Kannada Sangha, Pune's

# Kaveri College of Arts, Science and Commerce

36, Ganeshnagar, Erandavane, Pune- 38
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ANNUAL QUALITY ASSURANCE REPORT FOR THE YEAR

2015-16

SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)
BENGALURU - 560072

# Contents

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

# Part – A

## 1. Details of the Institution

| | |
|---|---|
| 1.1 Name of the Institution | Kaveri College of Arts, Science and Commerce |
| 1.2 Address Line 1 | Sr.No.36,Shri G. M. Shetty Educational Complex, |
| Address Line 2 | Ganeshnagar, Near CDSS, Erandwane, Pune |
| City/Town | Pune |
| State | Maharashtra |
| Pin Code | 411038 |
| Institution e-mail address | kaveri.college@gmail.com |
| Contact Nos. | 020-25456328 |
| Name of the Head of the Institution | Dr. S. B. Kharosekar |
| Tel. No. with STD Code: | 020-25718051 |
| Mobile: | 09860671771 |
| Name of the IQAC Co-ordinator: | Dr. Jayashri A. Bangali |

Mobile: | 09423581927

IQAC e-mail address: | kavericollege_iqac@kaveri.edu.in

1.3 **NAAC Track ID** | MHCOGN22248

1.4 Website address: | kaveri.edu.in/kcsc

Web-link of the AQAR: | kaveri.edu.in/iqac

1.5 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-------|-------|------|-----------------------|-----------------|
| 1 | 1st Cycle | B | 2.37/4 | 2015 | 2020 |

1.6 Date of Establishment of IQAC : DD/MM/YYYY | 18/03/2014

**1.7 AQAR for the year:** | 2015-16

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

**NA**

1.9 Institutional Status

University    State ✔ Central ☐ Deemed ☐ Private ☐

Affiliated College    Yes ✔    No ☐

Constituent College    Yes ☐    No ✔

Autonomous college of UGC    Yes ☐    No ✔

Regulatory Agency approved Institution    Yes ☐    No ✔

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

Type of Institution  Co-education ✔    Men ☐    Women ☐

Urban ✔    Rural ☐    Tribal ☐

Financial Status    Grant-in-aid ☐    UGC 2(f) ✔    UGC 12B ☐

Grant-in-aid + Self Financing ☐    Totally Self-financing ✔

1.10 Type of Faculty/Programme

Arts ✔    Science ✔  Commerce ✔  Law ☐  PEI (Phys Edu) ☐

TEI (Edu) ☐    Engineering ☐    Health Science ☐    Management ☐

Others   (Specify)    | .--- |

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

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

Autonomy by State/Central Govt. / University    | |

University with Potential for Excellence    | - |    UGC-CPE    | - |

DST Star Scheme    | - |    UGC-CE    | - |

| | | | |
|---|---|---|---|
| UGC-Special Assistance Programme | - | DST-FIST | - |
| UGC-Innovative PG programmes | - | Any other (*Specify*) | - |
| UGC-COP Programmes | - | | |

## 2. IQAC Composition and Activities

2.1 No. of Teachers — 6

2.2 No. of Administrative/Technical staff — 1

2.3 No. of students — -

2.4 No. of Management representatives — 1

2.5 No. of Alumni — 1

2. 6  No. of any other stakeholder and

   community representatives — -

2.7 No. of Employers/ Industrialists — -

2.8 No. of other External Experts — 1

2.9 Total No. of members — 10

2.10 No. of IQAC meetings held — 2

2.11 No. of meetings with various stakeholders: Total No.

Faculty  6   Non-Teaching Staff  3   Students  2   Alumni  1   Others  0

2.12 Has IQAC received any funding from UGC during the year?  Yes  ☐   No  ✔

If yes, mention the amount | - |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [ ]    International [ ]    National [ ]    State [ ]

Institution Level [ ]

(ii) Themes [                    ]

2.14 Significant Activities and contributions made by IQAC

The prime task of IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the institution and hence the college has composed the Internal Quality Assurance Cell (IQAC) as per the NAAC guidelines. In addition, the college authority has constituted internal committees for the conduct of various programmes throughout the academic year. The action plans of all these committees were approved in the IQAC meeting. The criterion-wise committees also prepared their action plans as per the suggestions made by the NAAC peer team. The action plans prepared by the criterion heads were put before the IQAC for its review, further suggestions and approval.

The IQAC prepared various formats/reports for all the activities conducted by the college.

Thus, IQAC serves as an internal mechanism for sustenance, assurance and enhancement of the quality culture of education imparted by the college.

2.15 Plan of Action by IQAC/Outcome

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

*Attach the Academic Calendar of the year as Annexure.*

| Plan of Action | Achievements |
|---|---|
| To prepare the formats of feedback for students and teachers. | Teacher evaluation Feedback form and General Feedback form were prepared. |
| The failed students of Internal examination will be taken at task for remedial teaching. | Remedial classes were conducted for weak students. |
| To have the transparency in the evaluation of internal marks, Internal examination answer papers should be shown to the students from 2015-16. | The internal examination papers were shown to the students. |
| For measuring Teaching – Learning Outcomes: Assignment / Surprise Test/ Presentation / Quiz / Case studies can be conducted by the subject teacher. | All subject teachers conducted class tests and gave assignments to the students to improve the results. |
| To provide the seed money for research and Professional Development Fund to conduct various activities under FDP. | The college has made the provision of seed money of Rs. 75,000/- for research activities and Rs. 25,000/- for FDP. |
| Kaveri Research centre will be started and in-house research projects will be undertaken by the faculty. | The college has made the required preparations for starting the Kaveri Research and Innovation Centre from next academic year 2016-17, as suggested by the NAAC Peer Team in its report. |
| To motivate the staff to undertake the in-house consultancy projects and also the projects for assisting other organization/institutions by establishing Kaveri Consultancy cell. | The college has made the required preparations for starting the Kaveri consultancy Cell from next academic year 2016-17, as suggested by the NAAC Peer Team in its report. |
| Web camera facility will be provided in the AV room and students will be allowed to attend video lecture series on various subjects. | The web camera was purchased under the Quality Improvement Programme of SPPU. |
| To introduce Mentor - Ward System for all the FY classes from the academic year 2016-17. | The IQAC has prepared the plan of mentoring system and format of Mentor-Ward form which will be implemented from the academic year 2016-17. |
| To establish Kaveri Entrepreneurship Development Centre for inculcating entrepreneurship skills among the students. | The college has made the required preparations for starting the Kaveri Entrepreneurship Development Centre from next academic year 2016-17, as suggested by the NAAC Peer Team in its report. |

2.16 Whether the AQAR was placed in statutory body     Yes ☑   No ☐

Management ☑     Syndicate ☐     Any other body ☐

Provide the details of the action taken

> ➤ The web camera was purchased under the Quality Improvement Programme of SPPU.
> ➤ Teacher evaluation Feedback forms and General Feedback form were prepared and were used for analysing the feedback.
> ➤ Remedial classes were conducted for weak students.
> ➤ The internal examination papers were shown to the students.
> ➤ The college has made the provision of seed money for research and the registration fees is reimbursed to the concerned staff member who presents research paper in International conference.
> ➤ The college has made the required preparations for starting the Kaveri Entrepreneurship Development Centre, Kaveri Research and Innovation Centre, Kaveri Consultancy Centre and Kaveri Skill Development Centre.

# Part – B

**Criterion – I Curricular Aspects**

1.1  Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|---|---|---|---|---|
| PhD | - | - | - | - |
| PG | 1 | - | 1 | - |
| UG | 5 | - | 5 | - |
| PG Diploma | - | - | - | - |
| Advanced Diploma | 1 | - | 1 | - |
| Diploma | 1 | - | 1 | - |
| Certificate | - | - | - | 1 |
| Others | - | - | - | - |
| **Total** | 8 | - | 8 | 1 |

| | | | | |
|---|---|---|---|---|
| Interdisciplinary | | | | |
| Innovative | | | | |

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

1. UG programmes B.Sc. (Comp. Sci.), BBA (CA)(Previously BCA)  follow core system according to the SPPU  norms.

2. UG programmes B.Com, BA, BBA follow the Core and Elective option system as per the SPPU norms.

3. PG programme M.Sc. (Comp. Sci.) follows the Core and Elective option system and has CBCS system as per the SPPU norms

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|---------|---------------------|
| Semester | 4 |
| Trimester | - |
| Annual | 2 |

1.3  Feedback from stakeholders* *(On all aspects)*

Alumni ☐    Parents ☐    Employers ☐    Students ✓

Mode of feedback

Online ☐    Manual ✓    Cooperative schools (for PEI) ☐

*\*An analysis of the feedback in the Annexure I*

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

> Yes. The third year UG course syllabi have changed in the academic year 2015-16. As the college is affiliated to SPPU, the BOS members make the changes in the syllabi by taking inputs from teachers and people from industry. The final syllabi draft once approved by the Academic Council of the University, it is implemented at college level.

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

> Under the Faculty of Arts, two Departments have been started, namely, Department of English and Department of Psychology.

**Criterion – II Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

| Total | Assistant Professors | Associate Professors | Professors | Others |
|-------|----------------------|----------------------|------------|--------|
| 15 | 14 | - | 1 | - |

2.2 No. of permanent faculty with Ph.D.  02

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

| Assistant Professors | | Associate Professors | | Professors | | Others | | Total | |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| R | V | R | V | R | V | R | V | R | V |
| 21 | 23 | - | - | - | - | - | - | 21 | 23 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

  -      04      07

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|----------------|---------------------|----------------|-------------|
| Attended Seminars/ Workshops | 3 | 10 | 1 |
| Presented papers | 1 | 6 | NIL |
| Resource Persons | NIL | 1 | NIL |

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

Innovative processes adopted by the college in the academic year 2015-16 were - Use of ICT, E-Book Library, Conference Call for Lectures,  Interactive Sessions in the Classroom having costing games, speed reading and other guest lectures, Presentations, Practical Based Assignments, Interaction with Alumni on various topics, Management Games, Simulation,  Industrial Visits and Hands on learning through movies related to the subjects.

2.7 Total No. of actual teaching days during this academic year      239

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

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

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

| 01 | 01 | 04 |

2.10 Average percentage of attendance of students    | 75% |

2.11 Course/ Programme wise distribution of pass percentage

| Title of the Programme | Total no. of students appeared | Division | | | |
|---|---|---|---|---|---|
| | | Distinction % | I % | II % | III % |
| FYBCOM | 245 | 7.76 | 17.55 | 21.23 | 39.18 |
| SYBCOM | 217 | 5.53 | 19.35 | 12.44 | 29.95 |
| TYBCOM | 117 | 8.55 | 23.08 | 32.48 | 4.27 |
| FYBCA | 35 | 11.42 | 20 | 11.42 | 40 |
| SYBCA | 33 | 6.66 | 46.67 | 13.33 | 0 |
| TYBCA | 10 | 0 | 20 | 30 | 10 |
| FYBA | 11 | 18.18 | 18.18 | 18.19 | 45.45 |
| SYBA | 5 | 40 | 40 | 0 | 20 |
| FYBBA | 45 | 13.33 | 11.11 | 4.44 | 44.44 |
| SYBBA | 18 | 5.55 | 16.67 | 22.22 | 11.11 |
| TYBBA | 7 | 14.29 | 42.85 | 42.86 | 0 |
| FYBSC | 74 | 6.75 | 9.45 | 22.97 | 32.43 |
| SYBSC | 50 | 7.8 | 9.8 | 13.66 | 49.01 |
| TYBSC | 30 | 6.66 | 40 | 9.99 | 0 |
| MSC - I | 5 | 0 | 60 | 40 | 0 |
| MSC - II | 9 | 55.56 | 44.45 | 0 | 0 |

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

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

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

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher courses | - |
| UGC – Faculty Improvement Programme | - |
| HRD programmes | - |
| Orientation programmes | 2 |
| Faculty exchange programme | - |
| Staff training conducted by the university | - |
| Staff training conducted by other institutions | - |
| Summer / Winter schools, Workshops, etc. | - |
| Others | - |

2.14 Details of Administrative and Technical staff

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

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

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

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

1.  Organising Seminars and Workshops
2.  Organising Paper Presentation/Project/Poster making Competitions for students.
3.  Organising exhibitions of the project models prepared by students.
4.  Encouraging staff members to publish research papers in International /National Journals/Conferences through regular Quality Circle meetings.
5.  Motivating faculty members to register for M. Phil./Ph.D. Two staff members have completed Ph.D. in 2015.

3.2  Details regarding major projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | - | - | - | - |
| Outlay in Rs. Lakhs | - | - | - | - |

3.3  Details regarding minor projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | - | - | - | - |
| Outlay in Rs. Lakhs | - | - | - | - |

3.4  Details on research publications

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 2 | 8 | 1 |
| Non-Peer Review Journals | - | - | - |
| e-Journals | - | - | - |
| Conference proceedings | - | - | - |

3.5  Details on Impact factor of publications:

Range | 0.5-6 |    Average | 3 |    h-index | 4 |    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 | - | - | - | - |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects *(other than compulsory by the University)* | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | - | - | - | - |

3.7  No. of books published

i) With ISBN No.  | 1 |   Chapters in Edited Books  | - |

ii) Without ISBN No.  | 1 |

3.8  No. of University Departments receiving funds from

UGC-SAP  | - |  CAS  | - |  DST-FIST  | - |

DPE  | - |  DBT Scheme/funds  | - |

3.9  For colleges

Autonomy  |      |  CPE  |      |  DBT Star Scheme  |      |

INSPIRE  |      |  CE  |      |  Any Other (specify)  |      |

3.10  Revenue generated through consultancy  | - |

3.11  No. of conferences   organized by the Institution

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number |  |  | 2 |  |  |
| Sponsoring agencies |  |  | SPPU |  |  |

3.12  No. of faculty served as experts, chairpersons or resource persons    2

3.13  No. of collaborations:      International   -    National   -    Any Other   -

3.14  No. of linkages created during this year:

3.15  Total budget for research for current year  :

   From Funding agency   -      From Management of University/College   Rs.75,000

   Total      Rs.75,000

3.16  No. of patents received this year

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

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

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

3.18  No. of faculty from the Institution
   who are Ph. D. Guides      -

   and students registered under them   -

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

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

      JRF  -      SRF  -    Project Fellows  -      Any other  -

3.21 No. of students Participated in NSS events:

   University level  10    State level  1    National level        International level

3.22  No. of students participated in NCC events:

University level | - |    State level | - |    National level | - |    International level | - |

3.23  No. of Awards won in NSS:

University level |    |    State level | - |    National level | - |    International level | - |

3.24  No. of Awards won in NCC:

University level | - |    State level | - |    National level | - |    International level | - |

3.25  No. of Extension activities organized

University forum | - |  College forum |    |  NCC | - |  NSS | 16 | Any other | 2 |

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

Major Activities conducted during academic year 2015-16 in the sphere of extension activities and Institutional Social Responsibility are as under:

- Tree plantation drive on 6$^{th}$ June 2015 at Ganpati Matha, Pune.
- International Yoga Day was conducted on 21$^{st}$ June 2015.
- Cleanliness drive was conducted on 2$^{nd}$ October 2015.
- Yuva Saptah was celebrated from 12$^{th}$ to 18$^{th}$ January 2016.
- Special winter camp was arranged from 18$^{th}$ to 24$^{th}$ December 2015 at Kasar Amboli, Pune.
- Anti Crackers Rally was organized on November 7$^{th}$ ,2015.

**Criterion – IV Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|---|---|---|---|
| Campus area | 1.86 Acres | - | Kannada Sangha, Management | - |
| Class rooms | 23 | - | | - |
| Laboratories | 6 | - | | - |
| Seminar Halls | 1 | - | | - |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | - | 1 (Photo Copier) & 15 CCTV cameras | | - |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | Photo Copier - Rs. 1,15,500 & CCTV cameras – 1,05,712 | SPPU College | Rs. 2,21,212 |
| Others | - | - | | - |

4.2 Computerization of administration and library

**Administration:** The College has introduced online admission process as per the appeal by the University. The general administration of the college is carried out through Vriddhi Software.

**Library:** Barcodes and Spine labels are pasted on all the books of the library through SLIM21 Software. The Open Access Public Catalogue (OPAC) is available to the users through Vriddhi Software. All data of the students are maintained through Vriddhi Software.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 2312 | 5,36,787 | 224 | 42,010 | 2536 | 5,78,797 |
| Reference Books | 639 | | 28 | | 667 | |
| e-Books | 80,409 | ---------- | 80,409 | ------- | 80,409 | --------- |
| Journals/Periodicals/News paper. | 19 | 52,090 | 30 | 72,079 | 30 | 1,24,169 |
| e-Journals | 3828 | -------- | 3828 | ----------- | 3828 | ---------- |
| Digital Database | 01 | 5000 | 01 | 5700 | 01 | ---------- |
| CDs, VCDs, DVDs & MP3 | --------- | ---------- | 183 02 & 09 | 2000 | 183 02 & 09 | 2000 |
| Others (Book Bank Scheme books) | 219 | 30,580 | 201 | 25,161 | 420 | 55,741 |

4.4 Technology up gradation (overall)

| | Total computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Dept. | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 183 | 155 | Lease line 2Mbps | 1(Library) 3(Other than practical timings all Comp Labs) | | 4 | - | 20 ( Library-9, M.Sc. Class rooms-1, Servers-4, Exam-1 Principal -1 Vice Principal-1 NSS-1 MKCL-1 |
| Added | - | - | - | - | - | - | - | 1 – NAAC Room |

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

> Certificate Course Tally ERP is continued to be provided to students. The Electronics Excellence Examination was conducted on 25th February, 2016 by Society for Promotion of Excellence in Electronics Discipline (SPEED), Pune. In addition, an Inter College Project Competition and C Language Coding Competition was held to make students aware and updated with latest technological development.

4.6. Amount spent on maintenance in lakhs :

| | | |
|------|------------------------------------------|-----------|
| i) | ICT | 5, 90, 356 |
| ii) | Campus Infrastructure and facilities | 1, 21,058 |
| iii) | Equipments | 2, 72, 457 |
| iv) | Others | - |
| | **Total** | 9, 83,871 |

## Criterion – V  Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

- During the Orientation Sessions conducted for all FY classes, students are made aware of the various student support services like Infrastructural Facilities, information about Curricular, Co-Curricular and Extra-Curricular activities.
- Separate notice boards have been provided on all the floors for regular updates of various activities regarding student support services.

5.2 Efforts made by the institution for tracking the progression

- The Alumni Association of the college collects and maintains the database of the passed out students to track their progression.
- The link is provided on the college website for alumni to register and update their current status.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|---|---|---|---|
| 949 | 15 | - | - |

(b) No. of students outside the state     | 05 |

(b) No. of international students     | - |

Men

| No | % |
|---|---|
| 501 | 51.97 |

| No | % |
|---|---|
| 463 | 48.03 |

Women

| Last Year | | | | | | This Year | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 723 | 24 | 1 | 104 | - | 852 | 824 | 34 | 7 | 99 | - | 964 |

Demand ratio : ~ 1:1          Dropout : ~ 2 %

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

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

5.5  No. of students qualified in these examinations

NET      | - |      SET/SLET | - |      GATE | - |      CAT | - |

IAS/IPS etc | - |      State PSC | - |      UPSC | - |      Others | - |

5.6  Details of student counselling and career guidance

The **Vocational Guidance Cell** has organised a guest lecture on CFP (Certified Financial Planner) Course- a new dimension towards a career in the Individual Financial Planning Stream on Friday 28th August 2015. The lecture was delivered by Mr. Rohan Kulkarni, Director Rohan Academy of Financial Planning. He briefed the students about CFP and the

opportunities a person can get after completion of the CFP.

**No. of students benefitted-61**

A seminar on **'Government Job's Examination Preparation and Career Guidance'** was conducted on 23rd February 2016. Information regarding government jobs, especially in the Banking Sector, Insurance, Railway, Staff Selection Commission etc., benefits of the government jobs, way of the selection process and various opportunities in Government sector for coming five years was given to the participating students.

**No. of students benefitted-60**

Mr. Dilip Morale conducted a session on **'Preparation for Competitive Examination'** on 15th January 2016. He explained the framework of various competitive exams. He gave inputs about the techniques of preparation, books and website to be referred for competitive examination.

**No. of students attending the session-100**

5.7 Details of campus placement

| On campus | | | Off Campus |
|---|---|---|---|
| **Number of Organizations Visited** | **Number of Students Participated** | **Number of Students Placed** | **Number of Students Placed** |
| - | - | - | 8 |

5.8 Details of gender sensitization programmes

**Adult and Continuing Education and Extension**

A Workshop was arranged on 'Women Empowerment' on 8th January 2016.Mrs. Nisha Bhandare conducted a session on 'Role of Women in 21st Century', she said that Indian Constitution has given equal rights to women in every field. She also advised girl students to know about themselves. She imparted lessons in self-defence to the girl students. The second session was conducted by Dr. Mridula Ranade on Nutrition for good health.

5.9  Students Activities

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

   State/ University level  | 7 |  National level  | 3 |  International level  | 1 |

          No. of students participated in cultural events

   State/ University level  | - |  National level  | - |  International level  | - |

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

   Sports: State/ University level  | 4 |  National level  | 7 |  International level  | - |

   Cultural: State/ University level  | - |  National level  | - |  International level  | - |

5.10  Scholarships and Financial Support

| | Number of students | Amount (in Rs.) |
|---|---|---|
| Financial support from institution | 57 | 4,18,728 |
| Financial support from government | - | - |
| Financial support from other sources | - | - |
| Number of students who received International/ National recognitions | - | - |

5.11  Student organised / initiatives

   Fair: State/ University level  | - |  National level  | - |  International level  | - |

   Exhibition: State/ University level  | - |  National level  | - |  International level  | - |

5.12  No. of social initiatives undertaken by the students    **7**

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

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

6.1  State the Vision and Mission of the institution

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

6.2  Does the Institution has a Management Information System?

> Yes. The college has a Management Information System.

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

6.3.1   Curriculum Development

> The college is taking initiative for starting Add-on courses like communication, computer related courses.

6.3.2   Teaching and Learning

> 1: Teaching plans & methodologies.
>
> 2: Subject allocation as per specialization of teachers.
>
> 3. Feedback system, Remedial Classes, Well Stocked Library, ICT, Innovative practices in teaching, seminars, FDP and QIP.
>
> The clubs like BBA Club, Kaveri Kautilyas and Kolors of Kaveri are conducting number of student oriented activities. In addition, under the Science Association Committee the Science Club and Kaveri Techies' Club for computer science students are introduced for conducting different activities for the students.

### 6.3.3  Examination and Evaluation

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

### 6.3.4  Research and Development

For the research related activities the college has research committee. In addition, as per the NAAC Peer Team Report (PTR), the college has started 'Kaveri Research and Innovation Centre' for inculcating research aptitude and the required skills among the students and the teachers.

Teachers are motivated for undertaking Minor/ Major research projects seeking financial assistance from BCUD, SPPU under QIP.

A budgetary provision is made for providing financial assistance to the teachers for presenting research papers in National / International Conferences.

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

Every year for the purchase of library books, reference books, journals, periodicals etc. budgetary provision is made by the college. An average of Rs.1,25,000/- is spent on the library purchases. The college has planned to introduce the system of online purchase of books.

Rain water harvesting project is successfully installed in the campus by the Kannada Sangha Management, our Parent Body.

Web camera and Duplicating machine were purchased under the QIP of SPPU.

6.3.6  Human Resource Management

The Staff Retention Policy of the Parent Body is beneficial to the college in retaining the staff. The Management has provision for extending special facility as far as financial assistance is concerned to college staff members as per the requirement.

As per the NAAC PTR, the college has made necessary preparations for starting 'Kaveri Skill Development Centre' for conducting activities for inculcating skills such as, communication skills, interpersonal skills, teaching skills, leadership skills, organisational skills etc. among the students and teachers.

6.3.7  Faculty and Staff recruitment

The staff recruitment in the college is done as per University and the Government Regulations as applicable to Minority Institutions. Every year the workload and the number of teachers to be appointed is approved by LMC and accordingly the advertisements are given in the local and national level newspapers. The selection of the teachers is made by constituting the Selection Committee as per the University norms for the Minority Institutes. The Non-Teaching staff members of the college are also recruited as per the staffing pattern of the Government of Maharashtra as given in the Standard Code Rules Handbook, 1984.

6.3.8  Industry Interaction / Collaboration

Every year the college invites industry professionals as resource persons for the seminars/workshops/conferences. They are also invited for lectures under the Special Guidance Scheme of the University.

As per the NAAC PTR, the college has planned to start 'Kaveri Consultancy Cell' and 'Kaveri Entrepreneurship Development Cell'. The Kaveri Consultancy Cell is for generating finance and is a social responsibility initiative by the college. The Kaveri Entrepreneurship Development Centre is for inculcating entrepreneurship skills among the students.

6.3.9   Admission of Students

On-line admission system has been introduced by the college from the academic year 2015-16.

6.4 Welfare schemes for

| Teaching | Provident Fund facility has been provided for the eligible staff members. The Staff Welfare Fund scheme has been in operation. |
|---|---|
| Non teaching | Provident Fund facility has been provided for the eligible staff members. The Staff Welfare Fund scheme has been in operation. |
| Students | Instalment facility by the Management, Concession in the Fees, Poor Students Fund, Scholarships and Book Bank Scheme. |

6.5 Total corpus fund generated          Rs. 10, 00,000/-

6.6 Whether annual financial audit has been done    Yes  ✓    No ☐

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | LIC of SPPU | Yes | College LMC |
| Administrative | Yes | M/s K. Swaminathan | Yes | M/s Hingane Tare Associates |

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

For UG Programmes    Yes ☐    No ✓

For PG Programmes    Yes ☐    No ✓

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

Being an affiliated college, it is mandatory on part of the college to follow the rules and regulations of the University for conducting the examinations.

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

The University encourages the colleges having fulfilled basic conditions such as Permanent Affiliation, having received A grade from NAAC, having identified as a 'college with potential of excellence' for going for autonomy.

6.11 Activities and support from the Alumni Association

The college has formed the Alumni Association. The alumni help the college authority for conducting various co-curricular and extracurricular activities. Some of the alumni are invited as guest lecturers to guide current students of the college.

6.12 Activities and support from the Parent – Teacher Association

There is no formal Parent-Teacher Association in the college but Parent-Teacher meetings are conducted periodically to discuss on various issues related to the overall development of the students. Regular Feedback from parents is taken.

6.13 Development programmes for support staff

The college is planning to arrange trainings for the office staff and the other supporting staff in the academic year 2016-17.   MS-CIT, a basic computer course run by the Government of Maharashtra, is made mandatory for the office staff.

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

The environment related activities for making the campus eco-friendly are mainly organised by the NSS Unit of the college and the Environmental Forum of the college. Under these two committees activities such as Tree Plantation, green campus/ clean campus drive in association with Kirloskar Eco-Rangers, Rain Water harvesting,  E-Waste Management, Energy Conservation, No Vehicle Day etc. are carried out.

**Criterion – VII Innovations and Best Practices**

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

1. **Kaveri Film Festival**

The main objective of organizing the film festival was to use movies for learning. Movies can be a powerful tool for curriculum as well as holistic development of the students. They are entertaining and at the same time instructive. The films screened at the film festival were *A Beautiful Mind, Jobs, Cast Away* and *To Sir with Love.* Activities like Memory game, game on entrepreneurship, a talk on survival skills and a discussion on social, cultural and linguistic differences in American, British and Indian English were conducted after the screening of the movies. The students shared their learning with the audience. They learnt to look at movies from an edutainment point of view.

2. **Feedback on Teaching**

Teacher feedback was taken from the students. It was analysed and shared with the respective teachers. This activity helped the teachers to understand and to rework on certain aspects of teaching. It created a positive impact on the teaching-Learning process.

Feedback on teaching is being conducted under IQAC. The feedback is taken for all undergraduate and Post Graduate Programmes conducted in the College. Teacher wise feedback is taken once in a year for yearly pattern and twice in a year for semester pattern programmes.

The various parameters on which teaching is assessed are : Subject Knowledge, Communication skills and Language command, Lecture preparation, Class control, Teaching aids /ICT used, Punctuality, Regularity in conducting lectures, Timely completion of syllabus, Scheduled organisation of assignment and class tests, Skills of addressing inappropriate behaviour of students, Respect towards student, Encouraging class participation, Updated and upgraded knowledge, Helping students irrespective of gender and General appearance of the teacher.

The students are asked to grade teacher(s) on a 5 point scale of Excellent, Very good, Good, Average and Poor.

The analysis of the feedback is discussed with the Principal. Wherever improvement is needed, a meeting is organized along with the Teacher(s) and Head of the Department for interaction and to discuss the feedback so as to seek improvement in teaching.

The analysis of feedback for the year 2015-16 revealed that some teacher(s) have poor communication skill(s). In view of this, a three day faculty development programme was organised to address this gap.

3. **Central Documentation System**

The college strengthened the documentation system. A documentation committee was constituted which looked after the documentation of all the documents. The committee heads were instructed to compile all the documents after the event and handover it to the documentation committee. This activity facilitated the administrative processes.

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 | Action Taken |
|---|---|
| Career Fair | Career Fair was conducted on 4th and 5th June 2016 in the college campus. |
| Poor Students Fund | The scheme has been started from the academic year 2016-17. |
| Quarterly Newsletter of Internal Quality Assurance Cell (IQAC) | The first issue of IQAC newsletter was published in August 2016. |
| Involvement of alumni | Alumni were involved in curricular and extra-curricular activities of the college for the purpose of guest lectures. |
| Steps taken for strengthening and monitoring the Quality of Academics. | 1. Regular monitoring of the academic activities. 2. Teachers Feedback system was implemented. 3. Organization of Lecture series/ Conferences and Workshops by some departments. |

7.3 Give two Best Practices of the institution

**Best Practice 1: Remedial Teaching for Weak Students**

**Title of the Practice :** 'Remedial Teaching for weak students'

**Goal**

The goal of this practice was to assist the low performing students in scoring in the examinations. The practice is followed to help them gain a better understanding of the subject. Moreover, one of the objectives of this activity was to help the students to score well in the examinations.

**The Context**

It is always observed by teachers that the grasping power in students differs from student to student. Due to the heterogeneous nature of students it may not be always possible to ensure that all the students in the class understand a concept. This can have an impact on the weaker students' marks in the examinations. To address this problem remedial teaching has been undertaken.

**The Practice**

1. The students, who fail in particular subjects in internal examinations, are found and a list of such students is prepared.

2. Teaching plan for the remedial lectures is prepared. This teaching plan is based on difficult topics and topics that need revision.

3. Time table is prepared and informed to the students on the notice board.

4. The remedial teaching lessons are conducted post regular lecture hours by the subject teachers.

5. Attendance of remedial classes is recorded and maintained.

6. Tests/ Assessment are conducted at the end of remedial classes.

**Evidence of Success**

The students who sincerely attended the remedial classes had a noticeable improvement in their external examinations. They understand the subject better. Many students have benefitted from remedial sessions.

**Problems Encountered**

The problems faced are listed below

1. Creating an environment among students about attending remedial sessions was a

difficult task.

2. Preparing time tables was a difficult task as the remedial sessions were to be arranged post regular lecture hours.

3. Subject teachers had to put in extra teaching hours than the normal teaching hours for conducting lectures which resulted in extra work load.

**Resources Required**

Normal teaching aids like Chalk and Talk and PPT's were used. Class rooms had to be allotted for the purpose of remedial sessions. Teaching staff had to be assigned the responsibility of conducting remedial lectures.

## Best Practice 2: Clubs for enriched learning

**Title of the Practice**

Clubs for enriched learning of students namely BBA Club, Kaveri Kautilyas and Kolors of Kaveri

**Goal**

The idea behind starting the clubs was to address stream specific needs of students. The clubs have been formed with a view to inculcate hard as well as soft skills amongst the students.

**The Context**

The teachers of various courses felt that there is a gap between theory and application of theory. To facilitate application of theoretical concepts, an initiative was taken up by the teachers of respective courses to design clubs that would ensure holistic development of students. Hence BBA Club was started in 2011, Kaveri Kautilyas (Economics Club) was started in 2013 and Kolors of Kaveri(Arts Club) was started in 2014.

**The Practice**

1. **BBA Club:** The BBA club is conducted on alternate Fridays for BBA, BBA IB and BBA-CA students of all years. BBA Club includes activities like presentations by students, management games, advertisement analysis, case studies, presentations on soft skills, presentation skills by teachers and field visits etc. These activities are the collaborative efforts of teachers and students.

2. **Kaveri Kautilyas:** The subject of Economics is explored through various activities

of the Kaveri Kautilyas. The Club is held on alternate Wednesdays. The club is open for all students who are interested in Economics. The activities include presentations and discussions on economics related topics, newsflash, field visits to institutions such RBI, Gokhale Institute of Politics and Economics etc.

3. **Kolors of Kaveri:** Kolors of Kaveri was established to bring out the creative side of students. This club has fun activities related to performing arts, creativity enhancements, etc. This club promotes all aspects of arts like singing, dancing, debate, public speaking, craft and theater. Kolors of Kaveri encourages students to discover new facets of their personality and brings out the hidden talents to the fore.

**Evidence of Success**

The success of the club is evident by the response of the students. All the above clubs are voluntary and not mandatory. These clubs are run post lecture timings. In spite of this there is a large group of students who are present during the club sessions. The students have developed skills such as confidence, inter personal skills, communication skill and team work through these clubs.

**Problems Encountered**

A major problem that is faced is that these clubs have to be discontinued some weeks before and during examinations. This causes a disconnect when the students join back.

There is a challenge in making these clubs entirely student driven. There is still a need for supervision by teachers during these clubs.

**Resources Required**

BBA Club and Kaveri Kautilyas is conducted in the college A.V.Room which has LCD Projector facility. Kolors of Kaveri is conducted in the A.V.Room or the college stilts depending upon the activity undertaken.

7.4 Contribution to environmental awareness / protection

The college has undertaken the following activities related to environmental awareness and protection:-

1. Tree Plantation was conducted by NSS volunteers at Ganapati Matha, Warje, Pune
2. All the trees in the college campus were labelled with their botanical names with the help of botany teaching staff from Garware College, Pune.

3. The Environmental Forum conducted an e-waste collection drive in the college campus to make students aware of e-waste disposal.

4. The ladies rest rooms were provided with 'SP Dispo Bags' for hygienic and ethical handling and disposal of sanitary napkins.

5. The vermi- compost plant of the college was rejuvenated in collaboration with SWACCH. Currently two pits are made operational.

6. An exhibition was arranged on 'Waste Management' by the Environmental Forum members. The students prepared handicrafts out of waste garbage products. They also presented charts on their field visits to waste disposal plants.

7. To control the menace created by fire crackers, an Anti Crackers Rally was organized by the Environmental Forum on the eve of Diwali Festival. The students appealed the citizens to not use fire crackers and prevent noise and air pollution. The rally received an encouraging response from the vicinity.

8. The college is a part of 'Kirloskar Vasundhara Eco Rangers'. A team of 10 students and one teacher is a part of Ecorangers initiative. The EcoRangers is a platform for students who wish to contribute positively for the environment.

9. The college hosted **'WWF Interschool Eco-quiz'** under the Kirloskar Vasundhara Festival. Around 17 schools participated in the quiz.

10. A team of four students won a presentation competition on the theme of "My City-Smart City". The students were to present their ideas to make their city a smart city.

11. The college participated in the **'Swachchata Karandak – 2016'.** A team of eleven students took up the task of cleaning the area near Alankar Police Station and spreading awareness about cleanliness in the assigned locality.

7.5 Whether environmental audit was conducted?    Yes [ ]    No [✓]

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

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8. Plans of institution for next year

1. To get Permanent Affiliation from Savitribai Phule Pune University (SPPU).

2. To get the college registered under the Section 12 (B) of the UGC Act, 1956.

3. To start Master of Commerce (M.Com.) and Diploma in Taxation Law (DTL) under the Faculty of Commerce and Master of Computer Applications (MCA) under the Faculty of Science.

4. To increase the number of Add –on Courses with the view to increase employability of the students.

5. To introduce more in-house faculty development programmes, namely, Communication Skills, Presentation Skills, Confidence- building, Organizational Skills and Leadership Skills for teachers to enhance their teaching methodology.

6. To introduce Mentoring System from the academic year 2016-17.


*Name    Dr. Jayashri  A. Bangali*

_____

*Signature of the Coordinator, IQAC*


*Name     Dr. S. B. Kharosekar*

_____

*Signature of the Chairperson, IQAC*


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**Annexure I**

A structured student feedback on the evaluation and teaching methods of teachers in class as well as on the co-curricular activities and extra-curricular activities conducted by the college for the students is taken in the formats prepared by the IQAC of the college.

The analysis of the feedbacks received for the year 2015-2016 shows an overall high satisfaction with the course content and the subject teachers. However, in case of few teachers, the students gave their negative remarks about punctuality and accessibility. Accordingly, suggestions are given to the concerned teachers by the college authority having interaction with them personally.

**Academic Calendar**

**June-15**

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| 7 | 8 | 9 | 10 | 11 |
| 13 | 14 | 15 **Commencement of SY - BCom, BSc(CS) and BA** | 16 | 17 |
| 19 | 20 | 21 | 22 **Commencement of SY – BBA, BCA and all TY classes** | 23 |
| 25 | 26 | 27 | 28 | 29 **Commencement of FY classes** |

**July-15**

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| 7 **Placements - PG** | 8 | 9 | 10 | 11 |
| 13 **Orientation to FY classes** | 14 | 15 | 16 | 17 |
| 19 | 20 | 21 | 22 | 23 |
| 25 **NSS Orientation** | 26 **Tree Plantation** | 27 | 28**Earn and Learn Scheme Enrolment** | 29 |

**August-15**

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| 7 | 8 | 9 | 10  11  12 **NAAC Peer Team Visit** | |
| 13 | 14 **Campus Cleaning** | 15 **Independence Day** | 16 | 17 |
| 19 | 20 | 21  **Staff Academy Meeting** | 22 **Session on Vocational Guidance** | 23 |
| 25 | 26 | 27 | 28 **NSS Visit to Adopted Village** | 29 **Women's Forum - workshop** |

**September-15**

| 1 | 2 | 3 | 4 | 5 **Teachers Day Celebration** |
|---|---|---|---|---|
| 7 8 9 10 11  **Soft Skills Development Programme** | | | | |
| 13 | 14 | 15 | 16 | 17 **Ganpati Festival** |
| 19 | 20 | 21  22 23 24 -  **Internal Examination** 24 **NSS Foundation Day** | | |
| 25 26 27 28 29 30 **Internal Examination** 25 **Staff Academy Meeting** | | | | |

**October-15**

| 1 | 2 **Gandhi Jayanti Celebration & Cleanliness Drive by NSS Unit** | 3 | 4 | 5 |
|---|---|---|---|---|
| 7 | 8 | 9 | 10 | 11 |
| 13 | 14 | 15 | 16 | 17 |
| 19 | 20 | 21 **Term end meeting** | 22 | 23 |
| 25 | 26 | 27 | 28 | 29 |

**November-15**

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| 7 | 8 | 9 | 10 | 11 |
| 13 | 14 | 15 | 16 | 17 |
| 19 Commencement of Second Term | 20 | 21 **PUC Certification Drive by NSS Unit** | 22 | 23 24 **Soft Skills Development Programme for FY Students** |
| 25 26 27 28 **Soft Skills Development Programme for FY Students** | | | | 29 |

**December-15**

| 1 2 3 4 5 6 **NSS Special Winter Camp** | | | | |
|---|---|---|---|---|
| 7 | 8 | 9 | 10 | 11**Paper Presentation Competition – Commerce and Management** |
| **12 Paper Presentation Competition – Electronics and Computer Science** | 14 15 16 **Babasaheb Jaykar Lecture Series under Bahishal Shikshan Mandal** | | | 17 **Parent Teacher Meeting. Staff Academy Meeting** |
| 18, 19 **State Level Workshop Commerce & Management** | 20 | 21 **Parent Teacher Meeting** | 22 **Session on Vocational Guidance** | 23 |
| 25 | 26 | 27 | 28 29 30 **Cultural Extravaganza** | |

**January-16**

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 **Women's Personality Development Workshop** | 5 |
| 7 | 8 **Adult, Continuing Education & Extension** | 9 **Adult, Continuing Education & Extension** | 10 | 11 |
| 13  14 15 16 17 18 - **NSS- Yuva Saptah** <br> 16  - **Science Association- Poster and Project Competition** | | | | |
| 19 | 20 | 21  **Staff Academy Meeting** | 22  23 **National Level Workshop** | |
| 25 | 26 **Republic Day Celebrations** | 27 | 28 **Industrial Visits** | 29 |

**February-16**

| | | | | |
|---|---|---|---|---|
| 1 | 2 **Placements - UG** | 3 | 4 | 5 |
| 7 | 8 | 9 | 10 | 11 **Annual Prize Distribution** |
| 13 **Farewell all TY  and M.Sc- II** | 14 | 15 16 17 18 **Internal Examinations of BBA,BCA and BSc.** | | |
| 19 20 21 22 23 24 **Internal Examinations of BBA,BCA and BSc.** <br>  19  - **Staff Academy meeting** | | | | |
| 25 | 26 | 27 | 28 | |

* March 2016- April 2016 – University Examinations for all courses.