



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 1)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
SHREE SWARAJ EDUCATION SOCIETY'S SWARAJ COLLEGE OF
COMMERCE AND COMPUTER STUDIES**

**PUNE
Maharashtra
411043**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I:GENERAL INFORMATION

1.Name & Address of the institution:	SHREE SWARAJ EDUCATION SOCIETY'S SWARAJ COLLEGE OF COMMERCE AND COMPUTER STUDIES PUNE Maharashtra 411043	
2.Year of Establishment	2008	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	2	
Departments/Centres:	2	
Programmes/Course offered:	4	
Permanent Faculty Members:	8	
Permanent Support Staff:	5	
Students:	517	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Caters to the need of Urban and Rural and Weaker population for higher education. 2. Co-education College located in the southern outskirts/fringes of Pune, affiliated to Savitribai Phule Pune University. 3. Fee concession for needy students.	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 25-02-2022 To : 26-02-2022	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. RAGHAVENDRA BHEEMACHAR	Vice Chancellor,Chandigarh UNIVERSITY
Member Co-ordinator:	DR. SHRIVARDHAN PATHAK	Professor,DDU GORAKHPUR UNIVERSITY GORAKHPUR UP
Member:	MR. NAZIR AHMAD CHIRAG	FormerPrincipal,Govt Degree College Bijbehara
NAAC Co - ordinator:	Dr. Neelesh Pandey	

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The Institution ensures effective curriculum delivery through a well planned and documented process
1.1.2 QIM	The institution adheres to the academic calendar including for the conduct of CIE
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

Qualitative analysis of Criterion-1 (300 to 500 words)

Swaraj College of Commerce and Computer Applications is located at the fringes of South Pune, caters heterogeneous students from Maharashtra. It is a co-education college imparting education to the students belonging to all communities and rural areas. The college is offering 4 undergraduate courses i.e. 03 in Commerce (B. Com & BBA, BBA (Computer Application) and 01 in B.Sc. (Computer Science) Choice Based Credit System (CBCS) is implemented in all the four university rules. Since the curriculum is designed and developed by affiliating University, curriculum enrichment can give some suggestions to the Board of Studies. However this should not be a limiting factor, as the individual teacher's liberty can always add on to the existing syllabus by catering to the regional-specific requirements, while teaching with pedagogy.

The syllabus is revised by the Affiliating University after every three years. The college follows the academic plan and follows the academic calendar in conformity with the requirements of the university. The institution integrates the crosscutting issues like gender, human rights, girl's safety awareness, disaster management, special informative lectures, seminars, awareness programs of different nature are organized by the college with the active participation of students of NSS and sensitization programs on periodic basis.

Students are also encouraged to take up project work, field trips, study tours and internships almost all the students opt for it is a positive sign. The college offers add on courses/ certificate course for its students.

Formal feed-back collection mechanism is in vogue. However, a formal mechanism for evaluation of this feedback is missing. Inputs and corrective action and its documentation still to be done.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.2 QIM	Teachers use ICT enabled tools for effective teaching-learning process.
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and mode
2.5.2 QIM	Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.
2.6.2 QIM	Attainment of programme outcomes and course outcomes are evaluated by the institution.
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

Qualitative analysis of Criterion-2 (300 to 500 words)

Admissions of the students to the different programs are subject to the rules and regulations of the affiliating university. The sanctioned seats of 360 for the year 2021-22, only 144 students took admission. The college admits the students on a merit basis and follows the reservation policy of the state government in this regard.

The institution assesses the learning levels of the students after their admissions and categorizes them into two groups: advance learner and slow learner in a former way based on screening test. For slow learners' faculty are attached to guide students' on one-to-one basis for their difficulties, besides that remedial coaching, extra lectures are also used to improve their performance. However, formal tracking an outcome is not done.

The college adopts student centric teaching pedagogy through experiential and participative learning to improve upon the quality of teaching viz. conferences, study tours, project work, exhibitions and various competitions are organized by the institution. The student teacher ratio is 90:1. No differently abled students are enrolled nor are any facilities for them are mentioned.

The college is managing its academic activities with the help of 08 permanent teachers and 04 part time teachers. None of the teachers possess Ph.D. degrees, nor have they received any award during the last five years. The existing faculty members should be encouraged to take up and complete their doctoral work at the earliest and should also be encouraged to apply for UGC and government / UGC sponsored major and minor research projects.

The college has adopted strategies along with conventional class room teaching facility, an assessment of learners are

through continuous evaluation process as prescribed by the affiliating university with the attributes of Formative Assessment Components viz. chapter wise assignments, class tests, lab practical, and topic presentation by the students. The mechanism of internal assessment is reasonably transparent and marks are uploaded on the university portal.

Internal assessment mechanism is communicated to the students by the Controller of Examinations of the college. Tests are conducted as per the schedule prepared by the internal examination committee and the university examinations are conducted as per the affiliating university norms.

Evaluation of answer books are made through central evaluation system and the answer scripts of the students are also made available and a photocopy of it also given to them on demand by the university. The system of re evaluation is also in practice if students challenge it. The institution adheres to the academic calendar for the conduct of continuous evaluation which is prepared in the beginning of every new session as per the curriculum of the university.

The institution is successfully running Bachelor's Degree programs in Commerce and Business Administration which are clearly displayed on the college website. The college needs to formally define and articulate graduate attributes and learning outcomes. Program and course outcomes are still to be evaluated at the end of term exams the methodology being internal and external assessment in the ratio of 20:80, is suggested.

The overall pass percentage of the Final Year students during the last five years is around 42% only which needs immediate attention and improvement. The students of all the four courses in the final year need remedial inputs for a better performance and output. Survey regarding student satisfaction at the college level is not implemented but its analysis and improvement to be formally implemented through a process.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Research Publications and Awards
3.3	Extension Activities
3.3.1 QIM	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.
3.4	Collaboration

Qualitative analysis of Criterion 3

Qualitative analysis of Criterion-3 (300 to 500 words)

The college has 04 Under Graduate programs of Commerce and Computer Science running smoothly with the assistance of 04 permanent and 04 part time teachers. It appears that the college is still not having research cell to facilitate and promote research amongst the teachers. Neither any budgetary provision has been made to provide seed money to the faculty members nor State Government for promoting research nor grants from any sponsoring agencies have been received during the last five years.

The Institution has recently applied for an incubation centre but work is still to be commenced. One student has started a start-up which is appreciated by all.

It appears that the college lacks a research cell to facilitate and promote research amongst the teachers. No academic seminars, conferences have been organized by the college during the last five years. Among 08 permanent faculties and 04 temporary teachers none of them hold a Ph.D. degree. Faculty members should be encouraged to enroll and complete Doctorate and improve their qualifications.

During the last five years there is limited publication of research papers including in peer-reviewed UGC approved journals, conference proceedings, book chapters and articles in reputed journals and chapter in books/books edited volumes. It is observed one or two faculty have published few papers and book chapters.

No faculty member has received any award/ recognition for academic and research contribution. Malpractice and plagiarism are not being implemented by the college as there is no research activity. No provision has been made to honor the faculty members on periodical basis who receive recognitions/ awards. NSS organizes weekly camps and organizes social awareness programmes like blood donation camps, health check-ups, tree plantation, voter awareness etc. for the welfare of community.

The college has not received any recognition during the last 5 years from the government and other recognized bodies for its research and extension activities. Extension activities in association with industries, Govt. or NGO are negligible. Similarly, the participation of students in the extension activities with government and NGO's during the last five year is to be further strengthened in future. There is a need for improvement and proactive involvement.

College has to initiate to organize seminars/ workshops for students to improve scientific temper among students.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.
4.1.2 QIM	The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

Qualitative analysis of Criterion- 4 (300 to 500 words)

The college is located on the suburbs of Pune on a rented building surrounded by residential locality. Infrastructural facilities are limited for curricular and extracurricular activities. Two class rooms are having basic facility of projector for presentation. Computer laboratory facilities, internet and Wi-Fi connectivity, computing equipment, potable water is still under infant stage. The college is covered with 24 hours CCTV surveillance. For yoga classes and other extracurricular activities, no exclusive space is earmarked.

No budgetary provision for infrastructure augmentation during the last five years is made which needs immediate attention and adequate provisions for the future ought to be done.

The college has a Library and Reading hall. Partial automation of the library has been done by using ILMS “Vridhhi” software. Online Public Access Catalog (OPAC) has been provided to the users. The library does not provide online access to the students and teachers to the National reputed data base like UGC N-list also the data base provided by the Government initiative viz. ShodhGanga, ShodhGangotri, ShodhSindhu, NPTEL, and Swayam etc. which should be done on the priority basis. The average annual expenditure on library for purchases of books/journals etc during the last five years is 5 thousands only which is a small amount and needs drastic revision. An average of 05 students/teachers uses the library facilities daily. The college has to acquire dedicated Wi-Fi connectivity to library and its premises.

Maintenance of infrastructure for academic and physical facilities is undertaken with the college funds. A 24-hours security system through guards and CCTV camera is available. Biometric system is used for attendance of the staff; college has a generator for the power backup. First aid facility is available in the campus to deal with in emergencies.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	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)
5.4	Alumni Engagement
5.4.1 QIM	There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Qualitative analysis of Criterion 5

Qualitative analysis of Criterion- 5 (300 to 500 words)

The college maintains students' support system by providing necessary assistance to enable them to acquire meaningful experiences of learning. For capability enhancement and development of students, career counseling, remedial coaching, and personal counseling facility exists. Different important cells viz. Placement, Career Guidance, Ragging Prevention, Grievance redressal, Sexual harassment cells are in place, but have not shown and registered any grievances of students. Placement and career guidance is also limited. The college encourages students to actively participate in all the academic and cultural activities. Earn while work scheme for needy students is practiced. However, some of the students have availed the benefit of scholarships of government. None of the students availed the benefit from guidance for competitive examination in the last five years accordingly vocational education and training program has no enrolments and medical assistance facilities to the students are not available.

In the last five years there has been few placements and some of the students have gone for higher studies. Evidence of the students appeared and cleared examinations viz. TOFEL/CS/NET/SLET/GATE/GMAT etc is not seen.

Last five years no awards/ medals have been bagged by the college and no cultural/competitive activities are organized in an academic session ,this needs immediate attention.

Student's Council is in existence in the college and actively assist and support the principal in participates in all academic and cultural activities related to the student's welfare. The college has a non-registered Alumni Association which needs to be immediately registered and strengthen further and made functional.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of and in tune with the vision and mission of the institution
6.1.2 QIM	The effective leadership is visible in various institutional practices such as decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	The institutional Strategic / Perspective plan is effectively deployed
6.2.2 QIM	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institutions Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	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)

Qualitative analysis of Criterion 6

Qualitative analysis of Criterion- 6 (300 to 500 words)

The college is toiling hard towards the path of translating its vision and mission into action and they are trying their best to be in tune with the goals of Higher Education. The college was established in the year 2008 under the aegis of Shree Swaraj Society by a group of enlightened philanthropists to impart excellence and perfection in education. Affiliated to Savitribai Phule Pune University, it follows all the rules and regulations as per government norms.

The major decisions regarding budget allocation, recruitment, infrastructural development, implementation students, and schemes are managed by the governing council of the society and implemented through the College Development Committee. The committee has formulated a perspective plan for academics needs demonstrated action to convert its vision into reality.

Though it is said that the institution adopts decentralized administration and participatory management, the main decisions are taken by the governing council.

handled by the society and the principal. The college has an organizational structure in coherence with the guidelines and State Government. It has constituted various committees such as Finance committee, Purchase committee, Building maintenance committee, Admissions, Grievance Redressal, and Placement, Examination, Library, Students Training, committee, sports committee, cultural committee, prevention and redressal of sexual harassment cell. Not many evidence resolutions of functioning is documented.

The college is using software in library, accepting fees online and is practicing biometric system for staff. TA/DA and fees to faculty members for seminar, conferences. Around 6% teachers were provided with financial assistance to attend seminar/conferences/workshops during the last five years which needs further improvement. No professional development administrative training programs have been organized by the institute for teaching and non-teaching staff during the last year. 24.63% teachers attend professional development programs viz. orientation programs/ refresher course/short term courses. Financial assistance from any non-government bodies, individuals or philanthropists were received during the last five years. The main source of revenue and mobilization of funds is tuition fees. Concerted efforts are required from the college to mobilize funds from donors, alumni, industry etc. for developmental activities.

Practice of internal and external auditing is in vogue. The IQAC is functional and is involved in the planning and implementation of various strategies for the improvement of academics and administrative functions. But it needs to strengthen its program activities. The college has undergone incremental improvements during the preceding five years after the establishment viz. improvement in the quality and methodology of teaching, Add on courses for the students, clean and green practice, beautification of the campus, academic calendar, some improvement of infrastructure facilities and qualitative improvement of teachers are also visible.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.1 QIM	Measures initiated by the Institution for the promotion of gender equity during the last five years.
7.1.3 QIM	Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words) <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and radioactive waste management
7.1.8 QIM	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).
7.1.9 QIM	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).
7.1.11 QIM	Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).
7.2	Best Practices
7.2.1 QIM	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.
7.3	Institutional Distinctiveness
7.3.1 QIM	Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Qualitative analysis of Criterion 7

Qualitative analysis of Criterion- 7 (300 to 500 words)

The college is having sizable number of girl students and faculty. There is no discrimination based on gender caste and learning process. For rural girls college is arranging premarital counseling to not to discontinue their studies. A canteen is provided for girls. In some places CC TV and security guard protection is arranged. WIFI annual subscription for girls is available in the college. NSS unit, Different committees and cells including anti ragging is notified. The college organizes more gender sensitivity programs and to be more sensitive towards environmental consciousness and sustainability. The usage of renewable power energy sources is negligible which should be taken care of. The students are encouraged to make regular contribution to maintain clean and green campus on different occasions by the NSS volunteers. Students are requested to not make use of plastic as far as possible. The college office is permitting students to fee pay fee on line and financial statements are Computerized but yet to become paperless for which efforts are on. During the last five years no expenditure on green and waste management has been done which needs attention

The college requires to make more resources for differently abled individuals and also to increase the initiative to utilize location advantages and contribute more for the local community. The code of conduct and the core values of the college are available on the website. All national festivals and the birth days of all great and prominent personalities are observed and celebrated. However, college has to initiate to organize more programs to remember the services rendered by great personalities.

The annual report comprising of financial, academic and administrative matters is yet to be formalized. However, ext is conducted on regular basis. The admission process in college is based upon the guidelines of the affiliating univers number of activities are conducted for promotion of universal truth, righteous conduct; national integration and co harmony are conducted. Efforts are to be taken up for making the campus plastic free and zero waste.

The institution has taken initiative for overall development of the students through training programs viz. GK, Apti Group Discussions, etc.



Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Strength:

Strengths: The college was established in the year 2008 under the aegis of Shree Swaraj Education Society by a group of enlightened philanthropists to impart excellence and perfection in education. College is affiliated to Savitribai Phule Pune University.

College has been trying to fulfill its commitment of imparting value based higher education to the urban, rural, backward and weaker sections of the society. The band of young, committed, dedicated and diligent teachers and the equally dedicated and disciplined students are its key assets. Participation in extracurricular activities through various councils contribute to the overall development of the students. The concern of the management is also towards gender sensitivity issues which are evident from the fact that adequate number of girl students get admission each year.

Weaknesses:

Weakness: The institution is located in the suburbs of city and lacks adequate playground and no scope of further expansion as it is running in rented premises.

Research culture in the college is restricted to a couple of teachers. Besides retaining of the regular teachers is a big problem on account of financial constraints. MOUs and linkages with the institutions are needed.

The college library needs to be strengthened with e-resources and library automation system.

Better internet facilities and higher bandwidth connectivity is required.

Skilled based employable certificate and add on courses should be started to cater to the current needs of students. Alumni association should be made more effective and active to reap better results. College has to make efforts to, improve ICT enabled facilities, strengthening of career counseling and placement cell. Being a self financing college and over the years declining strength of students' and financial crunch is a big handicap.

Opportunities:

Opportunities: Taking in view the location of the college it can easily cater to needs of urban students by improving infrastructure quality faculty.

The college has the opportunity to introduce new need based add on certificate courses to increase their chances of employability.

It can organize regular training programs for the training of its teachers and the administrative staff.

The college can establish an Industry-Academia interaction cell for a proper exposure to the students.

Augmentation of resources for infrastructural expansion is necessary and scope for generating extramural funds through minor and major research projects.

Challenges:

Challenges: The major challenges before the college is :

Stiff competition for admissions from many aided and non-aided colleges and private universities within the vicinity.

Expansion of the infrastructure of the college (playground, in campus hostel facilities)

Equipping the students with ICT, impressive communication and soft skill to meet the upcoming challenges in the business world. Identifying new courses to cater to the need of industries, establishing linkages and collaboration with industry and implementation of e-governance are other significant challenges.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- • Teaching and non-teaching staff are to be paid their salaries and reasonable emoluments as per norms on time.
- • Need for infrastructure expansion as per higher education standards shall be focussed upon immediately and is a concern now.
- • Further automation of library and subscription for e-resources must be done on the priority basis. E Books and journal to be subscribed
- • Development of Smart class rooms and ICT facility in the college is to be taken up as priority. Establishing a language lab for the students to strengthen their soft skills
- • Number and quality of the faculty to be enhanced by following UGC norms.
- • OBE and Blooms Taxonomy is to be adopted.
- • Develop Start-Ups through the Incubation Centre.
- • The college should try to get affiliation for 2F & 12B Status from the UGC and permanent affiliation.
- • Promoting culture of Research project submission and getting grants. EDUSAT, MOOCs and INFLIBNET to be promoted.
- • Improvement in transport facility to college.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

NAAC

Sl.No	Name		Signature with date
1	DR. RAGHAVENDRA BHEEMACHAR	Chairperson	
2	DR. SHRIVARDHAN PATHAK	Member Co-ordinator	
3	MR. NAZIR AHMAD CHIRAG	Member	
4	Dr. Neelesh Pandey	NAAC Co - ordinator	

Place

Date

NAAC