICT for designing lesson plans, finding and selecting relevant information from web-resources.

- Each master student's lesson were video recorded and they were used to discuss the improvements and reflection by the students.

- The unit plans of the subjects taught were submitted by all the faculty members. The plans included content sequencing & scope, resources required, and innovative teaching method if any.

- Similar planning was done for the practical teaching of sports & games.

- Special expert lecture series- The college had organized a special lecture series in which lectures from eminent faculty were organized.
  1. Prof. B S Godbole- Lectures on flag code & field markings
  2. Dr. V R Shirgurkar- Lecture on Goal setting
  3. Dr Janak Tekale- Lecture on Govt Grants & Schemes
  4. Mr. Mohan Amrule- Lecture on Roles & responsibilities of Physical Director

2.7 Total No. of actual teaching days during this academic year - 202

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

- Double valuation- The practical evaluation is done by two examiners. Each student is assessed by two examiners based on certain criteria and measures. Individual teaching faculty decides the evaluation pattern after discussing with the head and co-examiner.

- Photocopy- College provides photocopy of the answer-sheets of the semester end examination so as to assist student in deciding revaluation procedure.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as

Member of Board of studies	**4**
Faculty	**1**
Curriculum development workshop	**13**

2.10 Average percentage of attendance of students – **82%**

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Total Pass %
B. Ed. (PE)	120 (113)	13.33	43.33	21.66	15.83	94.16
M. Ed. (PE)	40 (39)	7.5	17.5	27.5	45	97.5
M. Phil.	7	5- O Grade 2- A Grade	NA			
Ph.D.	8	NIL				

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

- Annual plan is prepared considering the available days and the programs planned for the year.
- Novel faculty enhancement programs are conducted so as to provide teachers with new knowledge and skills. The teachers are apprised of new readings, resources developed and technology related material.
- Classes of teachers are observed by the principal. Principal keeps a check on regularity of classes taking place and also the content delivered in the various classes.
- A record of the content being taught is kept by the students and discussed with the principal so as to ensure completion of teaching of the syllabus.
- Students are encouraged to participate in seminars, conferences, and make presentation of the research work.
- At the end of the year every faculty member submits the self appraisal report.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	**5**
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	**4**
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	
Others (lecture series)	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily	Unaided employees
Administrative Staff	**9**	1	NIL	NIL	**2**
Technical Staff	NA	NA	NA	NA	

Criterion – III

3. Research, Consultancy and Extension

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

- Workshops on research methods and dissertation writing for students
- Workshop in Statistical analyses using SPSS software
- Promoting research paper presentation by students & staff in scientific congress, conferences, and seminars
- Participation in paper presentation competitions
- Active participation in the form of keynote addresses, experts, session chairing, paper presentations in seminars, conferences etc
- Promotion of research- the faculty & students are constantly encouraged to do high quality research by different strategies
- Help in statistical analysis and interpretation- students & members are provided with the help of statistical analysis part

3.2 Details regarding major projects -NA

	Completed	Ongoing	Sanctioned	Submitted
Number		0	0	
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		**9**		
Outlay in Rs. Lakhs		**11.2 lakhs**		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	**1**		
Non-Peer Review Journals			
e-Journals		**1**	
Conference proceedings		**3**	

3.5 Details on Impact factor of publications: NA

    Range   Average   h-index   Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	**2011-12**	**UGC**	**11,20,000/-**	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			**11,20,000/-**	

3.7 No. of books published

i) With ISBN No- 03	Chapters in Edited books- 5
ii) Without ISBN No.- Nil	

3.8 No. of University Departments receiving funds from – NA

UGC-SAP	CAS	DST-FIST
DPE	DBT	Scheme/funds

3.9 For colleges   NA

Autonomy- NA	CPE- NA	DBT Star Scheme- NA
INSPIRE- NA	CE	Any other- NA

3.10 Revenue generated through consultancy

- Consultancy to various individuals, institutes is provided quite regularly and informally by the college members.
- The experts from college faculty are keen on starting a consultancy for statistical analysis for research data and provide expertise & guidance in the area of data analysis and thesis writing. The faculty had submitted a proposal regarding the same and will start with the official consultancy services after the scheme is approved by the management.
- Earlier, the college has provided consultancy to private companies, schools and individuals regarding developing new programs, assessments, establishing business enterprises.

3.11 No. of conferences organized by the Institution   NIL

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	NA	NA	NA	NA	NA

3.12 No. of faculty served as experts, chairpersons or resource persons - 16

3.13 No. of collaborations- NA

International- NA

National- NA

Any other

3.14 No. of linkages created during this year

- The college has established linkages with renowned institutions like Army Sports Institute, ASPT, Sports academy Balewadi. The college members organize visits to these renowned institutes and thereby both the parties benefit in terms of idea exchange & sharing expertise & resources.
- Linkages are created for sharing of knowledge and ideas from time to time. Various institutions approach the college in this regards and programs are arranged based on the linkage established.

3.15 Total budget for research for current year in lakhs :
From Funding agency- Rs. 11,20,000/-

From Management of University/College- NA

Total- **Rs. 11,20,000/-**

3.16 No. of patents received this year - **NIL**

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- NIL

3.18 No. of faculty from the Institution who are

- ➤ Ph. D. Guides- 10
- ➤ Students registered under them – PhD-11   MPhil**- 16**

3.19 No. of Ph.D. awarded by faculty from the Institution- 9

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

JRF- Nil	SRF- Nil	Project Fellows- Nil	Any other

3.21 No. of students Participated in NSS events: NA

University level- NA	State level- NA	National level- NA	International level NA

3.22 No. of students participated in NCC events: NA

University level- NA	State level- NA	National level- NA	International level NA

3.23 No. of Awards won in NSS: NA

University level- NA	State level- NA	National level- NA	International level NA

3.24 No. of Awards won in NCC: NA

University level- NA	State level- NA	National level- NA	International level NA

3.25 No. of Extension activities organized: 9

University forum- NA	College forum- NA	NCC- NA	NSS- NA

Any other   -

1. Health for All- awareness & sensitization initiative for counselling & guidance for PMPML bus drivers and conductors

2. Certificate courses- These courses are offered each year as add on courses for the students, who benefit in terms of getting knowledge and part time jobs.

1. Aerobics instructor course
2. Gym instructor course
3. Yoga teacher course

3. Sports & fitness carnival- First ever inter-institutional event for masters degree students was organized by the college. This event included sports events and quiz competition.

4. World Surya Namaskar Din was celebrated by the students and staff who performed more than 15000 sun salutations.

5. An exhibition and display of human performance laboratory was organized by the students. This exhibition was open to all the students, outside visitors and parents.

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

1. Linkage was established with the NGOs providing loan scholarship. The needy students were recommended to visit the NGO and complete the necessary procedure to receive the scholarship.

2. National sports day was celebrated on the 29th July Dhyanchand day to spread awareness about health and exercise. Displays were organized in various places.

4. Organization of walking competition for senior citizens. On the occasion of the republic day, the college organized a walking competition for higher age groups and senior citizens.
5. College faculty members participated in the Mayor cup Handball tournament and secured bronze medal and cash prize worth Rs. 21,000/- The cash prize was utilized for the poor student's fund.

6. Students and staff contributed for the Sakal Relief fund for the famine sufferers.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	**3.05acres**	**-**		**3.05acres**
Class rooms	**8**	-		
Laboratories	**2**	-		
Seminar Halls	**1**	-		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		**374**		
Value of the equipment purchased during the year (Rs.)		**5,16,195/-**	UGC Govt non-salary grant/fees Total	
Others		-		

4.2 Computerization of administration and library

- Software for attendance- This is the most innovative and technology assisted procedure developed by the college this year. A software for maintaining the record of student attendance is developed and used. This software is used to record the attendance daily and analyze it. We thus analyze the attendance at the end of each month and the record is displayed in the showcase for students view. Students then contact the concerned person in case of any queries or corrections. This enables us to ensure more than 80% attendance of each student for classes.
- This year two new desktop computers were added to the existing.
- A new bar code Scanner and a router for better internet connectivity was purchased for the use of library purpose.
- A new hard disk to protect and back up the data was purchased.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	**10566**		**158**	**6198**	**10,724**	
Reference Books	**11060**	**-**	**99**	**1,97,388**	**11159**	
e-Books	**-**	**-**	**-**	**-**	**-**	**-**
Journals	**20**	**8508**	**-**		**20**	**8508**
e-Journals	**-**	**-**	**-**	**-**	**-**	**-**
Digital Database	**-**	**-**	**-**	**-**	**-**	**-**
CD & Video	**40**	**-**	**-**	**-**	**40**	**-**
Others (specify)	**-**	**-**	**-**	**-**	**-**	**-**

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart ments	Othe rs
Existing	**30**	**1**	**Yes**	**2**	**2**	**Yes**	**Yes**	**-**
Added	**23 (Replaced the old ones)**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total	**30**	**1**	**Yes**	**2**	**2**	**Yes**	**Yes**	**-**

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

* Software for recording attendance- the college has developed a software for recording attendance for theory and practical classes.
* The UG Students are trained to use the ICT in teaching and daily life. A computer practical program is given to them which gives them basic knowledge about the use of computers and internet. They are encouraged to make use of technology for some of the projects given during the academic

transactions. The students also use the technology in other aspects such as planning of intramural and its documentation.

- The PG students make use of the IT facilities for teaching learning, lesson design, and research dissertation. They make effective use of the MS office application and the internet. They are also given training for typography specially related to research dissertation requirements.
- The students who opt to write their research thesis in Marathi are trained to type in Marathi and thus additional help is provided in writing of the thesis..
- ICT facility is upgraded on a regular basis so as to get maximum advantage of the technology in teaching-learning and administration..
- Internet facility is provided using broadband network.

4.6 Amount spent on maintenance in lakhs :

	Purchase Expenses	**Maintenances Expenses**
ICT	**710577/-**	
Campus Infrastructure and Facilities	**-**	**715250/-**
Equipments	**301048/-**	**-**
Library	**147736/-**	**-**
Others-Laboratory	**215147/-**	-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation program at the beginning of each year
- Student council establishment
- Earn & learn scheme
- Promotion of sports participation at various levels
- Cultural activities to sensitize students about national values & development goals
- Campus placement initiatives
- Encouragement to participate & present papers in seminars, conferences

5.2 Efforts made by the institution for tracking the progression

- Attendance system- The college mandates regular and compulsory attendance for the classes both theory and practical. To keep record of the students' attendance, college has developed software. Every month record of the attendance for all the sessions is displayed and students are made aware about the requirement of 80% attendance. Students failing to record the requisite attendance are not allowed to appear for examination.
- Strong Mentoring system- Each teacher works as a mentor for a group of 10 students approximately. The mentor is responsible for meeting with the mentees and discusses and mentors regarding personal, academic, social and other issues. This helps the students to share and connect with self and others and also focus on the academic development.
- Regular display of performance after each examination- this enables to the students and teachers to track the progress and provide students opportunity to improve.
- Counselling of students regarding performance- this is done by the subject teachers from time to time, during classes and after examinations.
- Extra classes – need based- Course teachers inform the authority in case they feel the need to conduct extra classes for revisions, or reinforcement of curriculum areas. These are classes for students willing to attend or in need of some additional help.
- Feedback mechanism – Student feedback of teachers is taken at the end of the year. The evaluation tool suggested by NAAC is used for this evaluation. The data is analyzed and informed to the concerned faculty member.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (MPhil)
124	**41**	**16**	**11**

(b) No. of students outside the state

Course	Women	Men
UG	**4**	**1**
PG	**4**	**2**

(c) No. of international students

	No	Percentage
Men	**-**	
Women	-	

Last Year						This Year (2012-2013)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
112	**16**	**6**	**26**		**160**	**142**	**14**	**1**	**34**		**191**

(The above figures include number of UG and PG students together)

Demand ratio	Drop out %	**UG- 4.03%**	**PG- NA**

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

- The college is a physical education teacher education institute, our students mainly focus on careers in teaching at school, high school or college level. We thereby provide the necessary guidance and resources essential for the State Eligibility test (SET) & national eligibility test (NET).
- Some of our students are provided with training for the entrance examination for employment in police force.

5.5 No. of students qualified in these examinations

NET- 4	SET/SLET- 19	GATE	CAT
IAS/IPS	STATE PSC	UPSC	OTHERS

5.6 Details of student counselling and career guidance

- Campus placement activity is organized in the college. Students are informed, screened and given opportunities to appear for interviews.
- Students are given training regarding soft skills and interview techniques.
- There are several positions available outside in different schools and colleges, clubs and gymnasiums. Inquiries are done by these institutes for suitable candidates. The faculty members inform about the job opportunities available off campus. Suitable students are identified and informed about them.
- No. of students benefitted- 150

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
05		**8**	

5.8 Details of gender sensitization programmes

The college has established Nari Manch, which conducts activities for gender sensitization. Various activities are organized in this regards.

This year a talk was organized for the students to make them aware about gender roles and sensitize them about gender equality.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ university level	**62**
National level	**14**
International level	Nil

No. of students participated in cultural events **NIL**

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports- State/ university level	6
National level	2
International level	

Cultural: NA

State/ University level   National level   International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	**31**	**3,30,880/-**
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organized / initiatives-

Fairs   : State/ University level   National level   International level

Exhibition: State/ University level **1**   National level   International level

- The Master's students organized an exhibition of the human performance laboratory. This activity not only provided all with knowledge about measurement and evaluation tools, techniques and methods but also created interest in all the participants to know more about this field of evaluation. Parents were also invited for the exhibition.

5.12   No. of social initiatives undertaken by the students – 6

1. Health for All- awareness & sensitization initiative for counselling & guidance for PMPML bus drivers and conductors.

2. Certificate courses- These courses are offered each year as add on courses for the students, who benefit in terms of getting knowledge and part time jobs.
1. Aerobics instructor course
2. Gym instructor course
3. Yoga teacher course

3. Sports & fitness carnival- First ever inter-institutional event for masters degree students was organized by the college. This event included sports events and quiz competition.

4. World Surya Namaskar Din was celebrated by the students and staff who performed more than 15000 sun salutations.

5. An exhibition and display of human performance laboratory was organized by the students. This exhibition was open to all the students, outside visitors and parents.

6. National sports day was celebrated on the 29th July Dhyanchand day to spread awareness about health and exercise. Displays were organized in various places.

7.. Students and staff contributed for the Sakal Relief fund for the famine sufferers.

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

<center>**Criterion – VI**</center>

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

"We shall be a National Leader in communicating, creating knowledge and environment about physical activity to enhance the Quality of life for all."

MISSION

The Mission of the College is to create and communicate information about sport exercise and physical activity. The college achieves its Mission through student centred instruction applied and basic scholarship and professional services. We focus on working directly to produce lifelong learning and participation in human movement to enhance Quality of life for all.

OBJECTIVES

- To Develop and Nurture sportsmen, Physical Education Facilitators, Sports Coaches, Yoga Teachers and Administrators who are globally competent professionals.
- To provide broad-based experiences in physical activity to serve as a foundation.
- To empower our students with the knowledge base skills, core values that contribute to lifelong learning.
- To foster research and scholarly activities.
- To produce creative thinkers, contributing citizens and ethically informed individuals.
- To preserve, sustain and expand traditional physical activities.
- To ensure access to the disadvantaged and provide for equity.
- To provide academic, technical, and professional leadership to other institutions in the field of Physical Education, Sports and Allied Sciences.
- To establish a Sports University.

Suitable Action Plan has been prepared to achieve the objectives mentioned.

VALUE FRAMEWORK

- Commitment to Excellence

- Valuing diversity

- Service to humanity

- Awareness of global issue

- Developing character ethic

6.2 Does the Institution has a management Information System?

➢ The college administrative office has office automation system. The office has computers, internet facility, and all the necessary IT related facilities. All the records are computerized. Records of the student data, staff and faculty data, data of all the resources available is computerised.

➢ The library has software for transactions, and records and reporting systems. The library also has the OPAC and computers with internet connection for the use by students.

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

6.3.1 Curriculum Development

- The college runs the academic programs prescribed by the University of Pune. Many staff members are associated with the syllabus revision and restructuring. The staff members have worked as members of syllabus revision sub-committee and also members of board of studies and as the dean.

- College conducts meeting to discuss effective implementation of syllabus and also initiates changes required if any, which are then forwarded to the board of studies and dean.

6.3.2 Teaching and Learning

- College promotes novel and innovative methods of teaching to be used by the faculty members both for the activity and theory course teaching.

- Unit planning or year planning is prepared and followed by the teachers during the teaching.

- Project based teaching, team teaching, task system, computer assisted teaching are some of the methods used for teaching along with the traditional lecture methods.

- Remedial classes- remedial classes are conducted for the students diagnosed with low performance and students with some special needs like lack of expression- written or verbal.

- Peer teaching and feedback method is used for teaching skill development program. The peers in the group help each other prepare and conduct lessons, they also provide feedback and evaluation. All this is done under supervision of the teacher.

6.3.3 Examination and Evaluation

- All the examinations are conducted using various techniques. At PG level, methods like tutorial, seminars, open book test, group projects, and assignments are used to conduct the internal examinations. The teachers provide the evaluation criteria set by them at the time of exam.
- The internal examinations at the UG level are conducted using assignment and tutorial techniques. Model answers are displayed by the teachers so that students can evaluate their performance.
- Practical examination is conducted by two examiners at a time. This practice has helped in moderation, rationalization and appropriate evaluation of the students. Evaluation criteria is set by the examiners and also discussed with the students before the exam.
- All the marks of each examination are displayed in the showcase to ensure transparency and bring clarity. The marks are entered and cross checked and the entire record of internal marks is submitted to the internal moderation committee of the university.

6.3.4 Research and Development

- To promote research and develop the quality of research work, college takes lot of initiatives. The staff members are encouraged to take up research projects and also seek funding from outside agencies.
- Many staff members have presented their research work in seminars and conferences at various levels.
- Research dissertation is made compulsory course in the master's degree syllabus. They are also encouraged to write research papers and present the same in seminars and conferences.
- Students are assisted to prepare their research proposals and present them to a group of teachers who help and provide suggestions if needed.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- College has developed new software for record and maintenance of students' attendance.
- College boasts of a very fine collection in the library, and the same is updated every year. Library has all the latest publications from a variety of publishers on diverse areas of physical education and sports.

- College library has provided computers and internet facility for the students.
- Library is open for extended hours for students to have increased access and facility.
- Library has purchased tabs and will start using the same for e-books and likes.
- ICT laboratory is upgraded from time to time. The college has purchased licensed MS Office application and has installed anti-virus for protection.
- The college also has an annual maintenance contract for the ICT related facilities.
- Bio-log attendance system installation

6.3.6 Human Resource Management

- Human resource at the college is well catered to in terms of welfare, being up to date and efficient, focused and productive.
- The teaching and non-teaching staff are both encouraged to work in harmony and thereby achieve the goals. They are provided with necessary facilities and schemes as and when required.
- College, when required, takes help from the expertise outside the college to benefit all the members of college. Guest lecturers, visiting faculty, experts from outside are invited from time to time.
- Staff meetings are conducted often to discuss, develop and implement activities in a smooth manner. Both the staff and students volunteer to conduct various activities in the college.

6.3.7 Faculty and Staff recruitment

- College has adequate and qualified staff as per the NCTE norms and regulations. However, the college, as and when necessary appoints guest faculty, visiting faculty and experts and coaches to provide the students with most updated knowledge.
- Three new staff members are employed in this academic year for the master's degree program.

6.3.8 Industry Interaction / Collaboration

- The college has established links with renowned institutions such as ASI, ASPT, Balewadi, NDA. College organizes visits and interactions with the experts from these institutes for the students and staff.

6.3.9 Admission of Students

- Admissions take place as per all the rules and regulations of the government and the university. Admission process is very meticulously conducted and it ensures equity and access to all. The college rigorously conducts the written test, physical fitness tests and interview after reviewing the eligibility criteria. List of admitted students and wait list is published and process as per schedule. All the students are given adequate time and support to complete admission procedure.
- The college faculty members visit various colleges and competition venues and propagate about the college and its programs. Visits during Ashwamedh competitions, university competitions have helped a lot of students to understand the importance and benefits of the teacher education programs.

6.4 Welfare schemes for

Teaching	1. Loan facility (Patpedhi)
	2. Flexible timing in case of medical requirements
	3. Provident fund
	4. Maternity leave provision
	5. Advance in case of emergency expenses
	6. Fitness & health awareness initiatives
Non teaching	7. Uniform for support staff
	8. Admission & fees concessions to ward of admin staff
	9. Loan facility (Patpedhi)
	10. Provident fund
	11. Maternity leave provision
	12. Advance in case of emergency expenses
Students	13. Career guidance
	14. Placement cell
	15. Earn & learn
	16. Student council
	17. Nari manch
	18. Grievance redressal
	19. Medical assistance in terms of consultancy and expenditure
	20. Participation in competitions, seminar, conferences
	21. Camp, Trip & visits
	22. Annual social festivals
	23. Scholarship & free ship

| 6.5 Total corpus fund generated | NA |

6.6 Whether annual financial audit has been done	Yes

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No			
Administrative	**Yes (Financial)**			

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

For UG Programmes	**YES**
For PG Programmes	**YES**

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Although the final or semester exams are conducted by the university, the college ensures maintaining high quality in the examinations held in the college.

- Various techniques of assessment are used for the purpose of internal examination of the theory and practical courses.
- At PG level, assessment techniques such as seminars, presentations, open book tests, assignments are used primarily.
- The exams are scheduled at the beginning of the year and the dates are informed to the students well in advance.
- Students failing to achieve results or being present due to genuine reasons are given opportunities for re-exams. The college ensures that students get maximum opportunities to perform to the best of their abilities.

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

6.11 Activities and support from the Alumni Association

- The alumni support is available whenever required. The alumni supports the college activities such as lesson examinations, conducting lessons in their schools, assessments of the final lessons, gathering, social initiatives etc.
- Alumni also provide feedback and suggestions from time to time informally regarding the activities and plans.

6.12 Activities and support from the Parent – Teacher Association

- The college doesn't have   a parent-teacher association; however, we strive to meet parents at the events organized in college, such as annual prize distribution, parents meet or exhibitions and talks.
- This year the parents were invited for an exhibition and were assessed for their basic health and fitness parameters.
- Parents were also oriented about the syllabus and it content.
- The parents are also informed about the ward's progress and attendance. In case of any misconduct, or long leave of absence due to some medical reasons, parents are consulted and informed.

6.13 Development programmes for support staff

- Encouragement & support for education & advancement
- Admission & fees concessions to ward of admin staff
- Loan facility
- Advance in case of emergency expenses

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

- No-vehicle day celebration
- Organization of Campus cleanliness programs
- Paper bags- students are taught to make paper bags during the annual camp, paper bags are used mostly during the functions

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Promotion & encouragement given for participation in research oriented programs – This year the college has conducted special classes and training programs for the students to be able to write research articles and also make effective power point presentations.
  The initiative has been very beneficial for all the concerned.
  1. Masters degree students attended an international global conference held by Panjab University, Chandigarh. The students not only participated but also presented research papers.
  2. The masters students visited the NSNIS centre at Patiala and the tour consisted of visits to all the facilities in the campus and discussion with the coaches and professors at the NSNIS. They had the privilege to meet the Indian Hockey team and observe their training session.
  3. Many students participated in the state level paper presentation competition held at Dept of Phy Edu, University of Pune.

- Health & fitness awareness program- the national sports day is celebrated on the 29th August, also known as Dhyanchand day. This year the students performed and displayed their sporting talents in various schools. The event focuses on promoting sports culture, awareness about healthy lifestyle and it pays tribute to the legendary Dhyanchand, the legend in hockey.

- Olympic Education program- 2012 London Olympics led to this innovative idea implanted in the college. The faculty members and masters students together designed and implemented this novel program. Presentations about the Olympics were made and given to the students. During the Olympic days, group of masters students and teachers gave presentations about various topics related to Olympics. Special provision to view the Olympic ceremonies and games.

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

Plan of Action	Achievements
1. Intercollegiate event- Sport & Physical activity carnival	The college started a Novel intercollegiate event called "Sports & Fitness carnival". This carnival included competitions of master's students from college and Department of Physical Education, University of Pune. The event included quiz competition, sports competitions and a novel fitness competition.
2. Faculty enhancement programs	Faculty enhancement programs were conducted. A special innovative program for team building of staff members was conducted. This was an outbound training program, in which the staff members were sent out of town for two days. A special outbound training program was conducted by the experts of High places, Garudmachi.
	Workshop on evaluation techniques and developing knowledge tests was conducted under the guidance of Dr Sohoni & Dr Tapkir. This proved to be very useful for the faculty as it raised the overall quality and level of evaluation measures used by the faculty.
	Workshop by Thera band academy on Thera band and swiss ball was organized under the expertise of Dr Anand Gangwal. It provided the staff with the knowledge and skills in rehabilitative & training programs.
3. Social awareness initiatives	A health & fitness awareness program for drivers and conductors of the Pune Municipal Transport services was organized by the faculty and students.
4. Promotion for adventure	Students were promoted to participate in adventure

sports competition	sports such as "Enduro" and other open competitions such as power lifting, weight lifting, shooting. The students were assisted in training, entry fees for competitions, and other resources required. The participants won awards and cash prizes worth 1,75,000/-
5. Financial assistance in terms of scholarships, loan scholarship	Linkage was established with funding organizations who would provide scholarships or loans for students to pay the fees. Sportspersons were given necessary guidance and assistance to get sports scholarships from Pune university.
6. Olympic Year- Education program	A specially designed education program was organized for the students and the Olympic year was celebrated. The faculty along with master's students conducted this program, in which students were appraised about Olympics, ancient and modern. They were given presentations and discussions. Quizzes, display and exhibitions related to Olympics were organized.
7. Acknowledgment of exceptional services by Ex students- Award	The college has produced amazing talent since its inception. The students are doing exceptionally well in the field of PE & sports. College considered it opportune time to acknowledge the contribution of such students who have excelled and contributed to the society and the profession. An award "The Pride of CACPE" was instituted and given during the annual social function.
8. Refresher courses for school PE teachers	A specially designed training program on volleyball and football was conducted for school PE teachers from Sinhgad Springdale school. PE refresher course was organized for teachers from schools of municipal corporation.

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

Annexure i- Mentoring system

Annexure ii- Software for recording student attendance

Best practice- i

Title/Name- Mentoring system

Context that required initiation of the practice:

The practice of mentoring system is in place from earlier times. However, it is now formalized and has proven to be very fruitful. It is seen that the mentoring system once implemented properly is very effective in the development of the student. In the context of providing open communication channels and giving a stress free environment to the student, this system was developed and implemented by the college.

Objectives of the practice:

1. To establish a highly congenial relation between the mentor and the mentee.

2. To provide a channel for communication and a stress free environment to the students.

3. To mentor each student and help the students reach to highest level of their potential.

4. To provide the necessary support to the students and enable them to achieve their career objectives.

Practice:

In the mentoring system, each faculty member is given a group of students. Generally the number of students allotted is between 8 to 12. Each teacher then conducts meetings of their mentoring group either on Saturdays or whenever necessary. The teacher talks to each student of the group and tries to understand the background and aspirations of the students. Teacher also provides support to the students about academics, sports, teaching skill achievement, and also personal. Financial or any other related issue. The practice helps the student connect with a teacher and thereby develop a very supportive atmosphere in the college. If necessary, the mentor discusses with the principal and concerned teacher about any deemed issue. On the weekend meeting the teacher discusses with the student about studies, health and other personal matters if any. This practice has been very effective. The mentor provides training in soft skills, manners and etiquettes.

Obstacles faced if any and strategies adopted to overcome them:

No obstacle has been faced as this practice is meant to develop congenial relation between students and teachers.

Impact of the practice:

The mentoring system has turned out to be one of the best practices in the college. This has led to various positive effects. The student teacher relationship has seen a tremendous improvement as there is a personal connect with the students and teachers. The mentors are now more aware of the background of the students and hence take care of providing a stress free environment. The students feel more comfortable and open as they can easily contact their mentors and talk to them. There has been an increase in the confidence level of the students. The students can contact the mentors on phone and emails. This has solved a lot of interpersonal issues and led to overall betterment of the college academic environment.

Resources required:

No special resources are required, only the passion to help students is necessary.

Contact person for further details:

Principal

C Agashe College of physical education,

Gultekdi, Pune, 411037

Ph.no: +912024261872

Best practice ii

Title/Name- Software for recording student attendance

Context that required initiation of the practice:

In the teacher development program, it is important that the student teachers are very regular, disciplined, sincere and creative. The University also has laid down some terms of attendance to allow students to appear for the university. Our college is known as one of the premier institutes of Physical Education. The college is known for its rigorous training and very effective program implementation. We keep track of the attendance and inform the students from time to time. The development of the software has ensured a more accurate, regular record and analysis.

Objectives of the practice:

1. To develop software for recording student attendance for theory and practical classes.

2. To analyze the attendance data and provide information to maintain their required attendance.

3. To maintain and display the record from time to time and to remind the students failing to accumulate the requisite attendance.

Practice:

With the help of software developer, the college has successfully developed a software to record the attendance of the students. Attendance for each practical session and theory class session is taken by the respective teacher. The record sheets are submitted to the office and data is entered into the software. At the end of each month, the data is analyzed for total session conducted, total present days, total absent days, any on-duty leaves, other sanctioned or unsanctioned leave of absence. The data analyzed is displayed in the showcase and students are instructed to meet the attendance in-charge. In case of discrepancies, the students can meet, discuss and rectify the attendance record. Students are reminded about the rule regarding the attendance from time to time and are thus encouraged to be regular in college. The developer provided training to the users and all the queries and questions were resolved. Required modifications were done during the development process. The final version of the software was then installed into the office laptops and the staff was trained to use the software effectively. The teacher in-charge was deliberated upon the use of this new system and all the faculty members were made aware of the system. Letters are given to the students failing to record the requisite attendance.

Obstacles faced if any and strategies adopted to overcome them:

Initial understanding of how to use software for recording and analysing took few days. Once we started using the software, there were no obstacles.

Impact of the practice:

Using software to record attendance has made the record keeping system very efficient. The students have become more vigilant about their regularity and take more interest in the college activities. There is a better interaction among students and teachers. Both strive to maintain high attendance record for the classes. Students failing to record the requisite attendance as decided by the internal evaluation committee are not allowed to appear for the examination and this consequence is strictly implemented. This practice has led to a systematic recording and maintaining of the student attendance data without error.

Resources required:

Computer or laptop, software and stationery, printer

Contact person for further details:

Principal

C Agashe College of physical education,

Gultekdi, Pune, 411037

Ph.no: +912024261872

7.4 Contribution to environmental awareness / protection

- Waste paper utilization for various purposes (back side printing)
- Paper bags instead of plastic bags
- No-vehicle day celebration
- Organization of Campus cleanliness programs – Gandhi Jayanti celebration

7.5 Whether environmental audit was conducted?   **No**

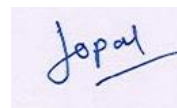**7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)**

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

Plan of Action
Credit based semester system- curriculum implementation
IT infrastructure – Tablets purchase
Organization of national level conference
Security measures – CC TV cameras etc
Campus placement- reinforced

Name: Shraddha Naik   *Name: Offg Prin Dr Sopan E Kangane*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*