SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SHREE SWARAJ EDUCATION SOCIETY'S SWARAJ COLLEGE OF COMMERCE AND COMPUTER STUDIES

SR. NO. 3, TALJAI PATHAR, DHANAKAWADI, PUNE - 411 043
411043
www.swarajcollege.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

September 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

 INTRODUCTION:

Shree Swaraj Education Society was founded in 2007 by a term of highly qualified and experienced professionals which include academicians, consultants, bureaucrats, social workers, and philanthropists to allow the students especially from economically weaker sections and under privilege sector. The main aim of the founders was to develop the students by providing excellent educational facilities along with developing them holistically to meet the expectation of business houses, public undertakings, and micro, small and medium enterprises. (MSME)

Swaraj College of Commerce and Computer Studies has been established in the year 2008 under the aegis of the Shree Swaraj Education Society. The college was started with 25 students and 5 teaching and non-teaching staff. The college is situated in the southern fringes of Pune Municipal Corporation Jurisdiction.

Vision

The college works on the following vision:

1. To transform rural life through Higher Education of High Quality.
2. To be a pioneer institution dedicated to high-quality education and to offer a conducive academic environment for various job and business-oriented courses.

Mission

The college works on the following mission:

1. To train the students to become professionals who will uphold the noble values and ethics of the profession.
2. To create and maintain an atmosphere, which looks beyond the confines of established fields, to find problems and their solutions.
3. To provide the best training to the students facilitating their bright careers and prepare them to meet emerging challenges and opportunities.
4. To turn out extraordinary, competent, and convection-driven students and make them assets to industry, society, and the country as a whole.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Interactive, supportive and dynamic management.

2. Highly motivated and dedicated teaching faculty.
3. Located in a suburban setting and serving the cause of rural students especially girl students.
4. Dynamic and student-friendly management.
5. Airy and well-ventilated classrooms.
6. The eco-friendly ambiance in the college.
7. Well-equipped laboratories.
8. Resourceful library with a reading room.
9. High discipline and good results.
10. Good internet connectivity.
11. A well-organized NSS unit.
12. Active Placement Cell.
13. Modern Teaching aids like computers, laptops, and LCD projectors.
14. Quick grievance redressal mechanism.
15. Scholarship and Free-ship facilities are available to the reserved categories of students.
16. Remedial classes for slow and advanced learners.

Institutional Weakness

1. The rural background of the students requires lots of effort to bring them up to a threshold level.
2. Poor English proficiency among the students.
3. Self-financed college there is a constraint in attracting and retaining faculty members.
4. No Government Funds.
5. Limited MoUs and meager collaboration programs.

Institutional Opportunity

1. Location of the college in a place with convenient connectivity.
2. Having a big area, the college has the opportunity and scope for an increase in the enrolment of the students.
3. Introduction of need-based add-on certificate courses which enable the students to get employment in MSME.
4. Potential for better social outreach programs.
5. Promoting the use of ICT in the teaching-learning process.
6. Start post-graduate programs in commerce and science streams.

Institutional Challenge

1. Enabling the students to acquire capacities for accessing emerging opportunity structures.
2. To enhance ICT facility for all.
3. To equip students with communication and soft skill.
4. Encouraging the students for competitive examinations and higher studies.
5. Employability of the students of all disciplines and education programs.

13-12-2021 11:28:16

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college offers undergraduate programs in BBA, BBA (CA), B. Com., and B. Sc. (CS) which are affiliated to the Savitribai Phule Pune University, Pune. The curricula of all the programs are designed, developed, constantly updated, and revised periodically by the University. The concerned Board of Studies of the university emphasizes knowledge, skill, social development, and employability. A college is especially a teaching unit that entirely depends on the university, for legitimizing its academic and administrative processes. The college adopts the curriculum overview provided by the university and operationalizes the curriculum within the overall framework provided, in its way depending on its resource potential, goals, vision, mission and concern, and so on.

The college has ensured academic flexibility by offering combinations of optional subjects in B. Com., BBA, BBA (CA), and B. Sc., (CS). The curriculum is further strengthened and supplemented by offering five add-on-certificate courses. The teachers of the college have actively participated in the syllabi restructuring workshops organized by the University.

Cross-cutting issues such as gender-sensitization, environment, and sustainability, human values, professional ethics are included in the present curricula. Feedback on the curriculum is obtained from the students, teachers, parents, and alumni. Industrial visits, guest lectures, interaction with successful entrepreneurs have been arranged to upgrade the knowledge and skills level of the students.

Teaching-learning and Evaluation

The college follows admission policies laid down by the Government of Maharashtra, SPPU, and ensures wide publicity through prospectus, brochure, website, and print media. The college has maintained a good social profile representing more than 60% of students from economically backward categories, scheduled castes, and scheduled tribes categories, and more than 40% of admissions are from the girl students every year. The students are identified as slow learners and advanced learners based on his/ her performance at the previous qualifying examination. The slow learners are helped through remedial teaching, home assignments, and tests. The advanced learners are encouraged to participate in competitive examinations, debates, poster making, and essay competitions, and co-curricular and extra-curricular activities. The students' centric methods, such as home assignments, project work, industrial visits, and internship, ICT, experiential learning and problem-solving methodologies, involvement in academic seminars and guest lectures, and group discussions are introduced. The faculty members are recruited as per the UGC, SPPU, and Government of Maharashtra norms. The college teaching faculty consists of 12 members out of which two are completed M.Phil. Degree and one are perusing Ph. D. The evaluation process is prescribed by the SPPU and it is followed by the college. The evaluation process includes internal evaluation, term-end examination, and semester-end examinations. The college follows the Grievances mechanism related to examinations. The SPPU has established the Programme outcomes (PO), program-specific outcomes (PSO), and course outcomes (CO) for each course and program. The guidelines regarding PO, POS, and CO are displayed

Research, Innovations and Extension

The college has set up a Research Committee to promote research activities and to inculcate research culture

among the faculty members and the students. BBA, BBA (CA), B. Com., and B. Sc. (CS programs offer project and field works to encourage research activities among the students. The faculty members are motivated to participate in the conferences, seminars, and workshops organized by the other affiliated colleges. The faculty members and the students have published research papers in various peer review national and international journals, books with ISBN, and research papers in conference proceedings with ISSN numbers. Major extension activities are done through NSS and Students' Welfare Office (SWO, NGO's, and GO's. The extension activities like social services, swaccha Bharath abhiyana, AIDS awareness, health awareness, road safety, gender issues, women empowerment, environmental awareness programs, save the girl child, tree plantation, blood donation, and medical screening camp, yoga, and social and civil responsibilities. The NSS unit organizes seven days special winter camp program every year in the adopted Village. The college has established the MoUs, linkages, and collaborations with national academic and research institutes.

Infrastructure and Learning Resources

The college has a separate premise with adequate infrastructural facilities like classrooms, smart classrooms, seminar hall, library, laboratories, principal office, administrative office, staff common rooms, examination office, common rooms for boys and girls and adequate no. of washrooms.

The library has Books periodicals and journals, Newspapers, and technology-aided learning mechanisms which enable the students to acquire information, knowledge, and skills required for their study programs. The library has started the automation of the catalog and issue system. The average number of students walk in per day is good. The ICT facilities like LCDs, Laptops, computers, and internet connection of 25Mbps are made available to cater to the needs of faculty members and the students. The college has procured licensed software from the original manufacturers. The college has a structured mechanism for deploying and upgrading IT facilities and other associated facilities. The college prepares budget estimates every year based on the requirement given by the various departments. The building committee takes proper care of equipment maintenance, physical and academic maintenance. The maintenance work is to be done through the outsourcing agencies. The college has a tie-up with an agency for the maintenance of computers and peripherals. Uninterrupted electricity supply is ensured on the campus with the help of inverters and UPS systems.

Student Support and Progression

The facilities and programs are published in the prospectus and uploaded on the college website on regular basis. The college provides academic support to the students through the activities like internal tests, field visits, study tours, project work, internship, remedial coaching, bridge course, various competitions, and skill development courses. The college has established various cell-like Placement Cells, Career Guidance Cell, Ragging Prevention Cell, Grievance Redressal Cell, Environmental Awareness Cell, Internal Compliance Cell, and Anti Women Harassment Cell to provide timely support to the students. The statutory committees like SC, ST, and OBC committees under the leadership of the senior faculty member have been constituted by the college and through these committees' central and state governments' scholarships and free-ships benefits are made available to the students belonging to those categories. The college has a transparent mechanism for timely redressal of the students' grievances. Not a single case of ragging found in the last five years. . The Placement Cell of the college is vibrant and helps the students for their placement. The student's progression to higher education is good. The college encourages the students to participate in various sports and cultural events organized by the University and College. The college implements the Karmaveer Bhaurao Patil Earn and Learn Scheme on behalf of the University for the Financial Help to the needy students. The students are given

representation in official bodies like Student Council, IQAC, Sports, Cultural, NSS, library, and Ragging Prevention Committee.

Governance, Leadership and Management

Being a self-financed and privately owned college comes directly under the control of the Shree Swaraj Education Society and Savitribai Phule Pune University. Thus the rules and regulations of the university are to be binding on the college. The Governing Council of the Shree Swaraj Education Society and College Development Committee (CDC) of the college are the apex bodies that govern the academic and administrative processes of the college. The principal is considered the ultimate decision-making authority for the smooth functioning of the college. The teaching and non-teaching staff meetings are held regularly to discuss routine matters, academic development, the appointment of faculty members and other support staff, concession in admission fees to the economically backward students, and special matters of the college. The day-to-day activities of the college are well-governed through a decentralized participative management structure. To fulfill these objectives various internal committees have been constituted and operational autonomy is given to the chairperson and members of the committee for the strategic development of the college. The decisions regarding recruitments of teaching and non-teaching staff, their service rules, and financial matters are finalized in the governing council of the Shree Swaraj Education Society and College Development Committee. The internal audit is done through a qualified person from the field of accounting and auditing. The external audit is done by the certified chartered accountant firm who is appointed by the Shree Swaraj Education Society. The major source of funding is fees from the admitted students.

Institutional Values and Best Practices

Being a self-financed and privately managed college, it is imperative to look after the welfare of the girl students and women staff of the college. The college campus is made safe and secured through the appointment of security guards and the installation of a CCTV surveillance system. Women cell, Anti-ragging cell, and Anti-sexual harassment cell have been set up in the college for the safety and security of the girl students and women staff of the college. The cells have successfully organized activities like lecture series, seminars, and workshops on various issues related to women empowerment, political empowerment of women, social empowerment of women, legal empowerment of women, women in the Indian constitution, women-specific provisions in the criminal law, personal laws, save the girl child, gender discrimination and boosting girls' confidence. The college follows Green Protocol while conducting seminars, workshops, and other activities. Dust bins are placed at prominent places, students and faculty members are encouraged to use steel lunch boxes. Wastewater, rainwater, and sewage water are sent through the pipelines installed by the Pune Municipal Corporation. The students and staff are used the public transport system and those are staying within 2 to 3 kilometers from the college are come by walk and the users' vehicles are kept to a minimum. The college has a well-defined code of conduct for students and teaching staff and maintains complete transparency in its academic and administrative functions. Mahatma Gandhi, Savitribai Phule, and Dr. Babasaheb Ambedkar's birth anniversaries are observed as a mark of reverence to the great souls as well as inspiration to the students to emulate their life.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHREE SWARAJ EDUCATION SOCIETY'S SWARAJ COLLEGE OF COMMERCE AND COMPUTER STUDIES
Address	SR. NO. 3, TALJAI PATHAR, DHANAKAWADI, PUNE - 411 043
City	PUNE
State	Maharashtra
Pin	411043
Website	www.swarajcollege.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Shivlal Namdev Nanaware	020-24360333	9860639133	020-2436033 2	swarajcollege@gm ail.com
IQAC / CIQA coordinator	Swapnali Alok Pawar	020-24360085	8975231041	020-	swapnalivkorhale @gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	01-01-2008

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	SR. NO. 3, TALJAI PATHAR, DHANAKAWADI, PUNE - 411 043	Urban	0.05	720

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Advance Accounting And Auditing Banking And Finance Marketing Management	36	HSC OR EQUIVALANT EXAMINATION	English	120	109
UG	BBA,Management	36	HSC OR EQUIVALENT EXMINATION	English	80	20
UG	BBA,Computer Application	36	HSC OR EQUIVALENT EXAMINATION	English	80	11
UG	BSc,Computer Science Electronics Mathematics Statistics	36	HSC OR EQUIVALENT EXAMINATION	English	80	4

Position Details of Faculty & Staff in the College

Teaching Faculty

	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				8
Recruited	0	0	0	0	0	0	0	0	3	5	0	8
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				5
Recruited	0	0	0	0	0	0	0	0	2	3	0	5
Yet to Recruit				0				0				0

Non-Teaching Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	3	2	0	5
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	2	5	0	7

13-12-2021 11:28:21

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	1	2	0	3

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	354	0	0	0	354
	Female	163	0	0	0	163
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	64	49	71	75
	Female	24	28	24	35
	Others	0	0	0	0
ST	Male	6	2	1	2
	Female	0	0	1	0
	Others	0	0	0	0
OBC	Male	81	73	102	117
	Female	30	34	39	50
	Others	0	0	0	0
General	Male	129	118	181	199
	Female	46	43	64	79
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		380	347	483	557

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
207	180	160	160	160

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	4	4

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
517	557	483	347	380

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
178	178	178	178	178

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
195	112	77	39	60

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
13	10	9	9	9

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
13	11	10	10	10

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 7

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

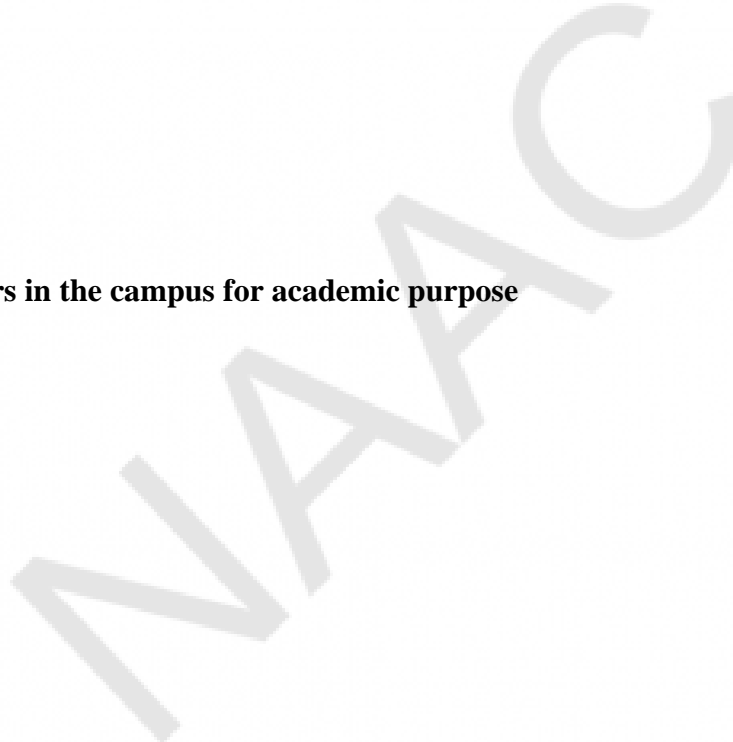| 2020-21	2019-20	2018-19	2017-18	2016-17
00	5.97	4.30	2.19	2.63

4.3

Number of Computers

Response: 35

4.4

Total number of computers in the campus for academic purpose

Response: 30

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Response:

BBA, BBA (CA), B. Com., and B. Sc. (CS) programs taught in the college are affiliated to the Savitribai Phule Pune University (SPPU); hence it is mandatorily required to implement the curricula prescribed by the SPPU. The college develops and deploys action plans for effective implementation of the curricula in the following ways.

The timetable committee draws up detailed theory and practical timetables before the commencement of the classes of semester system and non-semester system, in consideration with the SPPU calendar. The values of the timeline are enumerated as follows.

1. It ensures smooth and orderly working of the college.
2. It prevents wastage of time and energy.
3. It ensures equitable distribution of work among the teachers.
4. It helps in adjusting college work according to the needs of the students.
5. It helps in the formulation of good habits.
6. It helps in college discipline.

The concerned head of the department does the distribution of workload to the individual faculty members.

The subjects are allotted to the faculty members as per their area of specialization and, accordingly syllabus of the concerned subject.

The faculty members prepare to teach plans of subjects allotted to them each semester and term. The teaching plans consist of detailed apportionment of the syllabus among all the faculty members of a particular department. This apportionment work is done democratically through discussion with the faculty members in the departmental meetings.

The subject-wise syllabus is communicated to the students at the beginning of the semester and term. The departments hold the meetings from time to time for effective implementation of curriculum delivery.

Various teaching pedagogies are followed to make the teaching-learning process more exciting and enriching. These include classroom discussion & presentation, group discussion, PowerPoint presentation, ICT enabled teaching, interactive method, participative method, chalk and talk method, experiential and experimental learning.

Various committees are constituted to monitor the organizing curricular, co-curricular, extra-curricular, and cultural activities.

The IQAC monitors the overall process by collecting feedback from the students, teachers, parents, and alumni on the prescribed curricula and evaluates the departmental level activities during its meetings.

The college integrates cross-cutting issues such as Gender, Environment and Sustainability, Human Values, and Professional Ethics.

The faculty members are encouraged to attend workshops and seminars, Conferences, and Faculty Development Programs.

ICT-enabled facilities are provided for effective teaching & learning process. The new books are added to the library regularly to meet the needs of the curriculum.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Response:

The college is affiliated with the Savitribai Phule Pune University, and the college adheres to the norms prescribed by the University. The University has both internal and external evaluation systems to assess the learning level of the students during the academic year.

Academic calendar: It is prepared by the IQAC at the beginning of each semester/ term in line with the University's calendar consisting of various curricular, co-curricular, and extra-curricular activities. The calendar is displayed on notice boards and is communicated to the students through subject teachers, WhatsApp groups, and emails. The classes and examinations are planned as per the calendar. The examination committee ensures complete adherence and compliance of continuous internal evaluation with the academic calendar.

Classes and Laboratory timetable: Time- table in -charge of each department prepare the timeframe as per the guidelines laid down by the University. The scheduled program is duly signed by the principal and examination committee in charge. Internal and External Examination Time-Table is displayed on notice boards for the information of the students.

Lecture Plan: After allocating subjects to the faculty members, the course file of each issue is prepared, consisting of a detailed teaching plan. It also contains the assignments to be uploaded on every scheduled date of the academic calendar. The Head duly approves this course file of the department.

Internal Examinations: The dates of the internal examination are announced in advance by the examination committee. After completing the internal assessment and maintaining further compliance, answer books are checked within the prescribed schedule. Respective departments conduct projects, internal viva, and practical examinations as per the scheduled timetable.

Question Paper Setting: The question paper of the internal examination is prepared by concerned faculty members and is monitor by the concerned Head of the department.

Evaluation of Answer Books: Each department's moderation work is carried out to ensure a transparent and unbiased assessment.

MCQs: Every faculty member conducts regular class tests on the related topic for practice and revision. The college students solve the MCQ exam through the google form and software created through ICT, which lead to accurate assessment in which human interaction is avoided.

University Examinations: The tentative dates for university examinations are mentioned in the college academic calendar. The final university examination schedule is also displayed on students' notice boards as per the examination session.

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 **Number of Programmes in which CBCS/ Elective course system implemented.**

Response: 4

File Description	Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 32

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	6	6	6

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 39.66

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
210	210	180	150	150

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Response:

The courses taught in the college have some topics on cross-cutting issues relevant to Gender, Environment and sustainability, Human Values, and Professional Ethics in their Curriculum. Various activities are arranged by the college, which contributes to sensitizing the students to these cross-cutting issues.

Gender Equality:

The college encourages boys and girls students to participate in the activities organized by the college such as medical check-up camp, hemoglobin check-up camp, blood donation camp, save the girl child, women empowerment, women safety, personality development, human rights, and gender justice.

The committee for Woman Anti-Harassment and internal complaint committee organizes Programs on women Empowerment, Laws for Women, International Women's Day, seminars, conferences, guest

lectures, exhibitions, rallies, and literary activities that help gender sensitization.

Environment and Sustainability:

The college organizes various environment-related programs, including tree plantation, village cleanliness, cleaning of gutters, digging of soak peats, eradication of grass, plastic-free drive, Poster Competition, World Environment Day, and Debate Competition. Resource persons are invited to share their knowledge on creating awareness about nature, biodiversity, the environment, and sustainability.

Human Values:

A necessary part of the Curriculum is to teach good human values among the students. The college believes in making each student be a good human being. The students learn not only respect to teachers and senior citizens but also to respect themselves. The college makes efforts for the integration of ethical and human values through extra-curricular activities. These activities help to inculcate human values among the students. Every year guest lecture on value education is organized for the students. National festivals like Independence Day, Republic Day Ganesh Festival, Navratri Utsav, Deepawali, Dassara, and Maharashtra Foundation Day are organized to enliven patriotic and moral values.

Professional Ethics:

The college has given equal importance to professional ethics and academic values because, knowingly and willingly, the students should not do wrong things. Ethics is a branch of philosophy that addresses the concepts of right or wrong or good evil. Soft Skills courses related to professional ethics are included as a part of the Curriculum of the university.

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 23.26

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
55	40	36	36	36

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest

completed academic year

Response: 96.32

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 498

File Description	Document
Institutional data in prescribed format	[View Document]

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: C. Any 2 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document]
URL for stakeholder feedback report	[View Document]

1.4.2 Feedback process of the Institution may be classified as follows: Options:

  1.**Feedback collected, analysed and action taken and feedback available on website**
  2.**Feedback collected, analysed and action has been taken**
  3.**Feedback collected and analysed**
  4.**Feedback collected**
  5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	[View Document]

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 57.72

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
144	250	254	194	197

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

2020-21	2019-20	2018-19	2017-18	2016-17
360	360	360	360	360

File Description	Document
Institutional data in prescribed format	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 58.88

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
71	133	121	94	105

File Description	Document
Institutional data in prescribed format	[View Document]

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Response:

The college offers BBA. BBA (CA), B. Com, and B. Sc. (CS) undergraduate programs to the students, especially from suburban and rural areas. It has a mix of students. The college identifies slow and advanced learners through their merit at previous qualifying examinations passed, classroom discussion, question and answer method, and considering their subject knowledge.

Identification of Advanced and Slow learners:

The admission committee orally assesses their knowledge, communication skills, and interest in the courses before admission. The college invites counselors and fulfills the need of the students.

The principal meets the new students of all programs and communicates with the students about the academic environment, teaching-learning and evaluation process, discipline and code of conduct, various schemes, and support services available in the college.

The following initiatives are adopted for slow learners:

To conduct remedial coaching classes for slow learners.

To conduct extra lectures on complex subjects.

To conduct class tests based on previous year's question papers.

To introduce the problem-solving session and participatory learning methods.

To issue extra books from the departmental library.

To improve the confidence level of the students.

To guide the students personally through the mentor-mentee system.

To allow spare time to complete tasks such as reading, problem-solving, and analysis of the experiment.

Schemes for Advanced learners:

To introduce the "Merit Mission" concept for advanced learners.

To provide unique guidance through placement cell and competitive examination cell.

To develop knowledge and skills through the ICT tools, PPT, participation in seminars, conferences, field visits, study tours, project work, science exhibitions, quizzes, elocution, debate, and various competitions organized by the educational institutes.

To motivate the students to read reference books and magazines

To guide them to solve the model question papers.

To provide unique guidance to perform better in the future.

To organize guest lectures of eminent persons, student seminars, and projects to inspire and motivate advanced learners.

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 40:1

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

 Response:

The college gives utmost priority to the facilities of the students. The college practices a teaching methodology that focuses on imparting education through a student-centric approach. The challenges of teaching are to tap student potential to bring out positive changes in society.

 Student-centric methods of the teaching-learning process are done in the following ways.

Experiential Learning:

Experimental learning through the laboratories.

Project work, home assignment, field visits, ppt, access to the internet, poster presentation, and report writing.

Industrial visits and study tours.

Teamwork activities.

ICT enabled teaching.

Introduction of soft skills, spoken English, and yoga.

Paper presentation at seminars and conferences.

E-learning.

Participative Learning:

Lecture cum discussion method with of PPT.

Classroom seminars.

Special lectures by the resource person.

Presentation and debates.

Roleplay

Group discussion and Quiz.

Problem-solving Methodology:

Case studies.

Analysis and Reasoning.

Discussion.

Research Activities.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Response:

Information Communication Technology (ICT) is a vital tool recently used in the teaching-learning process. The students need to learn and master the latest technologies to be corporate ready. The faculty members are combining technology with traditional teaching methods to engage the students in long-term learning. The college uses Information and Communication Technology (ICT) in the teaching-learning process to support, enhance, and optimize education delivery.

The college uses the following tools.

ICT Tools:

1. Projector is available in the classrooms and laboratories.

2. Desktop and Laptops are arranged at the computer lab, principal cabin, HODs' cabins, library, administrative office, an examination room.

3. Three Printers are installed at the Principal cabin, Laboratories, HOD Cabins, and prominent places.

4. Photocopier machines are available in the college

5. Scanners and Multifunction printers are available and equipped with all digital facilities.

7. One smart board is installed in the classroom.

8. Seminar Hall one is digitally equipped with a mike, projector, cameras, and computer system.

9. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)

10. Digital Library resources

Use of ICT by Faculty:

A. PowerPoint presentations: Faculty members are encouraged to use power-point presentations in their teaching by using LCDs and projectors. They are also equipped with a digital library, online search engines, and websites to prepare compelling presentations.

B. Digital Connection: Seminar Hall is digitally equipped where guest lectures, expert talks, and various competitions are regularly organized for the students.

C. Online quiz: Faculty members prepare an online examination for the students after completing each unit with the help of GOOGLE FORMS.

D. Video Conferencing: The students are counseled with the help of Zoom and Google meet applications.

E. Video lecture: Recording video lectures are available to the students for long-term learning and future referencing.

F. Online competitions: Various technical events and management events such as Poster making, Project presentations, Business quiz, Debates, and paper presentations are being organized with the help of various Information Communication Tools.

G. Workshops: Faculty members use various ICT tools for conducting workshops on the latest methods.

H. YouTube Videos: Faculty members prepare videos on a particular topic and make these videos available on youtube.

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 43:1

2.3.3.1 **Number of mentors**

Response: 12

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 92.18

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 0

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)
Response: 4.08

2.4.3.1 **Total experience of full-time teachers**

Response: 53

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Response:

The college follows the evaluation pattern set by the Savitribai Phule Pune University. It is communicated to the students by the following methods.

Evaluation pattern as prescribed by the university is included in the college prospectus, which is given to the students at admission.

Amendments regarding examination patterns and evaluation received by the college are communicated to all departments by the principal. The heads of the departments and the faculty members share the information with the students.

During the faculty member student interactive sessions in the class, faculty members inform the students about the pattern of question paper, criteria for evaluation, distribution of marks for various question types, and minimum passing marks in each subject.

Evaluation answer sheets at internal examinations ultimately results are shown to the students. The outstanding performance of the students is appreciated in the classroom.

The final internal assessment marks are displayed on the notice board before uploading them to the university portal. The students can contact concerned subject teachers if any discrepancy in the effects that are be redressed if found to be wrongly valued or entered.

The college has constituted an Examination Committee for the smooth conduct of examination work. The committee notifies well in advance of internal examination schedules for the information of the students and faculty members.

From 2019-20, Savitribai Phule Pune University has introduced the choice-based credit system of semester

examination for undergraduate programs. Before this, at BBA, BBA (CA), and B. Sc. (CS), there were semester system examinations, and for B. Com, there were term end and annual assessments. The college meticulously follows the system introduced by the university.

The college prepares examination schedules, allotment of supervision duties, and conducting of examination, which is made compulsory for the faculty members and maintains transparency in the conduct of the examination.

There is complete transparency in the internal assessment test. All the departments conduct regular tests. The performance of the students is also informed to their parents in the parents meeting.

The subject teacher conducts different types of credits activities. So that students get accurate knowledge of that subject. It includes article review, video review, poster making, newspaper and magazine cutting collection, video making, role play, industrial visit analysis, lecture review, etc.

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response:

 Response:

The college has an effective system to redress the grievances of the students for internal and external evaluation.

Individual subject scores are communicated to the students by their teachers. The teachers solve any doubts and queries that may arise. If there are any grievances regarding internal assessment, the student is free to interact with the teacher and resolve it.

Savitribai Phule Pune University provides a facility of verification and revaluation of marks upon request. The college makes necessary arrangements to pass this facility to the students. The university has initiated a photocopy of answer sheets for students under the "Right to Information Act."

Right to apply for verification of answer books.

Right to apply for verification with a photocopy of answer books.

Right to challenge the evaluation of answer books.

The students who appeared to the university examination can apply to the university within a prescribed time from the date of declaration of the concerned test result in the prescribed form for verification of their in question answer-books.

The verification of marks is communicated to the student concerned within a period from the last date of receipt of an application by the university.

The student has the option to apply for the photocopy and verification of marks of the initial examination(s) for a maximum of two answer books.

The photocopy is supplied on the payment of non-refundable fees as prescribed by the university from time to time.

However, the photocopies of answer books of practical examinations marks, viva-voce, are not supplied.

The prescribed application form for a photocopy of answer books and verification of marks is made available to the students.

The college takes unique initiative for resolving group grievances, if any, regarding university assessments.

The evaluation of answer sheets of the first-year undergraduate program is carried out at the college level, in a time-bound schedule, and the best possible efficient manner and the results are submitted to the university within a stipulated time.

The marks obtained by the students in the credit activity are communicated to them from time to time. If the effects are more minor, then students are approached by the concerned head of the department and get the solution of each grievance.

The mark sheets are displayed on the notice board for easy access.

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Response:

The college follows the following mechanism to communicate the learning outcomes to the faculty members and the students.

Hard Copy of syllabi and Learning Outcomes are available in the library for ready reference to the faculty members and the students.

The importance of the learning outcomes has been communicated to the faculty members and the students in every meeting.

The college is running Under Graduate BBA, BBA (CA), B. Sc. (CS), and B. com programs.

Program Outcome Bachelor of Commerce:

This Program provides well-trained professionals for Industries, Insurance Companies, Transport

Agencies, Banking sectors, Financial companies, Warehousing, etc., to meet the well-trained human resources requirements.

The graduates will get hands-on experience in various aspects acquiring skills for Marketing Manager, Selling Manager, overall Administration abilities of the company.

It provides students with the knowledge and technical skills in the accounting and financial fields.

Program Specific Outcome:

The students should possess the knowledge, skills, and attitudes during the end of the B.com degree course.

By the training, they can become a Manager, Accountant, Management Accountant, Bank Manager, Company Secretary, Professor, etc.

Course Outcomes:

The student should know the accounting practice prevailing in partnership forms and other allied aspects.

On completing this subject, the students learn about the various types of business organizations and office management.

To enable the students to learn principles and concepts of Accountancy.

To understand the nature of human resources and their significance to the organization.

B. Sc. (CS)

Program outcomes:

To develop problem-solving abilities using a computer.

To build the necessary skillset and analytical abilities for developing computer-based solutions for real-life problems.

To imbibe quality software development practices.

To create awareness about the process and product standards.

To train students in professional skills related to Software Industry.

To prepare the necessary knowledge base for research and development in Computer Science.

To help students build up a successful career in Computer Science.

BBA

Program Outcomes:

To provide adequate basic understanding about Management education.

To prepare the students to exploit opportunities being newly created in the management profession.

To train the students in communication skills effectively.

To develop appropriate skills in the students to make them competent and provide themselves self-employment.

To inculcate entrepreneurial skills.

BBA (CA)

Program Outcomes:

1. The Program's objectives shall be to provide a sound academic base from which an advanced career in Computer Applications can be developed.
2. Conceptual grounding in computer usage, as well as its practical business application, will be provided.

B.Com

Program Outcomes

1. Develop the skill of applying concepts and techniques used in Commerce for real-life problems.
2. Build a strong foundation of knowledge in different areas of Commerce.
3. Use effectively recent Trends in Business, Organizations, and Industries.
4. Communicate effectively about Economic Environment of Country as well as World.
5. Use effectively practical skills in real-life related to banking and the corporate world.
6. The use of new technologies effectively to communicate ideas in the area of Commerce.

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

Response:

The degree student for the B. Com. shall study seven subjects in the first year and six in the second and third years. The student joining the F. Y. / S. Y. / T. Y. BB A., BBA (CA), and B. Sc. (CS) degree program shall offer six subjects for each year

Each course has a defined set of course outcomes and corresponding evaluation criteria. The course outcomes are mapped to the program outcomes, which measure how well the program outcomes are achieved. The student's performance in the examinations during the Term End and Annual in each course is used to compute the level of attainment of the POs and PSOs by mapping questions to COs to POs and PSOs. CO-PO & PSO mapping for all the courses in the program is prepared by the Head of the Department in consultation with other colleagues.

Outcomes Attainment:

Assessment methods include direct and indirect ways. The process of course outcome assessment by the direct approach is based on Term End, Annual Examinations, Semester End Examination, and Projects/ Journals. Each question is tagged to the corresponding CO, and the overall attainment of that CO is based on the average mark set as a target for final achievement.

Term End and Semester End Examinations are conducted once and twice a semester, respectively, and each of them covers the evaluation of all the relevant COs attainment. Term End and Semester End Examinations are descriptive and a metric for assessing whether all the COs are attained. The indirect assessment is done through the course end survey. The attainment of Course Outcomes of all courses concerning set attainment levels is given below.

% of CO attainment						
CO attainment level	5	4	3	2	1	0

The attainment of each CO is computed by setting the class average mark as the target. The COs of each course is mapped to POs & PSOs with weights of 5, Excellent, 4 Very Good, 3 Good, 2 Average, 1 Weak, and 0 Failed. The value obtained for CO attainment is multiplied by 1 for Excellent 0.8 Very Good 0.7 Good, 0.6 Average 0.4 Weak 0.3 for low correlation with the PO.

Attainment of Program Outcomes and Program Specific Outcomes

All the courses which contribute to the PO are identified, and these courses are evaluated through the Course Outcomes using direct (Internal (20% weightage) and External exam (80% weightage) and indirect (Course end survey) assessments. The overall results from the evaluations of the PO are compared with the expected attainment. The PO is considered satisfied with the achievement of the desired level. For each course, the level of attainment of each CO is compared with the predefined targets, and if not attained, the course coordinator takes necessary steps for improvement. If the target criterion level is not reached, the teachers suggest editing to achieve the same.

2.6.3 Average pass percentage of Students during last five years

Response: 42.34

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
153	79	18	7	10

2.6.3.2 **Total number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
184	112	77	39	60

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.71

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.2.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 0

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.5

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	2	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

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

Response: 1.7

3.2.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	6	0	6	4

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Response

The college organizes and participates through the NSS units in various extension and outreach activities to sensitize the students about various social issues and strengthen community participation. The NSS unit takes part in multiple initiatives like Seven Days Residential Camp and performs the under-mentioned activities. Create Social Awareness, Superstition, Women Empowerment, Gender Equality, and medical check-up camp, Environment Awareness, Literacy Awareness, Health & Hygiene, Water Management, Cleanliness Drives, Tree Plantation, Gram Surveys, Personality Development, Re-engaging outsiders to education and create social awareness among the people, and Cultural Activities.
Regular Activities throughout the academic year:

NSS Day, Independence Day, Republic Day, Teachers' Day, Sadbhavana Day, Vachan Prerana Day, Birth Anniversary Days of Indian icons, and Maharashtra Foundation Day. To participate in the activities like Rakshabandhan, Ganesh Festival Activities, police Mitra, Ramzan Eid, Christmas, Swachh Bharat Abhiyan, National Youth Week, International Yoga Day, Mission, Blood Donation Camp, Blood Group Detection, Health Check-up Camp, Road Safety Awareness, Rallies on Social Issues, Tree Plantation, Plastic Eradication, No vehicle Day, Voters Awareness, Eradication of Superstition, Demonetization and Digital Payment, Awareness of Legal Rights, Domestic violence and Special Guidance Activities.

The NSS unit organizes a seven-day residential camp in a nearby adopted village, and several activities were carried through NSS volunteers and villagers. The NSS has organized special winter camps in the adopted villages during the last five years. Their details are given below.

Sr. No.	Year	Name of the Village	No. of teachers participant	No. of students participants	Approximat of work Rupees)
1	2016-17	Mangadewadi	02	10	150000
2	2017-18	Narhe	02	10	200000
3	2018-19	Alandiwadi, Bhor	05	25	

					3,00,000
4	2019-20	Lavhi (BK) Velha	05	25	3,75,000
5	2020-21	Covid 19 No activities			

Significant Benefits through the camp:

The camp helps to develop a sense of discipline and devotion among the campers.

The camp is an occasion for establishing rapport with the community.

The camp should provide an opportunity for community living, discussion in the group, and cultural activities.

Important Activities are undertaken during the camp:

Manual work to accomplish the project like construction of small village complex, sustainable development activities like laying out gardens and tree plantation, or other tasks depending on local needs and priorities.

Discussion on topics like freedom struggle, character-building, development of culture, family welfare, health and hygiene, national integration, eradication of social evils like casteism, regionalism, dowry, untouchability, alcoholism, corruption, gambling and superstitions; civil, social, and national responsibilities of citizens, small savings, improved agricultural practices.

During discussions on various topics and the cultural programs, the maximum number of villagers and residents are provided an opportunity to benefit from such discussion and cultural programs.

Effective coordination has to be made with State Government and District Authorities to get all assistance.

During Covid 19, lockdown period, the NSS Volunteers produced 2500 face mask and distributed to the villagers of Alandiwadi, Tal- Bhor, Dist – Pune. The volunteers motivated the girls and women about the use of sanitary napkins.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 36

3.3.3.1 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	12	13	2	3

File Description	Document
Institutional data in prescribed format	[View Document]

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 31.87

3.3.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
143	296	258	48	43

File Description	Document
Institutional data in prescribed format	[View Document]

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 0

3.4.1.1 **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of   functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

3.4.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Response:

The college has adequate infrastructure for the smooth functioning of its academic programs. Classrooms, furniture, and other equipment are allotted to the departments to ensure optimal utilization for curricular and co-curricular activities. The facilities are also used for conducting distance education programs of Yashwantrao Chavan Maharashtra Open University, Nashik.

The college's policy is to create and maintain a state-of-the-art infrastructure to facilitate effective teaching and learning processes. The college has a campus area of 0.05 acres, and a total built-up area of 720 Sq.mts is available for the accommodation of all undergraduate programs. The classrooms are spacious, well ventilated, and decorated, and the seating capacity of the classroom is 120 students. The college has Xerox machines, computers, LCD Projectors, Laptops, Audio-Video recording systems, potable water facilities, UPS facility, NSS and IQAC offices, and supportive equipment such as scanners, printers, software, and speakers. The library has a collection of Textbooks, Reference books, General and Rare-books, Journals, e-journal, and CDs. The library uses Vriddhi software. The circulation of books is based on Bar- Code. The library has a collection of Reference & Tex Books with Perodiculs & Journals.

The college enhances its infrastructural facilities and creates opportunities for the students to utilize the infrastructure by updating the labs, classrooms, and equipment.

Sr. No.	Description	ICT Facility	Quantity
1	Classrooms with furniture	Yes	7
2	Seminar Hall	Yes	1
3	Library Reading Hall	Yes	1
4	Faculty Rooms	Yes	1
5	Examination Control Room	Yes	1
6	Office all Inclusive	Yes	1
7	Principal cabin	Yes	1
8	Girls' common Room	No	1
9	Boys' common Room	No	1
10	IQAC room	No	1
11	Pantry	No	1
12	Internet Connection	Yes	1
13	Xerox Machine	Yes	2
14	Computers	Yes	35

15	Printers	Yes	5
16	Laptops	Yes	2
17	Smart Board	Yes	1
18	UPS	Yes	1

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

Response:

The college has indoor sports facilities like Table- Tennis, Carom, Chess and Badminton. In addition, the college has a hall for yoga and meditation.

Since there is a constraint of space for outdoor sports, the college has a facility of Indoor Games and Outdoor Games where the students practice and play outdoor sports like football, kabaddi, kho-kho, cricket, table tennis, and athletics.

The college has a sports room and storeroom.

The players are provided tracksuits and T-shirts.

The college pays TA/DA to players for participation in university, State, and National level sports events.

The Winners' players are felicitated with mementos, certificates, and cash awards. The players are groomed under the guidance of the sports experts.

There is a separate yoga/ prayer hall in the college.

The college has one NSS unit, and one faculty member is appointed to take care of NSS volunteers. The students get exposure to show their courage, leadership, interpersonal skills, and other talents in this program to enhance their overall personality.

 8. Budget sanctioned from university for NSS to organize regular activities and special camp is fully utilized.

Facilities for Cultural Activities:

To encourage the students towards cultural activities, the college organizes many competitions like dance, song, writing, debate, rangoli, flower decoration, poster making, and painting every year at the annual social gathering. The winners are felicitated in the annual prize distribution function.

 The college provides instruments to the students' participants with musicians and choreographers.

Other than this, the college also organizes the activities like:

a. faculty members help the students and groom them for cultural activities.

b. Participants of the cultural activities are financially supported in the form of choreographer, dress, transportation, and TA/DA to represent the college at university level, State, and national level competitions.

The students are motivated to participate and showcase their talents on special occasions like Republic Day, Independence Day, Teacher Day, Gandhi Jayanti, and Swami Vivekananda Jayanti.

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 100

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 7

File Description	Document
Institutional data in prescribed format(Data template)	[View Document]

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 0

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document]

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Response:

The college library has References & Textbooks with Research journals and Periodicals, Magazines, and four different newspapers in Marathi, Hindi, and English.

The Library has the following and listed infrastructural facilities:

Cabin for the librarian, Reading rooms with proper ventilation, furniture, aeration, and lighting facility; one software is installed in the Library.

The students can quickly assess the books by computers instead of manual search through OPAC.

There are two computers in the Library with an Internet facility.

The Library has E-Resources for which the computers are separately installed for its use by the students and teachers.

The Library has reprographic facilities and the printer, Wooden and steel racks, table, Chairs, and student study table.

The Library has a sitting capacity of approximately Twenty students simultaneously, along with wall and ceiling fans.

The Library has a Library Advisory Committee whose constitution is as follows:

Sr. No.	Name of the Faculty Member	Designation
1	Principal Dr. Shivlal N Nanaware	Chairperson
	Shri Alok Pawar	Member
2	Shri. Atul Mitkari	Member
3	Smt. Swapnali Pawar	Member
4	Smt. Preeti Shinde	Member-Secretary

Library Advisory Committee meets regularly and works for the improvement of the library facilities. Many innovative practices have been adopted to improve the Library as a learning resource.

* Automation and improvement of library facilities are constantly developing.
* A separate reprographic section is available in the Library.
* Internet facility for all the computers.
* Reading rooms with tables and chairs for staff and students.
* Books and journals are purchased as per the Recommendation of the faculty members and heads of the Departments.
* OPAC is Working, and Internet Access is available with a speed of 15 Mbps.
* Downloading Facility is available for students and staff.
* The name of the ILMS software is Vriddhi
* Nature of automation - Partially
* Year of automation - 2016-2017

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.05

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0.05175	0	0	0.18834

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 0.94

4.2.4.1 **Number of teachers and students using library per day over last one year**

Response: 5

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Response:

The college has a well-established mechanism for providing IT facilities to the students and faculty members. The details of the existing facilities are as under:

1.   BBA, BBA (CA), B. Com. & B. Sc. (CS) programs have regularly used LCD projectors, Laptops, printers, and scanners in the teaching-learning process.

2.   The computers of all these programs have software installed, and the hardware is also maintained regularly.

3.   The college website is monitored and updated from time to time by the college's computer science department.

4.   The computers and printers of the administrative office and computer laboratories are connected in LAN.

5.   The campus of the college has a Wi-Fi facility with a speed of 25 Mbps.

6.   The number of computers is available in the college Thirty-Five

7.   The computers of the college are connected with printers and scanners wherever required.

8.   The computers have internet facility via Wi-Fi

9.   The college has software installed in the computer Lab, Library (OPAC), and administrative office.

10. The college has one smart classroom for a better teaching-learning process.

11. The teachers use the Internet for providing notes to the students wherever required and necessary

12. The maintenance of computer, Internet Wi-Fi networking, and installation of software and maintenance and up-gradation of hardware is done by contract basis selected by open tender.

13. The college takes the help of experts for maintenance and repairs of computers and up-gradation of its website.

14. Maintenance and up-gradation are done from time to time.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 17:1

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 MBPS

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 18.77

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	3.942	0	0	0.732

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Response:

The college ensures optimal allocation and utilization of the available financial recourses for maintenance

and upkeep of facilities such as laboratory, library, sports, computers, and classrooms by holding regular meetings with vendors, AMC providers, and committees constituted for this purpose. The college uses the maintenance budget as per the requirements in the interest of students.

Laboratory:

The repairing and maintenance of sophisticated lab equipment and computers are done through the AMC. Repairing and maintenance record is maintained by lab In-charge and supervised by the concerned Head of the departments. The college has an adequate number of computers with internet connections and utility software. Outsourced technicians maintain computers, UPS, Software, and Servers. IT infrastructure is supported by the IT Coordinator. The service providers regularly monitor internet and WIFI connectivity.

Library Maintenance Facilities:

Bookbinding is carried out regularly for damaged books to avoid further damage. Stock verification is done as a part of routine monitoring and control. Pest control is done periodically to maintain books safe from termites. The librarian Updates and upgrades the library contents periodically as per revision of the curriculum.

Sports:

The Director of Physical Education takes care of repairs and maintenance of the college's indoor and outdoor sports facilities. The annual budget provision is made for the sports equipment and ground maintenance.

Classrooms:

Housekeeping for regular cleanliness of corridors, washrooms, classrooms, laboratories, and premises is done by external agencies.

Sanitizing of washrooms is done regularly. Greenery is maintained, and external technicians carry power backup facilities like UPS and Batteries. Water coolers are maintained and cleaned regularly. Overhead water tanks and water coolers are cleaned periodically.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 0

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

　　　1.Soft skills

2.Language and communication skills

3.Life skills (Yoga, physical fitness, health and hygiene)

4.ICT/computing skills

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1.Implementation of guidelines of statutory/regulatory bodies

2.Organisation wide awareness and undertakings on policies with zero tolerance

3.Mechanisms for submission of online/offline students' grievances

4.Timely redressal of the grievances through appropriate committees

Response: A. All of the above

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 0

5.2.2.1 **Number of outgoing student progressing to higher education.**

File Description	Document
Institutional data in prescribed format	[View Document]

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

13-12-2021 11:28:35

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

Response:

The college has a Students' Council, a statutory body as per the Maharashtra Public Universities Act 2016. The constitution is as per the guidelines of Savitribai Phule Pune University. The Student Council is formed by including representatives of the students themselves in a democratic way. One representative of each of the first, second, and third-year undergraduate programs. The Principal's nominated members in consultation with the Students' Council from the college's faculty members.

 The Principal of the college is the ex-officio president of the Students' Council. The function of the Students' Council is to assist the Principal in organizing annual sports, fresher's welcome, prize distribution function, cultural program, and extracurricular programs throughout the academic year. Apart from this, there are several posts as Vice President, General Secretary, Treasurer, Lady Representative, Cultural Secretary, and Games Secretary.

The following associations are pro-active in the college, and all of them have students' representation.

Student Welfare and Grievance Redressal Cell, SC/ST Cell, NSS Cell, IQAC, Women Empowerment Cell, Anti-Ragging Cell, Sports and Cultural Cell, Placement Cell, Competitive Examination Cell, Anti-Sexual Harassment Cell, Feedback Cell, and Library Cell.

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

Response: 0

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

Response:

A registered Alumni Association contributes significantly to the institution's development through financial and other support services.

The College has a non-registered Alumni Association.

Name of Association: Swaraj college of commerce and computer studies Alumni Association. The number of Office Bearers is nine.

Total No. Registered Alumni on Roll as of 30/4/2020: ais 150

1.   The members of the Alumni Association are invited and involved in various programs organized in the College.

2.   Alumni Association is the backbone of the College.

3.   Office Bearers of the Alumni Association meets and interacts with the principal periodically.

4.   Alumni Association involves college activities and helps organize guest lectures, blood donation camp, NSS winter camp, and extension programs.

5.   Alumni Association helps the College by organizing field visits, study tours, project work, and celebration of birth anniversary of our legend personalities.

Objectives of Alumni Association:

1.   To collect books as a donation.

2.   To give books to poor students.

3.   To felicitate teachers.

4.   To bring together ex-students of the College.

5.   To utilize the experience, wisdom, knowledge, and ability of the ex-students to benefit the poor and needy students and society.

6.   To promote and provide educational scholarships to deserving students.

7.   To promote sports and cultural activities.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Response:

The college works on the following mission, vision, objectives, and Core Values.

MISSION:

1. To train the students to become professionals who will uphold the noble values and ethics of the profession.
2. To create and maintain an atmosphere, which looks beyond the confines of established fields, to find problems and their solutions.
3. To provide the best training to the students facilitating their bright careers and prepare them to meet emerging challenges and opportunities.
4. To turn out extraordinary, competent, and convection-driven students and make them assets to industry, society, and the country as a whole.

VISION:

1. To be universally respected.
2. To inspire students to perform and achieve goals.
3. To build a world -class institution that fosters Innovative thinking.
4. To be a pioneer institution dedicated to high quality Education and to offer conducive academic environment for various job & business oriented courses.

OBJECTIVES:

1. To provide the right kind of leadership in all walks of life, to identify gifted youth and help them develop their potential to the full by cultivating physical fitness, the right interests, attitudes, and moral and intellectual values.
2. To seek and cultivate new knowledge, to engage vigorously and fearlessly in the spirit of truth, and to interpret old knowledge and beliefs in the light of new needs and discoveries.
3. To provide society with competent men and women train in marketing, agriculture, Arts, commerce, science and technology, and various other professions, who will also be cultivated citizen individuals imbued with a sense of social justice.
4. To foster in the teachers and students and through them in society generally the attitudes and values needed for developing the good life.

CORE VALUES:

1. The core of teaching consists of four values dignity, truthfulness, fairness and responsibility &

2. Personal core values adventurous, authenticity, Commitment, Compassion, Concern for others, Consistency, Courage and dependability, Accountability. Honesty and Integrity.
3. Core values to the students' Service, Persistence, Achievement, Responsibility, and Kindness.
4. NAAC core values to the higher educational institution, contributing to National Development. Fostering Global Competencies among students, inculcating a Value System among Students, Promoting the Use of Technology and quest for excellence

The college's distinctive characteristics addressing the needs of society and the students.

The college addresses the needs of society and the students by imparting quality education through teaching-learning and extension activities.

The college creates awareness on human rights, scientific temperament, cultural heritage, and concern for ecology through seminars, workshops, field visits, study tours, project works, exhibitions, and guest lectures.

Curricular, co-curricular, and extra-curricular activities develop leadership qualities and help in the holistic development of the students.

Skill development courses empower the students to face local and global challenges. The Mentor-Mentee system discovers the weakness and strengths of the students.

Learning resources like computers, Laptops, Smart Board, PPT, use of the internet develop technical skills among the students.

Students' presentation of papers, publication of articles in journals, and poster presentation develop confidence among the students.

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

Response:

The College promotes decentralization and participative management. The faculty members, non-teaching staff, and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication, motivation, and job satisfaction. Believing in decentralization, the Management takes policy decisions with the help of members of the College Development Committee. CDC discusses matters related to teaching and administrative staff and decisions are taken at these levels.

The college focuses keenly on decentralization and participatory management of the curricular, co-curricular, and extra-curricular activities of the college. The other committees constituted by the principal

have been provided with specific functions to cater to the needs of the college.

The following committees are established in the college to look after different types of activities

1.   IQAC: To cultivate a quality culture among the faculty members and the students.

2.   Finance Committee: To recover admission fees from the students and ensure proper utilization of funds.

3.   Purchase Committee: To maintain standard code for purchases of books, computers, and equipment.

4.   Building Maintenance Committee: To maintain the college building.

5.   College Admission Committee: To give admission on merit and maintain the reservation policies of the government.

6.   Data Collection Committee: To collect necessary data from the teaching, non-teaching staff

7.   Website Committee: Update all institutional data on various portals as per the requirement.

8.   Library Committee: To enrich Library collection and improve usage.

9.   Attendance Committee: To ensure regularity of attendance.

10.   Examination Committee: To smooth conduct of theory and practical examinations and timely publication result of the students.

11. Placement Cell: To guide the students in the matter of career options.

12. ICT Committee: To motivate the faculty members for the use of ICT-enabled tools in the teaching process.

13. Discipline Committee: To maintain discipline among the students and attend the students' grievances and recommended suitable redressed measures

14. NSS Committee: To arrange regular activities and special camp programs in the surrounding areas and at the adopted village.

15. Time Table Committee: To strengthen curricular, co-curricular, and extension activities.

16. Sports and Games Committee: To increase the students' participation in sports and games.

17. Cultural Committee: To provide a platform for the students to showcase their talent and motivate them to take part in the cultural activities organized by the university.

18. RTI Committee:

19. Anti-Raggging Committee

20. Internal Compliance Committee

21. Grievance Redressal Committee

22. SC/ST Cell

23. Student Development Cell

24. Alumni Committee

25. Startup and Innovation Cell

26. Research Committee

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Response:

CORE VALUES OF THE COLLEGE:

1. The core of teaching consists of four values dignity, truthfulness, fairness and responsibility & freedom.
2. Personal core values adventurous, authenticity, Commitment, Compassion, Concern for others, Consistency, Courage and dependability, Accountability. Honesty and Integrity.
3. Core values to the students' Service, Persistence, Achievement, Responsibility, and Kindness.
4. NAAC core values to the higher educational institution, contributing to National Development. Fostering Global Competencies among students, inculcating a Value System among Students, Promoting the Use of Technology and quest for excellence.

OBJECTIVES OF PERSPECTIVE PLAN:

1. The perspectives committee has considered the following objectives:
2. To introduce high-quality standards in higher education.
3. To develop requisite competencies amongst the students.
4. To inculcate Value System among the Students.
5. To promote the use of ICT tools in the teaching-learning process.

PERSPECTIVE PLAN:

1. To maintain the continuously good academic performance of the students.
2. To encourage research culture among the faculty members and the students.
3. To introduce a mentor-mentee system and provide necessary help to the students.

4. To ensure transparency in the evaluation process of the students.
5. To introduce a user-friendly atmosphere in the college and ensure smooth function of the college.
6. To make students more employable.
7. To introduce more job-oriented courses.
8. To organize study tours for the students.
9. To encourage the faculty members to participate in Seminars and Conferences, orientation programs, refresher courses, short-term courses, and faculty development programs.
10. To Provide an Internet Facility to Faculty Members and the students.
11. To upgrade books in Library every year.
12. To delegate authority and responsibilities to HODs, and committees in charge.

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Response:

The following authorities are involved in the college administration for smooth functioning.

Sr. No.	Name of the Body	functions
1	Governing Body	To ratify the decisions of the College Development Committee.
		To approve the new courses/programs recommended by th Development Committee.
		To appoint Principal, teaching, and non-teaching staff recommendations of the selection committees constituted.
		To scrutinize and approve the budget estimates prepared by the c
		To fix the fees and other charges payable by the students of the the recommendations of the admission committee of the college.
		To suggest and approve the students' development programs and
		Perform other functions, as may be necessary and deemed development of the college.
2	College Development Committee	An overall comprehensive development plan of the college academic, administrative, and infrastructural growth, and Enable

		foster excellence in curricular, co-curricular, and extra-curricular
		Decide about the overall teaching programs or annual calend college.
		Recommend to the management about introducing new academ and the creation of additional teaching and administrative posts.
		Take a review of the self-financing courses in the college, if any, recommendations for their improvement.
		Make specific recommendations to the management to enco strengthen research culture, consultancy, and extension activit college.
		Make specific recommendations to the management to foster collaborations to strengthen teaching and research.
		Make specific recommendations to the management to encourage information and communication technology in the teaching an process.
		Make specific recommendations regarding the improvement i and suitable training programs for the employees of the college.
		Prepare the annual financial estimates (budget) and financial sta the college or institution and recommend the same to the manag approval.
		Formulate proposals of new expenditure not provided for in financial estimates (budget).
		Make recommendations regarding the students' and employee activities in the college or institution.
		Discuss the reports of the Internal Quality Assurance Committee suitable recommendations.
		Frame suitable admissions procedures for different programs by the statutory norms.
		Plan major annual events in the college, such as annual day, spo and cultural events.
3	Internal Quality Assurance Committee (IQAC):	The Internal Quality Assurance Committee (IQAC) has been cor the college.

		IQAC makes a plan and monitors the quality initiatives introduce[d] college.
		The Internal Quality Assurance Committee works as per the issued by the NAAC, UGC, and Government of Maharashtra issu[ed]
		The Annual Quality Assurance Report is approved by the C[ollege] college for the follow-up action for the necessary quality en[hancement] measures.
		The college regularly submits the Annual Quality Assurance Re[port to] National Assessment and Accreditation Council.
4	College-level committees	The college has constituted various committees for effective func[tioning] The objectives and functions of the committees are as per the gu[idelines of] the college.

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Response:

List of Welfare measures provided by the institute for teaching and non-teaching staff.

1. The faculty members are being sent for workshops, seminars, and training, and the TA/ DA are borne by the college.
2. Registration fee pays for participation in the workshops and seminars is reimbursed to the participants.
3. Staff Academy prepares the list of teaching and non-teaching staff that has some special achievements are felicitated by the college in the annual prize distribution function.
4. Fees concession for their wards of the teaching and non-teaching staff.
5. Casual leave, medical leave, maternity leave are duty leave are sanctioned to the teaching and non-teaching staff as per university norms.
6. Summer and winter vacations are given as per the norms of the university.
7. Public holidays are also given to the teaching and non-teaching staff of the college.
8. The College provides financial support for teaching and non-teaching staff.
9. Class IV staff are provided with two pairs of uniforms.

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

Response: 6

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 24.63

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	4	2	1

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Response:

The performance of the individual teaching and non-teaching staff is assessed annually after completion of the academic year. The features of the performance appraisal system are as follows.

Teaching faculty:

1. The college collects confidential reports as well as teachers' information regarding, Teaching-Learning and evaluation, Curricular and extracurricular activities, and Research with comments from the Head of the department and Principal at end of every academic year.
2. The performance appraisal system is channelized through the confidential report. The performance of individual faculty members is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).

3. Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) which is based on the API score.
4. The college undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary.
5. The PBAS preform filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the IQAC and Principal.

Non-Teaching Staff:

1. Non-teaching staff is also assessed through annual confidential reports and annual performance appraisals.
2. Every member of the Administrative staff has to fill this form and hand it over to the office superintendent of the college and he adds his observations and comments and forwards it to the Principal for the final remark.
3. The comprehensive Annual Confidential Report comprises various parameters. Each one of them is graded on a six-point scale, i.e., Excellent, Very Good, Good, Satisfactory, Average, and Poor. The overall assessment is based on the cumulative grade by the concerned head of the department, which is then forwarded to the Principal.
4. After the Principal's remark, it is forwarded to the College Development Committee for further scrutiny, assessment, and necessary action.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

The college has a well-established mechanism for conducting internal and external audits on the financial transactions of the college. The following agencies conduct a regular financial audit of the college.

External Audit:

The college follows Specific norms and rules for the utilization of funds as laid down by the Government of Maharashtra and Savitribai Phule Pune University. The books of accounts, ledger accounts, bills and vouchers, receipts and payments accounts, and balance sheets are checked meticulously from the certified Chartered Accountant. The external audit is done by the auditor M/s R. S. Bora and Company Register No. 101560W from 2016-17 to 2018-19 and M/S V.A.Dudhediya & Co.Registration no 112450W has been working as an external auditor from 2019-20 onwards.

Before the external audit work begins, the audit work team meets with the management of the college to determine internal changes in control procedures or other factors that have affected college record keeping and reporting. By the end of the external audit, they submit audit reports and audited financial statements to the principal. All Financial Statements up to 2019-20 have been audited and certified by the Chartered Accountant.

Internal Audit:

- Internal audit is conducted on monthly basis by the person designated for this work. He checks and verifies receipts and payments accounts.
- He ensures necessary deductions like professional tax, insurance premium, loan recovery installments, TDS on vendors' payments, and income tax are deducted and sum regularly deposited in the proper accounts.
- Preferential payments are to be paid as per the schedules and directives.
- Submit compliance report of internal audit to the principal
- He also checks monthly salary expenditures, university examination fees payments to the University, and students' scholarship payments.

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 **Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Response:

The financial resources and needs of the college are taken into account while preparing and presenting the annual budget to the College Development Committee. The college takes optimum care for the mobilization of funds and optimal utilization of resources. The main sources of funds are student admission fees and financial assistance from the trust as an advance. The available funds are utilized for salary expenditure and other than salary expenditure. The budget committee reviews the use of resources and makes recommendations for better handling of resources and effective mobilization of available funds.

Mobilization of funds and the optimal utilization of resources:

1. Fees from the students.
2. The Alumni, who also provide financial and non-financial support for various activities of the college.
3. The expenditures of contingent nature are done following due procedure of approval from the competent authority.
4. Fund generated from other resources is principally used for the maintenance and development of the college.
5. Make the salary paid to the teaching and non-teaching staff.
6. Adequate funds are utilized for the development and maintenance of the infrastructure of the college.
7. Affiliation and examination fees are paid to the university.
8. As per the financial provisions to purchase required books, computers, and equipment.
9. Some funds are allocated for social service activities as part of social responsibilities.
10. Some funds are allocated for sports events and cultural activities.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Response:

The college has established IQAC in 2021 to develop an awareness system for consistent improvement in the overall performance of the college related to curricular, co-curricular, and extra-curricular activities. IQAC strives hard for upgrading the infrastructure and support facilities to meet the growing need of the students. The following are the two practices institutionalized by IQAC.

Example 1:

Practice: introduction of skill-based Add-on courses.

Goal: To provide additional courses to the students for enhancement of their ability.

Context: IQAC emphasizes the need to initiate add-on courses that would boost the skills of the students and empowering them for employment.

Process:

The college has introduced short duration courses such as certificate course in Tally, certificate course in MS Office, certificate course in Spoken English and Communication Skills, certificate course in Share Market and certificate course in Physical Fitness

Analysis:

The students of UG classes are admitted to these courses. The intake capacity of each course is limited up to 20 only in all 100 students are admitted on a first come first serve basis. The course is very less as a camper to other institute's fees. The student can study any one of these courses simultaneously with their UG studies. After completing these courses the students will be adequately equipped to go for any job in industries or an allied field.

Example 2:

Implementation of Green practices on the campus:

The IQAC constantly and continuously takes initiatives to maintain an eco-friendly college campus through the Green practices activities such as Tree Plantation, Paperless Work, Plastic Eradication, Clean and Beautiful Campus, No Vehicle Day, Save Power, Use Paper Bag, Awareness Programme on Renewable Energy and e-Waste Management. These selected activities are distributed among the departments. IQAC monitors and takes the feedback about the proper implementation of such green practices in the college. Because of these practices, the eco-friendly and pollution-free college campus is developed. IQAC always encourages teachers to utilize these tools in classroom teaching. The IQAC has advised the management of the college to enrich ICT infrastructure by purchasing ICT tools, broadband internet Wi-Fi facilities. Periodically IQAC has trained teachers and non-teaching staff to use ICT by arranging different workshops i.e. Google Apps, Video conferences, use of e-mail, handling ICT instruments, etc. The educational use of social media has also been utilized to establish communication with the students and other stakeholders. In teaching and learning, the feedback system is implemented to take the review of reliability and use

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

Response:

The IQAC has adopted various policies and introduced the following quality measures in the college.

1. The IQAC collects reports from the departments and various committees of the college.
2. The IQAC is established to focus on functioning toward quality enhancement and facilitate quality culture among the faculty members and students.
3. To prepare Academic Calendar before the commencement of the teaching schedules.
4. To monitor the activities like admission process, the commencement of theory and practical sessions, preparation of work plans, schedules for field visits, project work, internal and external semester end and term-end examinations, declaration of results, schedule for conduct feedback from the stakeholders, schedules regarding co-curriculum and extra-curriculum activities, the celebration of birth anniversaries of the Indian legend personalities, organization of NSS activities,

sports events, cultural programs and summer, winter and mid-term vacations.

5. To organize an induction program for newly admitted students.
6. To prepare time table for the conduct of remedial teaching and bridge course.
7. To organize guest lectures and seminars/ workshops/ conferences
8. To introduce add-on-courses for the benefit of the students.
9. To monitor the regular conduct of classes as per the timetable.
10. To verify syllabus completion as per the teaching plan.
11. To encourage the faculty members to present research papers in National and State level seminars/ workshops, write articles andpublish test and reference books
12. To provide equal opportunity to every student.
13. To arrange meetings of Student Council, Grievance Redressal committee, women empowerment committee, and IQAC.

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	<u>View Document</u>

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Response:

The no. of girl students among the students is 55%. Over the years, the college has not had any problem with maintaining this number. At present, the college has 60% female employees in the teaching staff. The college shows gender sensitivity in providing various facilities to the students, like providing equal platforms, equal opportunities, and education to the girl students. The college is a co-education institution and emphasizes giving importance to non-discrimination and equality within the Institution. The Women's Empowerment Cell, Equal Opportunity Cell, Anti-ragging Committee, Internal Complaints Committee, and Grievance Redressal Cell are worked together to ensure that the female staff and girl students are treated in an honorable and respectable manner within the college environment. To provide general security, security guards are appointed, and CCTV cameras are installed on the campus. Moreover, the Principal, heads of departments, faculty members, and non-teaching staff periodically take rounds of the premises to check each classroom and laboratory to ensure proper safety for all students.

In addition to this, gender sensitizing activities are organized for the girl students through the activities of the Vidyarthini Manch. Some of these programs deal with creating awareness among girl students about their social rights and other are discussed specific issues related to behavior and problems that girl students could face during their college days.

Most of these programs are conducted in the form of lectures followed by interactive sessions with the speakers. All the topics are oriented towards Indian women and changing scenarios of gender bias. The topics include health and diet, personality development, career opportunities in various fields for girls, goal setting, choosing a life partner, preparation for an interview, and self-analysis.

Nirbbay Kanya Abhiyan is conducted through the NSS unit every year and conducts Self Defence Workshops in the college to strengthen the girl students and boost their confidence.

Women Development certificate course runs in the college through Krantijyoti Savitribai Phule Women Study Centre of SPPU.

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid

4.Sensor-based energy conservation

5.Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Response:

Solid waste management:

The college has been working towards a paperless office and has minimized paper usage by carrying out most of its functions using computer facilities. The dustbins have been installed at prominent places where biodegradable and non-biodegradable waste is segregated. NSS unit conducts awareness programs for this purpose. The use of plastic is banned, and the campus has been declared as a "No Plastic Zone". The Wet and Dry waste Dustbins are kept inside and outside the campus. The dry & wet waste so collected in these dustbins are shifted to Pune Municipal Corporation.

Liquid waste management:

Liquid waste is divided into three main streams, sewage, trade waste, and hazardous liquid waste. Liquid waste, wastewater, rainwater, and sewage water are sending through pipelines connected to the Pune Municipal Corporation's sewage pipelines

.

Biomedical waste management:

According to Biomedical Waste Rules, 1998 of India, "any waste generated during the diagnosis, treatment, or immunization of human beings or animals or research activities about it or in the production or testing of biological." The college runs BBA, BBA (CA), B. Com, and B. SC (CS); therefore, biomedical waste is not produced on the campus.

E-waste management:

Maximum efforts are taken to utilize the existing hardware by regular servicing and annual maintenance contracts to reduce e-waste. Unavoidable e-waste like old computers, printers, cartridges, laptop batteries, other electronic apparatus, and equipment are sold to the dealers dealing with e-waste material.

Waste recycling system:

The college has implemented a rainwater harvesting system in the college. The runoff water from the terrace is channelized through the rainwater pipeline installed by the Pune Municipal Corporation

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: D.1 of the above

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: C. 2 of the above

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: E. None of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: D.1 of the above

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Response:

The college takes several efforts and initiatives in providing an inclusive environment, tolerance, and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities by celebrating many cultural activities, sports events, get-together birth anniversaries of national icons, National and International Days, and Events and Festivals. The college aims at bringing tolerance and harmony among the students and teaching and non-teaching staff.

Fresher's Meet:

The college celebrates every year fresher's Meet. It is the day where seniors and juniors students come together and celebrate this program with the help of faculty members. The main aim of this Meet is to give a warm welcome to the newly admitted students. Such meets not only build their confidence but also add creativity to their levels.

 Holy Books Reading:

The college organizes the Holy Books Reading program on the occasion of the Birth Anniversary of A. P. J. Abdul Kalama on 15th October every year. The main motto of this program is to ensure communal and religious harmony among the students.

Navaratri Festival:

The college students and faculty members have celebrated the "Navaratri Festival" every year in the college. After this function, many cultural programs are organized traditionally.

Ganesh Festival:

In Maharashtra, Ganesh Chaturthi is known as Ganesgotsav. Hindu families install clay statues for worship during the festival. The Murti is worshiped in the morning and evening with offerings of flowers, durva, and modaks. The main objective of this festival is to ensure communal and religious harmony among the students.

Socioeconomic and cultural diversity:

The college organizes various programs to ensure harmony among the students by making awareness about the visit to the slum area, social-economic village survey, blood donation camp, and human dignity. The college organizes an annual cultural meet every year to promote cultural harmony among the students and teaching and non-teaching staff. The students have participated in these activities.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Response:

    1. Celebration of Constitution Day:

The Constitution Day, also known as Samvidhan Diwas, is celebrated in the college on 26th November every year to commemorate the adoption of the constitution of India. On 26th November 1949, the Constitution Assembly of Indian adopted the Constitution of India, which came into effect from 26th January 1950. The program initiates with a Preamble reading of the constitution followed by lectures on the Sensitization of the students on responsibility towards the constitutional values, rights, duties, and responsibilities of citizens. The students are encouraged to participate in essay competitions, debate competitions, and poster presentations on the related themes.

    1. Celebration of National Days:

The college celebrates every year Republic Day, Independence Day, and Maharashtra Foundation Day. These events are attended by the students, Teaching and Non-teaching Staff. Flag hosting with National

anthem and oath of national integrity followed by distribution of sweets is the regular decorum of the program.

1. Legal and Ethical Aspects of Management Profession:

The curriculum of BBA, BBA (CA),. B. Com and B. Sc. (CS) include courses entitled professional ethics to teach or sensitize the students on the professional code of ethics, their duties, and responsibilities as a professional while delivering their duties to society. The students are taught the professional and human values, professional code of ethics, legal aspects, and acts and Rules related to the Business Practices.

1. Blood Donation Camp:

The college organizes a blood donation camp in association with Blood Bank every year. The students are sensitized to the importance of the activity and are encouraged to save the lives of India's citizens.

1. Road Safety Rally:

The students are encouraged to participate in spreading awareness among citizens on social issues like road safety.

1. Cleanliness and Plantation drives:

The students consistently and regularly participate in the Cleanliness, and Plantation drives on several occasions.

1. Induction of values among the students:

The students are made aware of the code of ethics, human values, rights, duties, and responsibilities as a citizen of India during induction and other programs throughout the year.

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Response:

The college organizes the following activities related to festivals and birth/death anniversaries of the great Indian Personalities. By doing this, we ensure that our rich heritage is carried forward to future generations.

SL. No.	festivals and birth/death anniversaries	Date	Activity	Participants
1.	Republic Day	1.	Flag hoisting with the auspicious hands of the chief guest.	NSS and Sp teaching & staff.
1.	Independence Day	1.	Flag hoisting with the auspicious hands of the chief guest.	NSS and Sp teaching & staff.
1.	Maharashtra Day	1.	Flag hoisting with the auspicious hands of the chief guest.	NSS and Sp teaching & staff.
1.	Mahatma Gandhi Jayanti	1.	Lecture by the guest	NSS and Sp teaching & staff.
1.	Lokmanya Tilak Jayanti	1.	Lecture by the guest	NSS and Sp teaching & staff.
1.	Mahatma Jyotiba Phule Jayanti	1.	Lecture by the guest	NSS and Sp teaching & staff.

1.	Dr Babasaheb Ambedkar Jayanti	1.	Lecture by the guest	NSS and Sp teaching & staff.
1.	Savitribai Phule Jayanti	1.	Lecture by the guest	NSS and Sp teaching & staff.
1.	SPP UniversityFoundation Day	1.	Lecture by the guest	NSS and Sp teaching & staff.
1.	Chhatrapati Shivaji Maharaja jayanti	1.	Various activities are conducted on this occasion	NSS and Sp teaching & staff.
1.	International Yoga Day	1.	Yoga Practical	NSS and Sp teaching & staff.
1.	Teachers' Day	1.	Lecture by the guest	NSS andSp teaching & staff.
1.	Children's Day	1.	Lecture by the guest	NSS and Sp teaching & staff.
1.	NSS Day	1.	Various activities are conducted on this occasion	NSS and Sp teaching & staff.
1.	Dr. Abdul Kalam Jayanti	1.	Vachan Prerana Din Holy Books Reading.	NSS and Sp teaching & staff.
1.	Saradar Vallbhai Patel Jayanti	1.	Lecture by the guest	NSS and Sp teaching & staff.
1.	International Women's Day,	1.	Various activities are conducted, and students are enthusiastically involved in these activities.	NSS and Sp teaching & staff.
1.	National Science Day	1.	Various activities are conducted, and students are enthusiastically involved in these activities.	NSS and Sp teaching & staff.

1.	Birth Anniversaries of Dr. Sarvapalli Radhakhishnan,	1.	Various activities are conducted, and students are enthusiastically involved in these activities.	NSS and Sp teaching & staff.
1.	World Environment Day,	1.	Various activities are conducted, and students are enthusiastically involved in these activities.	NSS and Sp teaching & staff.
1.	V. V. Shirwadkar alias 'Kusumagraj' (Marathi Bhasha Din)	1.	Various activities are conducted, and students are enthusiastically involved in these activities.	NSS and Sp teaching & staff.
1.	Swami Vivekananda	1.	Various activities are conducted, and students are enthusiastically involved in these activities.	NSS and Sp teaching & staff.
1.	Doctor's Day	1.	Various activities are conducted, and students are enthusiastically involved in these activities.	NSS and Sp teaching & staff.
1.	Chartered Accountant Day	1.	Various activities are conducted, and students are enthusiastically involved in these activities.	NSS and Sp teaching & staff.
1.	International Friendship Day	1.	Various activities are conducted, and students are enthusiastically involved in these activities.	

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Response:

Swaraj College of Commerce and Computer Studies impart higher education through the BBA, BBA (CA), and B. Com. & B. Sc. (CS) undergraduate programs. Information and Communication Technology (ICT) has been introduced in the curriculum of these programs by the Savitribai Phule Pune University. The University and college have been done tremendous work in the area of Information and Communication Technology. This thrust area can be considered in the ambit of the best practice. The work done in this area is now explained.

Best Practice No. One

1. Title of the first Best Practice: Use of ICT in Teaching-Learning and Evaluation Process.
2. Objective: To equip students with skills in computer operation for meeting basic academic needs. To introduce ICT-enabled tools to strengthen the theoretical and practical knowledge of the students.
3. The Context: ICT can be used to access global knowledge and communication with other people and provides different opportunities to make it more enjoyable to teach the same topics in different ways. Computer-based learning helps the students to enhance their learning skills through computer-aided education. This practice addresses the need to improve the employability of undergraduates.
4. The Practice: All the students are given compulsory computer training. Those who are non-computer students and do not have the facility to operate computers are given a separate computer lab to acquire minimum computer knowledge at the first-year level. Newly admitted students are offered a 35/40 hours duration add-on- courses in Tally and MS Office. Lectures, seminars, and workshops are regularly organized in the college. Experts from both national and international organizations are invited to share their expertise with the students.
5. Evidence of Success: Since the establishment of the college, this ICT module has been implemented successfully in the teaching process. Maximum students have picked up adequate computing skills, and some have found it helpful to seek employment. The students have participated in the PowerPoint Presentation Competitions held by the other affiliated colleges and won prizes.
6. Problems Encountered and Resources Required: The financial resources required to purchase Computers, Laptops, LCD Projectors, Screen Boards, Internet Connection. Maintain high-end electronic instruments are a challenge, and infrastructure has its limits. The appointment of faculty members and technical assistance is a challenging job.

BEST PRACTICE NO TWO:

1. Title of the practice: To inculcate Universal Values among the faculty members and the students.

1. Objectives of the Practice:

The primary purpose is to spread values like truth, non-violence, peace, equality, National pride, patriotic culture, and sensitization to gender justice and gender equality issues among the faculty members and the students.

The objectives are:

To practice fundamental values.

To realize one's inner beauty.

To promote individual and collective well-being.

To be an agent for positive change in society.

To influence the learners to lead a healthy lifestyle.'

To groom the students for responsible citizenship.

To uphold the constitution, the rule of law, and good behavior, and morality.

1. The Context:

Value education is rooted in Indian philosophy and culture. Educational Institutions play a significant role in the promotion of value. Socialist, secular, democratic, justice, liberty, equality, fraternity, dignity, and integrity are the ideal conditions in the constitution. Our values in life must draw their inspiration from these ideals. Education without values is a waste of money, energy, and time. So, educating the mind without weights creates a maniac in society. There should be education with universal values. The students must not only be taught academic subjects in the college but universal values and ethics also. Various events are organized in the college to address these issues, like talks and lecture series, social service programs, patriotic value-based programs, discipline, gender sensitization programs, and environmental consciousness. These activities provide a platform to the students in which the students of different social and economic backgrounds, cultures, and traditions come together and contribute to national progress.

1. The Practice:

The following programs are organized in the college every year.

Children's Day, National Youth Day, Republic Day, Marathi Language Day, National Science Day, International women's Day, Dr. Babasaheb Ambedkar birth anniversary,Maharashtra Foundation Day, International Labour Day, International Environment Day, International Yoga Day, World Population Day, Guru Purnima, Independence Day, Rajiv Gandhi Akshay Urja Diwas, Teacher's Day, International Literacy Day, Hindi Day, Mahatma Gandhi Birth Anniversary, National Integration Day, Human Right Day, Constitutional Day, Swatchta Abhiyan,Blood donation camps, Road safety camp, Tree plantation drive, World Forest Day,

1. Evidence of Success:

NSS volunteers and faculty members participated in these activities. Many of the NSS volunteers won the best volunteer award from non-government organizations. The students are participated in debate competitions, essay competitions, and poster presentation competitions and won prizes. The students' overwhelming response was received in these activities.

1. Problems Encountered and Resources Required:

Due to this number of activities, it becomes difficult for students to prioritize and choose an activity and balance their academic schedule. These activities are arranged on working days from 9 am to 5 pm; therefore, it becomes very difficult for the students to participate in all the activities.

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Response:

Shree Swaraj Education Society's Swaraj College of Commerce and Computer Studies, Dhankwadi, Pune, was established in 2008. The college was started with 25 students and five members of teaching and non-teaching staff. The college is situated on its campus and located in the urban area of Pune Municipal Corporation Jurisdiction. In its glorious journey of one decade, the college has constantly achieved the following objectives.

1. To provide the right kind of leadership in all walks of life, to identify gifted youth and help them develop their potential to the full by cultivating physical fitness, the right interests, attitudes, and moral and intellectual values.
2. To seek and cultivate new knowledge, engage vigorously and fearlessly in the spirit of truth, and interpret ancient knowledge and beliefs in light of unique needs and discoveries.
3. To provide society with competent men and women trained in marketing, agriculture, Arts, commerce, science and technology, and various other professions, who will also be cultivated citizen individuals imbued with a sense of social justice.
4. To foster in the teachers and students and through them in society generally the attitudes and values needed for developing the remarkable life.

The thrust of the college is to impart multi-dimensional education, holistic approach and mold the students

as good citizens with an eagerness to serve the community. The college aims to provide the students with an education that, while cultivating their intelligence and will also equip them with the physical and mental disciplines for drawing upon their strengths. The theory lectures, practical and continuous internal evaluation are regularly conducted. Remedial classes, bridge courses, induction programs, and add-on courses are organized for the benefit of the students.

The curricula for all the courses and programs are finished per the academic calendar laid down by the affiliating university. The computers, laptops, LCD projectors, and internet connectivity are used to promote ICT use.

The number of co-curricular and extra-curricular activities is arranged through the academic year. Students are encouraged to participate in various activities like Sports, Cultural, Debating, poster presentation, and Entrepreneurship skills. The Cultural committee provides an active platform for the students to enhance and polish their creative skills and talents. The Cultural Committee works throughout the year in grooming students. The college organizes annual social gatherings and sports meet every year, and the students have participated in these activities. The college organizes study tours, field visits, lecture series, seminars and workshops for the students, blood donation camps, tree plantation drives, rallies on burning issues, and women empowerment activities throughout the academic year. The college conducts Swatch Bharat Abhiyan from time to time to promote cleanliness and hygiene. The NSS students volunteer to help clean public places, temple areas, historical places, and college campuses and visit nearby slums areas and spread awareness about health and hygiene. The sports and games committee identifies the students with potential and provides training. The selected students have participated in the sports events organized at the college level, intercollegiate level, group level, and university level events.

The college faculty members are regularly appointed on various committees constituted by the Savitribai Phule Pune University like chairman & member on Paper Setter Board, Examiners to assess the answer books of the students, External Senior supervisor for smooth conduct of the university examinations, and external examiners for practical tests.

5. CONCLUSION

Additional Information :

OBJECTIVES:

1. To provide the right kind of leadership in all walks of life, to identify gifted youth and help them develop their potential to the full by cultivating physical fitness, the right interests, attitudes, and moral and intellectual values.
2. To seek and cultivate new knowledge, to engage vigorously and fearlessly in the spirit of truth, and to interpret old knowledge and beliefs in the light of new needs and discoveries.
3. To provide society with competent men and women train in marketing, agriculture, Arts, commerce, science and technology, and various other professions, who will also be cultivated citizen individuals imbued with a sense of social justice.
4. To foster in the teachers and students and through them in society generally the attitudes and values needed for developing the good life.

CORE VALUES:

1. The core of teaching consists of four values dignity, truthfulness, fairness and responsibility & freedom.
2. Personal core values adventurous, authenticity, Commitment, Compassion, Concern for others, Consistency, Courage and dependability, Accountability. Honesty and Integrity.
3. Core values to the students' Service, Persistence, Achievement, Responsibility, and Kindness.
4. NAAC core values to the higher educational institution, contributing to National Development. Fostering Global Competencies among students, inculcating a Value System among Students, Promoting the Use of Technology and quest for excellence.

Concluding Remarks :

Concluding Remark

It is a matter of great pride and privilege for the college management, teaching, and non-teaching staff and the students of the college to get college credited from the Nationally Esteemed Institute, namely National Assessment and Accreditation Council (NAAC) Bengaluru, India, which is to be a remarkable milestone to the improvement and sustaining the quality of the college in particular and in higher education in India in general.

I am thankful to the management of the college, the students, and my colleagues for their continuous efforts in the development of the college and preparation of the Self-Study Report. I appreciate the actions made by

Steering Committee, IQAC, and other committees constituted to prepare the Self-Study Report (SSR).

We anticipate, with great pleasure. The visit of the peer team of NAAC.

Dr. Shivlal N. Nanaware

Principal

13-12-2021 11:28:40

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	**Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years** 1. **Academic council/BoS of Affiliating university** 2. **Setting of question papers for UG/PG programs** 3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses** 4. **Assessment /evaluation process of the affiliating University** Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above Remark : DVV has given the input as per shared report by HEI.
1.2.1	**Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented** 1.2.1.1. **Number of Programmes in which CBCS/ Elective course system implemented.** Answer before DVV Verification : 3 Answer after DVV Verification: 4 Remark : DVV has made the changes as per IIQA.
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students* *2)Teachers* *3)Employers* *4)Alumni* Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above Remark : DVV has made the changes as per provided feedback report of teachers , students by HEI.
3.3.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.3.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	1	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : DVV has made the changes as per clarification of provided report by HEI.

3.3.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

3.3.3.1. **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6	12	13	2	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	12	13	2	3

3.3.4	**Average percentage of students participating in extension activities at 3.3.3. above during last five years**

3.3.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
143	296	317	48	70

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
143	296	258	48	43

4.1.3	**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class,**

	LMS, etc. *(Data for the latest completed academic year)*
	4.1.3.1. **Number of classrooms and seminar halls with ICT facilities** Answer before DVV Verification : 3 Answer after DVV Verification: 7 Remark : DVV has made the changes as per extended input 4.3
4.2.4	**Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year** 4.2.4.1. **Number of teachers and students using library per day over last one year** Answer before DVV Verification : 25 Answer after DVV Verification: 5 Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)
4.3.3	**Bandwidth of internet connection in the Institution** Answer before DVV Verification : C. 10 MBPS – 30 MBPS Answer After DVV Verification: E. < 05 MBPS Remark : Speed has not proper reflect in provided bill by HEI.
5.1.1	**Average percentage of students benefited by scholarships and freeships provided by the Government during last five years** 5.1.1.1. **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>50</td><td>52</td><td>28</td><td>69</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> Remark : DVV has not consider provided list (scholarship amount has not reflect) for students benefited by scholarships and freeships by HEI.
5.1.3	**Capacity building and skills enhancement initiatives taken by the institution include the following**

	1. **Soft skills**
	2. **Language and communication skills**
	3. **Life skills (Yoga, physical fitness, health and hygiene)**
	4. **ICT/computing skills**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

Remark : DVV has made the changes as per shared report by HEI.

6.4.2	**Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**
	6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	1.972	2.6037	1.938	1.8035

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : DVV has not considered shared report of grants received from the University by HEI.

6.5.3	**Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : D. 1 of the above

Answer After DVV Verification: E. None of the above

Remark : DVV has not consider shared report by HEI.

2.Extended Profile Deviations

ID	Extended Questions
1.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
40.71	36.25	27.31	23.50	18.87

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
00	5.97	4.30	2.19	2.63

13-12-2021 11:28:41