



Pune District Education Association's

Annasaheb Waghire College of Arts, Science and Commerce

Otur, Tal. Junnar , Dist.Pune , Pin-412 409 .

Phone.no. 02132 264 138 , Email.Id: awc_otur@pdeapune.org

Website: <http://www.pdeaawcotur.edu.in>



3rd Cycle

Assessment and Accreditation

Criterion 6 –

Governance, Leadership and Management

KI: 6.1: Institutional Vision and Leadership

QIM - 6.1.1:

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.



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Annasaheb Waghire College of Arts, Science & Commerce
Otur, Tal. Junnar, Dist. Pune - 412 409.

Identification No. : PU / PN / ASC / 070 / 025 J 11-07-001 HSCVOC-3/90-11/30072 Dt. 23/11/90
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Affiliated to Savitribai Phule Pune University NAAC Accredited B+ grade RUSA and DST Beneficiary college AISHE C-41518 PUN CODE : CAAP010180

Outward No. : AWCO/2104/2023-24

Date : 06/05/2023

President
Ajit Pawar

DECLARATION

Vice President
Rajendra Ghadge

We hereby declare that, the information in the form of supporting documents, reports, numerical data, etc. provided / submitted / presented in this file was verified by Internal Quality Assurance Cell (IQAC) of this college and found to be correct.

Hon. Secretary
Adv. Sandeep Kadam
Senate Member
Savitribai Phule Pune University, Pune

This declaration is for the purpose of NAAC accreditation of HEI for 3rd Cycle period 2017-18 to 2021-22.

Treasurer
Adv. Mohanrao Deshmukh

Date: 6 May 2023

Dy. Secretary
L. M. Pawar

Place: Otur, Tal. Junnar, Dist. Pune.

Principal
Dr. A. J. Khandagle
Member,
Academic Council, SPPU, Pune

Dr. V. M. Shinde

IQAC Coordinator

Annasaheb Waghire College, Otur,
Tal. Junnar, Dist. Pune-412 409.

Dr. A. J. Khandagle

Principal and IQAC Coordinator
Principal

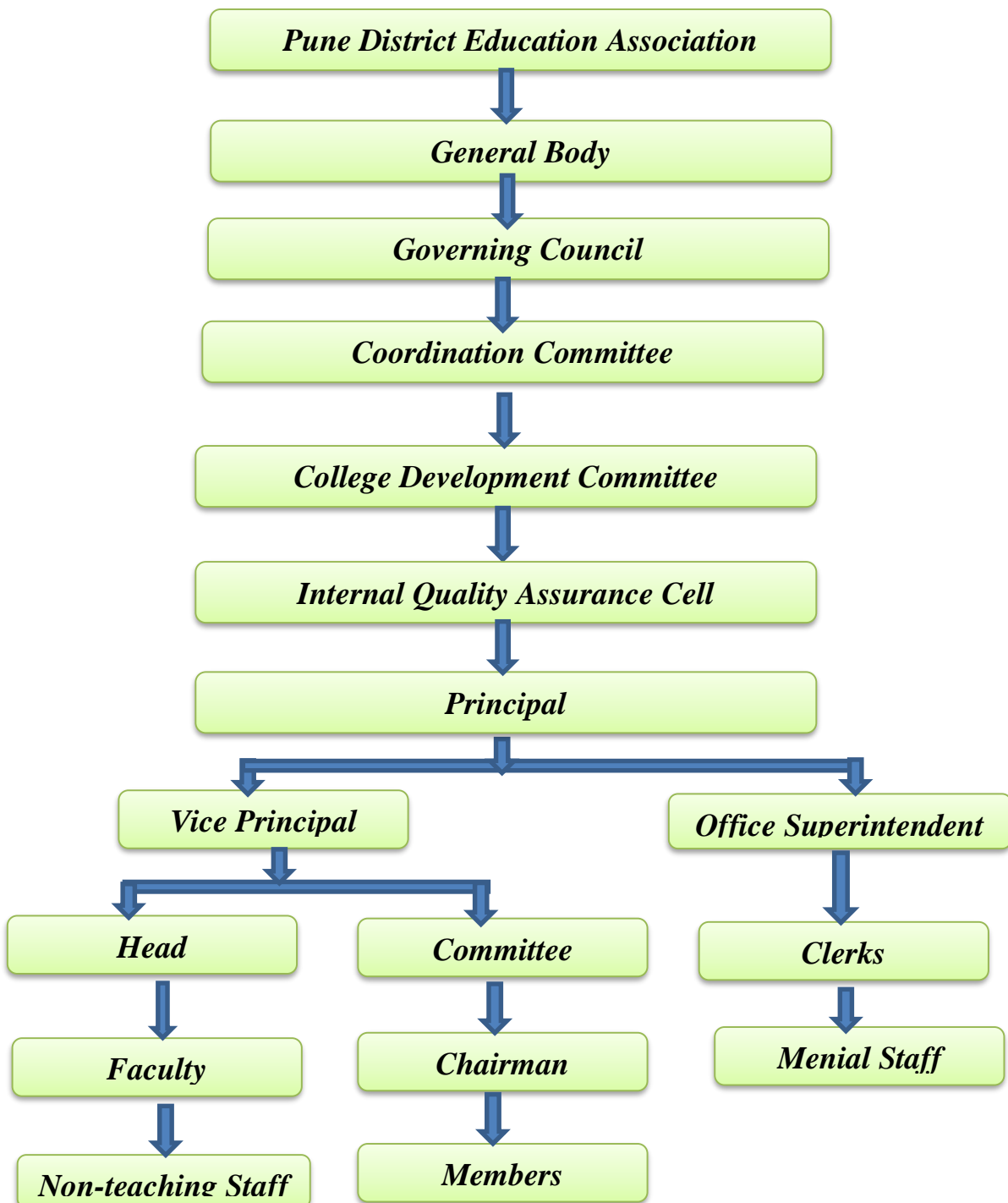
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Table of Contents

Sr. No.	Content	Pg. No.
1	Organogram	4
2	Pune District Education Association	5
3	PDEA Administration	7
4	Administration of the College	10
5	Role of top management, Principal and Faculty is vital in overall development of the college.	18
6	The involvement of the leadership in ensuring	20
7	Performance Appraisal System	22
8	Financial Audits	23
9	Institutional Strategies for Mobilization of Funds	24
10	Recruitment procedure	24
11	Bird View of college	25

1.Organogram of Management



2. Pune District Education Association:

Pune District Education Association, (**PDEA**) one of the prominent educational associations in Pune was established in the year **1941** under the able guidance of visionary, **Late Baburaoji Gholap**, an eminent educationist and philanthropist. The Association flourished under the leadership of **Hon. Ajitdada Pawar** (Visionary Educationist, and Opposition Leader and Ex- Deputy Chief Minister, Maharashtra State).

Vision:

- Branding PDEA as an excellent and highly recognized Knowledge center of learning resources for primary to post graduation education and also for research studies in socio-economic, academic and technical fields.
- Discharging student centric efforts, activities and learning services by providing excellent infrastructure with advanced technological facilities at schools and college for overall personality and wisdom development of students in order to pursue their academic interests, aspirations and ambitions of being successful in life.
- To promote the culture of value based education system with firm belief in up-lifting socio-economically weaker sections of the society.

Mission:

- PDEA, a socially conscious educational institute with the motto "Bahujan Hitaay, Bhaujan Sukhaay" is set up for providing world class advanced academic and technical education to the students coming from the mass classes of the society and further, to empower them to become successful, sensitive and high-valued citizens of the Indian nation.



Shri. Ajit Pawar
Hon. President

The current leadership under the aegis of **Hon. Shri. Ajit Pawar**, former Ex Dy. Chief Minister of Maharashtra and President of P.D.E.A. has accelerated the growth and progress of the association. The leadership endorses teamwork towards a common vision, and to direct individual accomplishment towards organizational objectives. It has **142** branches in Pune District. The schools



Shri. Rajendra Ghadge
Hon. Vice President



Adv. Sandip Kadam
Hon. Secretary



Adv. Mohanrao Deshmukh
Treasurer



Shri. L. M. Pawar
Asst. Secretary

and colleges offer education to the students from all the classes of society, its motto being **Bhahujan Hitay, Bhahujan Sukhay** It has students coming from all over not only Maharashtra but also from other states and foreign countries. The association has a pragmatic and futuristic vision with integrated approach for overall development of students. It encourages students in their pursuit of knowledge.

The various colleges offer academic courses in arts, science, commerce, architecture, engineering, computer science, medical and several others. The competent, qualified and experienced college faculty helps students explore their potential fully. The PDEA has a vision for quality education for overall development of students. It encourages students in their pursuit of knowledge and offers all facilities for making that possible. The association has a great academic and research atmosphere and provides excellent laboratories and infrastructure with well-equipped modern amenities and latest configuration machines. The infrastructure is at par with the best in the country. The vibrant and stimulating atmosphere on campus is conducive for overall development of the students. The colleges also provide placement facilities for campus interviews with leading companies on campus to provide the students with promising careers.

The policies and decisions are taken through hierarchy shown above. The association (PDEA) established, **Annasaheb Waghire College of Arts, Science & Commerce** in 1970 in order to provide higher education to students especially hilly area of Junnar tehsil and nearby rural vicinity. During the last 53 years, the achievements of



Shri. Atmaram Jadhav
Joint-Secretary

the college have been noteworthy. Transparency and participatory management are the guiding principles for all of the college's academic and administrative entities. Our leadership has made unique decisions to launch numerous value-based self-funding courses that prepare the students for the globalization era. College planning, both academic and administrative, is moving forward together. A sound budgeting system ensures that the college's resources are optimally allocated and effectively used. In order to attain administrative and academic success, the institution followed the best practices for efficient leadership and governance.

3. PDEA Administration

The General Body

The General body of the association shall consist of all persons who have obtained the membership of the association under the provisions of the association. The annual general meeting of the association shall be held once in every calendar year. The President of the association shall preside over the annual general meeting. The general meeting takes decision on the following

- To elect governing council and its office bearers for a period of three years,
- To read, adopt and pass the audited statements of the accounts of the association together with annual report,
- To sanction the annual budget of the association,
- To appoint auditor or auditors, legal advisors for the association for the succeeding year and to fix their remuneration,
- To transact such other business that may be regularly brought before the meeting with the previous permission of the president,
- The governing council of the association, whenever it thinks desirable and necessary and on a requisition made in writing by at least twenty-five members of the association, can call a special general meeting.

The Governing Council

The management and affairs of the association shall be administered, controlled and

supervised by the Governing Council through the Hon. Secretary of the Association. It consists of 21 members representing as under-

- a) President of the Association
- b) Vice -President of the Association
- c) Honorary Secretary
- d) Assistant Secretary
- e) Treasurer
- f) One Principal representative
- g) Eight members from patrons, fellows, benefactors and life-members, who are not from teaching and non-teaching staff.
- h) Two members from life workers.
- i) Four Head masters.
- j) One member nominated by the President from donors, contributors etc. The period of every Governing Council is three years.

Coordination Committee

The Executive committee shall be constituted and nominated by the governing council of the association as under

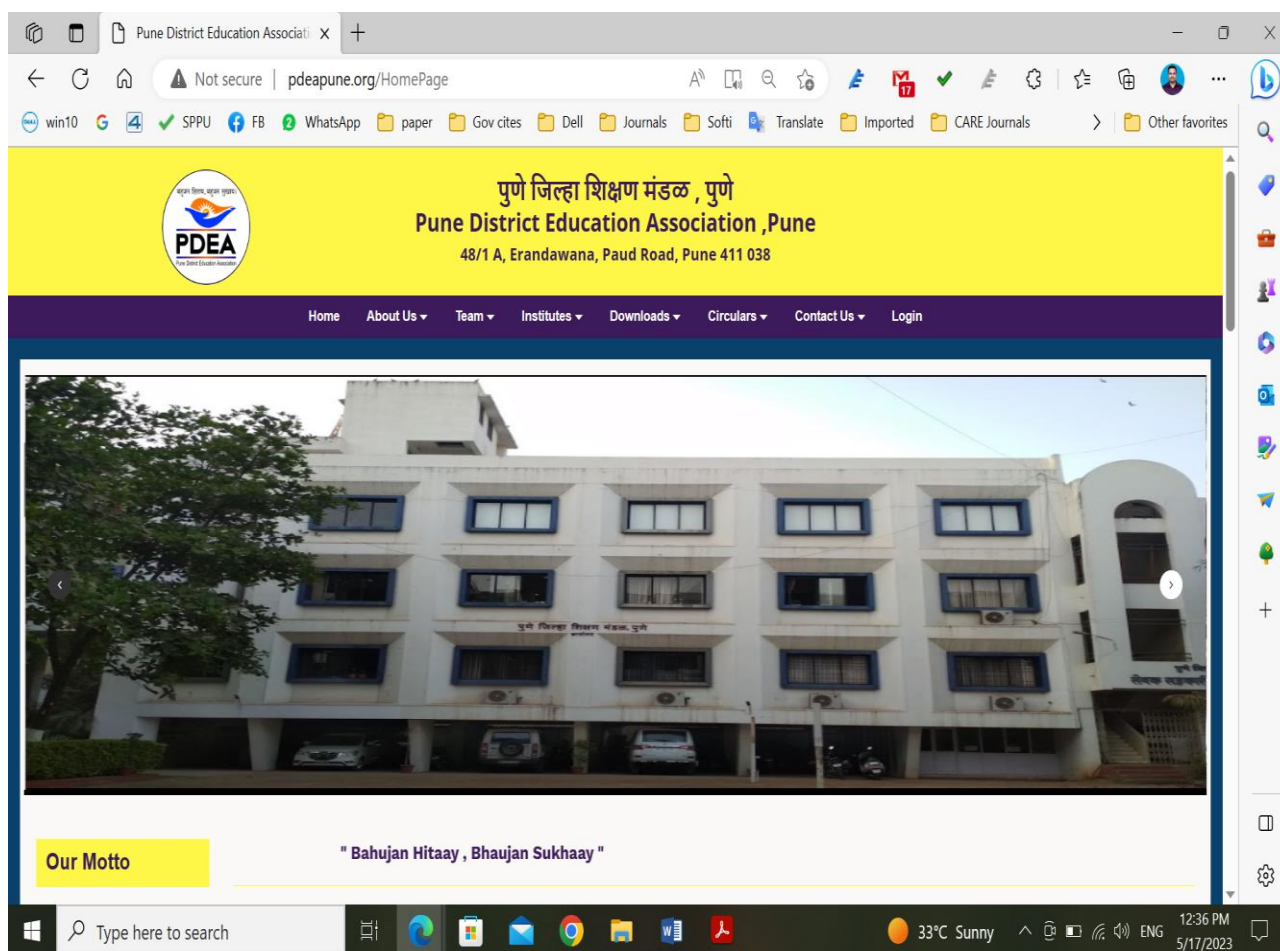
- 1) President
- 2) Vice- President
- 3) Hon. Secretary
- 4) Asst. Secretary
- 5) Treasurer
- 6) One Principal by rotation
- 7) One life worker by rotation
- 8) Two members from patrons, fellow benefactors, life members
- 9) Two Head Masters of the secondary schools

The Executive committee will study and solve the problems of the schools, colleges, hostels and other institutions run by the Association.

Institutes Run by PDEA

1) Professional Colleges:	12
2) Regular Colleges:	8
3) Vocational Courses:	23
4) Higher Secondary Schools:	29
5) Secondary Schools:	55
6) Primary Schools:	13
7) Technical Courses:	2

(For complete list please visit: <http://www.pdeapune.org/>)



4. Administration of the College:

Annasaheb Waghire College of Arts, Science & Commerce, Taluka- Junnar Dist. Pune - 412409 is established by Pune District Education Association in the year 1970. Local Administration of the college is as follows:

College Development Committee (Formerly Local Managing Committee)

The College Development Committee was constituted in place of local managing committee (LMC) through Maharashtra Public Universities Act, 2016 to monitor the entire academic and administrative functioning of the college on behalf of the Governing body of the Pune District Education Association.

- The following are the members of CDC:
 - (a) **Chairperson** of the management or his nominee ex-officio Chairperson;
 - (b) **Secretary** of the management or his nominee;
 - (c) **one** head of department, to be nominated by the Principal
 - (d) **three** teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be woman;
 - (e) **one** non-teaching employee, elected by regular non-teaching staff from amongst themselves;
 - (f) **four** local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
 - (g) Co-coordinator, Internal Quality Assurance Committee of the college;
 - (h) President and Secretary of the College Students' Council;
 - (i) Principal of the college or head of the institution.
- The College Development Committee **shall meet at least four times** in a year.
- Elected and Nominated members shall have a **term of five years** from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- The College Development Committee shall,
 - (1) prepare an overall comprehensive development plan of the college regarding

academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;

- (2) decide about the overall teaching programmes or annual calendar of the college;
- (3) recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- (4) take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
- (5) make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
- (6) make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
- (7) make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- (8) make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- (9) prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- (10) formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- (11) make recommendations regarding the students' and employees' welfare activities in the college or institution;
- (12) discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- (13) frame suitable admissions procedure for different programmes by following the statutory norms
- (14) plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
- (15) recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- (16) consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- (17) recommend the distribution of different prizes, medals and awards to the students.
- (18) prepare the annual report on the work done by committee for the year ending on

the 30th June and submit the same to the management of such college and the university;

- (19) perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Internal Quality Assurance Committee

- (1) There shall be an Internal Quality Assurance Committee (IQAC) in the university to plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the university.
- (2) The Internal Quality Assurance Committee in the university shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.
- (3) The Annual Quality Assurance Report shall be approved by the Management Council of the University for the follow up action for the necessary quality enhancement measures. The university shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council or other accreditation bodies.
- (4) There shall be an Internal Quality Assurance Committee in each college and recognized institution that shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.
- (5) The colleges and recognized institutions shall regularly submit their Annual Quality Assurance Reports to the affiliating university, State level quality assurance bodies and national accreditation bodies.
- (6) The university shall monitor the functioning of Internal Quality Assurance Committees in the colleges and recognized institutions within its jurisdiction.

The IQAC Coordinator is responsible for the

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College
- Dissemination of information on the various quality parameters of higher education
- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programs / activities leading to quality

improvement.

- Acting as a nodal agency of the institution for quality-related activities
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Principal

The college's principal serves as the institution's chief administrative officer and is responsible for providing the system with crucial guidance.

Through the various committees, the Principal is responsible for the effective and proper management and administration of the college. He or she also manages and directs the activities of the institution and its staff. The chairperson of each committee must be the principal. He serves as the intermediary between the College and Management.

The Principal makes ensuring that the College's mission, vision, and quality assurance system reflect the values and pertinent strategic management plans. By ensuring that academic and administrative processes run smoothly, the college's principal plays a crucial role. He creates various committees and names a chairman and staff members to ensure that administrative, co-curricular, and extracurricular activities run well. The committees report to the Principal and coordinate and carry out the tasks allocated to them.

In order to comply with essential legislation, the Principal works with external organizations like the University, UGC, joint director office, and other governmental entities. He protects the management's and the interests of the faculty and non-teaching personnel. He observes and carries out orders given by government officials, including the director of education, the dean of higher education, the president of the university, and other relevant authorities. Additionally, he completes any additional tasks related to the College that may occasionally be given to him by the Management.

Vice-Principals

There are two vice principals at the college. Vice-principals are responsible for making sure that academic activities like teaching, practical sessions, timetable implementation, internal exams, and assessment work go smoothly.

Head of the Departments

The Heads of the departments act as frontrunners of their departments.

They monitor activities of the departments and report directly to the Principal

- 1) Annual and ongoing programme monitoring is coordinated, and programme self-evaluation is carried out.
- 2) Arrange for the exam schedule.
- 3) Organize the department's academic and administrative personnel.
- 4) Oversee the department's daily operations.
- 5) Plan the annual review of the courses.
- 6) Suggest and oversee the creation of new courses.
- 7) The Heads make sure that: The programs are delivered to a high standard in terms of learning outcomes, curriculum material, learning opportunities' quality, and the upkeep and improvement of standards and quality; and the programs are of high quality.
- 8) They are in charge of the department's overall management.
- 9) When necessary, communicate with national organizations and outside organizations.

Librarian

The College Librarian ensures the monitoring of the following functions of the college Library.

- 1) Assisting staff and students with finding the information they require, in addition to ordering, cataloguing, compiling, and indexing databases of library items.
- 2) Budget distribution to each department with assistance from the Library Advisory Committee in accordance with standards.
- 3) Each year, he hosts a book exhibition and asks vendors to present their most recent offerings.
- 4) Maintaining the Book Bank Programme.
- 5) Requesting a list of text books, reference books, journals, books for additional reading, etc. from each department, then forwarding it to the vendor selected by PDEA after receiving approval from the parent university.
- 6) Reviewing the Readers' Club and deciding who will receive the Best Reader's Award.
- 7) Sending it to the parent institution for sanction and approval.

Physical Director

The Physical Director has the following responsibilities for the Sports and the Gymkhana section (indoor and outdoor).

- 1) Engaging in any other sport-related activity.
- 2) Forming teams and preparing pupils for various sports.
- 3) Local, state, and national sporting events.
- 4) Making plans for student participation in university competitions,
- 5) Planning the yearly sports day at the conclusion of the academic year.
- 6) Putting in place a system to encourage students to participate in sports and games, as well as planning interdepartmental and intercollegiate sporting events.
- 7) Supervising student coaches, field preparation, sports equipment purchases, and game scheduling.

College Committees

The numerous statutory, academic, and non-academic committees that have been established oversee and ensure compliance with important academic policies, Extension activities, and make recommendations, suggestions, and take appropriate action for their particular committees. Each committee has a chairperson who is supported by members chosen from the teaching and administrative personnel.

The list of committees that will be in operation in 2017–18 to oversee and regulate various activities is as follows: -

- 1) Planning Board/ Steering Committee
- 2) Internal Quality Assurance Cell (IQAC)
- 3) UGC & Proposal Committee
- 4) Remedial Teaching Committee
- 5) ARC / BCUD Committee
- 6) Time table Committee
- 7) Admission and Student Support Committee
- 8) Discipline Committee
- 9) Anti-Ragging Cell Committee
- 10) Staff Academy Committee
- 11) Examination Committee

- 12) Gymkhana Committee
- 13) Cultural Committee
- 14) Health Checkup Committee
- 15) Study Tour and Excursion Committee
- 16) Sexual harassment of women at workplace (Prevention, Prohibition & Redresal) Committee
- 17) Placement Cell
- 18) Feedback Committee
- 19) Purchase Committee
- 20) College Website Committee
- 21) Student Counseling and Competitive Exam Committee
- 22) Planning and college Development Committee
- 23) Lifelong Learning & Extension Committee
- 24) Reservation Cell
- 25) Publicity Committee
- 26) Soft skill development Committee
- 27) Alumni
- 28) Library Committee
- 29) NSS Committee
- 30) College Magazine Committee
- 31) Prospectus Committee
- 32) Hostel Committee
- 33) Grievance Redressal Cell
- 34) NCC Committee
- 35) Canteen Committee
- 36) Post graduate Committee
- 37) Student Welfare Committee
- 38) Academic Calendar Committee
- 39) Tutor-Ward Committee
- 40) Add-on Courses Committee
- 41) Extra Mural & Adult Education Committee

Office Superintendent

The Office Superintendent has following responsibilities:

- 1) Checking all accounts, keeping records, performing admissions-related tasks, and handling correspondence pertaining to college administration.
- 2) Controlling the college's administrative staff.
- 3) Coordination of office administrative tasks, including student admission, registration, testing, and record-keeping.
- 4) Records (schemes of work, etc.), records relating to human resources.
- 5) Student life and discipline.

All members of the administrative staff, including the office superintendent, head clerk, senior clerks, junior clerks, etc., carry out their duties while being supervised by the office superintendent.

Administrative Staff

Administrative Staff comprises of Head clerk, Senior clerk, Junior clerks and manual staff who works under the guidance of the office superintendent.

Role in design and implementation quality policy and plans:

Quality policy of the College

The Annasaheb Waghire College of Arts, Science & Commerce in Otur is dedicated to giving students a quality education that will enable them to flourish in the arts, sciences, and commerce as well as meet the complex and changing needs of society, business, and the educational system by.

- 1) Contributing to the general development of knowledge and character.
- 2) Encouraging academic and student research.
- 3) Improving faculty members' capacity to use cutting-edge teaching and learning methods.
- 4) Planning extracurricular and co-curricular events to develop students' leadership skills.
- 5) Teaching moral and ethical principles to the faculty and students.
- 6) Upkeep of the top-notch facilities and learning environment.

5. Role of top management, Principal and Faculty is vital in overall development of the college.

Role of top management

- (a) Support for academic and infrastructural growth of the College.
- (b) Appointment of teaching and non-teaching staff.
- (c) Monitoring of overall administration of the college.
- (d) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- (e) Assessment of requirement of new programs to be started.

Role of the Principal

The Principal of the college is the head of the institution and is always there to provide requisite leadership to the system.

- 1) Adherence to Accounts Code provisions.
- 2) Adherence to and execution of instructions given by government officials, including the director of education, higher education, universities, and other relevant authorities.
- 3) Adherence to the Act and any applicable Statutes, Ordinances, Regulations, Rules, and any Orders that may from time to time be issued thereunder.
- 4) Emails pertaining to the College's administration.
- 5) Examining the non-teaching staff's performance evaluations, maintaining their service records, and ensuring their general welfare.
- 6) Keeping track of receipts, expenses, and account balances; submitting a quarterly statement of accounts to management and the local managing committee.
- 7) Managing academic, co-curricular, extracurricular, and intramural activities; ensuring the college's welfare; and keeping records.
- 8) Managing the College and Examinations, creating the questions for the College and University Examinations, judging the quality of the answers, and any other tasks related to the Examinations that may be allocated.
- 9) Protect the management's and the interests of the faculty and nonteaching personnel.
- 10) Student enrollment and upholding of order in the College.
- 11) Any additional tasks related to the College that the Parent society may occasionally assign to him.

Role of IQAC Coordinator

The primary responsibility of the IQAC Coordinator is the creation of a system for the intentional, sustained, and catalytic improvement of the institution's overall performance. The following duties are those of the coordinator.

- 1) Collaborating with HODs and other Cell coordinators.
- 2) Improving and incorporating contemporary teaching, learning, and assessment techniques.
- 3) Information sharing on several higher education quality metrics
- 4) Make arrangements for students, parents, and other stakeholders to provide input on institutional processes that affect quality;
- 5) Proposing budgetary allocations for cell-related initiatives.
- 6) The institution's quality culture must be developed, and numerous programmes and actions that increase quality must be documented.
- 7) Using quality benchmarks/parameters for the institution's numerous academic and administrative tasks
- 8) With the assistance of IQAC members, the Annual Quality Assurance Report (AQAR) that will be submitted to NAAC is prepared.

Role of Committee Chairman

The Committee Chairman of each committee has the following functions

- 1) Complete all tasks associated with the relevant committee.
- 2) Make a list of the events you'll participate in during the academic year.
- 3) Send invitations to meetings in a timely manner and create agendas for the same.
- 4) Send the budget request to the Principal for approval.
- 5) Submit the expense accounts for the activities that were held.
- 6) Work together as a team to coordinate.

Role of Head of Department

The Head of each department has to

- 1) Arrange curricular, co- curricular and extra- curricular events for the students.
- 2) Buying of departmental literature and equipment.
- 3) Keep an eye on the department's daily teaching and learning activities.
- 4) The division of work among the department's teachers.

Role of Faculty

The college's faculty is actively involved in teaching, assessment, co-curricular, and extracurricular activities.

- 1) Helping with the organization and execution of academic programmes such seminars, workshops, conferences, and the National Service Programme.
- 2) Participate in co-curricular and extracurricular activities, as well as research and consulting.
- 3) Putting in place the teaching-learning programme and participating in the evaluation procedure.
- 4) Supporting the administration by having several academic panels participate.

6. The involvement of the leadership in ensuring:

- **The policy statements and action plans for fulfilment of the stated mission**

The authorities collect information about the various aspects of the functioning of the College through a number of ways. The management encourages the participation of the staff in the process of decision-making in institutional functioning. Both teachers and non-teaching staff have their representatives in the Local Management Committee of the College. LMC in its meetings collects the information regarding the new policies to be implemented. The policy decisions regarding the college functioning are decided by the Governing body.

- (a) **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**

The Principal prepares the agenda for **CDC** meetings and presents before the LMC, academic and administrative matters requiring the LMC's approval and he is responsible for executing its decisions. He is also responsible for all correspondence with the Governing Body, Government of Maharashtra, the Central Government, University Grants Commission, and the Pune University. On the basis of policy

decisions of Governing Body, the action plans are prepared by the Principal. With the prior permission of Governing body, the plans are implemented by the Principal.

- **Interaction with stakeholders**

The Principal provides information to the stakeholders such as students, faculty and parents at the beginning of the academic year. He also provides information about the college through first address lecture to the first year students of all faculties. The prospectus itself contains the rules and regulations of the college. The Principal arranges meeting with staff, parents, alumni, and other members of the society. The College has constituted different committees of teachers and members of the non-teaching staff which play an important role in the planning and implementation of activities in different spheres of institutional functioning.

- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

The college takes regular feedback from the stake holders about the college. These feedback forms are analyzed and on the basis of these the policies are formulated and planning is done by the college. The personal interaction of the Principal with the faculty, the non teaching staff, the students, the parents play an important role in this. Apart from this, information available in student feedback forms and information available in self-appraisal forms of teachers help the authorities to plan proper support for the policies.

- **Reinforcing the culture of excellence**

The college provides all the guidance to the students to create the culture of excellence. As a result of this, two students of the college have received gold medals from the University. The library timing is kept flexible. Various committees are formed to implement and monitor various activities. Teachers are actively involved in the research and publishing their research articles in the journals. With support of management research facilities are augmented as and when required.

- **Champion organizational change**

The college has taken initiative for additional infrastructure like modernization of laboratories, purchase of additional equipments, furniture etc. The college has created virtual classroom for the students and faculty. Faculties are maintaining teaching diary for every year. Performance appraisal forms are filled up and collected by the college from all faculties. The work of non-teaching staff is distributed every year.

7. Performance Appraisal System

Teaching Staff

The “Performance Based Assessment System” (PBAS) is monitored by the institute. It’s a three tier report whereby the teacher has to fill up the form containing the information of

1. Teaching -Learning and evaluation
2. Curricular and extra-curricular activities, and
3. Research. After evaluating the form, the head of the department forwards it to the IQAC.

The report presented by the faculty is evaluated and the scores are validated by the college's IQAC. The Principal receives this report. The Career Advancement Scheme (CAS) also uses the performance evaluation. Their progress at each level is reported to the teachers. The faculty is recommended to upgrade themselves if there is room for improvement on the side of the teacher. This is essential for further promotions that follow the rules.

A list of teachers who meet the criteria is advanced to the Joint Director's office and the University after being evaluated by a committee of experts the University has constituted.

All PDEA colleges receive an organised form for evaluation from the Parent Institution. Both teaching and non-teaching personnel must fill out the necessary information. The Heads receive it after that. The Head gives the form to the Principal for final comments after recording the observations of each department member. The entire system is operated in a private manner. The parent institution receives a later transmission of this confidential report (CR). The Parent institute carefully reviews each form and takes the necessary action as needed. The concerned teacher is informed of the situation and provided suggestions.

Non-teaching staff

The non-teaching performance evaluation system makes use of confidential reports. This form must be completed by each member of the administrative staff and given to the college's office superintendent. The office manager adds his own thoughts and insights before sending it to the principal for the last comment. Following the Principal's comment, it is forwarded to the parent institution for additional examination and evaluation. Action is then taken as a result.

To improve the standards of the staff members, the institution maintains a performance appraisal system for both teaching and non-teaching workers.

8. Financial Audits

Internal Audit

The PDEA has a policy related to Internal and External Audit. The auditor is appointed by the parent Institution PDEA. Every financial transaction triggers an ongoing procedure called internal audit. The auditor is in charge of auditing bank statements, official documents, receipts for student fees, and official correspondence. At the payment level, the tally system's account for the purchase bills is entered, and vouchers are generated that fall under different ledgers. The Accountant, Office Superintendent, and lastly the Principal all sign the payment vouchers. The auditor examines these vouchers before issuing checks to the parties involved. The tally system then confirms and checks this once more. The University re-audits the Audited Accounts Statements of the cash received from BCUD under the Student Welfare plan and for hosting seminars.

External Audit

The external audit is conducted each year following the end of the fiscal year. The parent organisation PDEA appoints the Chartered Accountant who serves as an auditor. Throughout the month of May, the programme runs for 8 to 15 days. The external auditor examines Accession records on three different levels, namely.

- 1) The checking of Accession record of the library.
- 2) All the purchase records & dead stock of the laboratories.
- 3) The dead stock and equipment of the gymkhana The nature of the payment is categorized into -
 - a. Revenue Expenditure
 - b. Capital Expenditure

This is also checked by the auditor.

The revenue expenditure's bills and receipts are examined. The capital expenditure vouchers and accurate records with the relevant Department are also scrutinized and validated.

Physical checks are made on the departmental accession register, dead stock registers, and purchase registers. The external auditor signs the receipts and payment after doing a last review of the records.

Utilization certificates are created for grants obtained from the UGC, DST-FIST, and DBT-STAR based on the permitted spending under several heads. The CA properly examines this before submitting it to the appropriate authorities. The external auditor chosen by PDEA also audits this.

The Auditor General of the Government of Maharashtra also performs the statutory external audit and assessment of Income-Expenditure and Receipt-Payment on a periodic basis after every five years.

9. Institutional Strategies for Mobilization of Funds

Annasaheb Waghire College of Arts, Science & Commerce, Otur is an affiliated college to Savitribai Phule Pune University. The government provides grants for employees, including teaching and non-teaching salaries, to the conventional programmes like B.A., B.Com, and B.Sc. because they are grants-in-aid. Additionally, monies are obtained from the University monies Commission, RUSA, DST-FIST, DBT, Board of Development, and various financing organisations. Tuition and other fees collected from students in non-grant sections are another source of income.

In addition to traditional courses, there are a variety of self-financed, unaided programmes. These branches' tuition costs contribute to generating funds for college development. The Parent Institute PDEA also provides significant funding for building.

10. Recruitment procedure

Service Rules and Recruitment

The college abides by the guidelines established by Savitribai Phule Pune University, UGC, New Delhi, and the Government of Maharashtra with regard to the service conditions and rules. The Vice Chancellor's nominee, subject experts, reservation nominees, management office bearers, principal, and head of the appropriate department make up the university's selection committee, which conducts interviews with the candidates.

Promotional policies

All promotion procedures adhere to the Career Advancement Scheme (CAS) in accordance with UGC guidelines for upgrading the Faculty. Non-teaching personnel promotions follow Maharashtra government regulations. PDEA adheres to Maharashtra government regulations for non-grant positions.

11. Bird View of college

