



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1. Name of the Institution

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

- Name of the Head of the institution **Dr. NANAWARE SHIVLAL NAMDEO**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
  
- Phone no./Alternate phone no. **02024360333**
- Mobile No: **9860639133**
- Registered e-mail **swarajcollege@gmail.com**
- Alternate e-mail **sn.nanaware61@yahoo.com**
- Address **SR. NO. 3, TALJAI PATHAR,  
DHANAKAWADI, PUNE - 411 043**
- City/Town **PUNE**
- State/UT **MAHARASHTRA**
- Pin Code **411043**

##### 2. Institutional status

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**
  
- Location **Urban**

- Financial Status **Self-financing**
  
- Name of the Affiliating University **Savitribai Phule Pune University**
- Name of the IQAC Coordinator **Prof. SWAPNALI ALOK PAWAR**
- Phone No. **02024360333**
- Alternate phone No. **8975231041**
- Mobile **9284056929**
- IQAC e-mail address **swapnalivkorhale@gmail.com**
- Alternate e-mail address **atulmitkari@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))** [https://www.swarajcollege.in/Downloads/iqacfiles/SSR\\_Report.pdf](https://www.swarajcollege.in/Downloads/iqacfiles/SSR_Report.pdf)

**4. Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://www.swarajcollege.in/uploads/2021/iqac/agar/academiccalendar.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C</b>	<b>1.89</b>	<b>2022</b>	<b>28/02/2022</b>	<b>27/02/2027</b>

**6. Date of Establishment of IQAC** **26/02/2021**

**7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year 4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

1. On the background of the pandemic; health measures were taken by IQAC on the college campus. 2. Department of Commerce had planned and conducted the internship program for third-year students of B.Com. and BBA. 3. All the staff has been encouraged to participate in research activities, conferences, and seminars. 4. Department of Commerce and the Department of Computer Science has planned additional credit points for final-year students. 5. NSS officer motivates the students to join and participate in NSS activities in more numbers. Therefore college has conducted the NSS camp successfully after the pandemic situation.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Credit courses were planned	IQAC decided to implement the credit courses and societal survey e.g. was introduced during the academic year and additional two credits were assigned.
Workshop for internship was conducted for final year students.	Students were benefited by this workshop and faculty also learned how to conduct such workshops.
Health measures were undertaken	Online sessions / lectures were conducted regarding physical and mental health of students as well as teachers. Online certificate course and quiz were conducted for students about COVID-19 to create the awareness.

**13. Whether the AQAR was placed before statutory body?** **Yes**

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE DEVELOPMENT COMMITTEE	28/03/2022

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	SHREE SWARAJ EDUCATION SOCIETY'S SWARAJ COLLEGE OF COMMERCE AND COMPUTER STUDIES
• Name of the Head of the institution	Dr. NANAWARE SHIVLAL NAMDEO
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02024360333
• Mobile No:	9860639133
• Registered e-mail	swarajcollege@gmail.com
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• Pin Code	411043
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	Savitribai Phule Pune University

• Name of the IQAC Coordinator	Prof. SWAPNALI ALOK PAWAR				
• Phone No.	02024360333				
• Alternate phone No.	8975231041				
• Mobile	9284056929				
• IQAC e-mail address	swapnalivkorhale@gmail.com				
• Alternate e-mail address	atulmitkari@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.swarajcollege.in/Downloads/iqacfiles/SSR_Report.pdf">https://www.swarajcollege.in/Downloads/iqacfiles/SSR_Report.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.swarajcollege.in/uploads/2021/iqac/aqar/academiccalendar.pdf">https://www.swarajcollege.in/uploads/2021/iqac/aqar/academiccalendar.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.89	2022	28/02/2022 2	27/02/2022 7
<b>6.Date of Establishment of IQAC</b>			26/02/2021		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			4		
• Were the minutes of IQAC meeting(s)			Yes		

<p>and compliance to the decisions have been uploaded on the institutional website?</p>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<p>No File Uploaded</p>	
<p><b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b></p>	<p>No</p>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<p><b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b></p>		
<p>1. On the background of the pandemic; health measures were taken by IQAC on the college campus. 2. Department of Commerce had planned and conducted the internship program for third-year students of B.Com. and BBA. 3. All the staff has been encouraged to participate in research activities, conferences, and seminars. 4. Department of Commerce and the Department of Computer Science has planned additional credit points for final-year students. 5. NSS officer motivates the students to join and participate in NSS activities in more numbers. Therefore college has conducted the NSS camp successfully after the pandemic situation.</p>		
<p><b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b></p>		
Empty space for plan of action and outcome		

Plan of Action	Achievements/Outcomes
Credit courses were planned	IQAC decided to implement the credit courses and societal survey e.g. was introduced during the academic year and additional two credits were assigned.
Workshop for internship was conducted for final year students.	Students were benefited by this workshop and faculty also learned how to conduct such workshops.
Health measures were undertaken	Online sessions / lectures were conducted regarding physical and mental health of students as well as teachers. Online certificate course and quiz were conducted for students about COVID-19 to create the awareness.

<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>
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Name	Date of meeting(s)
COLLEGE DEVELOPMENT COMMITTEE	28/03/2022

<b>14. Whether institutional data submitted to AISHE</b>
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Year	Date of Submission
2020-21	14/01/2023

<b>15. Multidisciplinary / interdisciplinary</b>
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Swaraj College of Commerce and Computer Studies is affiliated with Savitribai Phule Pune University a state university. The college has to follow the guidelines prepared and provided by the state government of Maharashtra. To develop the capacities of students e.g. intellectual, social, physical, aesthetic and moral in an integrated manner, the college is preparing to include



interdisciplinary subjects as per NEP 2020. Through the CBCS pattern, the college offers different value-added subjects like Value Education, Gender Equality, Environmental Awareness, Governance, Democracy, etc. to commerce, management, and science students.

#### **16.Academic bank of credits (ABC):**

Provisions of Academic bank of Credit proposed in the draft of NEP 2020 to facilitate multiple entries and exit points in the academic programs. This is an innovative idea for graduate and postgraduate students to earn and deposit credit and complete the program in the stipulated period. Institute has taken the initiative to aware students register on the ABC portal through Google form. The institution also provides information on national schemes like SWAYAM, NPTEL, etc.

#### **17.Skill development:**

The NEP 2020 envisioned the holistic development of youth with emphasis on raising Gross Enrolment Ratio (GER) but also on skill development as the main factor to make the mission 'Self Reliant India' possible, there is revived approach towards running vocational courses to be offered by higher education institutes. Skill development initiatives for youth and value-based quality education are the vision of the institution; therefore the institution takes efforts to inculcate positivity among the students. Institute regularly organizes national days and festivals like Independence Day, Republic Day, Constitution Day, birth and death anniversaries of National legends, etc. that help to provide value-based education to the development of humanistic, ethical, constitutional, and universal human values.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Appropriate integration of the Indian Knowledge system particularly teaching in Indian languages is important. Languages influence the way people of different cultures communicate with others. In order to preserve and promote culture, the institution always takes initiative to preserve the language and social culture not only from Maharashtra but also from other parts of India. The degree course of B.Com is taught bilingually in Marathi as well as English. In the context of the preservation and promotion of Indian languages the college regularly conducts the programs like Rajya Bhasha Marathi Divas, Matru Bhasha Divas, and Rashtra Bhasha Hindi Divas and encourage students; especially belong to different language and cultural backgrounds; to

participate into it. College also organizes celebrations of different cultural days for students. During the pandemic situation colleges also conducted possible online programs same as mentioned above.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The objectives set out in the NEP on OBE are Competency, standards, benchmarks, and attainment of targets. Outcome-Based Education (OBE) is a pedagogical model. The college is prepared to fulfill the objectives and achieve the target as per the structural curriculum provided by the affiliating university.

**20.Distance education/online education:**

NEP emphasizes integrating technology at all levels in the field of education. During the Covid-19 pandemic, online lectures were conducted very effectively by all faculties. Both teachers and learners have experienced the online teaching and evaluation process beneficiary.

**Extended Profile**

**1.Programme**

1.1	201
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1	433
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	178
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>157</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>13</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>13</b>
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	<b>7</b>
Total number of Classrooms and Seminar halls	
4.2	<b>31,80,875</b>
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	<b>30</b>
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Swaraj College of Commerce and Computer Studies is a Pune-based college affiliated with Savitribai Phule Pune University (SPPU) that offers BBA, BBA (CA), B. Com., and B. Sc. (CS) programs. As an affiliated college, Swaraj College follows the curriculum designed and implemented by SPPU, including regular theory classes, tutorials, seminars, projects, and practical sessions. The college has developed detailed action plans to ensure the effective implementation of the curricula, including drawing up timetables, allocating subjects to faculty members based on their specialization, and communicating subject-wise syllabus to students at the beginning of each semester and term. Teaching pedagogies such as classroom discussion, group discussion, ICT-enabled teaching, and experiential learning are used to enhance the teaching-learning process. Additionally, the college has various committees to monitor curricular, co-curricular, extra-curricular, and cultural activities, and the IQAC collects feedback from students, teachers, parents, and alumni to evaluate departmental level activities. The faculty members are encouraged to attend workshops, seminars, conferences, and faculty development programs, and ICT-enabled facilities are provided to facilitate effective teaching and learning. The college library is regularly updated with new books to meet the needs of the curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution abides by SPPU's norms. The University has an internal and external evaluation system to assess student learning during the academic year. The college prepares an academic calendar at the beginning of each semester that considers SPPU's academic calendar, including curricular, co-curricular, and extracurricular activities. The continuous internal evaluation is conducted throughout the year through tutorials, assignments, practicals, and other activities. The schedules for these activities are mentioned in the academic calendar. The final

evaluation is done according to the schedules and directions of the university. Due to the pandemic, the first term of AY 2021-22 was conducted online, and the college conducted continuous internal evaluation through assignments, tutorials, project work, online viva-voce, etc., in the scheduled duration needed. Internal and external examination timetables are displayed on notice boards, and the dates for internal exams are announced in advance by the examination committee. The question papers for internal exams are prepared by respective faculty members and monitored by the concerned Head of the department. The college uses ICT to conduct MCQ exams, leading to accurate assessments without human interaction. Respective departments conduct projects, internal viva, and practical examinations as per the scheduled timetable.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.swarajcollege.in/uploads/2021/igac/agar/academiccalender.pdf">https://www.swarajcollege.in/uploads/2021/igac/agar/academiccalender.pdf</a>

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

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

## 1.2 - Academic Flexibility

**1.2.1 - Number 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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

32

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

180

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

180

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The institution integrates cross-cutting issues such as professional ethics, gender, human values, environment, and sustainability into the curriculum taught in undergraduate programs. The college ensures gender sensitization and awareness of human values and professional ethics by offering a value-added course in CBCS pattern to FYB.Com and FY BBA students, using syllabus provided by the university. Additionally, the college encourages both male and female students to participate in activities together and organizes special lectures by experts to make them gender-sensitive. The college promotes environmental awareness and sustainability by organizing various programs e.g. clean & healthy city, tree plantation drives, and plastic-free drives. College celebrates various programs to integrate ethical & human values through as Independence Day, Republic Day, Ganesh Festival, Navratri Utsav, Dassara, Maharashtra Foundation Day etc. Professional Ethics is included as part of the university's curriculum and the college ensures that students receive regular knowledge about it. The college recognizes the importance of these cross-cutting issues and ensures that they are incorporated into the curriculum and actively promoted among students through various activities and programs.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

42

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<b>No File Uploaded</b>
MoU's with relevant organizations for these courses, if any	<b>No File Uploaded</b>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

405

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
Students  
Teachers  
Employers  
Alumni

**B. Any 3 of the above**



File Description	Documents
URL for stakeholder feedback report	<b>No File Uploaded</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<b>Nil</b>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

360

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

70

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Our college has implemented measures to inspire advanced learner students in pursuit of excellence. Following the examination results, we identify these high-achieving students and provide them with various facilities to engage actively in college activities. We encourage these students to participate in workshops, seminars, in-house and inter-college competitions, and other college events. They are involved in the different programs management. Specialist lectures and guest sessions are arranged to expand their knowledge, and study materials are available in the college library.

Teaching students who are academically average or very poor is a challenge. Therefore college organizes Spoken English, Soft Skill Development programs at the beginning of the academic year. Remedial coaching lectures of various difficult subjects are arranged students. It is important to bridge the gap between their knowledge and the demands of the programs. Workshop/ seminars Along with advance learners these students are also encouraged to participate in organization of different events and programs in college. This helps them to enhance their confidence as well as knowledge. In 2021-22 the first term was online mode due to pandemic therefore the remedial sessions were conducted during the online lectures only.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
436	12

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

The college gives utmost priority to the facilities of the students. The college faculties practice a teaching methodology that focuses on imparting education through a student-centric approach in regular teaching. 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:** Experiential learning methods are applied through practicals in the computer laboratories, access to internet, project work, home assignment, field visits, preparing PPTs, poster presentation, news paper cuttings, industrial visits and report writing. College also provides ICT enabled teaching, introduction of soft skills. Students are also encouraged to participate in paper presentation at seminars and conferences.

**Participative Learning:** faculties organize discussion method during the lectures in classrooms, PPTs, teamwork activities etc. College organizes special lectures by the expert resource persons on various important topics, presentation and debates, role-play, group discussion etc. Students are encouraged to participate in such activities.

**Problem-solving Methodology:** this method need to be studied by students' e.g. case studies, analysis and reasoning, discussion, research activities. Students are encouraged to participate in such activities.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Information Communication Technology (ICT) plays a crucial role in the teaching-learning process, equipping students with the necessary skills for the corporate world. College faculty members employ a combination of traditional classroom teaching and technology to engage students in long-term learning. ICT tools are utilized to support, enhance, and optimize education delivery, especially during the Covid-19 pandemic where maintaining communication between teachers and students is vital.

The college provides various ICT tools, including projectors, desktops, laptops, printers, scanners, smart boards, and digital library resources. These tools are available in classrooms, laboratories, the library, administrative offices, and the seminar hall, ensuring a digitally equipped learning environment.

Faculty members actively incorporate ICT in their teaching practices. They utilize PowerPoint presentations, digital connections in the seminar hall for guest lectures and competitions, online quizzes through platforms like Google Forms, video conferencing for counseling, recorded video lectures for long-term learning, online competitions utilizing various ICT tools, workshops on the latest methods, and YouTube videos created by faculty members on specific topics.

By leveraging ICT, the college aims to provide a comprehensive and technology-integrated learning experience, equipping students with the skills and knowledge necessary for their future endeavors.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

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

61

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college, affiliated with Savitribai Phule Pune University, adheres to the university's evaluation pattern; ensuring students are well-informed about internal and external evaluation processes. Examination patterns and evaluations are promptly communicated to all departments by the college exam officer. Internal assessment is done through home assignments, projects, online tests, class test, journals etc. Faculty members employ various strategies for evaluation, including interactive sessions with students to discuss question paper patterns, evaluation criteria, mark distribution, and minimum passing marks in each subject. Students can approach subject teachers to address any problem in the evaluation process. The college's Examination Committee proactively displays notices well in advance of internal examination, practical schedules for the benefit of students and faculty members.

Internal assessment evaluation is conducted transparently, utilizing regular tests, practical, and other activities. The performance of students is communicated to their parents during parent meetings. Students are engaged in credit activities such as article reviews, video reviews, poster making, collecting newspaper/magazine cuttings, video production, role plays, analysis of industrial visits, and lecture reviews to enhance their subject knowledge. In 2021-22 the first term was online therefore the students were asked to do online submissions for internal evaluation.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The University and College have established a well-defined process for addressing grievances related to evaluation. The college's examination committee is responsible for resolving student grievances regarding examination form filling, issuance of examination hall tickets, and evaluation processes. Internal evaluation scores are communicated to students by their respective teachers, who also address any doubts or queries. Students are encouraged to interact with their teachers to resolve any grievances related to internal assessment.

Savitribai Phule Pune University offers the facility of verification and revaluation of marks upon request. Students have the right to obtain photocopies of their answer sheets, apply for verification of answer books, and challenge the evaluation of answer books within a prescribed timeframe. The university communicates the verification results to the students within a specified period. Evaluation of answer sheets for the first-year undergraduate program is conducted at the college level, following a time-bound schedule, and the results are submitted to the university within the designated timeframe. Students are regularly updated about their credit activities, and the concerned head of the department addresses minor grievances to provide timely solutions.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 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.

The significance of learning outcomes is emphasized in regular meetings with faculty members and students. B.Sc. (Comp. Sci.) program aims to develop problem-solving abilities using computers,

foster analytical skills for real-life problem-solving, promoting quality software development practices, create awareness about process and product standards, train students in professional skills related to the software industry, prepare a knowledge base for research and development in computer science, and enable students to build successful careers in the field.

BBA program, the objectives include providing a basic understanding of management education, preparing students for emerging opportunities in the management profession, training students in effective communication skills, developing relevant competencies for self-employment, and inculcating entrepreneurial skills. BBA (Computer Application) program aims to provide a strong academic foundation for a career in computer applications, covering both conceptual grounding and practical business application. B.Com. program, the outcomes encompass applying commerce concepts and techniques to real-life problems, building a strong knowledge base in different areas of commerce, utilizing recent trends in business, effective communication about the economic environment, practical skills in banking and the corporate world, and leveraging new technologies for effective communication in the field of commerce.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The college has well-defined process for assessing course outcomes and evaluating program outcomes (POs) and program-specific outcomes (PSOs). Each course has specific outcomes and corresponding evaluation criteria, and these outcomes are mapped to the POs and PSOs to measure program achievement by the Head of the Department. Assessment of outcomes involves both direct and indirect methods. Direct assessment is based on semester-end examinations, projects, journals, and internships. Each question in the examinations is tagged to a specific course outcome, and the attainment of course outcomes is based on the average marks set as a target. The attainment of course outcomes is computed by comparing the class average marks with the predefined targets. The



attainment levels are categorized as Excellent, Very Good, Good, Average, Weak, and Failed, with corresponding weights. The overall attainment of POs and PSOs is evaluated by considering all courses contributing to them. Internal and external exams, along with course-end surveys, are used for direct and indirect assessments. The results are compared to the expected attainment, and if the desired level is achieved, the PO is considered satisfied. In case any course outcomes do not meet the predefined targets, the course coordinator takes necessary steps for improvement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

133

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.swarajcollege.in/uploads/2021/iqac/aqar/sss2021-22.pdf>

### 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 year (INR in Lakhs)

### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	<b>No File Uploaded</b>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 year

The college implements the National Service Scheme (NSS) unit effectively as a major extension activity. The college organizes and participates in various outreach activities to raise awareness

among students about social issues and promote community participation. A dedicated NSS officer oversees the volunteers, and the allocated budget is fully utilized.

One notable initiative is the 7 day residential camp held in a nearby adopted village. During the camp, NSS volunteers engage in activities that address social issues such as superstition, women empowerment, gender equality, medical check-ups, environmental awareness, literacy campaigns, hygiene programs, water management, cleanliness drives, tree plantation, surveys, personality development, and cultural activities. In the academic year 2021-22, due to the Covid-19 pandemic, the NSS special camp was organized in March 2022, with university approval, in the village of Lavhi (Bk.), Tal. Velha, Dist. Pune. Additionally, the NSS unit actively engages in regular activities throughout the academic year, celebrating various occasions and participating in events such as festivals, social awareness campaigns, health check-ups, road safety initiatives, tree plantation drives, plastic eradication, voter awareness, and programs addressing legal rights, domestic violence, and special guidance activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**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., during the year**

50

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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.

The college has good and adequate infrastructure for the smooth functioning of its academic programs. Classrooms, laboratories, furniture, and other equipment are allotted to the departments to ensure optimal utilization for curricular and co-curricular activities. 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 adequate seating capacity classrooms. 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 administration and library use Vriddhi software. The circulation of books is based on Bar-Code system. 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 equipments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Following facilities are available in college. Sports: the college has indoor sports facilities like Table-Tennis, Carom, Chess and Badminton, 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 kabaddi, kho-kho, tennis, badminton etc. The college has a sports room and storeroom. 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.

Cultural Activities: To encourage the students towards cultural activities, the college organizes many competitions and programs like dance, song, writing, debate, rangoli, poster making, and the annual social gathering. The winners are felicitated in the annual prize distribution function.

College also organizes the cultural activities in which faculty members help and encourage the students. 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, programs and workshops organized in college.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

**2**

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

**2**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<b>Nil</b>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

**25.975**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**



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

The college library has references, textbooks, Research journals, Periodicals, Magazines, and daily newspapers in Marathi, Hindi, and English. The Library has infrastructural facilities like Cabin for the librarian, Reading room, furniture, aeration, light. Library is automated by Vridhhi software. The students can quickly assess the books by computers instead of manual search through OPAC. The Library has free E-Resources; two computers in the Library with an Internet facility. The Library has reprographic facilities and the printer, wooden and steel racks, table, chairs etc. It has a sitting capacity of approximately 15 students simultaneously, along with wall and ceiling fans. The Library has a Library Advisory Committee meets regularly and works for the improvement of the library facilities. Automation and improvement of library facilities are constantly developing. Books and journals are purchased as per the Recommendation of the faculty members and heads of the Departments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

#### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Rs. 2232

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has a well-established mechanism for providing IT facilities with Wi-Fi to the students and faculty members.

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.
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. 35 computers available in the college

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

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

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

10. The maintenance of computer, Internet Wi-Fi networking, and installation of software 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

35

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic

**support facilities) excluding salary component during the year (INR in Lakhs)**

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

3.519

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of facilities like laboratory, library, sports, computers, and classrooms by holding regular meetings with vendors, and committees constituted for this purpose. The college uses the maintenance budget as per the requirements in the interest of students.

**Laboratory:** 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:** 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.

**Classrooms:** Housekeeping is made available for regular cleanliness of corridors, washrooms, classrooms, laboratories, and premises. Sanitizing of washrooms is done regularly. Greenery is maintained, and external technicians carry power backup facilities. Water coolers are maintained and cleaned regularly. Overhead water tanks

and water coolers are cleaned periodically.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

36

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

90

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to institutional website	<a href="https://www.swarajcollege.in">https://www.swarajcollege.in</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**B. Any 3 of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

8

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

10

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**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) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - 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) during the year**

**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) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>



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 )

Students representation helps to strengthen communities and improve student outcomes in college. Representation allows students to see themselves reflected in the educators and leaders that surround them at college and then imagine bigger and bolder dreams for themselves. Students are given the possible representation in different committees as following. It gives them the scope to participate in the college in the context of academics, administrative and socio-cultural as well. 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 SPPU. 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, female Representative, Cultural Secretary, and Games Secretary.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

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

1

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 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

The College has a non-registered Alumni Association. The members of the Alumni Association are invited and involved in various programs organized in the College. Alumni Association is the backbone of the College. Alumni Association involves college activities and helps organize guest lectures, blood donation camp, NSS winter camp, and extension programs. Alumni Association helps the College by organizing field visits, study tours, project work.

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**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

The college works on the following vision and mission.

**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.

**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.

The college's distinctive characteristic is addressing 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 ecology. Curricular, co-curricular, extra-curricular activities, Skill development courses, ICT facilities help in the holistic development of students. Students' participation in research, publication, poster presentation develop confidence among them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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. College Development Committee
2. IQAC
3. Examination Committee

4. Right To Information Committee
5. Anti-Ragging Committee
6. Internal Compliance Committee
7. Grievance Redressal Committee
8. Cultural Committee
9. SC/ST Cell
10. NSS Committee
11. Student Development Cell
12. Startup and Innovation Cell
13. Placement Cell
14. Alumni Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### 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.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

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

**1. Governing Body**

- To ratify the decisions of the College Development Committee.

- To approve the new courses/programs recommended by the 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 college.
- To fix the fees and other charges payable by the students of the recommendations of the admission committee of the college.
- To suggest and approve the students' development programs and activities.

## 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
- Recommend to the management about introducing new academic 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.
- Prepare the annual financial estimates (budget) and financial statements the college or institution and recommend the same to the management approval.
- Formulate proposals of new expenditure not provided for in the financial estimates (budget).

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

Following Welfare measures are 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 is sanctioned by the college.
2. Registration fee paid for participation in the workshops and seminars is reimbursed to the participants.
3. College administration 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 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.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<b>No File Uploaded</b>
Reports of Academic Staff College or similar centers	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

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

**0**

File Description	Documents
IQAC report summary	<b>No File Uploaded</b>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

**Performance Appraisal System of the teaching and non-teaching staff is assessed annually after completion of the academic year.**

**Teaching faculty:**

1. The college collects confidential reports, teachers' information regarding, Teaching-

Learning and evaluation, Curricular and extracurricular activities, Research with comments

From the Head of the department and Principal.

2. The performance of individual faculty members is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).

3. The college undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary.

4. The PBAS perform 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 college office 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.

4. After the Principal's remark, it is forwarded to the College Development Committee for further

Scrutiny, assessment, and necessary action.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college has a well-established mechanism for conducting internal and external audits on the financial transactions 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 SPPU. The books of accounts, ledger accounts, bills and vouchers, receipts and payments accounts, balance sheets are checked meticulously from the certified Chartered Accountant. 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 of 2021-22 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. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

21200

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The financial resources and needs of the college are taken into account while preparing and presenting the annual budget to the CDC. 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 expenditures of contingent nature are done following due procedure of approval from the competent authority.
3. Fund generated from other resources is principally used for the maintenance and development of the college.

4. Make the salary paid to the teaching and non-teaching staff.
5. Adequate funds are utilized for the development and maintenance of the infrastructure of the college.
6. Affiliation and examination fees are paid to the university.
7. As per the financial provisions to purchase required books, computers, and equipment.
8. Some funds are allocated for social service activities as part of social responsibilities.
9. Some funds are allocated for sports events and cultural activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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

The college has established IQAC in 2021 to develop curricular, co-curricular, and extra-curricular activities, designing and implementing the quality policies in respect of teaching-learning, library, infrastructure and various activities..

**Add-on courses:** as per guideline of SPPU these courses are provided as additional courses to the students for enhancement of their ability. IQAC emphasizes the need to initiate add-on courses that would boost the skills of the students and empowering them for employment.

**Extension activities:** IQAC supports and encourages in conducting extension activities like NSS. Engaging the students in extension activities has created a sense of selfless service-mindedness among the student community.

**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 Bags etc.

Enrichment of ICT tools: The IQAC has advised the management of the college to enrich ICT infrastructure by purchasing ICT tools, broadband internet Wi-Fi facilities. The educational use of social media has also been utilized to establish communication with the students and other stakeholders.

File Description	Documents
Paste link for additional information	<a href="https://www.swarajcollege.in/iqac.html">https://www.swarajcollege.in/iqac.html</a>
Upload any additional information	No File Uploaded

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

The IQAC of college has established a mechanism to supervise the teaching and learning practices and to make the require changes for improvement. To maintain the effectiveness of teaching - learning process the Principal, HODs, IQAC coordinator and all staff play important role. The faculties are supposed to prepare teaching plans of individual subjects and conduct teaching as per the teaching plans so that curriculum is completed on time. At the same time the teaching plans are helpful to understand the progress of teaching the allotted subjects. After the first cycle of NAAC accreditation the IQAC has made some improvements in the same process e.g. the teachers keep teacher's diaries to record the classes conducted by them. The diaries are checked by the Head of the concerned department to make sure that the classes are being conducted regularly and the syllabus gets over on time and if necessary, teacher is allowed to conduct more classes after the scheduled hours. The departmental meetings are conducted by the concerned head as and when necessary. In teaching and learning process, the feedback system is implemented to take the review of reliability.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.swarajcollege.in/uploads/2021/igac/aqar/igacminutes.pdf">https://www.swarajcollege.in/uploads/2021/igac/aqar/igacminutes.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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 year

1. The institution is coed; therefore our institution always promotes gender equality through various activities. ICC and cultural committee provide all types of knowledge to the girl students by undertaking various programs on female issues. College faculties encourage both girls and boys students to participate in programs. College organizes different workshops by experts on important topics of gender equality e.g. safety of girls, women's legal rights, women's health etc. celebration of Girl Child Day, Nirbhay Kanya Abhiyan, International Women's Day, Female Hygiene Day etc. College also involves the local police in the various programs for girl's safety, regular visit of female constables of local police stations in campus. One female faculty is appointed especially to solve girl students' issues. We provide adequate safety to girl students in our campus to feel safe and secured in the college e.g. ICC of college, security guards are appointed, CCTV cameras at



important places on campus. We also have separate washrooms for girl students. We provide information of various government and non-government scholarships to the girl students. Considering the health issues of girl students, ICC has the primary medicines and sanitary napkins which are provided free of cost to girls if they demand.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">safety, security, awareness sessions etc.</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**The institute has following waste management system.**

**Solid waste management:** The College has been working towards a paperless office by carrying out most functions using computer facilities. The dustbins have been installed at prominent places where biodegradable and non-biodegradable waste is segregated. 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 are also collected in these dustbins are shifted to Pune Municipal Corporation.

**Liquid waste management:** Liquid waste, wastewater, rainwater, and sewage water are sending through pipelines connected to the Pune Municipal Corporation's sewage pipeline.

**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.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **C. Any 2 of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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 200 words).

The college takes several efforts and initiatives in providing an inclusive environment, tolerance, and harmony towards cultural, regional, linguistic, communal socio-economic 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 celebrates every year fresher's Meet to give a warm welcome to the newly admitted students. The college also organizes the Books Reading program on the occasion of the Birth Anniversary of A. P. J. Abdul Kalam on 15th October every year. The main motto of this program is to ensure communal and religious harmony among the students. The college students and faculty members celebrate Ganesh Festival, Vasant Panchami, Dasara, Laxmi Pujan in Diwali etc. Other than this the college also celebrates festivals like Ramzan Id, Christmas etc. The College organizes various programs to ensure harmony among the students by making awareness through social-economic village survey in NSS, 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.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

For the Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens; college runs following various activities. College has offered a value added 2 Credit compulsory course students 'Democracy, Election and Governance' prescribed by SPPU for all first year students.

Celebration of Constitution Day and other National Days: The Constitution Day is celebrated in the college on 26th November every year to commemorate the adoption of the constitution of India. The program initiates with a Preamble reading of the constitution followed by lectures on the Sensitization of the students on responsibility of citizens towards the constitutional values, rights, duties. Every year the college also celebrates important National Days like Republic Day, Independence Day, Maharashtra Foundation Day, birth and death anniversaries of national legends. These events are organized and attended by the students, Teaching and Non-teaching Staff. Special lectures are organized by experts for students in which they are sensitized regarding duties and responsibilities of citizen e.g. communication with local police, lawyers, reporters, campaign for voters awareness etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution celebrates and organizes national and international commemorative days, events and festivals. The College organizes the various 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.

Republic Day, Independence Day, Maharashtra Day, Mahatma Gandhi Jayanti, Lokmanya Tilak Jayanti, Mahatma Jyotiba Phule Jayanti, Dr Babasaheb Ambedkar Jayanti, Savitribai Phule Jayanti, SPP University Foundation Day, Chhatrapati Shivaji Maharaja Jayanti, International Yoga Day, Teachers' Day, Children's Day, NSS Day, Dr. Abdul Kalam Jayanti, Saradar Vallabhchai Patel Jayanti, International Women's Day, National Science Day, Birth Anniversaries of Dr. Sarvapalli Radhakhishnan, World Environment Day, V. V. Shirwadkar alias 'Kusumagraj' (Marathi Bhasha Din), Swami Vivekananda Jayanti etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

## 7.2 - Best Practices

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

#### Practice 1: Social Value and Responsibilities

**Objective:** to understand as well as perform the responsibility towards society along with taking education, to become a responsible citizen of the country

**Context:** the college encourages ethical, social and human values in the minds of the students, for making this perspective an integrated part of their personality.

**Practice:** visit to orphanage homes, physically and mentally specially able students' schools, hostels.

**Evidence:** Students become more responsible and understand the importance of social responsibility as citizen.

**Problems:** sometimes difficult to get permission of student visit at particular institute or organization.

#### Practice 2: Financial assistance to students

**Objective:** to create fee concession that assures student's academic pursuits not to harm due to lack of finance.

**Context:** during the admission process the applications are reviewed and college administration gives the information concessions facility to particular students who are applicable for that.

**Practice:** Required documents like income certificate, ration card, other relevant documents are checked and collected before giving the concessions.

**Evidence:** after the review the worthiest students are part of this facility. Students having crucial financial crisis can complete their higher education.

**Problems:** sufficient financial support is the main requirement of this policy.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institutional distinctiveness of Swaraj College of Commerce and Computer Studies is that the students are belonged to different social, cultural, religious and financial backgrounds. The institute always tries to establish social harmony among all these students. Everyone is included in the day-to-day operations as well. Students of all religions and castes celebrate all festivals, ceremonies and programs together. Also, under the guidance of the teachers, the students participate enthusiastically and the program goes well. This helps in creating a good, playful, friendly atmosphere in the college premises.



## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Swaraj College of Commerce and Computer Studies is a Pune-based college affiliated with Savitribai Phule Pune University (SPPU) that offers BBA, BBA (CA), B. Com., and B. Sc. (CS) programs. As an affiliated college, Swaraj College follows the curriculum designed and implemented by SPPU, including regular theory classes, tutorials, seminars, projects, and practical sessions. The college has developed detailed action plans to ensure the effective implementation of the curricula, including drawing up timetables, allocating subjects to faculty members based on their specialization, and communicating subject-wise syllabus to students at the beginning of each semester and term. Teaching pedagogies such as classroom discussion, group discussion, ICT-enabled teaching, and experiential learning are used to enhance the teaching-learning process. Additionally, the college has various committees to monitor curricular, co-curricular, extra-curricular, and cultural activities, and the IQAC collects feedback from students, teachers, parents, and alumni to evaluate departmental level activities. The faculty members are encouraged to attend workshops, seminars, conferences, and faculty development programs, and ICT-enabled facilities are provided to facilitate effective teaching and learning. The college library is regularly updated with new books to meet the needs of the curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution abides by SPPU's norms. The University has an internal and external evaluation system to assess student learning during the academic year. The college prepares an academic calendar at the beginning of each semester that

considers SPPU's academic calendar, including curricular, co-curricular, and extracurricular activities. The continuous internal evaluation is conducted throughout the year through tutorials, assignments, practicals, and other activities. The schedules for these activities are mentioned in the academic calendar. The final evaluation is done according to the schedules and directions of the university. Due to the pandemic, the first term of AY 2021-22 was conducted online, and the college conducted continuous internal evaluation through assignments, tutorials, project work, online viva-voce, etc., in the scheduled duration needed. Internal and external examination timetables are displayed on notice boards, and the dates for internal exams are announced in advance by the examination committee. The question papers for internal exams are prepared by respective faculty members and monitored by the concerned Head of the department. The college uses ICT to conduct MCQ exams, leading to accurate assessments without human interaction. Respective departments conduct projects, internal viva, and practical examinations as per the scheduled timetable.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.swarajcollege.in/uploads/2021/igac/aqar/academiccalender.pdf">https://www.swarajcollege.in/uploads/2021/igac/aqar/academiccalender.pdf</a>

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

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

## 1.2 - Academic Flexibility

### 1.2.1 - Number 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

**4**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

**32**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

**180**

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

180	
File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The institution integrates cross-cutting issues such as professional ethics, gender, human values, environment, and sustainability into the curriculum taught in undergraduate programs. The college ensures gender sensitization and awareness of human values and professional ethics by offering a value-added course in CBCS pattern to FYB.Com and FY BBA students, using syllabus provided by the university. Additionally, the college encourages both male and female students to participate in activities together and organizes special lectures by experts to make them gender-sensitive. The college promotes environmental awareness and sustainability by organizing various programs e.g. clean & healthy city, tree plantation drives, and plastic-free drives. College celebrates various programs to integrate ethical & human values through as Independence Day, Republic Day, Ganesh Festival, Navratri Utsav, Dassara, Maharashtra Foundation Day etc. Professional Ethics is included as part of the university's curriculum and the college ensures that students receive regular knowledge about it. The college recognizes the importance of these cross-cutting issues and ensures that they are incorporated into the curriculum and actively promoted among students through various activities and programs.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

42

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<b>No File Uploaded</b>
MoU's with relevant organizations for these courses, if any	<b>No File Uploaded</b>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships**

405

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<b>No File Uploaded</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**360**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**70**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Our college has implemented measures to inspire advanced learner students in pursuit of excellence. Following the examination results, we identify these high-achieving students and provide them with various facilities to engage actively in college activities. We encourage these students to participate in workshops, seminars, in-house and inter-college competitions, and other college events. They are involved in the different programs management. Specialist lectures and guest sessions are arranged to expand their knowledge, and study materials are available in the college library.

Teaching students who are academically average or very poor is a challenge. Therefore college organizes Spoken English, Soft Skill Development programs at the beginning of the academic year. Remedial coaching lectures of various difficult subjects are arranged students. It is important to bridge the gap between their knowledge and the demands of the programs. Workshop/ seminars Along with advance learners these students are also encouraged to participate in organization of different events and programs in college. This helps them to enhance their confidence as well as knowledge. In 2021-22 the first term was online mode due to pandemic therefore the remedial sessions were conducted during the online lectures only.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
436	12

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

The college gives utmost priority to the facilities of the students. The college faculties practice a teaching methodology that focuses on imparting education through a student-centric approach in regular teaching. 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:** Experiential learning methods are applied through practicals in the computer laboratories, access to internet, project work, home assignment, field visits, preparing PPTs, poster presentation, news paper cuttings, industrial visits and report writing. College also provides ICT enabled teaching, introduction of soft skills. Students are also encouraged to participate in paper presentation at seminars and conferences.

**Participative Learning:** faculties organize discussion method during the lectures in classrooms, PPTs, teamwork activities etc. College organizes special lectures by the expert resource persons on various important topics, presentation and debates, role-play, group discussion etc. Students are encouraged to participate in such activities.

**Problem-solving Methodology:** this method need to be studied by students' e.g. case studies, analysis and reasoning, discussion, research activities. Students are encouraged to participate in such activities.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Link for additional information	<b>Nil</b>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words



Information Communication Technology (ICT) plays a crucial role in the teaching-learning process, equipping students with the necessary skills for the corporate world. College faculty members employ a combination of traditional classroom teaching and technology to engage students in long-term learning. ICT tools are utilized to support, enhance, and optimize education delivery, especially during the Covid-19 pandemic where maintaining communication between teachers and students is vital.

The college provides various ICT tools, including projectors, desktops, laptops, printers, scanners, smart boards, and digital library resources. These tools are available in classrooms, laboratories, the library, administrative offices, and the seminar hall, ensuring a digitally equipped learning environment.

Faculty members actively incorporate ICT in their teaching practices. They utilize PowerPoint presentations, digital connections in the seminar hall for guest lectures and competitions, online quizzes through platforms like Google Forms, video conferencing for counseling, recorded video lectures for long-term learning, online competitions utilizing various ICT tools, workshops on the latest methods, and YouTube videos created by faculty members on specific topics.

By leveraging ICT, the college aims to provide a comprehensive and technology-integrated learning experience, equipping students with the skills and knowledge necessary for their future endeavors.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<b>No File Uploaded</b>
mentor/mentee ratio	<b>No File Uploaded</b>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<b>No File Uploaded</b>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

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

61

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college, affiliated with Savitribai Phule Pune University, adheres to the university's evaluation pattern; ensuring students are well-informed about internal and external evaluation processes. Examination patterns and evaluations are promptly communicated to all departments by the college exam officer. Internal assessment is done through home assignments, projects, online tests, class test, journals etc. Faculty members employ various strategies for evaluation, including interactive sessions with students to discuss question paper patterns, evaluation criteria, mark distribution, and minimum passing marks in each subject. Students can approach subject teachers to address any problem in the evaluation process. The college's Examination Committee proactively displays notices well in advance of internal examination, practical schedules for the benefit of students and faculty members.

Internal assessment evaluation is conducted transparently, utilizing regular tests, practical, and other activities. The performance of students is communicated to their parents during parent meetings. Students are engaged in credit activities such as article reviews, video reviews, poster making, collecting newspaper/magazine cuttings, video production, role plays, analysis of industrial visits, and lecture reviews to enhance their subject knowledge. In 2021-22 the first term was online therefore the students were asked to do online submissions for internal evaluation.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The University and College have established a well-defined process for addressing grievances related to evaluation. The college's examination committee is responsible for resolving student grievances regarding examination form filling, issuance of examination hall tickets, and evaluation processes. Internal evaluation scores are communicated to students by their respective teachers, who also address any doubts or queries. Students are encouraged to interact with their teachers to resolve any grievances related to internal assessment.

Savitribai Phule Pune University offers the facility of verification and revaluation of marks upon request. Students have the right to obtain photocopies of their answer sheets, apply for verification of answer books, and challenge the evaluation of answer books within a prescribed timeframe. The university communicates the verification results to the students within a specified period. Evaluation of answer sheets for the first-year undergraduate program is conducted at the college level, following a time-bound schedule, and the results are submitted to the university within the designated timeframe. Students are regularly updated about their credit activities, and the concerned head of the department addresses minor grievances to provide timely solutions.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 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.

The significance of learning outcomes is emphasized in regular meetings with faculty members and students. B.Sc. (Comp. Sci.) program aims to develop problem-solving abilities using

computers, foster analytical skills for real-life problem-solving, promoting quality software development practices, create awareness about process and product standards, train students in professional skills related to the software industry, prepare a knowledge base for research and development in computer science, and enable students to build successful careers in the field.

BBA program, the objectives include providing a basic understanding of management education, preparing students for emerging opportunities in the management profession, training students in effective communication skills, developing relevant competencies for self-employment, and inculcating entrepreneurial skills. BBA (Computer Application) program aims to provide a strong academic foundation for a career in computer applications, covering both conceptual grounding and practical business application. B.Com. program, the outcomes encompass applying commerce concepts and techniques to real-life problems, building a strong knowledge base in different areas of commerce, utilizing recent trends in business, effective communication about the economic environment, practical skills in banking and the corporate world, and leveraging new technologies for effective communication in the field of commerce.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The college has well-defined process for assessing course outcomes and evaluating program outcomes (POs) and program-specific outcomes (PSOs). Each course has specific outcomes and corresponding evaluation criteria, and these outcomes are mapped to the POs and PSOs to measure program achievement by the Head of the Department. Assessment of outcomes involves both direct and indirect methods. Direct assessment is based on semester-end examinations, projects, journals, and internships. Each question in the examinations is tagged to a specific

course outcome, and the attainment of course outcomes is based on the average marks set as a target. The attainment of course outcomes is computed by comparing the class average marks with the predefined targets. The attainment levels are categorized as Excellent, Very Good, Good, Average, Weak, and Failed, with corresponding weights. The overall attainment of POs and PSOs is evaluated by considering all courses contributing to them. Internal and external exams, along with course-end surveys, are used for direct and indirect assessments. The results are compared to the expected attainment, and if the desired level is achieved, the PO is considered satisfied. In case any course outcomes do not meet the predefined targets, the course coordinator takes necessary steps for improvement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

133

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.swarajcollege.in/uploads/2021/igac/agar/sss2021-22.pdf>

<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
0	
File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	

0	
File Description	Documents
Report of the event	<b>No File Uploaded</b>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0	
File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 year



The college implements the National Service Scheme (NSS) unit effectively as a major extension activity. The college organizes and participates in various outreach activities to raise awareness among students about social issues and promote community participation. A dedicated NSS officer oversees the volunteers, and the allocated budget is fully utilized.

One notable initiative is the 7 day residential camp held in a nearby adopted village. During the camp, NSS volunteers engage in activities that address social issues such as superstition, women empowerment, gender equality, medical check-ups, environmental awareness, literacy campaigns, hygiene programs, water management, cleanliness drives, tree plantation, surveys, personality development, and cultural activities. In the academic year 2021-22, due to the Covid-19 pandemic, the NSS special camp was organized in March 2022, with university approval, in the village of Lavhi (Bk.), Tal. Velha, Dist. Pune. Additionally, the NSS unit actively engages in regular activities throughout the academic year, celebrating various occasions and participating in events such as festivals, social awareness campaigns, health check-ups, road safety initiatives, tree plantation drives, plastic eradication, voter awareness, and programs addressing legal rights, domestic violence, and special guidance activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<b>No File Uploaded</b>

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1

File Description	Documents
Reports of the event organized	<b>No File Uploaded</b>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**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., during the year**

50

File Description	Documents
Report of the event	<b>No File Uploaded</b>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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.

The college has good and adequate infrastructure for the smooth functioning of its academic programs. Classrooms, laboratories, furniture, and other equipment are allotted to the departments to ensure optimal utilization for curricular and co-curricular activities. 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 adequate seating capacity classrooms. 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 administration and library use Vriddhi software. The circulation of books is based on Bar-Code system. 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 equipments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Following facilities are available in college. Sports: the college has indoor sports facilities like Table-Tennis, Carom, Chess and Badminton, 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 kabaddi, kho-kho, tennis, badminton etc. The college has a sports room and storeroom. 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.

Cultural Activities: To encourage the students towards cultural activities, the college organizes many competitions and programs like dance, song, writing, debate, rangoli, poster making, and the annual social gathering. The winners are felicitated in the annual prize distribution function.

College also organizes the cultural activities in which faculty members help and encourage the students. 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, programs and workshops organized in college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

2

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

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

25.975

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The college library has references, textbooks, Research journals, Periodicals, Magazines, and daily newspapers in Marathi, Hindi, and English. The Library has infrastructural facilities like Cabin for the librarian, Reading room, furniture, aeration, light. Library is automated by Vridhhi software. The students can quickly assess the books by computers instead of manual search through OPAC. The Library has free E-Resources; two computers in the Library with an Internet facility. The Library has reprographic facilities and the printer, wooden and steel racks, table, chairs etc. It has a sitting capacity of approximately 15 students simultaneously, along with wall and ceiling fans. The Library has a Library Advisory Committee meets regularly and works for the improvement of the library facilities. Automation and improvement of library facilities are constantly developing. Books and journals are purchased as per the Recommendation of the faculty members and heads of the Departments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**E. None of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

**Rs. 2232**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<b>No File Uploaded</b>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

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

**10**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has a well-established mechanism for providing IT facilities with Wi-Fi to the students and faculty members.

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.

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. 35 computers available in the college

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

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

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

10. The maintenance of computer, Internet Wi-Fi networking, and installation of software 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

35



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<b>No File Uploaded</b>

**4.3.3 - Bandwidth of internet connection in the Institution**      **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<b>No File Uploaded</b>

**4.4 - Maintenance of Campus Infrastructure**

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**

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

**3.519**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

**The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of facilities like laboratory, library, sports, computers, and classrooms by holding regular meetings with vendors, and committees constituted for this purpose. The college uses the**

maintenance budget as per the requirements in the interest of students.

**Laboratory:** 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:** 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.

**Classrooms:** Housekeeping is made available for regular cleanliness of corridors, washrooms, classrooms, laboratories, and premises. Sanitizing of washrooms is done regularly. Greenery is maintained, and external technicians carry power backup facilities. Water coolers are maintained and cleaned regularly. Overhead water tanks and water coolers are cleaned periodically.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

36

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**90**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to institutional website	<a href="https://www.swarajcollege.in">https://www.swarajcollege.in</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>B. Any 3 of the above</b>
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Details of student grievances including sexual harassment and ragging cases	<b>No File Uploaded</b>
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

8

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

10

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**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) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - 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) during the year**

**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) during the year.**

0	
File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 )

Students representation helps to strengthen communities and improve student outcomes in college. Representation allows students to see themselves reflected in the educators and leaders that surround them at college and then imagine bigger and bolder dreams for themselves. Students are given the possible representation in different committees as following. It gives them the scope to participate in the college in the context of academics, administrative and socio-cultural as well. 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 SPPU. 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, female Representative, Cultural Secretary, and Games Secretary.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the**

**Institution participated during the year (organized by the institution/other institutions)**

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

1

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

**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

The College has a non-registered Alumni Association. The members of the Alumni Association are invited and involved in various programs organized in the College. Alumni Association is the backbone of the College. Alumni Association involves college activities and helps organize guest lectures, blood donation camp, NSS winter camp, and extension programs. Alumni Association helps the College by organizing field visits, study tours, project work.

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

The college works on the following vision and mission.

#### 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.

#### 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.

The college's distinctive characteristic is addressing 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 ecology. Curricular, co-curricular, extra-curricular activities, Skill development courses, ICT facilities help in the holistic development of students. Students' participation in research, publication, poster presentation develop confidence among them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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. College Development Committee
2. IQAC
3. Examination Committee
4. Right To Information Committee
5. Anti-Ragging Committee
6. Internal Compliance Committee
7. Grievance Redressal Committee
8. Cultural Committee
9. SC/ST Cell
10. NSS Committee
11. Student Development Cell
12. Startup and Innovation Cell
13. Placement Cell
14. Alumni Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### 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.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

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

## 1. Governing Body

- To ratify the decisions of the College Development Committee.
- To approve the new courses/programs recommended by the 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 college.
- To fix the fees and other charges payable by the students of the recommendations of the admission committee of the college.
- To suggest and approve the students' development programs and activities.

## 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
- Recommend to the management about introducing new academic 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.
- Prepare the annual financial estimates (budget) and financial statements the college or institution and recommend the same to the management approval.
- Formulate proposals of new expenditure not provided for in the financial estimates (budget).

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

Following Welfare measures are 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 is sanctioned by the college.
2. Registration fee paid for participation in the workshops and seminars is reimbursed to the participants.
3. College administration 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 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<b>No File Uploaded</b>
Reports of Academic Staff College or similar centers	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

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

0

File Description	Documents
IQAC report summary	<b>No File Uploaded</b>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

**Performance Appraisal System of the teaching and non-teaching staff is assessed annually after completion of the academic year.**

Teaching faculty:

1. The college collects confidential reports, teachers' information regarding, Teaching-

Learning and evaluation, Curricular and extracurricular activities, Research with comments

From the Head of the department and Principal.

2. The performance of individual faculty members is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).

3. The college undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary.

4. The PBAS perform 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 college office 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.

4. After the Principal's remark, it is forwarded to the College Development Committee for further

Scrutiny, assessment, and necessary action.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college has a well-established mechanism for conducting internal and external audits on the financial transactions 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 SPPU. The books of accounts, ledger accounts, bills and vouchers, receipts and payments accounts, balance sheets are checked meticulously from the certified Chartered Accountant. 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 of 2021-22 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. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

**21200**

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The financial resources and needs of the college are taken into account while preparing and presenting the annual budget to the CDC. 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 expenditures of contingent nature are done following due procedure of approval from the competent authority.
3. Fund generated from other resources is principally used for the maintenance and development of the college.

4. Make the salary paid to the teaching and non-teaching staff.
5. Adequate funds are utilized for the development and maintenance of the infrastructure of the college.
6. Affiliation and examination fees are paid to the university.
7. As per the financial provisions to purchase required books, computers, and equipment.
8. Some funds are allocated for social service activities as part of social responsibilities.
9. Some funds are allocated for sports events and cultural activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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

The college has established IQAC in 2021 to develop curricular, co-curricular, and extra-curricular activities, designing and implementing the quality policies in respect of teaching-learning, library, infrastructure and various activities..

**Add-on courses:** as per guideline of SPPU these courses are provided as additional courses to the students for enhancement of their ability. IQAC emphasizes the need to initiate add-on courses that would boost the skills of the students and empowering them for employment.

**Extension activities:** IQAC supports and encourages in conducting extension activities like NSS. Engaging the students in extension activities has created a sense of selfless service-mindedness among the student community.

**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 Bags etc.

Enrichment of ICT tools: The IQAC has advised the management of the college to enrich ICT infrastructure by purchasing ICT tools, broadband internet Wi-Fi facilities. The educational use of social media has also been utilized to establish communication with the students and other stakeholders.

File Description	Documents
Paste link for additional information	<a href="https://www.swarajcollege.in/iqac.html">https://www.swarajcollege.in/iqac.html</a>
Upload any additional information	No File Uploaded

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

The IQAC of college has established a mechanism to supervise the teaching and learning practices and to make the require changes for improvement. To maintain the effectiveness of teaching - learning process the Principal, HODs, IQAC coordinator and all staff play important role. The faculties are supposed to prepare teaching plans of individual subjects and conduct teaching as per the teaching plans so that curriculum is completed on time. At the same time the teaching plans are helpful to understand the progress of teaching the allotted subjects. After the first cycle of NAAC accreditation the IQAC has made some improvements in the same process e.g. the teachers keep teacher's diaries to record the classes conducted by them. The diaries are checked by the Head of the concerned department to make sure that the classes are being conducted regularly and the syllabus gets over on time and if necessary, teacher is allowed to conduct more classes after the scheduled hours. The departmental meetings are conducted by the concerned head as and when necessary. In teaching and learning process, the feedback system is implemented to take the review of reliability.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

<p><b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></p>	<p><b>D. Any 1 of the above</b></p>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.swarajcollege.in/uploads/2021/iqac/aqar/iqacminutes.pdf">https://www.swarajcollege.in/uploads/2021/iqac/aqar/iqacminutes.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**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 year**

1. The institution is coed; therefore our institution always promotes gender equality through various activities. ICC and cultural committee provide all types of knowledge to the girl students by undertaking various programs on female issues. College faculties encourage both girls and boys students to participate in programs. College organizes different workshops by experts on important topics of gender equality e.g. safety of girls, women's

legal rights, women's health etc. celebration of Girl Child Day, Nirbhay Kanya Abhiyan, International Women's Day, Female Hygiene Day etc. College also involves the local police in the various programs for girl's safety, regular visit of female constables of local police stations in campus. One female faculty is appointed especially to solve girl students' issues. We provide adequate safety to girl students in our campus to feel safe and secured in the college e.g. ICC of college, security guards are appointed, CCTV cameras at important places on campus. We also have separate washrooms for girl students. We provide information of various government and non-government scholarships to the girl students. Considering the health issues of girl students, ICC has the primary medicines and sanitary napkins which are provided free of cost to girls if they demand.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">safety, security, awareness sessions etc.</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institute has following waste management system.

**Solid waste management:** The College has been working towards a paperless office by carrying out most functions using computer facilities. The dustbins have been installed at prominent places where biodegradable and non-biodegradable waste is segregated. 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 are also collected in these dustbins are shifted to Pune Municipal Corporation.

**Liquid waste management:** Liquid waste, wastewater, rainwater, and sewage water are sending through pipelines connected to the Pune Municipal Corporation's sewage pipeline.

**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.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>



<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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</b></p>	<p><b>D. Any 1 of the above</b></p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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 200 words).

The college takes several efforts and initiatives in providing an inclusive environment, tolerance, and harmony towards cultural, regional, linguistic, communal socio-economic 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 celebrates every year fresher's Meet to give a warm welcome to the newly admitted students. The college also organizes the Books Reading program on the occasion of the Birth Anniversary of A. P. J. Abdul Kalam on 15th October every year. The main motto of this program is to ensure communal and religious harmony among the students. The college students and faculty members celebrate Ganesh Festival, Vasant Panchami, Dasara, Laxmi Pujan in Diwali etc. Other than this the college also celebrates festivals like Ramzan Id, Christmas etc. The

College organizes various programs to ensure harmony among the students by making awareness through social-economic village survey in NSS, 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.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

For the Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens; college runs following various activities. College has offered a value added 2 Credit compulsory course students 'Democracy, Election and Governance' prescribed by SPPU for all first year students.

Celebration of Constitution Day and other National Days: The Constitution Day is celebrated in the college on 26th November every year to commemorate the adoption of the constitution of India. The program initiates with a Preamble reading of the constitution followed by lectures on the Sensitization of the students on responsibility of citizens towards the constitutional values, rights, duties. Every year the college also celebrates important National Days like Republic Day, Independence Day, Maharashtra Foundation Day, birth and death anniversaries of national legends. These events are organized and attended by the students, Teaching and Non-teaching Staff. Special lectures are organized by experts for students in which they are sensitized regarding duties and responsibilities of citizen e.g. communication with local police, lawyers, reporters, campaign for voters awareness etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>

<p><b>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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b></p> <p><b>4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>D. Any 1 of the above</b></p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**The Institution celebrates and organizes national and international commemorative days, events and festivals. The College organizes the various 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.**

**Republic Day, Independence Day, Maharashtra Day, Mahatma Gandhi Jayanti, Lokmanya Tilak Jayanti, Mahatma Jyotiba Phule Jayanti,**

Dr Babasaheb Ambedkar Jayanti, Savitribai Phule Jayanti, SPP University Foundation Day, Chhatrapati Shivaji Maharaja Jayanti, International Yoga Day, Teachers' Day, Children's Day, NSS Day, Dr. Abdul Kalam Jayanti, Saradar Vallabhbai Patel Jayanti, International Women's Day, National Science Day, Birth Anniversaries of Dr. Sarvapalli Radhakhishnan, World Environment Day, V. V. Shirwadkar alias 'Kusumagraj' (Marathi Bhasha Din), Swami Vivekananda Jayanti etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Practice 1: Social Value and Responsibilities

**Objective:** to understand as well as perform the responsibility towards society along with taking education, to become a responsible citizen of the country

**Context:** the college encourages ethical, social and human values in the minds of the students, for making this perspective an integrated part of their personality.

**Practice:** visit to orphanage homes, physically and mentally specially able students' schools, hostels.

**Evidence:** Students become more responsible and understand the importance of social responsibility as citizen.

**Problems:** sometimes difficult to get permission of student visit at particular institute or organization.

### Practice 2: Financial assistance to students

**Objective:** to create fee concession that assures student's

academic pursuits not to harm due to lack of finance.

**Context:** during the admission process the applications are reviewed and college administration gives the information concessions facility to particular students who are applicable for that.

**Practice:** Required documents like income certificate, ration card, other relevant documents are checked and collected before giving the concessions.

**Evidence:** after the review the worthiest students are part of this facility. Students having crucial financial crisis can complete their higher education.

**Problems:** sufficient financial support is the main requirement of this policy.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institutional distinctiveness of Swaraj College of Commerce and Computer Studies is that the students are belonged to different social, cultural, religious and financial backgrounds. The institute always tries to establish social harmony among all these students. Everyone is included in the day-to-day operations as well. Students of all religions and castes celebrate all festivals, ceremonies and programs together. Also, under the guidance of the teachers, the students participate enthusiastically and the program goes well. This helps in creating a good, playful, friendly atmosphere in the college premises.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

#### Future Plans of action for next academic year:

1. To increase participation of teachers and students in research and extension activities
2. To encourage teachers to participate in New Education Policy workshops, seminars and conferences to attend as well as publish research papers.
3. To increase the interaction and collaboration with industries, organizations for the benefit of final year students e.g. campus interviews, internship etc.
4. To examine and analyze the problems regarding admission in today's competitive world and try to increase the number of students.
5. To increase awareness among students regarding health, fitness, sports, healthy diet etc.
6. For the holistic development of students, encourage them to participate in seminars, conferences, workshops.
7. To provide proper guidance and encourage more students to take higher education after graduation