



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	SANJIVANI RURAL EDUCATION SOCIETY, SANJIVANI ARTS, COMMERCE AND SCIENCE COLLEGE
• Name of the Head of the institution	Dr. P.Gopal Reddy
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9130191305
• Mobile No:	9421804716
• Registered e-mail	sacsnaac@gmail.com
• Alternate e-mail	principalsacs@sanjivani.org.in
• Address	Sanjivani Rural Education Society's Sanjivani Arts, Commerce and Science College, At-Sahajanandnagar, Post-Shingnapur, Tal-Kopargaon, Dist-Ahmednagar, Pin 423 603 [M.S.]
• City/Town	Kopargaon
• State/UT	Maharashtra
• Pin Code	423603
<b>2.Institutional status</b>	
• Type of Institution	Co-education

• Location	<b>Rural</b>												
• Financial Status	<b>Self-financing</b>												
• Name of the Affiliating University	<b>Savitribai Phule Pune University, Pune</b>												
• Name of the IQAC Coordinator	<b>Dr Sarita Ashok Bhutada</b>												
• Phone No.	<b>9130191305</b>												
• Alternate phone No.	<b>9421804715</b>												
• Mobile	<b>9421804715</b>												
• IQAC e-mail address	<b>sacsiqac@gmail.com</b>												
• Alternate e-mail address	<b>saritabhutadasacs@sanjivani.org.in</b>												
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://sanjivaniacs.org.in/aqar-2/">https://sanjivaniacs.org.in/aqar-2/</a>												
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>												
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sanjivaniacs.org.in/academic-calendar/">https://sanjivaniacs.org.in/academic-calendar/</a>												
<b>5.Accreditation Details</b>													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td><b>Cycle 1</b></td> <td><b>B</b></td> <td><b>2.17</b></td> <td><b>2019</b></td> <td><b>28/03/2019</b></td> <td><b>27/03/2019</b></td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	<b>Cycle 1</b>	<b>B</b>	<b>2.17</b>	<b>2019</b>	<b>28/03/2019</b>	<b>27/03/2019</b>	
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<b>6.Date of Establishment of IQAC</b>	<b>10/06/2015</b>												
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><b>Nil</b></td> <td><b>Nil</b></td> <td><b>Nil</b></td> <td><b>Nil</b></td> <td><b>Nil</b></td> </tr> </tbody> </table>	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>			
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<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>									
<b>8.Whether composition of IQAC as per latest</b>	<b>Yes</b>												

<b>NAAC guidelines</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
1) Increases value added and certificate courses	
2) Increases ICT tools, webinar, workshop and conference 3) Training and Placement 4) Increases working MOU's and linkages 5) Curricular and extracurricular activities for students	
<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>	
<b>Plan of Action</b>	<b>Achievements/Outcomes</b>
Curriculum planning and implementation	Responsibility of Academic calendar, Time-table, Work-load etc. was allocated to Mr. Y.P. Shinde, Mr. S. P. Ghodake, and Mrs. M. N. Athare and executed successfully.
Mentorship	Mentee allocation was done to mentors and mentorship activity executed.
Research Work / Publication	Some faculties had written and

	published research paper and few are in process.
Organization of guest lecture, seminar, Webinars	Throughout the term various Seminars, Webinars, Workshop training program, and guest lecture of experts from industry and academia were conducted.
Training and placement	Excellent work done by Training & Placement and started some of skill based courses
MOU, and linkage	The renewal process of MoU and Linkages is in progress.
Industrial visit/ study tour	Organized Industrial visits and study tours by some of departments.
Planning for extracurricular activities	Theme based Rangoli competition, Fermented food preparation and benefits, poster presentation, Essay competition of Louis Pasteur competition, etc. were successfully conducted.
Skill enhancement	Value added courses and skill enhancement program like Mushroom cultivation, Spirulina Production etc had started
Planning for supporting staff activities	Safety training program, Training program on upgradation in Maha DBT portal, SPPU online eligibility scholarship, upgradation, new version, additional information, Online paid system
Organization of various academic activities, events, visits, social campaigns, etc.	Virtual Gathering, Induction Programmes, NSS Activities, Earn & Learn Scheme, Student Internship, Each one Teach One, Plastic Ban, Awareness of Hand wash, Antibiotic resistance, etc.

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th data-bbox="84 427 770 495">Name</th> <th data-bbox="770 427 1474 495">Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="84 495 770 595">College Development Committee (CDC)</td> <td data-bbox="770 495 1474 595">28/04/2022</td> </tr> </tbody> </table>	Name	Date of meeting(s)	College Development Committee (CDC)	28/04/2022	
Name	Date of meeting(s)				
College Development Committee (CDC)	28/04/2022				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <thead> <tr> <th data-bbox="84 696 770 763">Year</th> <th data-bbox="770 696 1474 763">Date of Submission</th> </tr> </thead> <tbody> <tr> <td data-bbox="84 763 770 819">2020-21</td> <td data-bbox="770 763 1474 819">05/02/2022</td> </tr> </tbody> </table>	Year	Date of Submission	2020-21	05/02/2022	
Year	Date of Submission				
2020-21	05/02/2022				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>The college aims to focus on both multidisciplinary and Interdisciplinary approach. College runs UG courses in Science, Commerce and Management. In addition to compulsory credit 132, the student has to earn additional 8 credits by taking/participating, conducting respective activities in different areas such as Physical education, sports, NSS, AVISHKAR participation, Research Paper Presentation, Summer School, Short term Courses, Scientific Survey, Societal Survey, Field Visit, Study tour, Industrial Visit, Online Certificate Courses, MOOCs, Career advancement etc.</p>					
<b>16. Academic bank of credits (ABC):</b>					
<p>College has taken initiative to introduced the Academic Bank Credit and student has created a account on ABC portal. Student also motivated to create a profile on NAD and guided them to deposite the valuble educational document on the portal.</p>					
<b>17. Skill development:</b>					
<p>As per university curriculum we provide different skill development courses such as Introduction to Arduino, Physics Workshop skill, Microcontrollers, Application of Internet of Things(IOT), Marine Microbiology, Dairy Microbiology, Waste Management, Nanobiotechnology, Hydroponics, Medicinal Botany, Plant Diversity and Human Health, Nursery gardening and management, Biofertilizers, GR7 GR8 Societal Survey, Poultry management, aquarium management, Pest management, impact management, soft skill development, computerized accounting etc.</p>					

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

Institute promote students to adopt the Indian culture by celebrating different festivals like Ashadi Ekadashi, Marathi Din, Hindi Din, and various cultural activities.

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

Institute provides different Outcome based education such as Probiotic Product development Technology, Spirulina Production Technology, Mushroom cultivation, Prawn Cultivation, Vermicompost, Basics of Stock market.

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

Institute offers the distance education in M.Sc. (EVS), MBA, BA, B.Com, B.Sc. (PCM), BBA-Aviation & Hospitality offered by Yashwantrao Chavan Maharashtra Open University, Nashik, School of Open Learning courses Savitribai Phule Pune University, Pune (M.Com, MBA, B.Com.B.A., B.Com)

**Extended Profile**

**1.Programme**

1.1	7
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	953
Number of students during the year	

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

2.2	472
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	309
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	28
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	34
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	9
Total number of Classrooms and Seminar halls	
4.2	85
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	40
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

The college offers a variety of curriculums, namely B.Sc., B.Com., BBA-IB, and PGDFT, and is affiliated with Savitribai Phule Pune University. The vision, mission, and quality policies of the college are all distinctive to it. The college's mission is to increase academic quality by offering a value-based curriculum and skill-oriented education to help rural India improve its socioeconomic status. The curriculum at SPPU is being revised. To meet the needs of industry, current research, and societal requirements, a variety of soft skills and professional development events, skill-based value added courses, certificate courses, competitive exam preparation, and career counselling are held on campus to help students improve their skills and employment prospects. To provide a financially secure environment, the college offers different welfare measures such as scholarships, free-ship from government and non-government organizations, and a student medical insurance programme supplied by the parent organization. Teaching, Learning, and Assessment:

The college prospectus is written at the start of each academic year in accordance with institutional goals and posted on the institutional website, along with information provided under the "Right to Information" act 4(1). (b). The University displays a tentative academic calendar with the start and end of semesters, holidays, and semester examinations at the start of the academic year.

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)

Academic calendars are prepared by department heads to ensure that the curriculum and other departmental activities are delivered effectively. The head of each department divides the workload among the faculties based on their areas of specialization. Regular departmental meetings are also held to discuss topics such as syllabus completion, ongoing evaluation assessment, and other activities under departmental clubs, among other things, with the



faculty. The institute has strategies in place for internal examinations and has established evaluation standards. All of these take effect after the principal's approval.

Every staff member obtained an Academic Diary from the College, which contained the following information: 1. faculty profile 2. Individual timetable 3. Academic schedule/calendar 4. Maintain a record 5. Participate in numerous committees 6. Lesson plan for the month 7. Students' abilities 8. Keep a daily teaching log 9. In terms of batch size, it's a good idea to prepare ahead. 10. Compensation for lecture details 11. Report on the completion of the syllabus (monthly) Co-curricular activities are a group of activities that take place outside of the classroom. Each faculty keeps a separate attendance log for his or her respective subjects in addition to the academic diary. Implementation of curriculum teaching approaches in an effective manner:

Presentations, audio-video lectures, lab sessions, and other teaching methods are available in addition to the traditional chalk and board method. NPTEL, Coursera.org and Swayam.com are among the e-learning sites etc.

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

**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.**

**A. All of the above**

**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**

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	No File Uploaded

## 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

7

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)

12

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

763

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

763

File Description	Documents
Any additional information	No File Uploaded
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 is an affiliating college that strives to instil values and ethics in its students through co-curricular activities. It not only ensures effective curriculum delivery, but also goes out of its way to provide a comprehensive education that extends beyond the curriculum through a variety of events organized throughout the year. Students learn fundamental moral and social ideals, gender sensitivity, and environmental awareness through these programmes.

1. Gender Equality awareness programmes, like lectures, seminars, and workshops
2. Women's Day celebrations
3. Environmental education involves projects, fieldwork, nature club activities, and the Green Audit. Students are also encouraged to participate in other programmes, such as online quiz contests hosted by other institutions, to raise environmental awareness.
4. Human values are promoted through the NSS and SWC's activities.
5. Outreach to the community and other social welfare programmes
6. Workshops on mental health and value education
7. Handbook of Ethics and Code of Conduct, which is available on the College website and is also read by the Principal during the Induction session for new students. The Culture Department hosts programmes on professional ethics and value education.
9. World Environment Day, Forest Week, and Science Day.

empowerment through events such as the Annual Programme, Independence and Republic Day celebrations, as well as activities of various clubs and groups, poster competitions, and presentations, among other things.

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	<a href="#">View File</a>

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

53

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
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

53

File Description	Documents
Any additional information	No File Uploaded
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

A. All of the above

from the following stakeholders Students  
Teachers Employers Alumni

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

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://sanjivaniacs.org.in/feedback/">https://sanjivaniacs.org.in/feedback/</a>

## 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

592

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	No File Uploaded

**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**

321

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

Sanjivani ACS College is located in the rural area. The students admitted are mainly first-generation learners from remote villages. Institutions take into account student performance at previous colleges. Based on previous test scores, current subject scores and classroom observations, learners can be divided into two groups; advanced and slow learners. Teachers need to adjust their teaching methods so as not to lose the attention of slow learners and turn off the attention of advanced learners. on the basis of academic performance of the students in the class the capability is determined, some students need only guidance and some students need a hard work and regular attention. The teachers find out the advanced learners and slow learners. & after identifying the advance and slow learner's institution always try to bridge the gap between advance and slow learners. The advance learners of institution are handed with - Online Courses, webinars, Advance Assignments Tasks, Model Making, Forums/ Specialized Events.

The Slow learners of institution are made set by-Weekly One Hour Extra Session in virtual mode, Assignment Working, make up classes and redundant practical sessions, multiple choice questions monthly test, also through mentoring students were guided by mentors for academic preparations.

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
953	28

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

1. In the pandemic situation the student centric teaching is promoted by ensuring Online classroom with online platform like Google meet, Zoom & the institute has own learning management system that is Sanjivani LMS etc. the web link for the same is <http://18.235.169.74/lms/>. This platform of online learning helps students 24x7 for continuous learning during such pandemic situation.
2. Students have completed online certification courses on Alison, Coursera, Udemy, Swayam and other platforms as extracurricular learning in academics.
3. The student centric teaching is promoted by ensuring classroom situation learner oriented to acquaint students with required knowledge and skills, develop their personality, communication skills, management and entrepreneurship skills and make them competent in the today's world of competition.
4. To enhance practical utility of the various courses, especially under science and commerce faculties, students are encouraged and guided to undertake projects, assisted to undergo internships and summer trainings to gain work experience.
5. The college facilitates all possible efforts for development of students through various forums like, career counseling cell, placement cell, environment club, consumer club and many other different club

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

1. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of research paper presentations, seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work.
2. Sufficient number of books, Journals and e-books are available in the library. The research journals are available online and facility for accessing these journals is provided through server in the campus.
3. Sufficient number of books, Journals and e-books are available in the library. The research journals are available online and facility for accessing these journals is provided through server in the campus.
4. Seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in seminar hall using ICT facilities.
5. Along with chalk and talk teachers are using the IT enabled learning tools such as PPT, Video clippings, Audio system, online sources, to expose the students for advanced knowledge and practical learning
6. The use of multimedia teaching aids like, LCD projectors, classrooms with internet enabled computer systems are usually in use in classroom.

Seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in seminar hall using ICT facilities

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

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	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

28

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

### 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

6

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

95

File Description	Documents
Any additional information	No File Uploaded
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 has transparent and robust evaluation process.

### Mechanism of Internal assessment

Examination Department > Internal Examination Committee > Department Evaluation process > Assessment & Display of Results > Grievances resolution > finalization of Internal Marks > Internal Marks submission to University.

The method of internal assessment helps the teachers for evaluation of performance.

- Students have been given ample opportunities to discuss issues regarding test performance with the concerned teacher.
- To monitor the student progress, institute has the continuous internal evaluation system, which consists of theory and practicals.
- All the records of in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit.
- Timely display of record of attendance, test results and term work marks is done on the notice board.
- The faculties use to conduct tests, seminars, orals/viva assignments and project works, as expected and directed by the university within time and maintain the record of all the activities and communicate the performance therein to students to maintain transparency in the overall assessment of the students.
- Curriculum & co- curriculum activities have weightage in final evaluation of students.

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 college has a well-defined process for redressal of grievances

College Level Examination Grievances The CEO has been appointed and Examination Committee is formed to monitor and supervise examination related activities. The committee meets frequently to discuss various issues including redressal of grievances. In case of any grievance, a student submits written application in detail. The application is forwarded to the department as well as to the examination section. The grievances regarding the entry of marks, mistakes in name, passing rules etc. are resolved immediately by verifying the record. The university procedure and norms are followed for revaluation of answer books, verification of marks and issuing photocopy of answer books of examinations.

Internal Assessment: Internal examinations are conducted as per guidelines of university and answer sheets are evaluated

- These evaluated answer sheets are shown to the students in class and discussed. Any doubt /dispute related to the answer sheets/evaluation is solved in the class. Grievances related to the examination application or queries related to examinations are settled by the College examination committee. As per the requirement, improvement internal examinations are conducted. All grievances related to examination are compulsorily solved within 2 days from the date of grievance arrival.

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.

Yes, the teachers and students are aware of the stated PO's and CO's of all programs offered by the institute. The university curriculum has well defined PO's and CO's those are communicated to students via various modes. Extra sessions are taken for proper understanding of PO's and CO's, where the importance of PO's and CO's are discussed. Each department displays the PO's and CO's on their Notice board for teachers and student's reference. The institute also uploads all the data required on the official website of the institute for online reference. Before starting of the course each subject teacher explains the CO's for his students and also the PO's to students. Also, the copy of syllabus is provided to students for better understanding of PO's and CO's and one copy is available in library for students and teacher's reference.

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.

Yes, The Institution measures the attainment of the PO's and CO's through the evaluation systems for each programme which is a combination of formative and summative evaluation

1. **Formative assessment:** The institution measures the attainment of the outcomes through the continuous internal assessment prescribed by the affiliating university.
2. **Summative Assessments:** It is taken at the end of the semester or annually whatever is applicable.

As the curriculum is offered by SPPU so to get CO wise attainment is difficult but overall outcomes were calculated by each course teacher. The teachers took utmost care of measuring the level of attainment of POs and COs and followed formal-informal mechanism for the measurement of attainment of the outcomes.

POs and COs are implemented with the mechanism as follows:

- The institute followed the Academic Calendar of our affiliated university.
- All the subject teachers maintained Academic Diary in every

academic year.

- All the subject teachers prepared semester-wise evaluation Reports.
- Internal examination committee analyzed evaluation reports of results.
- Institute considered Feedback from the all stakeholders for the attainment of PO and CO.
- Placement committee took the review of the Students' Progression to Higher Studies and their Placement.

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

309

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://sanjivaniacs.org.in/important-links/>

### 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	No File Uploaded
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	No File Uploaded
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**

24



File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
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

18

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

5

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 extension and outreach activity of the collage is carried out under the NSS Unit, which was established in the academic year 2015-2016. The unit was started with the strength of 50 student in

which there was 14 girls and 36 boys. In current academic 200 students are enrolled. The vision of unit is developing the awareness of social responsibility and good citizen of the society; so as to maintain the socio - economical balance in the society. The institute is bounded for the overall development of the student which is provided by our hardworking faculty through conducting various activities under NSS departmental. For effective social work the institute has make the collaboration with NGO likes Lions Club and Sanjivani Foundation.

To imbibe different qualities in students and encounter the need and problems of society, students are encouraged by visiting the adopted village, and nearby community. Different activities such as Tree plantation "Van Mohatsv", Swatchh Bharath Abhiyan, Blood Donation Camp, Distribution of books, Personal Health and Hygiene, Voters awareness, Health check -up camps All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self-confidence of students. It also helps to shapes the hidden personality of students and created awareness among them.

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

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

**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**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
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**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
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**

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

### 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

13

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
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 institute has well-furnished infrastructure having classrooms (09) with modern teaching aids such as LCD projectors (12), well equipped laboratories (08), seminar hall (01) and an open auditorium (capacity 3000 persons). The total built-up area of premise is 2524.00 Sq. Mts. The College has spacious playground, gymkhana for sports, seminar hall, open auditorium, girls' and boys' common room, botanical garden, canteen, LAN system for administrative work, parking area, administrative section and green campus. A separate computer laboratory with high-speed internet connection and 30 computers is available.
- Amenities and facilities such as well-maintained lawn, ramp

for Divyangjan, CCTV surveillance at all strategic locations, generator, RO water purifier.

- College also has NSS room, record room, NAAC room, staff room, student development department, women development department and wash rooms.
- The classrooms are well-lit with facility of lighting, fans, natural ventilation and LCD projector. 100% of classrooms are equipped with LCD projector. The classrooms are of sufficient size to accommodate the necessary student strength.
- Science laboratories are well-furnished with proper care are maintained. Each laboratory is having lab rules, fire extinguisher, necessary furniture, fixtures, equipment and instruments.

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

As per the guidelines of Savitribai Phule Pune University, Pune College forms Student Council every year. Main objectives of this Council are to improve academic, co-curricular, cultural and extracurricular activities to develop leadership qualities, event management, etc. among the students.

#### Cultural event facilities:

For cultural events, an auditorium and open air stage is available. Sound system and musical instruments are made available as and when required.

#### Sports facilities:

A spacious play ground with indoor and outdoor games facilities is provided. The area for indoor sports is 415.21square meter and area for outdoor sports is 13860 square meter. The area for gymnasium is 90 square meter.

#### Indoor sports facilities:

The College has indoor sports facilities,two badminton court and two

table tennis court of international standard, carom boards, chess room are available.

**Outdoor sports facilities:**

It includes volleyball and handball courts, tennis and basketball synthetic courts, ball-badminton with one wooden and one cement courts, football, kabaddi, kho-kho, baseball, softball cricket and hokey ground

**Gymkhana:**

The college has gymkhana including more than 25 instruments that includes twister, abdominal board, declined bench press, bench press bench, cross trainer assisted chin up, precede, lat pulley, bench press and shoulder press, incline leg press/hack squat

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

10

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

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sanjivaniacs.org.in/geotag-photos/">https://sanjivaniacs.org.in/geotag-photos/</a>
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)**

00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

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

Data Requirement for last five years: Upload a description of library with,

- Name of ILMS software
- Nature of automation (fully or partially)
- Version
- Year of Automation

College has library facility, ILMS software is not available but the book circulation service is provided by manually, college will provide the facility soon

File Description	Documents
Upload any additional information	No File Uploaded
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** D. Any 1 of the above



File Description	Documents
Upload any additional information	No File Uploaded
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)

13400

File Description	Documents
Any additional information	No File Uploaded
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

23

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 adopts best practices for scalable and sustainable implementation of all IT services. It provides computing and networking services such as desktops, laptops, internet for all the departments, library and office. Appropriate standards are followed for selection, purchase, setup and maintenance of all computing and

networking equipment is done by the central system department which is seen by parent organization. The College provides necessary training to the users through the ICT committee. Internet connected computers for the students and teachers and computer terminals where the pen drives are required to be connected, have been installed with the antivirus software. The computers having no antivirus protection are not allowed for internet and the pen drive connection. Procurement of computing and networking equipment are made through ICT committee, IQAC coordinator, head clerk and system department. College strictly adheres to the terms and conditions of license agreements of IT resources software usage. It insists upon use of licensed or open source software and strictly prohibits the usage of pirated and unlicensed software.

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

#### 4.3.2 - Number of Computers

44

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)**

70620

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
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 has well established mechanism for the maintenance and up-keeping of infrastructure facilities and equipment. The need of regular maintenance and upkeep are proposed and as curtailed by the Collage Development Committee, chaired by the Principal. The committee deals with issues like planning for infrastructure, up-gradation, repair and maintenance of the facilities. Regular infrastructure development, repairs and maintenance activities are assigned to the parent organization. In addition, a full-time civil engineer is appointed by the parent organization to co-ordinate infrastructural development activities. The budgetary provisions proposed for maintenance of infrastructure are discussed in LMC/CDC meeting and fund are approved accordingly. The maintenance of IT infrastructure is seen by IT committee in charge regular over view of maintenance of building classroom, laboratory and other physical infrastructure is done. Parent organization look after electricity supply and maintenance. Electrical fittings are regularly checked and replaced whenever necessarily for service light cleaning, security and gardening etc. the parent organization has outs sourced on annual contract to different companies. Furniture including benches, desk, table, cupboard and chairs are repair regularly to insure there optimal use. Classroom has fans, electrical fixtures, LCD, projectors

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

493

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

0

File Description	Documents
Upload any additional information	No File Uploaded
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**

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="https://sanjivaniacs.org.in">https://sanjivaniacs.org.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**

**951**

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

**951**

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>

**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**

**A. All of the above**

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	<a href="#">View File</a>

## 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

28

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

183

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	No File Uploaded

**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	No File Uploaded
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 )

Our College gives prime importance to the representation of students on academic and administrative bodies and committees. Their representation helps to get regular suggestions and feedbacks through proper mechanism. The suggestions and feedbacks are capitalized to maintain and enhance quality of academic and administrative programs and activities. Students represent on the following major bodies and committees of the college.

**1.Students Council:**



Major activities include creative discussion on academic and administrative issues that primarily concern the students support and progression. As per Savitribai Phule Pune University act. the class representative. The nominated class representatives elect one of them as their university representative (UR). The UR represents students of the affiliated college on the university level. It is one of the crucial mechanisms of students? direct participation in decision making process. The college has Students Council that consist of: Chairman Principal Members: As per the University ACT

## 2. Internal Quality Assurance Cell:

The IQAC is a crucial administrative body of the college. It works to maintain and enhance quality standards in teaching, learning, evaluation and innovation. Students? participation in the institutional quality enhancement processes is crucial and essential as it is the major stakeholder of Higher Education Institution.

File Description	Documents
Paste link for additional information	<a href="https://sanjivaniacs.org.in">https://sanjivaniacs.org.in</a>
Upload any additional information	No File Uploaded

### 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

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

Sanjivani Arts, Commerce and Science College is newly established. Three graduating batches are passed out from the College. A formal alumni association was registered on 28th March 2018 under "Maharashtra Society Registration Act 1860". The registration number is MAH/205/2018/Ahmednagar dated 28/03/2018 registered with the name as "Sanjivani Arts, Commerce and Science College Student Alumni Association".

Till then the alumni association was informally functional. There are structured ways to network and collaborate with alumni. The College has arranged alumni meeting once per year. It provides a platform to all students to share their experiences and suggestions, motivating students towards betterment of the College. Number of Alumni enrolled is 301 and contribution of alumni in the year is 72500 Rs.

Alumni has informally contributed in the development of the College through modes like helping in organizing expert lectures, project co-guides, aiding in organizing industrial visits, study tours and mentoring current students. The alumni has also contributed for quality enhancement by participating through online feedback system.

The College is making use of social sites like Facebook, WhatsApp, LinkedIn, Google plus as tools to connect and keep up with alumni other than direct communication. The College is also having a functional online alumni portal which can be accessed through College's official website. (<http://alumni.sanjivani.org.in>)

Alumni also contributed by being the part of social extension activities organized by the College time-to-time. Alumni often visit on request to guide the currently enrolled students about future career opportunities.

File Description	Documents
Paste link for additional information	<a href="https://sanjivaniacs.org.in">https://sanjivaniacs.org.in</a>
Upload any additional information	<a href="#">View File</a>

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's vision is to create academic excellence through value based and skill oriented education for socioeconomic upliftment of rural India."
- Mission- Our mission is to offer traditional, conventional and innovative educational environment for creating global competencies and to improve the quality of life of people through Education, Training and Research. We are committed to develop social responsibility amongst the students from all backgrounds towards socio economic growth of rural India for global competitiveness.
- This is being reflected in effective governance. The Principal leads the college administration, which is in charge of coordinating the functions.

The Principal leads the college administration, which is responsible for organizing the college's functions to their logical conclusion. Various committees comprised of teaching and non-teaching faculty members are active in the institution's curriculum and curricular matters, as well as administrative activities. The heads of departments / subjects have the authority to oversee ordinary departmental functions. The Principal takes the decisions they make into consideration.

File Description	Documents
Paste link for additional information	<a href="https://sanjivaniacs.org.in/important-links/">https://sanjivaniacs.org.in/important-links/</a>
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 has decentralization of responsibilities to respective department for organizing various activities such

as workshop, training program, women empowerment program every year. All those activities is done under the guidance of Department Head. He /She has nominated by the IQAC. Head of Department nominates Event In-Charge .The in-charge is given authority to plan and execute various activities. Academic responsibilities are evenly distributed among all members of the staff. Committees are formed to oversee the numerous academic and co - curricular events that will take place throughout the academic year. The Principal of the College meets with the staff and supporting staff on a regular basis. The Administration is always open to discussion with teaching and nonteaching staff, which encourages staff involvement in improving the effectiveness and efficiency of the institutional process.

- Few of the activities conducted by various departments are

- 1) One Day Webinar on "The Seven Habits of Highly Effective Person"
- 2) Short term course on 'Mushroom Cultivation'

File Description	Documents
Paste link for additional information	<a href="https://sanjivaniacs.org.in/important-links/">https://sanjivaniacs.org.in/important-links/</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has a long-term strategy. The following aspects are taken into account for inclusion:

1. Quality improvement and a better teaching-learning environment.
2. Improving student assistance mechanisms.
3. A higher rate of student success.
4. To be more creative in academic delivery with a high reliance on implementing technology in the teaching-learning process.
5. Rather of being a full-time tutor, the teacher should act as a facilitator and mentor.
6. Developing research facilities and developing a research culture

among students and faculty.

7. Life skills will have an important role in the development and delivery for curriculum.

8. To place a strong emphasis on inter evaluation of student learning in order to ensure that student learning outcomes are in line with the expected.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://sanjivaniacs.org.in/important-links/">https://sanjivaniacs.org.in/important-links/</a>
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 Principal is in charge of ensuring that the College's plans are carried out. Through feedback from conveners, teaching and non-teaching employees, he ensures that ordinary day-to-day activities are correctly executed. Departmental Heads make ensuring that the Principal's plans are carried out in a systematic manner. Co-curricular activities committees are constituted at the start of the year and allocated assignments based on institutional plans for curricular activities that benefit students' overall development. Exams, Scholarships, Discipline, Sports, Admissions, Library, and other administrative committees which led by senior faculty to ensure that all administrative activities are carried out smoothly and in accordance with academic bodies', SPPU and government standards.

File Description	Documents
Paste link for additional information	<a href="https://sanjivaniacs.org.in/important-links/">https://sanjivaniacs.org.in/important-links/</a>
Link to Organogram of the Institution webpage	<a href="https://sanjivaniacs.org.in/important-links/">https://sanjivaniacs.org.in/important-links/</a>
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in**

**A. All of the above**

**areas of operation Administration Finance and  
Accounts Student Admission and Support  
Examination**

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	<a href="#">View File</a>
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 details are showing the different welfare schemes for teaching and non-teaching staff:

- Employee's Provident Fund (EPF)
- Staff Welfare Fund
- Medical Leave / Casual leave/Earn leave/Compensatory off / special leave
- Medical Checkup
- 50% concession in tuition fees is offered to children of employees for the admission to CBSE Festival advance salary is given to teaching and non-teaching staff
- Loan facility is provided to the employees through Tantra Shikshan Sahakari Karmachari Patsanstha (TSKPT) in both long term and immediate basis.
- There have been instances of management extending financial support to its staff during medical emergencies and critical illness.
- Transportation facility is provided to higher authorities for their regular commute to work. It is also extended for faculty in cases of travelling for assigned work. If not, staff can also claim



conveyance charges for the same.

• Uniforms are provided to non-teaching and security staff as per the society's code of conduct.

Staff quarters are provided as per the requisites.

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

6

File Description	Documents
Upload any additional information	No File Uploaded
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

3



File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
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**

56

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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**

For capturing performance of the employee, the College has its own Performance Based Appraisal System (PBAS) that is in compliance with UGC regulations which covers academic and non-academic contributions of the employee. The appraisal is done in two steps:

(I) Self-appraisal by employee and

(II) Final appraisal by the authority. Self-appraisal is done on the basis of the various points. Moreover the Management evaluates performance of the faculty through oral interaction or PowerPoint presentation where different points are discussed.

The appraisal of non-teaching staff members is done after necessary recommendations by the head of the respective department and there after approval by the Principal. After this, the overall evaluation and a summary of self-appraisal report is prepared and submitted to the Management by the Principal for further process.

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

#### 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

At the beginning of every academic year, the budget is prepared by various departments and sections in the prescribed format as per the circular issued by the Principal. Budget for the departments is prepared by concerned HODs, in consultation with the department laboratory in-charges and other faculty. Then it is sent to the Principal. The departmental budgets are discussed by the Principal at HOD's meeting and then sent to the management for approval. While preparing the institutional budget, at first, a provision is made for salaries and allowances. Next, a provision is made for administrative and maintenance expenses such as electricity, water, telephone, postage, etc. Then, while making provisions for the departments, priorities, needs, and requirements of various committees and development / up-gradation of the department is considered. There are well-defined policies and mechanisms for implementing the budget effectively. Then it is put up to the Governing Body for final approval. The sanctioned Budget is utilized for the proposed activities.

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

#### 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)

Nil

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

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

The College has well-defined policies for the mobilization of funds and optimal utilization of resources. The College is self-financed and has sufficient resources to develop and sustain its programs on a continual basis. A major source of revenue for the College is through tuition fees. Every year a budget showing estimated receipts and payments is prepared. Before finalizing the budget, proposals are invited from various departments. The final budget is placed before the CDC meeting for deliberations. Every budget gives three set of figures

i) Actual figures of the preceding year, ii) Budget figure for current year and iii) Budget estimate for the following year. The budget proposals are discussed in detail and approved by the committee. All the financial transactions are subject to internal check and control. At least three quotations are invited for major expenditure and the lowest quotation is generally accepted. While preparing the institutional budget preference is given to salaries and allowances. Next preference is given to establishment general expenses. While making provisions for departments, their priorities

and requirements are considered.

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

- Various quality assurance techniques started by the institution's IQAC in order to improve the institution's quality in all sectors are as follows: All faculty members are encouraged and supported to attend orientations, refresher courses, workshops, seminars, and conferences linked to the teacher-learning process and research. Teachers with Ph.D. degrees are also encouraged and pushed to serve as research advisers for research scholars.

- Teachers are also encouraged and supported to participate in the examination evaluation process.

- The institution also provides a venue for students to participate in intra-college and inter-college debates, tournaments, seminars, and other activities.

- Regular meetings of the IQAC are held under the head of Principal with a specified agenda, and proposals for curriculum improvement and improved execution are solicited from all members of the IQAC.

- For effective teaching-learning processes, all teachers are advised to use audio-visual teaching aids, charts, models etc.

Almost all laboratories have charts, models, and other tools to aid in the teaching-learning process. LCD projectors have been installed in the classes.

File Description	Documents
Paste link for additional information	Nil
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

- Every course's information is used to provide objectivity to the teaching and learning process for each topic. The faculty go beyond the syllabus and make sure that all of the students fulfil the course's prerequisites. They check to see what the students have a good understanding of the fundamentals so that they can follow along with the lesson. This is achieved by the use of surveys and notices. Teachers begin their event schedule, which they planned at the beginning of the year, after cross-checking pre-requisites. The teacher provides a detailed schedule for each topic and how it will be taught.

- Course files have shown to be excellent guiding aids for teachers, providing direction and clarity while teaching. It is adocument that includes information on the teacher, course, and department, as well as a day-by-day schedule, pedagogies, revision questions, faculty profiles, and student expectations.

Feedback Collection from the students, measure the extent of the implementation and assess the impact of academic activities.

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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sanjivaniacs.org.in/important-links/">https://sanjivaniacs.org.in/important-links/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

Understanding the need for equal opportunities for women and men, Fairness of treatment is maintained in the College and its overall campus. College aims to promote equality in providing various opportunities and treatment for all men and women working and studying at the College.

- Safety and Security

The security guards are available 24 x7 within the campus. Further CCTV's are installed at appropriate locations. The College take active steps to establish good gender balance. The Institution has appointed a separate women warden for girl's hostels and male warden for boy's hostel. First aid box is made available in all the departments. No students are allowed to enter the college without their valid ID cards. Separate parking facility is provided for girls and boys.

- Common Room

The College has set up separate common room for girls and boys to provide privacy and recuperation .Apart from this we have Ambulance service which is available 24 x 7.

- Counseling :



The Institute has a mechanism of counseling students to address both personal and career related issues. Every Faculty is allotted with Students as per respective departments where faculty acts as a mentor and students as mentees.

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	Nil

**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**

A. 4 or All 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

### 1. Solid Waste Management

To minimize the issue of waste generated from college premises. After time period, the solid waste is collected and decomposed solid is used as the organic manure for the gardens and the trees from the college premises.

### 2. Liquid waste Management

The liquid waste produced is collected at a central location of campus for recycling purpose. The waste water is then transported to collection plant in nearby area. The water is then used for irrigation to plants in the campus



### 3. E-Waste Management

Electronic goods are put to optimum use; the minor repairs are done by the Laboratory assistants but the major repairs are handled by the Technical Assistant and are reused.

### 4. Hazardous Chemical Management

Most of the departments do not generate hazardous waste. Ideally transportation and proper handling of chemicals begin with understanding the potential hazards related to their use.

### 5. Biological Waste Disposal

Laboratory has responsibilities and management strategies for disposal of chemical or biological products and associated waste

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** A. Any 4 or all 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:** A. Any 4 or All 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**

**A. Any 4 or all of the above**

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

**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**

**A. Any 4 or all of the above**

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

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 institute provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment with mutual respect, effective relationships, and clear communication. Everyone has freedom to participate in teaching, learning, work and social activities.

The institute maintains complete transparency and right from the enrollment without any biases. Equal opportunities are provided to the students in various activities conducted throughout the session irrespective of their caste, creed, religion and region. The institution has an active NSS wing to inculcate a sense of unity, discipline and harmony.

Anti-ragging cell acts as a key factor in maintaining tolerance and harmony among students. For the last decade there is not a single incidence of ragging which shows the efficient working of the cell. Cultural activities are organized to promote harmony towards each other. A weeklong Induction is organized for the newbies to give them a delightful start to their three years bachelors journey. The Institute organizes National Science day, Teachers' day, Global Handwash day. All this establishes positive interaction among people of different racial and cultural backgrounds.

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

At SACS Kopargaon , we believe in giving holistic all round education to the students and sensitizing students on our constitutional rights, values, duties and responsibilities. SACS undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: On 26th Nov Constitution day was celebrated at SACS Campus where students were marked with fundamental rights, Duties, Values and responsibilities of citizens as stated in Constitution of India. Students were appealed to all to remember the struggle of freedom and respect the National Flag and National Anthem.

National Unity Day is also celebrated in the college every year. Events are conducted on days of national importance on various rights, duties and responsibilities of citizens. An oath is taken by all students and faculties to keep their surroundings clean.

NSS unit of the institution conducts a cleanliness drive to mark the occasion of Swachh Bharat Abhiyan .An oath is taken by all students and faculties to keep their surroundings clean.

Republic day and Independence day is Celebrated every year to highlight struggle of freedom and importance of Indian constitution.

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

**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** A. All of the above

**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**

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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The College makes tremendous efforts in celebrating the national and international days, events and festivals throughout the year. It is an integral part of learning and building a strong cultural belief in a student. The Institution also commemorates the birth / death anniversaries of great Indian personalities. On Teachers day too, the student puts up a show to express their love and gratitude for their teachers and salute the great Teacher Dr. Sarvepalli Radhekrishnan. Staff and students get to know the importance of national integrity in the country in general and their role in it in particular. The activities include celebration, paying homage or respect to the national personalities for their contribution towards nation, popularization of thoughts of such great personalities. These include celebration of Independence day on 15th August and Republic day on 26th January, Teachers' day on 5th September, Constitution day, Death Anniversary of Subramania Ranganathan, remembering Savitribai Phule on 3rd January, Birth anniversary of Shivaji Maharaj, Lala Lachpat Rai, Jijamata Bhosale. The college celebrates Gandhi Jayanti every year in remembering the birth anniversary of Mahatma Gandhi - Father of Nation.

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	<a href="#">View File</a>
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.

### (A) Best practice- Mentoring Programme

#### 1. Title of the Practice: Mentoring Programme

The mentorship Program is designed to improve overall performance and help students guide through personal counselling.

#### 2. Objectives of the practice

- To conduct meetings with mentees so that they can have interaction with their respective Mentor and pursue one to one interaction.
- To contact with mentee once a week by email, text, or phone call
- To notify the HOD if any, concerns arise in regard to mentoring a student

### (B) Best practices- Shri Shankraoji Kolhe Saheb Inspire Project (SSKSIP)

#### 1. Title of the Practice: Shri Shankraoji Kolhe Saheb Inspire Project (SSKSIP)

Shri Shankraoji Kolhe Saheb Inspire Project at the SACS is committed to build a strong base for entrepreneurship amongst the students as well as to inspire students to reach their potential in their area of expertise.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
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

#### 7.3 Institutional Distinctiveness

1. At SACS, our most tangible strength is our strong College community. The College's admission policy too is reflective of this broad vision to create academic excellence.
2. To provide quality education, the institute has state of the art infrastructure, well-equipped laboratories, and Wi-Fi facility, and qualified experienced faculty members and staff.
3. A separate T&P department is established to enhance the placement who continuously strives for the betterment of students.
4. A unique activity named Mentorship program is conducted where the mentor will guide the mentee throughout the academic journey in the students life .
5. Many activities were conducted through the NSS.
6. College has received 2 star rating (Western/WRO) in Annual Performance of IIC by Ministry of Education, Govt. of India (Innovation Cell)
7. Many Expert Talks were conducted in the year on various topics for the students



## 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

The college offers a variety of curriculums, namely B.Sc., B.Com., BBA-IB, and PGDFT, and is affiliated with Savitribai Phule Pune University. The vision, mission, and quality policies of the college are all distinctive to it. The college's mission is to increase academic quality by offering a value-based curriculum and skill-oriented education to help rural India improve its socioeconomic status. The curriculum at SPPU is being revised. To meet the needs of industry, current research, and societal requirements, a variety of soft skills and professional development events, skill-based value added courses, certificate courses, competitive exam preparation, and career counselling are held on campus to help students improve their skills and employment prospects. To provide a financially secure environment, the college offers different welfare measures such as scholarships, free-ship from government and non-government organizations, and a student medical insurance programme supplied by the parent organization. Teaching, Learning, and Assessment:

The college prospectus is written at the start of each academic year in accordance with institutional goals and posted on the institutional website, along with information provided under the "Right to Information" act 4(1). (b). The University displays a tentative academic calendar with the start and end of semesters, holidays, and semester examinations at the start of the academic year.

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)

Academic calendars are prepared by department heads to ensure that the curriculum and other departmental activities are

delivered effectively. The head of each department divides the workload among the faculties based on their areas of specialization. Regular departmental meetings are also held to discuss topics such as syllabus completion, ongoing evaluation assessment, and other activities under departmental clubs, among other things, with the faculty. The institute has strategies in place for internal examinations and has established evaluation standards. All of these take effect after the principal's approval.

Every staff member obtained an Academic Diary from the College, which contained the following information: 1. faculty profile 2. Individual timetable 3. Academic schedule/calendar 4. Maintain a record 5. Participate in numerous committees 6. Lesson plan for the month 7. Students' abilities 8. Keep a daily teaching log 9. In terms of batch size, it's a good idea to prepare ahead. 10. Compensation for lecture details 11. Report on the completion of the syllabus (monthly) Co-curricular activities are a group of activities that take place outside of the classroom. Each faculty keeps a separate attendance log for his or her respective subjects in addition to the academic diary. Implementation of curriculum teaching approaches in an effective manner:

Presentations, audio-video lectures, lab sessions, and other teaching methods are available in addition to the traditional chalk and board method. NPTEL, Coursera.org and Swayam.com are among the e-learning sites etc.

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

**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**

**A. All of the above**

process of the affiliating University	
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	No File Uploaded
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
7	
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>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
12	
File Description	Documents
Any additional information	<a href="#">View File</a>
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>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
763	

<b>1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year</b>	
763	
File Description	Documents
Any additional information	No File Uploaded
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 is an affiliating college that strives to instil values and ethics in its students through co-curricular activities. It not only ensures effective curriculum delivery, but also goes out of its way to provide a comprehensive education that extends beyond the curriculum through a variety of events organized throughout the year. Students learn fundamental moral and social ideals, gender sensitivity, and environmental awareness through these programmes. 1. Gender Equality awareness programmes, like lectures, seminars, and workshops 2. Women's Day celebrations 3. Environmental education involves projects, fieldwork, nature club activities, and the Green Audit. Students are also encouraged to participate in other programmes, such as online quiz contests hosted by other institutions, to raise environmental awareness. 4. Human values are promoted through the NSS and SWC's activities. 5. Outreach to the community and other social welfare programmes 6. Workshops on mental health and value education 7. Handbook of Ethics and Code of Conduct, which is available on the College website and is also read by the Principal during the Induction session for new students. The Culture Department hosts programmes on professional ethics and value education. 9. World Environment Day, Forest Week, and Science Day. empowerment through events such as the Annual Programme, Independence and Republic Day celebrations, as well as activities of various clubs and groups, poster competitions, and presentations, among other things.

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	<a href="#">View File</a>

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

53

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
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

53

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
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File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
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>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="https://sanjivaniacs.org.in/feedback/">https://sanjivaniacs.org.in/feedback/</a>

**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**

**592**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<b>No File Uploaded</b>

**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)**



<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
321	
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

Sanjivani ACS College is located in the rural area. The students admitted are mainly first-generation learners from remote villages. Institutions take into account student performance at previous colleges. Based on previous test scores, current subject scores and classroom observations, learners can be divided into two groups; advanced and slow learners. Teachers need to adjust their teaching methods so as not to lose the attention of slow learners and turn off the attention of advanced learners. on the basis of academic performance of the students in the class the capability is determined, some students need only guidance and some students need a hard work and regular attention. The teachers find out the advanced learners and slow learners. & after identifying the advance and slow learner's institution always try to bridge the gap between advance and slow learners. The advance learners of institution are handed with - Online Courses, webinars, Advance Assignments Tasks, Model Making, Forums/ Specialized Events.

The Slow learners of institution are made set by-Weekly One Hour Extra Session in virtual mode, Assignment Working, make up classes and redundant practical sessions, multiple choice questions monthly test, also through mentoring students were guided by mentors for academic preparations.

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
953	28

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

1. In the pandemic situation the student centric teaching is promoted by ensuring Online classroom with online platform like Google meet, Zoom & the institute has own learning management system that is Sanjivani LMS etc. the web link for the same is <http://18.235.169.74/lms/>. This platform of online learning helps students 24x7 for continuous learning during such pandemic situation.
2. Students have completed online certification courses on Alison, Coursera, Udemy, Swayam and other platforms as extracurricular learning in academics.
3. The student centric teaching is promoted by ensuring classroom situation learner oriented to acquaint students with required knowledge and skills, develop their personality, communication skills, management and entrepreneurship skills and make them competent in the today's world of competition.
4. To enhance practical utility of the various courses, especially under science and commerce faculties, students are encouraged and guided to undertake projects, assisted to undergo internships and summer trainings to gain work experience.
5. The college facilitates all possible efforts for development of students through various forums like, career counseling cell, placement cell, environment club, consumer club and many other different club

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

1. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of research paper presentations, seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work.
2. Sufficient number of books, Journals and e-books are available in the library. The research journals are available online and facility for accessing these journals is provided through server in the campus.
3. Sufficient number of books, Journals and e-books are available in the library. The research journals are available online and facility for accessing these journals is provided through server in the campus.
4. Seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in seminar hall using ICT facilities.
5. Along with chalk and talk teachers are using the IT enabled learning tools such as PPT, Video clippings, Audio system, online sources, to expose the students for advanced knowledge and practical learning
6. The use of multimedia teaching aids like, LCD projectors, classrooms with internet enabled computer systems are usually in use in classroom.

Seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in seminar hall using ICT facilities

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

<b>2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )</b>	
<b>2.3.3.1 - Number of mentors</b>	
28	
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	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>
<b>2.4 - Teacher Profile and Quality</b>	
<b>2.4.1 - Number of full time teachers against sanctioned posts during the year</b>	
28	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
<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)</b>	
<b>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</b>	
6	

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

95

File Description	Documents
Any additional information	No File Uploaded
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 has transparent and robust evaluation process.

#### Mechanism of Internal assessment

Examination Department > Internal Examination Committee > Department Evaluation process > Assessment & Display of Results > Grievances resolution > finalization of Internal Marks > Internal Marks submission to University.

The method of internal assessment helps the teachers for evaluation of performance.

- Students have been given ample opportunities to discuss issues regarding test performance with the concerned teacher.
- To monitor the student progress, institute has the continuous internal evaluation system, which consists of theory and practicals.

- All the records of in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit.
- Timely display of record of attendance, test results and term work marks is done on the notice board.
- The faculties use to conduct tests, seminars, orals/viva assignments and project works, as expected and directed by the university within time and maintain the record of all the activities and communicate the performance therein to students to maintain transparency in the overall assessment of the students.
- Curriculum & co- curriculum activities have weightage in final evaluation of students.

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 college has a well-defined process for redressal of grievances

College Level Examination GrievancesThe CEO has been appointed and Examination Committee is formed to monitor and supervise examination related activities. The committee meets frequently to discuss various issues including redressal of grievances. In case of any grievance, a student submits written application in detail. The application is forwarded to the department as well as to the examination section. The grievances regarding the entry of marks, mistakes in name, passing rules etc. are resolved immediately by verifying the record. The university procedure and norms are followed for revaluation of answer books, verification of marks and issuing photocopy of answer books of examinations.

Internal Assessment:Internal examinations are conducted as per guidelines of university and answer sheets are evaluated

- These evaluated answer sheets are shown to the students in class and discussed. Any doubt /dispute related to the answer sheets/evaluation is solved in the class. Grievances related to the examination application or queries related

to examinations are settled by the College examination committee. As per the requirement, improvement internal examinations are conducted. All grievances related to examination are compulsorily solved within 2 days from the date of grievance arrival.

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.

Yes, the teachers and students are aware of the stated PO's and CO's of all programs offered by the institute. The university curriculum has well defined PO's and CO's those are communicated to students via various modes. Extra sessions are taken for proper understanding of PO's and CO's, where the importance of PO's and CO's are discussed. Each department displays the PO's and CO's on their Notice board for teachers and student's reference. The institute also uploads all the data required on the official website of the institute for online reference. Before starting of the course each subject teacher explains the CO's for his students and also the PO's to students. Also, the copy of syllabus is provided to students for better understanding of PO's and CO's and one copy is available in library for students and teacher's reference.

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.

Yes, The Institution measures the attainment of the PO's and CO's through the evaluation systems for each programme which is a combination of formative and summative evaluation



1. **Formative assessment:** The institution measures the attainment of the outcomes through the continuous internal assessment prescribed by the affiliating university.
2. **Summative Assessments:** It is taken at the end of the semester or annually whatever is applicable.

As the curriculum is offered by SPPU so to get CO wise attainment is difficult but overall outcomes were calculated by each course teacher. The teachers took utmost care of measuring the level of attainment of POs and COs and followed formal-informal mechanism for the measurement of attainment of the outcomes.

POs and COs are implemented with the mechanism as follows:

- The institute followed the Academic Calendar of our affiliated university.
- All the subject teachers maintained Academic Diary in every academic year.
- All the subject teachers prepared semester-wise evaluation Reports.
- Internal examination committee analyzed evaluation reports of results.
- Institute considered Feedback from the all stakeholders for the attainment of PO and CO.
- Placement committee took the review of the Students' Progression to Higher Studies and their Placement.

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

309



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://sanjivaniacs.org.in/important-links/>

## 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	No File Uploaded
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	No File Uploaded
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

24

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
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

18

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**

5

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 extension and outreach activity of the collage is carried out under the NSS Unit, which was established in the academic year 2015-2016. The unit was started with the strength of 50 student in which there was 14 girls and 36 boys. In current academic 200 students are enrolled. The vision of unit is developing the awareness of social responsibility and good citizen of the society; so as to maintain the socio - economical balance in the society. The institute is bounded for the overall development of the student which is provided by our hardworking faculty through conducting various activities under NSS departmental. For effective social work the institute has make the collaboration with NGO likes Lions Club and Sanjivani Foundation.

To imbibe different qualities in students and encounter the need and problems of society, students are encouraged by visiting the adopted village, and nearby community. Different activities such as Tree plantation "Van Mohatsv", Swatchh Bharath Abhiyan, Blood Donation Camp, Distribution of books, Personal Health and Hygiene, Voters awareness, Health check -up camps All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self-confidence of students. It also helps to shapes the hidden personality of students and created awareness among them.

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

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

**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**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
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**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
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**

6

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

**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**

13

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File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
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 institute has well-furnished infrastructure having classrooms (09) with modern teaching aids such as LCD projectors (12), well equipped laboratories (08), seminar hall (01) and an open auditorium (capacity 3000 persons). The total built-up area of premise is 2524.00 Sq. Mts. The College has spacious playground, gymkhana for sports, seminar hall, open auditorium, girls' and boys' common room, botanical garden, canteen, LAN system for administrative work, parking area, administrative section and green campus. A separate computer laboratory with high-speed internet connection and 30 computers is available.
- Amenities and facilities such as well-maintained lawn, ramp for Divyangjan, CCTV surveillance at all strategic locations, generator, RO water purifier.
- College also has NSS room, record room, NAAC room, staff room, student development department, women development department and wash rooms.
- The classrooms are well-lit with facility of lighting, fans, natural ventilation and LCD projector. 100% of classrooms are equipped with LCD projector. The classrooms are of sufficient size to accommodate the necessary student strength.
- Science laboratories are well-furnished with proper care are maintained. Each laboratory is having lab rules, fire extinguisher, necessary furniture, fixtures, equipment and instruments.

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

As per the guidelines of Savitribai Phule Pune University, Pune College forms Student Council every year. Main objectives of this Council are to improve academic, co-curricular, cultural and extracurricular activities to develop leadership qualities, event management, etc. among the students.

**Cultural event facilities:**

For cultural events, an auditorium and open air stage is available. Sound system and musical instruments are made available as and when required.

**Sports facilities:**

A spacious play ground with indoor and outdoor games facilities is provided. The area for indoor sports is 415.21square meter and area for outdoor sports is 13860 square meter. The area for gymnasium is 90 square meter.

**Indoor sports facilities:**

The College has indoor sports facilities,two badminton court and two table tennis court of international standard, carom boards,chess room are available.

**Outdoor sports facilities:**

It includes volleyball and handball courts, tennis and basketball synthetic courts, ball-badminton with one wooden and one cement courts, football, kabaddi, kho-kho, baseball, softball cricket and hokey ground

**Gymkhana:**

The collegehas gymkhana including more than 25 instruments that includes twister, abdominal board, declined bench press, bench



press bench, cross trainer assisted chin up, precede, lat pulley, bench press and shoulder press, incline leg press/hack squat

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

10

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

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sanjivaniacs.org.in/geotag-photos/">https://sanjivaniacs.org.in/geotag-photos/</a>
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)**

00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

<b>4.2 - Library as a Learning Resource</b>	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
<p><b>4.2.1. Library is automated using Integrated Library Management System (ILMS)</b></p> <p>Data Requirement for last five years: Upload a description of library with,</p> <ul style="list-style-type: none"> <li>• Name of ILMS software</li> <li>• Nature of automation (fully or partially)</li> <li>• Version</li> <li>• Year of Automation</li> </ul> <p>College has library facility, ILMS software is not available but the book circulation service is provided by manually, college will provide the facility soon</p>	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
<b>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</b>	D. Any 1 of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	

<b>13400</b>	
File Description	Documents
Any additional information	No File Uploaded
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**

**23**

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 adopts best practices for scalable and sustainable implementation of all IT services. It provides computing and networking services such as desktops, laptops, internet for all the departments, library and office. Appropriate standards are followed for selection, purchase, setup and maintenance of all computing and networking equipment is done by the central system department which is seen by parent organization. The College provides necessary training to the users through the ICT committee. Internet connected computers for the students and teachers and computer terminals where the pen drives are required to be connected, have been installed with the antivirus software. The computers having no antivirus protection are not allowed for internet and the pen drive connection. Procurement of computing and networking equipment are made through ICT committee, IQAC coordinator, head clerk and system department. College strictly adheres to the terms and conditions of license agreements of IT resources software usage. It insists upon use of licensed or open source software and strictly prohibits the usage of pirated and unlicensed software.

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

#### 4.3.2 - Number of Computers

44

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)

70620

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
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 has well established mechanism for the maintenance and up-keeping of infrastructure facilities and equipment. The need of regular maintenance and upkeep are proposed and as curtained by the Collage Development Committee, chaired by the Principal. The committee deals with issues like planning for infrastructure, up-gradation, repair and maintenance of the facilities. Regular infrastructure development, repairs and maintenance activities are assigned to the parent organization. In addition, a full-time civil engineer is appointed by the parent organization to co-ordinate infrastructural development activities. The budgetary provisions proposed for maintenance of infrastructure are discussed in LMC/CDC meeting and fund are approved accordingly. The maintenance of IT infrastructure is seen by IT committee in charge regular over view of maintenance of building classroom, laboratory and other physical infrastructure is done. Parent organization look after electricity supply and maintenance. Electrical fittings are regularly checked and replaced whenever necessarily for service light cleaning, security and gardening etc. the parent organization has outs sourced on annual contract to different companies. Furniture including benches, desk, table, cupboard and chairs are repair regularly to insure there optimal use. Classroom has fans, electrical fixtures, LCD, projectors

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

493

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
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**

A. All of the above

File Description	Documents
Link to institutional website	<a href="https://sanjivaniacs.org.in">https://sanjivaniacs.org.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>	
951	
<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>	
951	
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>A. All 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	<a href="#">View File</a>
<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>	



28

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**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**

183

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	No File Uploaded

**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	No File Uploaded
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 )

Our College gives prime importance to the representation of students on academic and administrative bodies and committees. Their representation helps to get regular suggestions and feedbacks through proper mechanism. The suggestions and feedbacks are capitalized to maintain and enhance quality of academic and administrative programs and activities. Students represent on the following major bodies and committees of the college.

**1. Students Council:**

Major activities include creative discussion on academic and administrative issues that primarily concern the students support and progression. As per Savitribai Phule Pune University act. the class representative. The nominated class representatives elect one of them as their university representative (UR). The UR represents students of the affiliated college on the university level. It is one of the crucial mechanisms of students' direct participation in decision making process. The college has Students Council that consist of: Chairman Principal Members: As per the University ACT

**2. Internal Quality Assurance Cell:**

The IQAC is a crucial administrative body of the college. It works to maintain and enhance quality standards in teaching, learning, evaluation and innovation. Students' participation in the institutional quality enhancement processes is crucial and essential as it is the major stakeholder of Higher Education

**Institution.**

File Description	Documents
Paste link for additional information	<a href="https://sanjivaniacs.org.in">https://sanjivaniacs.org.in</a>
Upload any additional information	No File Uploaded

**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**

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

Sanjivani Arts, Commerce and Science College is newly established. Three graduating batches are passed out from the College. A formal alumni association was registered on 28th March 2018 under "Maharashtra Society Registration Act 1860". The registration number is MAH/205/2018/Ahmednagar dated 28/03/2018 registered with the name as "Sanjivani Arts, Commerce and Science College Student Alumni Association".

Till then the alumni association was informally functional. There are structured ways to network and collaborate with alumni. The College has arranged alumni meeting once per year. It provides a platform to all students to share their experiences and suggestions, motivating students towards betterment of the

College. Number of Alumni enrolled is 301 and contribution of alumni in the year is 72500 Rs.

Alumni has informally contributed in the development of the College through modes like helping in organizing expert lectures, project co-guides, aiding in organizing industrial visits, study tours and mentoring current students. The alumni has also contributed for quality enhancement by participating through online feedback system.

The College is making use of social sites like Facebook, WhatsApp, LinkedIn, Google plus as tools to connect and keep up with alumni other than direct communication. The College is also having a functional online alumni portal which can be accessed through College's official website.  
(<http://alumni.sanjivani.org.in>)

Alumni also contributed by being the part of social extension activities organized by the College time-to-time. Alumni often visit on request to guide the currently enrolled students about future career opportunities.

File Description	Documents
Paste link for additional information	<a href="https://sanjivaniacs.org.in">https://sanjivaniacs.org.in</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

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's vision is to create academic excellence through value based and skill oriented education for socioeconomic upliftment of rural India."
- Mission- Our mission is to offer traditional, conventional

and innovative educational environment for creating global competencies and to improve the quality of life of people through Education, Training and Research. We are committed to develop social responsibility amongst the students from all backgrounds towards socio economic growth of rural India for global competitiveness.

- This is being reflected in effective governance. The Principal leads the college administration, which is in charge of coordinating the functions.

The Principal leads the college administration, which is responsible for organizing the college's functions to their logical conclusion. Various committees comprised of teaching and non-teaching faculty members are active in the institution's curriculum and curricular matters, as well as administrative activities. The heads of departments / subjects have the authority to oversee ordinary departmental functions. The Principal takes the decisions they make into consideration.

File Description	Documents
Paste link for additional information	<a href="https://sanjivaniacs.org.in/important-links/">https://sanjivaniacs.org.in/important-links/</a>
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 has decentralization of responsibilities to respective department for organizing various activities such as workshop, training program, women empowerment program every year. All those activities is done under the guidance of Department Head. He /She has nominated by the IQAC. Head of Department nominates Event In-Charge .The in-charge is given authority to plan and execute various activities. Academic responsibilities are evenly distributed among all members of the staff. Committees are formed to oversee the numerous academic and co - curricular events that will take place throughout the academic year. The Principal of the College meets with the staff and supporting staff on a regular basis. The Administration is always open to discussion with teaching and nonteaching staff, which encourages staff involvement in improving the effectiveness and efficiency of the institutional process.

- Few of the activities conducted by various departments are

1) One Day Webinar on "The Seven Habits of Highly Effective Person"

2) Short term course on 'Mushroom Cultivation'

File Description	Documents
Paste link for additional information	<a href="https://sanjivaniacs.org.in/important-links/">https://sanjivaniacs.org.in/important-links/</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has a long-term strategy. The following aspects are taken into account for inclusion:

1. Quality improvement and a better teaching-learning environment.
2. Improving student assistance mechanisms.
3. A higher rate of student success.
4. To be more creative in academic delivery with a high reliance on implementing technology in the teaching-learning process.
5. Rather of being a full-time tutor, the teacher should act as a facilitator and mentor.
6. Developing research facilities and developing a research culture among students and faculty.
7. Life skills will have an important role in the development and delivery for curriculum.
8. To place a strong emphasis on inter evaluation of student learning in order to ensure that student learning outcomes are in line with the expected.



File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://sanjivaniacs.org.in/important-links/">https://sanjivaniacs.org.in/important-links/</a>
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 Principal is in charge of ensuring that the College's plans are carried out. Through feedback from conveners, teaching and non-teaching employees, he ensures that ordinary day-to-day activities are correctly executed. Departmental Heads make ensuring that the Principal's plans are carried out in a systematic manner. Co-curricular activities committees are constituted at the start of the year and allocated assignments based on institutional plans for curricular activities that benefit students' overall development. Exams, Scholarships, Discipline, Sports, Admissions, Library, and other administrative committees which led by senior faculty to ensure that all administrative activities are carried out smoothly and in accordance with academic bodies', SPPU and government standards.

File Description	Documents
Paste link for additional information	<a href="https://sanjivaniacs.org.in/important-links/">https://sanjivaniacs.org.in/important-links/</a>
Link to Organogram of the Institution webpage	<a href="https://sanjivaniacs.org.in/important-links/">https://sanjivaniacs.org.in/important-links/</a>
Upload any additional information	No File Uploaded

**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	<a href="#">View File</a>
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 details are showing the different welfare schemes for teaching and non-teaching staff:

- Employee's Provident Fund (EPF)
- Staff Welfare Fund
- Medical Leave / Casual leave/Earn leave/Compensatory off / special leave
- Medical Checkup
- 50% concession in tuition fees is offered to children of employees for the admission to CBSE Festival advance salary is given to teaching and non-teaching staff
- Loan facility is provided to the employees through Tantra Shikshan Sahakari Karmachari Patsanstha (TSKPT) in both long term and immediate basis.
- There have been instances of management extending financial support to its staff during medical emergencies and critical illness.
- Transportation facility is provided to higher authorities for their regular commute to work. It is also extended for faculty in cases of travelling for assigned work. If not, staff can also claim conveyance charges for the same.
- Uniforms are provided to non-teaching and security staff as per

the society's code of conduct.

Staff quarters are provided as per the requisites.

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**

6

File Description	Documents
Upload any additional information	No File Uploaded
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**

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
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**

56

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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**

For capturing performance of the employee, the College has its own Performance Based Appraisal System (PBAS) that is in compliance with UGC regulations which covers academic and non-academic contributions of the employee. The appraisal is done in

two steps:

(I) Self-appraisal by employee and

(II) Final appraisal by the authority. Self-appraisal is done on the basis of the various points. Moreover the Management evaluates performance of the faculty through oral interaction or PowerPoint presentation where different points are discussed.

The appraisal of non-teaching staff members is done after necessary recommendations by the head of the respective department and there after approval by the Principal. After this, the overall evaluation and a summary of self-appraisal report is prepared and submitted to the Management by the Principal for further process.

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

#### 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

At the beginning of every academic year, the budget is prepared by various departments and sections in the prescribed format as per the circular issued by the Principal. Budget for the departments is prepared by concerned HODs, in consultation with the department laboratory in-charges and other faculty. Then it is sent to the Principal. The departmental budgets are discussed by the Principal at HOD's meeting and then sent to the management for approval. While preparing the institutional budget, at first, a provision is made for salaries and allowances. Next, a provision is made for administrative and maintenance expenses such as electricity, water, telephone, postage, etc. Then, while making provisions for the departments, priorities, needs, and requirements of various committees and development / up-gradation of the department is considered. There are well-defined policies and mechanisms for implementing the budget effectively. Then it is put up to the Governing Body for final approval. The sanctioned Budget is utilized for the proposed activities.

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

**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)**

Nil

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

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

The College has well-defined policies for the mobilization of funds and optimal utilization of resources. The College is self-financed and has sufficient resources to develop and sustain its programs on a continual basis. A major source of revenue for the College is through tuition fees. Every year a budget showing estimated receipts and payments is prepared. Before finalizing the budget, proposals are invited from various departments. The final budget is placed before the CDC meeting for deliberations. Every budget gives three set of figures

i) Actual figures of the preceding year, ii) Budget figure for current year and iii) Budget estimate for the following year. The budget proposals are discussed in detail and approved by the committee. All the financial transactions are subject to internal check and control. At least three quotations are invited for major expenditure and the lowest quotation is generally accepted. While preparing the institutional budget preference is given to salaries and allowances. Next preference is given to establishment general expenses. While making provisions for

departments, their priorities and requirements are considered.

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

- Various quality assurance techniques started by the institution's IQAC in order to improve the institution's quality in all sectors are as follows: All faculty members are encouraged and supported to attend orientations, refresher courses, workshops, seminars, and conferences linked to the teacher-learning process and research. Teachers with Ph.D. degrees are also encouraged and pushed to serve as research advisers for research scholars.

- Teachers are also encouraged and supported to participate in the examination evaluation process.

- The institution also provides a venue for students to participate in intra-college and inter-college debates, tournaments, seminars, and other activities.

- Regular meetings of the IQAC are held under the head of Principal with a specified agenda, and proposals for curriculum improvement and improved execution are solicited from all members of the IQAC.

- For effective teaching-learning processes, all teachers are advised to use audio-visual teaching aids, charts, models etc.

Almost all laboratories have charts, models, and other tools to aid in the teaching-learning process. LCD projectors have been installed in the classes.



File Description	Documents
Paste link for additional information	Nil
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

• Every course's information is used to provide objectivity to the teaching and learning process for each topic. The faculty go beyond the syllabus and make sure that all of the students fulfil the course's prerequisites. They check to see what the students have a good understanding of the fundamentals so that they can follow along with the lesson. This is achieved by the use of surveys and notices. Teachers begin their event schedule, which they planned at the beginning of the year, after cross-checking pre-requisites. The teacher provides a detailed schedule for each topic and how it will be taught.

• Course files have shown to be excellent guiding aids for teachers, providing direction and clarity while teaching. It is a document that includes information on the teacher, course, and department, as well as a day-by-day schedule, pedagogies, revision questions, faculty profiles, and student expectations.

Feedback Collection from the students, measure the extent of the implementation and assess the impact of academic activities.

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</b></p>	<p><b>B. Any 3 of the above</b></p>
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**international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sanjivaniacs.org.in/important-links/">https://sanjivaniacs.org.in/important-links/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

Understanding the need for equal opportunities for women and men, Fairness of treatment is maintained in the College and its overall campus. College aims to promote equality in providing various opportunities and treatment for all men and women working and studying at the College.

• Safety and Security

The security guards are available 24 x7 within the campus. Further CCTV's are installed at appropriate locations. The College take active steps to establish good gender balance. The Institution has appointed a separate women warden for girl's hostels and male warden for boy's hostel. First aid box is made available in all the departments. No students are allowed to enter the college without their valid ID cards. Separate parking facility is provided for girls and boys.

• Common Room

The College has set up separate common room for girls and boys to provide privacy and recuperation .Apart from this we have Ambulance service which is available 24 x 7.

• **Counseling :**

The Institute has a mechanism of counseling students to address both personal and career related issues. Every Faculty is allotted with Students as per respective departments where faculty acts as a mentor and students as mentees.

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	Nil

**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**

A. 4 or All 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

**1. Solid Waste Management**

To minimize the issue of waste generated from college premises. After time period, the solid waste is collected and decomposed solid is used as the organic manure for the gardens and the trees from the college premises.

**2. Liquid waste Management**

The liquid waste produced is collected at a central location of

campus for recycling purpose. The waste water is then transported to collection plant in nearby area. The water is then used for irrigation to plants in the campus

### 3. E-Waste Management

Electronic goods are put to optimum use; the minor repairs are done by the Laboratory assistants but the major repairs are handled by the Technical Assistant and are reused.

### 4. Hazardous Chemical Management

Most of the departments do not generate hazardous waste. Ideally transportation and proper handling of chemicals begin with understanding the potential hazards related to their use.

### 5. Biological Waste Disposal

Laboratory has responsibilities and management strategies for disposal of chemical or biological products and associated waste

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>

<b>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</b>	<b>A. Any 4 or all of the above</b>
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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

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. Landscaping with trees and plants</b></li> </ol>	<p><b>A. Any 4 or All of the above</b></p>
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File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>

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

<p><b>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</b></p>	<p><b>A. Any 4 or all of the above</b></p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

<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</b></p>	<p><b>A. Any 4 or all of the above</b></p>
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**5. Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies  
of reading material, screen reading**

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

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 institute provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment with mutual respect, effective relationships, and clear communication. Everyone has freedom to participate in teaching, learning, work and social activities.

The institute maintains complete transparency and right from the enrollment without any biases. Equal opportunities are provided to the students in various activities conducted throughout the session irrespective of their caste, creed, religion and region. The institution has an active NSS wing to inculcate a sense of unity, discipline and harmony.

Anti-ragging cell acts as a key factor in maintaining tolerance and harmony among students. For the last decade there is not a single incidence of ragging which shows the efficient working of the cell. Cultural activities are organized to promote harmony towards each other. A weeklong Induction is organized for the newbies to give them a delightful start to their three years bachelors journey. The Institute organizes National Science day, Teachers' day, Global Handwash day. All this establishes positive interaction among people of different racial and cultural backgrounds.

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

At SACS Kopergaon , we believe in giving holistic all round education to the students and sensitizing students on our constitutional rights, values, duties and responsibilities. SACS undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: On 26th Nov Constitution day was celebrated at SACS Campus where students were marked with fundamental rights, Duties, Values and responsibilities of citizens as stated in Constitution of India. Students were appealed to all to remember the struggle of freedom and respect the National Flag and National Anthem.

National Unity Day is also celebrated in the college every year. Events are conducted on days of national importance on various rights, duties and responsibilities of citizens. An oath is taken by all students and faculties to keep their surroundings clean.

NSS unit of the institution conducts a cleanliness drive to mark the occasion of Swachh Bharat Abhiyan .An oath is taken by all students and faculties to keep their surroundings clean.

Republic day and Independence day is Celebrated every year to highlight struggle of freedom and importance of Indian constitution.

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

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers,**

**A. All of the above**



**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**

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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The College makes tremendous efforts in celebrating the national and international days, events and festivals throughout the year. It is an integral part of learning and building a strong cultural belief in a student. The Institution also commemorates the birth / death anniversaries of great Indian personalities. On Teachers day too, the student puts up a show to express their love and gratitude for their teachers and salute the great Teacher Dr. Sarvepalli Radhekrishnan. Staff and students get to know the importance of national integrity in the country in general and their role in it in particular. The activities include celebration, paying homage or respect to the national personalities for their contribution towards nation, popularization of thoughts of such great personalities. These include celebration of Independence day on 15th August and Republic day on 26th January, Teachers' day on 5th September, Constitution day, Death Anniversary of Subramania Ranganathan, remembering Savitribai Phule on 3rd January, Birth anniversary of Shivaji Maharaj, Lala Lachpat Rai, Jijamata Bhosale. The college celebrates Gandhi Jayanti every year in remembering the birth anniversary of Mahatma Gandhi - Father of Nation.



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	<a href="#">View File</a>
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.

### (A) Best practice- Mentoring Programme

#### 1. Title of the Practice: Mentoring Programme

The mentorship Program is designed to improve overall performance and help students guide through personal counselling.

#### 2. Objectives of the practice

- To conduct meetings with mentees so that they can have interaction with their respective Mentor and pursue one to one interaction.
- To contact with mentee once a week by email, text, or phone call
- To notify the HOD if any, concerns arise in regard to mentoring a student

### (B) Best practices- Shri Shankraoji Kolhe Saheb Inspire Project (SSKSIP)

#### 1. Title of the Practice: Shri Shankraoji Kolhe Saheb Inspire Project (SSKSIP)

Shri Shankraoji Kolhe Saheb Inspire Project at the SACS is committed to build a strong base for entrepreneurship amongst the students as well as to inspire students to reach their potential in their area of expertise.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
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

#### 7.3 Institutional Distinctiveness

1. At SACS, our most tangible strength is our strong College community. The College's admission policy too is reflective of this broad vision to create academic excellence.
2. To provide quality education, the institute has state of the art infrastructure, well-equipped laboratories, and Wi-Fi facility, and qualified experienced faculty members and staff.
3. A separate T&P department is established to enhance the placement who continuously strives for the betterment of students.
4. A unique activity named Mentorship program is conducted where the mentor will guide the mentee throughout the academic journey in the students life .
5. Many activities were conducted through the NSS.
6. College has received 2 star rating (Western/WRO) in Annual Performance of IIC by Ministry of Education, Govt. of India (Innovation Cell)
7. Many Expert Talks were conducted in the year on various topics for the students

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

**FUTURE PLANS OF THE INSTITUTION FOR THE NEXT ACADEMIC YEAR**

- Ø Establishment of Entrepreneurship Cell for Students.
- Ø Planning for recognition of Research Centre for strengthening the research activities.
- Ø Enhancement of the Consultancy services on various projects
- Ø Improve Alumni Interaction through which students will get benefit of placement as well as knowledge will be update about working platform in industry.
- Ø To have more industry academic interface so that there is more corporate participation.