



Pune District Education Association's
Annasaheb Magar Mahavidyalaya
Hadapsar, Pune- 411028

Affiliated to Savitribai Phule Pune University, Pune



Self Study Report: 2024 (4th Cycle)

DVV
Clarification
Links

Extended Profile

1.1: Number of student's year wise during the last five years

Sr. No.	Finding of DVV	Web Link
1.	Provide appropriate link to the admission approval documents received from the university for assessment period	View Document
2.	Year wise list of students approved by the affiliating University	View Document
3.	Year wise list of students Certified by Head of Institution	View Document

2.1 Number of teaching staff / full time teachers during the last five years

Sr. No.	Finding of DVV	Web Link
1.	List of total full time teachers in block five years	View Document

2.2: Number of teaching staff / full time Teachers year wise during the last five years

Sr. No.	Finding of DVV	Web Link
1.	List of all full time teachers indicating the departmental affiliation	View Document

3.1: Expenditure excluding salary component year wise during the last five years (INR in lakhs)

Sr. No.	Finding of DVV	Web Link
1.	Audited Statement of income and expenditure duly certified by the Principal and Chartered Accountant in case of privately funded institutions highlighting the salary component, depreciation and excess of income over expenditure.	2022 - 2023
		2021 - 2022
		2020 - 2021
		2019 - 2020
		2018 - 2019
2.	Also provide a statement showing the total expenditure excluding the salary component for each of the years certified by the Principal and Chartered Accountant.	View Document
Supporting Document		
Sr. No.	Particular	Web Link
1.	Receipt and Payments (RP)	2022 - 2023
		2021 - 2022
		2020 - 2021
		2019 - 2020
		2018 - 2019

Criterion I

1.2.1: Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc.

Sr. No.	Findings of DVV	Web Link
1.	Details of each program such as: Name of the program duration, curriculum, assessment procedures year-wise.	2022 -2023
		2021 -2022
		2020 -2021
		2019 -2020
		2018 - 2019
2.	List of students enrolled (with signature of students)	2022 -2023
		2021 -2022
		2020 -2021
		2019 -2020
3.	Model certificates	2022 -2023
		2021 -2022
		2020 -2021
		2019 -2020
		2018 -2019

1.2.2. Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Sr. No.	Findings of DVV	Web Link
1.	Year-wise List of the students enrolled in the Program as defined in 1.2.1 and Attendance sheet of Students participating with signature and Model Certificates.	2022-2023
		2021-2022
		2020-2021
		2019-2020
		2018-2019

1.3.2: Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Sr. No.	Finding of DVV	Web Link
1.	List of students along with the details of title, place of work, duration etc.,	Physical Education and Sports Project
		Environmental Project
		All Final Year Students Project and Internship
		MCOM Students Project and Internship
2.	Internship completion certificate / project work completion certificate from the organization where internship / project was completed	View Document
3.	Link to report of the field work/sample photographs of the field work / permission letter only for field work from the competent authority will be considered	View Document

Supporting Document

Sr. No.	Class	No. of Students	Web link
1.	FY- Physical Education Project	1598	View Document
2.	SYBA Environmental awareness Project	170	View Document
3.	SYBCOM Environmental awareness Project	488	View Document
4.	SYBSc Environmental awareness Project	109	View Document
5.	SYBCS Environmental awareness Project	104	View Document
6.	SYBBA Environmental awareness Project	62	View Document
7.	SYBBA (CA) Environmental awareness Project	72	View Document
8.	SYBBA (IB) Environmental awareness Project	9	View Document
9.	SYBCA (SCI) Environmental awareness Project	67	View Document
10.	SY and TY Certificate of Project Reports and PG Certificate of Project Report	791	View Document
11.	Commerce Projects and Internship	363	View Document
Total		3833	

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website.

Sr. No.	Details	Web link
1.	Sample Filled in feedback forms from at least two stakeholders.	View Document
2.	Stakeholders' feedback analysis report.	2022 – 2023
		2021 – 2022
		2020 – 2021
		2019 – 2020
3.	Action taken Report on feedback	2018 - 2019
		2022 – 2023
		2021 – 2022
		2020 – 2021
4.	Document showing the communication with the affiliating University for the Feedback provided.	2019 – 2020
		2018 - 2019
		View Document

Criterion II

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2.1.1.2. Number of sanctioned seats year wise during last five years

Sr. No.	Findings of DVV	Web link
1.	Document related to sanction of intake from affiliating University/ Government/statutory body for first year students only.	View Document
2.	Approved admission list year-wise (first year admission) program-wise from the Affiliating university is mandatory.	View Document

2.1.2. Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

Sr. No.	Finding of DVV	Web link
1.	Copy of letter issued by state Govt. or central Govt. indicating the reserved categories to be considered as per state rule (in English as applicable)	View Document
2.	Number of seats year wise earmarked for the reserved categories	View Document
3.	Admission extract submitted to the state OBC, SC and ST cell every year of the students (first year admission) with seal and signature of the principal.	View Document
4.	Approval of additional intake of students has to be submitted for the claim.	No additional intake claimed to affiliating University SPPU
Supporting Documents		
Sr. No.	Particular	Web link
1.	Institutional data in the prescribed format	View Document
2.	Year wise Category wise student list	View Document

2.2.1 Student – Full time Teacher Ratio

Sr. No.	Finding of DVV	Web link
1.	List and appointment letters of all teachers.	View Document

2.4.1. Percentage of full-time teachers against sanctioned posts during the last five years

Sr. No.	Findings of DVV	Web Link
1.	Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority	View Document

2.4.2: Percentage of full time teachers with NET/SET/SLET/ Ph.D./D.Sc. / D.Litt./L.L.D. during the last five years

Sr. No.	Finding of DVV	Web link
1.	List of faculties having NET/SET/SLET/Ph.D. / D.Sc. / D.Litt./ L.L.D. along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
2.	Copies of NET/SET/SLET /Ph.D./D.Sc./ D.Litt./ L.L.D. certificate awarded by UGC recognized universities.	2022–2023
		2021–2022
		2020–2021
		2019–2020
		2018–2019

2.6.3. Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program wise / year-wise.

Sr. No.	Findings of DVV	Web Link
1	Result sheet published by the affiliating university	2022 - 2023
		2021 - 2022
		2020 - 2021
		2019 - 2020
		2018 - 2019
2	Certified report from Head of the institution / Controller of Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program-wise / year-wise.	View Document

Criterion III

3.1.1. Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years

Sr. No.	Findings of DVV	Web Link
1	List of grants for research projects received during the assessment years along with the nature of the award, and the awarding agency with amount. (sanctioned letter highlighting the required parts)	View Document
2	Links to the e-copies of the sanctioned letters.	View Document

3.2.2. Number of Workshops/Seminars/Conferences Including on Research Methodology, Intellectual Property Rights (IPR) and Entrepreneurship Conducted During the last Five Years

Sr. No.	Findings of DVV	Web Link
1.	Brochure/Geo tagged Photograph with date and captions; title of the workshops / seminars conducted.	2022 - 2023
		2021 – 2022
		2020 – 2021
		2019 – 2020
		2018 - 2019
2.	Link to the detailed report for each program as in the template.	2022-2023
		2021-2022
		2020-2021
		2019-2020
		2018-2019

3.3.1: Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Sr. No.	Finding of DVV	Web Link
1.	Link landing to the research paper	View Document
2.	Link to re-directing to journal source-cite website in case of digital journals	View Document
	Links to the papers published in journals listed in UGC CARE list	View Document
3.	URL of the content page in case print journal.	View Document
4.	Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	2023
		2022
		2021
		2020
		2019

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Sr. No.	DVV Finding	Web Link
1.	Cover page, content page and first page of the selected publication.	2023
		2022
		2021
		2020
		2019
2.	Web-link of books.	View Document

3.4.3 :Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years

Sr. No	DVV Findings	Year	Web Link
1.	Links of Photographs.	2022 - 2023	View Document
		2021 – 2022	View Document
		2020 – 2021	View Document
		2019 – 2020	View Document
		2018 - 2019	View Document
2.	Other Supporting document of relevance should have proper captions and dates.	2022 - 2023	View Document
		2021 – 2022	View Document
		2020 – 2021	View Document
		2019 – 2020	View Document
		2018 - 2019	View Document

3.5.1: Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years

Sr. No.	DVV Finding	Particulars	Web Link
1.	Copies of MoUs/ collaboration/ related documents indicating the nature of collaboration and activities year-wise	2022 -2023	View Document
		2021 -2022	View Document
		2020 -2021	View Document
		2019 -2020	View Document
		2018 -2019	View Document
2.	List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties.	Year wise list of activities and exchange	View Document

Criterion IV

4.1.2. Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Sr. No.	DVV Findings	Year	Web Link
1.	Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by Principal and CA. Highlight the relevant items in the audited income and expenditure statement.	2022 - 23	View Document
		2021 - 22	View Document
		2020 - 21	View Document
		2019 - 20	View Document
		2018 - 19	View Document

Supporting Documents

Sr. No.	Particulars	Link
1.	Year wise summary report of expenditure on Infrastructure development and augmentation signed by Principal and CA.	View Document
2.	Audited Statements (RP) 2022 – 23	2022 - 2023
	Audited Statements (RP) 2021 – 22	2021 – 2022
	Audited Statements (RP) 2020 – 21	2020 – 2021
	Audited Statements (RP) 2019 - 20	2019 – 2020
	Audited Statements (RP) 2018 - 19	2018 - 2019

4.3.2_Student – Computer ratio

4.3.2.1. Number of computers available for students usage during the latest completed academic year

Sr. No.	Finding of DVV	Web link
1.	Bills for the purchase of computers to be provided	View Document
2.	The stock entry of computers allotted for student use to be highlighted.	View Document

4.4.1: Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five year

Sr. No.	Finding of DVV	Web Link
1.	Provide audited income and expenditure statement highlighting the items of expenditure incurred on maintenance of physical facilities and academic support facilities, duly certified by Principal and CA	2022 - 23
		2021 - 22
		2020 - 21
		2019 - 20
		2018 - 19
2.	Year wise consolidated Expenditure statement incurred on maintenance of physical facilities and academic support facilities, duly certified by Principal and CA	2022-23
		2021-22
		2020-21
		2019-20
		2018-19
3.	Audited Statements (RP)	2022 - 2023
		2021 – 2022
		2020 – 2021
		2019 – 2020
		2018 - 2019

Criterion V

5.1.1: Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Sr. No.	Finding of DVV	Web Link
1.	Upload sanction letter of scholarship and free-ships	View Document
2.	Year-wise list of students in each scheme to be attested by the competent authority.	Government
		2022 – 2023
		2021 – 2022
		2020 – 2021
		2019 – 2020
		2018 – 2019
		Non-Government
		2022 – 2023
		2021 – 2022 (SPPU Covid 19 Scholarship)
		2021 – 2022
2020 – 2021		
2019 – 2020		
2018 - 2019		
3.	Upload policy document of the HEI for award of Non-government scholarship and free-ships.	View Document
4.	Institutional data in the prescribed format	View Document

5.1.2: Following capacity development and skills enhancement activities are organised for improving students' capability

Sr. No.	Finding of DVV	Web Link
1.	Soft copy of Notice/Circular /Brochure	2022- 2023
		2021 - 2022
		2020 – 2021
		2019 – 2020
		2018 - 2019
2.	Web-link to particular program/scheme/ Report of the event	2022- 2023
		2021 - 2022
		2020 – 2021
		2019 – 2020
		2018 - 2019
3.	Photographs with date and caption for each scheme or event.	2022- 2023
		2021 - 2022
		2020 – 2021
		2019 – 2020
		2018 - 2019

5.1.3: Percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Sr. No.	Finding of DVV	Details
1.	Soft copy of Circular / brochure / report of program with photographs with captions of such programs along with details of the resource persons.	2022 – 2023
		2021 – 2022
		2020 – 2021
		2019 – 2020
		2018 - 2019
2.	Year-wise list of students attending these schemes, signed by competent authority.	2022 - 2023
		2021 – 2022
		2020 – 2021
		2019 – 2020
		2018 - 2019
3.	Percentage of students benefitted by guidance for competitive examinations and career counselling.	View Document

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment

Sr. No.	Findings of DVV	Web Link
1.	Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms.	View Document
2.	Circular committee report justifying the objective of the metric	View Document
3.	Minutes of the meetings of student grievance committee, as per metric	View Document

5.2.1: Percentage of placement of outgoing students and students progressing to higher education during the last five years

Sr. No.	Findings of DVV	Web Link
1.	List of students placed along with placement details as per template year wise.	View Document
2.	Links/ documents relating to placement cell such as brochures, tie-ups etc., can be uploaded.	2022-23
		2021-22
		2020-21
		2019-20
3.	Upload supporting data for students who have joined for higher education in prescribed format for the assessment period.	View Document

4.	Placement Supporting Documents	2022-23
		2021-22
		2020-21
		2019-20
		2018-19
5.	Progression Supporting Documents	2022-23
		2021-22
		2020-21
		2019-20
		2018-19

5.2.2: Percentage of students qualifying in state/national/ international level examinations during the last five years

Sr. No.	Findings of DVV	Web link
1.	List of qualified students year- wise under each category.	View Document
2.	Qualifying Certificates of the students.	2022 - 2023
		2021 - 2022
		2020 - 2021
		2019 - 2020
		2018 - 2019

5.3.1: Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level

Sr. No.	Findings of DVV	Web link
1.	e-copies of award letters and certificates to be uploaded.	View Document

5.3.2: Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Sr. No.	DVV findings	Web Link
1.	SPPU level Soft copy of circular/brochure/Notice for Sports and Cultural activities	2022 -2023
		2021 -2022
		2019 -2020
	Institute level Soft copy of circular/brochure/Notice for Sports and Cultural activities	2022-2023
		2021-2022
		2020-2021
		2019-2020
		2018-2019

2.	List of events along with the list of participants and year wise signed by the Principal.	View Documents
Supporting Documents		
Sr. No.	Details	Web Link
1.	Sports and Cultural Programs _ 2022 - 2023	View Documents
2.	Sports and Cultural Programs _ 2021 - 2022	View Documents
3.	Sports and Cultural Programs _ 2020 - 2021	View Documents
4.	Sports and Cultural Programs _ 2019 – 2020	View Documents
5.	Sports and Cultural Programs _ 2018 - 2019	View Documents

Criterion VI

6.2.2 Institution implements e-governance in its operations 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination

Sr. No.	Finding of DVV	Web Link
1.	Institutional expenditure statements for the heads of e- governance implementation reflected in the audited statement.	2022 - 2023
		2021 - 2022
		2020 - 2021
		2019 - 2020
		2018 - 2019
2.	Link to the ERP Document and Screen shots of user interfaces of each module reflecting the name of the HEI.	View Document
3.	Annual e-governance report approved by Governing Council	View Document
4.	Policy document on e- governance	View Document

6.3.2. Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Sr. No.	Findings of DVV	Web Link
1.	Link to the policy document	View Document
2.	E-copy of letter/s indicating financial assistance to teachers	2022 - 2023
		2021 - 2022
		2020 - 2021
		2019 - 2020
		2018 - 2019
3.	List of teachers receiving financial support year wise under each head signed by the principal	View Document
4.	Audited statement of account highlighting the financial support.	2022 - 2023
		2021 - 2022
		2020 - 2021
		2019 - 2020
		2018 - 2019

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty

development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Sr. No.	Findings of DVV	Web Link
1.	Event Brochures and reports year-wise.	2022-23
		2021-22
		2020-21
		2019-20
		2018-19
2.	e-copy of the certificates of the program attended by teaching and non-teaching staff.	2022-23
		2021-22
		2020-21
		2019-20
		2018-19
3.	List of participating teaching and non-teaching staff as per the prescribed format year wise during the last five years.	View Document
4.	Annual reports highlighting the programs undertaken by the teaching faculties and non-teaching staff.	View Document

6.5.2 Quality Assurance Initiatives of the Institution.

Sr. No.	Finding of DVV	Link
1.	Proceedings of meetings of IQAC	2022 - 2023
		2021 – 2022
		2020 – 2021
		2019 – 2020
		2018 - 2019
2.	Action taken report on feedback analysis	View Document

Criterion VII

7.1.2 Circulars and Reports of activities for the implementation of initiatives document.

Sr. No.	Finding of DVV	Link
1.	Link to the policy documents of the institution	View Document
2.	Geo tagged photographs and videos of the facilities with caption.	View Document
3.	Bills for the purchase of equipment's for the facilities created under this metric	View Document
4.	Photographs of Ramps/ rails/lift/wheel Chair/signage board /Toilet/ software etc.	View Document
Supporting Documents		
Sr. No.	Details	Link
1.	Circulars of activities for the implementation of initiatives document.	View Document
2.	Reports of activities for the implementation of initiatives document.	
3.	a) Alternate Sources of energy and energy conservation measures.	View Document
4.	b)Managements of various types of degradable and non-degradable waste	View Document
5.	c) Water conservation.	View Document
6.	d)Green Campus Initiatives.	View Document
7.	e)Disabled- Friendly, Barrier free environment.	View Document

7.1.3: Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- Green audit / Environment audit
- Energy audit
- Clean and green campus initiatives

Sr. No.	Finding of DVV	Link
1.	Policy document on environment and energy usage	View Document
2.	Action taken reports	View Document
3.	Achievement report as clear and Green campus initiatives	View Document
4.	Reports of the Audits.	View Document
5.	Certificate from the external accredited auditing agency (preferably government, concern department of affiliating university)	View Document
6.	Geo tagged photographs with caption and date.	View Document
Supporting Document		
Sr. No.	Particular	Link
1	Any other supporting document for beyond the campus environmental promotions.	View Document
2	Other supporting document	View Document