

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**SANJIVANI RURAL EDUCATION SOCIETY, SANJIVANI
ARTS, COMMERCE AND SCIENCE COLLEGE**

SANJIVANI ARTS, COMMERCE AND SCIENCE COLLEGE AT
SAHAJANANDNAGAR POST SHINGNAPUR TAL KOPARGAON DIST
AHMEDNAGAR (M.S.) 423603

423603

www.sanjivaniacs.org.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2018

NAAC

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sanjivani Rural Education Society (SRES), was established by Honorable **Shri. Shankarrao Genuji Kolhe** in the year 1983, at rural place Kopargaon, which is in Ahmednagar district of Maharashtra state, India. Initially they started engineering and polytechnic college at Kopargaon with basic branches of mechanical, civil and electronics. Since establishment the institute has attracted the students from all over India. **Sanjivani Arts, Commerce and Science College, Kopargaon** was established in the year 2012. It is affiliated with Savitribai Phule Pune University, Pune and recognized by the Government of Maharashtra . Build on a sprawling campus, the College offers a pollution free environment far away from the maddening crowd of the city life. The vision and mission of the college clearly reflects the commitment of the college towards promoting quality and excellence in education to cater to the needs of society. The college is always proves excellence through comparable academic results and research. The College believes in faculty development so that, they can serve better to the students. In Academics Infrastructure is also playing vital role to create the healthy environment for the education. There for college has keenly looking in its Infrastructure. The institution, always believe the external audit to ensuring its perfection and quality in the field of excellence in academic and its qualitative process. With this objective Institute has decided to make its quality evaluation by National Assessment and Accreditation Council (NAAC), which will help us to institutional developments and contribution to society's development.

Vision

Our vision is to create academic excellence through value based and skill oriented education for socio-economic 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.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Leadership is dynamic and management is participative
- Mentorship system for the student betterment exists
- College is using renewable energy through Solar Panel System from 2018.
- Gender wise Girls students are more than Boys.
- On-line admission system.
- Well- Equipped Laboratories.

- Well-furnished infrastructure and well discipline learning environment.
- Enriched library with number of reference books, textbooks, national and international journals, e-resources.
- Periodicals Activity and consistent social outreach activities
- Effective MOU with domestic companies.
- Gymkhana hall with indoor game facility
- Safety and security
- Highly qualified and experienced staff with rich academic experience.
- College canteen with hygienic food at reasonable prices.
- College provides transport facility for the students
- Quality research work with more than 100 publication in National and International research journals
- Green and clean pollution free campus

Institutional Weakness

- Located in remote and rural area. Its affects frequent visit of eminent academician and industrialist.
- Placement facility doesn't cover all outgoing students
- Industry institute interaction needs to be improved.
- Less number of Patents.
- Less government funding for research.
- Competitive examination centre need to be established
- Collaborative projects are insufficient

Institutional Opportunity

- Increasing number of student's enrollment due to awareness of girls' education.
- Courses like Diploma in taxation law, labor law, travel and tourism can be introduced.
- Post graduate courses in Science and Commerce can introduced
- Starting of more career oriented courses to provide skills to increase employability.
- Developing interest for ICT based teaching-learning and evaluation process.
- Scope to initiate and develop women's study center and organize gender sensitization programs.
- Soft skill training to all students

- Motivate and facilitate patentable and interdisciplinary research
- Collaboration with national and international institutes/industries
- Improvement in student placement and entrepreneurship development
- Initiating skill development and add on courses modules
- Motivate faculty to apply for research grants from various funding agencies

Institutional Challenge

- To offer professional skill development
- Campus drive for the placement needs to be strengthened.
- To meet the growing expectations of stakeholders
- To fetch research grants from Savitribai Phule Pune University, Pune and other government/ semi government agencies.
- Continuously upgrading the tools of education

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Sanjivani Arts, Commerce and Science College offer undergraduate education in Commerce, Management and Science subjects. There are 3 undergraduate and 1 post graduate diploma program. The curriculum for these programs is designed by the affiliating university, Savitribai Phule Pune University. College ensures effective curriculum delivery through Well-planned academic calendar, schedule of work, time table, formal /informal continuous evaluation and monitoring the overall teaching learning process. In the last five years College has newly introduced one graduation program (BBA-IB). Over the last five years students have undertaken field projects / internships. Feedback on syllabi is collected from parents, alumni, students and teachers and analyzed. The report is uploaded to College website. Along with this the Academic Audit conducted at the end of each year provides the basis for planning of new programs.

Teaching-learning and Evaluation

In the last five years **2469** students have studied in the college. Average enrolment percentage in relation to the sanctioned strength is **68.58**. The number of students admitted from reserved categories is very high. In fact, the

actual number of admitted students is more than the number reserved for them by rule. The College organizes special programs for advanced learners and slow learners. The average Students to Teachers ratio is **31:1**. College take cares for Differently-abled (Divyaangjan) student gives facility of ramp. Student centric innovative and creative teaching methods are used for enhancing learning experiences of students **84%** of the teachers make use of ICT tools and resources in their teaching. Average percentage of full time teachers against sanctioned posts during the last five years is **85.75**. Average percentage of full time teachers with Ph.D. during the last five years is **12**. Percentage of award-winning full time teachers during the last five years is **28%**. Continuous Internal Evaluation (CIE) system is followed as part of SPPU since 2012-13. Mechanism to deal with examination related grievances is transparent, time-bound and efficient. The institution adheres to the academic calendar for the conduct of Continuous Internal Examination. Program outcomes, program specific outcomes and course outcomes for all the programs offered by the institution are stated and displayed on the College website www.sanjivaniacs.org.in. Average pass percentage of students during last three years is 62.41. College has arrange different expert lecture from co-operate and academia.

Research, Innovations and Extension

The College supports the Research & Extension activities and it is evident through the number of Research Paper presentations and Ph.D. holders in the institute. Our institution has **2** research guides (for Ph.D.) at present. Under their able guidance **1** student is doing Ph.D. work. Similarly our staff members have published more than **100** research papers in the last 5 years in ISBN/ISSN numbered journals. Out of which **23** research papers are published in UGC approved journals and there are **8** proceedings. The college faculty members have published 1 research based & text books to contribute to the subject knowledge. Total **14** workshops/seminars/Conference were organized. **24** papers were presented in international, **16** in national and **9** in state-level conferences. Two faculty members of this college have been awarded for their contributions in the respective fields. In this regard, **24** extension and outreach programs were conducted through NSS/NCC or departments in collaboration with various agencies. The quality of the extension activities conducted by the College have received 4 awards/appreciation from recognized body. **6** linkages for faculty exchange, students exchange, internship, field trip, on-the-job training, research, etc have been formed. **6** functional MoUs have been signed with institutions of national, international importance, other universities, and industries. It also helps to inculcate values & commitments towards the society. The research and extension activities enable our students to face challenges of globalization.

Infrastructure and Learning Resources

The college is well equipped to facilitate all their teaching & learning processes effectively. The total buildup area of premise is 2524.00 sq. mts. The college has spacious playground, gymkhana, for sports, seminar hall, open auditorium, botanical garden, and canteen. The college has facility such as well-maintained lawn, ramp for the Divyangjan, and CCTV. College also has NSS room, NAAC room, and student development department. The college has one physical director to look after all the sport activities. The budget allocated for infrastructure augmentation by the college in the last five years is 6650000/- The College has many facilities for various sports activities. The library has full flourished reading hall and has various types of knowledge resources. The library also has interlibrary loan facility. The college library has 3508 number of text books, 128 reference books, 66 CDs, 48 donated books and 07 National journals. The total budget allotted for purchase of books and journals during the last five years is 2162000/- The Student computer ratio is 1.25. Internet bandwidth used is 20 MBPS for the common leased line used by the college. The college adopts best practices for scalable and sustainable implementation of all IT services. The expenditure incurred on maintenance of physical facilities during the last

five years is 8980006/-. The expenditure incurred on maintenance of academic support facilities during the last five years is 12879435.43/-.

Student Support and Progression

The College aims at developing the all round personality of the students and toward this the College has healthy environment and supportive resources for student progression and well being. Over the last five years **1051** students have benefited by scholarships and freeships provided by the Government. The College has provides a number of capability enhancement schemes such as Guidance for Competitive Examinations, Career Counselling, Remedial Coaching Classes, and Personal counselling. Remedial coaching is conducted for those who lag behind in some subjects/ courses during the last five years. Placement assistance is provided by departments offering professional courses. **29** outgoing students during the last five years have been provided placement through such efforts. Percentage of student progression to higher education in the 2017-18 batch **76.92%**. **81** sports and cultural activities/competitions have been organized by the College in the last five years. The College has an active Student Council. Student representatives are present on some of the College committees such as IQAC, College Annual Magazine Committee etc. Departments organize alumni meets periodically.

Governance, Leadership and Management

Sanjivani Arts, Commerce and Science College is governed by the Sanjivani Rural Education Society which comprises expert Educationists and professionals as its members. Each year, the College makes a systematic perspective plan in response to the feedback received and the sprouting needs. The organizational structure has the Principal at the controls. One vice Principal and the IQAC Coordinator of the self financing courses share the administrative duties. The roles of the various administrative bodies are well defined. The College has a well established grievance redressal mechanism. The College has introduced e-governance in administration, finance and accounts, student admission and support and examinations. The College has constituted various committees whose functioning is beneficial to the students and staff.

College has welfare provision for the staff. In the past five years two faculty members are given financial assistance to take part in international seminars and conferences by the institute. The parent institute has organized one faculty development program in the course of five years. In the last five years eight teachers have attended faculty development programs. The external audit is regularly carried out by institute. The College IQAC is functional and contributes to the quality culture for the betterment of students. The IQAC undertakes quality sustenance and quality enhancement measures.

Institutional Values and Best Practices

The need of Institutional value and Social responsibility along with nation progress is must for conservation of nature and the future. College has effective organized gender equality program such as “BetiBachao, BetiPadhao” and psychological health-impulsive behavior and its consequences”. The college also adopts the innovation and best practices like SSKIP (**Shri.Shankaraoji Kolhe Saheb Inspire Project**) and Mentorship. Colleges has started to appoint an Internal Squad for the university examination from 2018 to ensure the smooth conduction of examination. College is also providing the facility like safety and security. Apart from it, students who are seeking the counselling in term of personal, health and career related issues are been attempt

by counselling department. However, college has established its anti-ragging committee to prevent the ragging, moreover college has its sexual harassment cell whereas all the issues has been resolved by the committee if any. The College is also very conscious regarding the natural resources, there for college had identified how we can save the natural resources. With this objective college has owned Solar panel system in the year 2018 and college proudly carrying it's all load by solar system. Our national heroes are also contributed lot since the pre independence and college is remembering them on their Birth and Death anniversary. Moreover, college is also celebrate the days like, independence day, Republican Day, national Unity Day, National Science Day, Human Rights Day, Indian Constitution day etc. to increase the consciousness about national identities, symbol, fundamental duties and responsibilities to the students.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SANJIVANI RURAL EDUCATION SOCIETY, SANJIVANI ARTS, COMMERCE AND SCIENCE COLLEGE
Address	Sanjivani Arts, Commerce and Science College At Sahajanandnagar Post Shingnapur Tal Kopargaon Dist Ahmednagar (M.S.) 423603
City	Kopargaon
State	Maharashtra
Pin	423603
Website	www.sanjivaniacs.org.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Samadhan Bhagwan Dahikar	02423-222862	9421804716	02423-22268 2	sacsnaac@gmail.com
IQAC Coordinator	Sarita Ashok Bhutada	02423-223362	9421804715	02423-22394 7	saritabhutadasacs@sanjivani.org.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details				
Date of establishment of the college		15-06-2012		
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Maharashtra	Savitribai Phule Pune University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1532257989.pdf
If yes, has the College applied for availing the autonomous status?	No

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Sanjivani Arts, Commerce and Science College At Sahajanandnagar Post Shingnapur Tal Kopargaon Dist Ahmednagar (M.S.) 423603	Rural	4	2530.7

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Science	36	HSC Science pass	English	396	360
UG	BBA,Commerce	36	HSC Pass	English	248	178
UG	BCom,Commerce	36	HSC Commerce Pass	English	396	309
UG	BA,Arts	36	HSC Pass	English	360	0
PG Diploma recognised by statutory authority including university	PG Diploma, Commerce	12	UG	English	80	7

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				34			
Recruited	0	0	0	0	0	0	0	0	3	2	0	5
Yet to Recruit	0				0				29			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				29			
Recruited	0	0	0	0	0	0	0	0	12	12	0	24
Yet to Recruit	0				0				5			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				14
Recruited	0	0	0	0
Yet to Recruit				14
Sanctioned by the Management/Society or Other Authorized Bodies				14
Recruited	13	0	0	13
Yet to Recruit				1

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

Qualification Details of the Teaching Staff

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

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	12	12	0	24

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	399	0	0	0	399
	Female	457	0	0	0	457
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	17	14	20	16
	Female	11	15	19	25
	Others	0	0	0	0
ST	Male	3	4	3	3
	Female	1	0	0	0
	Others	0	0	0	0
OBC	Male	87	64	119	140
	Female	49	135	155	194
	Others	0	0	0	0
General	Male	94	84	113	132
	Female	81	133	150	188
	Others	0	0	0	0
Others	Male	14	22	23	20
	Female	10	23	40	45
	Others	0	0	0	0
Total		367	494	642	763

3. Extended Profile

3.1 Program

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

Response : 5

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	4	4	4

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
763	642	494	367	183

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

2017-18	2016-17	2015-16	2014-15	2013-14
701	640	580	561	500

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
183	159	110	30	-

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
27	25	25	22	16

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
34	15	15	15	15

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response : 10

Number of computers

Response : 40

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

2017-18	2016-17	2015-16	2014-15	2013-14
67.13	80.60	55.88	65.64	11.94

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Curricular Aspects:The institute is affiliated to the Savitribai Phule Pune University, Pune. The College runs B.Sc., B.Com. and BBA-IB as its academic programs. The College has its own vision, mission and quality policy and is into practice. The curriculum of our programs is revised by Savitribai Phule Pune University, Pune. To meet the needs of industry, current research and societal requirements number of events on soft skills and professional development, competitive exam preparation and career counseling were conducted within the campus to enhance the skills and employability of the students. The College provides many welfare measures such as scholarship, free ship from Government and non-government organizations and student medical insurance scheme which is provided by the parent organization, to ensure financially stable environment.The College has grievance redressal cell, prevention of sexual harassment committee and anti-ragging unit to address the related issues. Students are encouraged for active participation in several events such as NSS, blood donation camp, “Do not use plastic” campaign to inspire social responsibility among the students.

Teaching-Learning and Evaluation:In order to communicate the institutional goals the College prospectus is prepared at the beginning of every academic year and displayed on institutional website along with the information is furnished under “Right to Information” act 4(1) (b). At the start of academic year the University display tentative academic calendar about the commencement and conclusion of semester, holidays and semester examination. The Head of the departments prepare academic calendar for effective delivery of curriculum and internal examination along with other departmental activities. Workload is distributed by head of each department among faculties by considering their area of specialization. The head of the departments conduct department level meetings regularly and discuss the completion of syllabus and other activities with the faculty.For internal examination institute has plans and defines evaluation criteria. All these, take effect after the approval from the Principal. Academic Diary was issued by the College to every staff member which contains:

- 1.Faculty profile
- 2.Individual time-table
- 3.Academic calendar/schedule
- 4.Leave record
- 5.Work on various committee
- 6.Monthly teaching plan
- 7.Students strength
- 8.Daily teaching record
- 9.Practical plan-batch wise
- 10.Details of lecture compensated
- 11.Syllabus completion report (monthly)
- 12.Co-curricular activities

Along with academic diary, a separate attendance diary is maintained by each faculty for his/her subjects.

Process of effective implementation of curriculum teaching practices:

- At the beginning of semester every department head prepare academic calendar along with commencement and conclusion date by considering number of lectures allotted as per the University norms.
- Objectives of each unit have been identified by faculty.
- For conducting practical, batch-wise practical plan is prepared.
- The additional teaching practices include PowerPoint presentations, audio-video lecture, lab sessions etc. along with traditional chalk and board method.
- Faculty promote students to opt for eLearning platforms such as NPTEL (National Program on Technology Enhanced Learning), Coursera.org, Udemy.com, Swayam.com to encourage student to participate in learning process.
- Feedback from students is analyzed periodically to improve teaching-learning process by using online feedback system.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 1

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	1

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 60

1.2.1.1 How many new courses are introduced within the last five years

Response: 3

File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 5

File Description	Document
Name of the programs in which CBCS is implemented	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

Sanjivani Arts, Commerce & Science College has been working for the development of the students. Our College arranges various programmes related to “Gender Equality, Sustainability, Human Values and Ethics” Students are being engaged in the various activities such as Tree plantation, Global Handwash day, Green Diwali, Say no to plastic etc. Every year our college planted trees in our college campus. Students as well as faculty participate in this program. Global Handwash day was celebrated by visiting various pre-primary schools of the Kopargaon and nearby slum area to spread awareness among children about the importance of Handwash by proper ways. “Say no to Plastic” our college students had taken initiative for creating awareness about not to use plastic by capturing nearby areas of town. The students were given structured pamphlet for campaigning against the use of plastic. To save environment and promote the use of Green products is the basic intention behind this event. It also helped in making student socially responsible citizens of India. Students have visited bus depot, schools, crowded places in Kopargaon city & city of their residence. Before Diwali festival all students had taken pledge for green Diwali. Students were ready to celebrate pollution free Diwali without fire crackers & other harmful materials. Environmental awareness is a compulsory subject for Second year B.Com, B.S.c. students. Special teachers are there to deal with environment issues through “Environmental awareness” included as regular subject as per university curriculum after said subjects include various chapters such as ‘Scope & Nature of environment Science, Natural Resources, Eco-System, Bio- Diversity, Pollution, and social issues & population. A special 7 days residential camp conducts by the N.S.S Department to understand the prevailing problems like cleanliness and hygiene awareness among villages. Ragging is strictly prohibited in our college. We feel proud that our students are not indulged in ragging or harassment gender discrimination or racism. We provide industrial visit/ outbound training to students for their overall development. They get practical knowledge from field visits. The students prepare a separate project on environment as a part of their syllabus.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years	
File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 0.39	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 3	
File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A.Any 4 of the above</p> <p>B.Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: A.Any 4 of the above</p>	
File Description	Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p>

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
URL for feedback report	View Document



Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.12

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	1	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 40.18

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
763	642	494	367	183

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1392	1288	1184	1160	800

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 44.54

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
445	379	277	192	90

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The learning levels of learners are decided by considering the performance of the students in the previous examination and through class room interaction and subsequent discussion with students. The class teacher identifies the learning ability of students and categorizes them into “advanced learners” and “slow learners” after which the College tries to bridge the gap between advanced and slow learners by adopting various means.

Special programs for advanced learners: They are motivated and encouraged by providing various platforms such as poster presentations, project exhibitions, quiz, elocution, debate competitions and other inter-collegiate level and University level programs such as Avishkar. Institute also organizes various sessions to fulfill the knowledge hunger of such students. Incentives in the form of certificates and medals and recognition is awarded to such students. Steps to enhance their communication skills, art of reading learning/and inculcate reading habit are opted. Institute provides guidance and organizes expert talks and guest lecture for the students appearing for competitive examinations. Recommending reference books and journals available in the library and allocating extra book issue facility to such students. Advanced learners are inspired to do College level research projects and publishing the work. Counseling is given to the advanced learners regarding preparation for different examinations. The students are deputed to attend seminars/workshops conducted in their respective areas and thus they get exposure to advanced areas in the subject. Special tasks are given to keep up their enthusiasm.

Special programs for slow learners: Special attention is given to slow learners by the class teacher as well as mentor assigned to him/her. Remedial classes are organized for such slow learners to bring them into the flow. They are referred to the counselling cell, which diagnoses their problem and suggests psychological steps, especially in cases of acute stress, depression, low self-esteem, etc. Simplified versions of books are recommended to them. Parents are updated to their ward’s performance on regular

basis. Special events are organized to build up their self-confidence, decision making skills and leadership quality. Positive atmosphere is kept around slow learners so that they don't feel uncomfortable. Easy method way is carried out while teaching like through graphs, power point presentation, video lecture, activity based learning.

2.2.2 Student - Full time teacher ratio

Response: 28.26

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.66

2.2.3.1 Number of differently abled students on rolls

Response: 5

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document

2.3 Teaching- Learning Process

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

Response:

College considers students as their important stakeholder. The entire academic process of planning, delivery of curriculum and assessment is designed to be student centric. Various efforts are made to make learning more students centric by focusing on specific learning outcomes for all courses and making it more participative or and interactive. The College facilitates all possible efforts for the development of students through various forums like, career counseling cell, training and placement cell, science association and many other study clubs formed by respective departments. The student centric teaching is promoted by ensuring classroom environment to be learner-friendly, skill oriented, aiming to develop their personality, communication skills, management and entrepreneurship skills and to make them competent in the today's world of competition. To enhance practical utility of the various courses, especially under science and commerce faculties, students are encouraged and guided to undertake small-scale projects to

gain experience of subject. Emphasis is given on proper academic preparation and syllabus completion. Separate lectures are arranged for soft skills and technical skill development. Entire campus is having Wi-Fi facility to make available e-resources to learners. 66% of classrooms are equipped with LCD projection systems, screens. Lecture notes are distributed/discussed after the completion of each unit. The classroom environment is kept conducive to make learners feel free to share their ideas and form a healthy discussion. Advance information is given about topics to be taught in the next class so that the students can come prepared for active discussion with teachers. By allotting first 5-7 minutes of the lecture to revise the contents covered in the last lecture by asking some questions to check the understanding of the students and to develop a link for the topic of current lecture. Any doubts raised by learners are clarified by re-explaining the topic at a level where student can grasp that topic more easily. Critical thinking of learners is developed by asking them questions related to topic during the lecture. Faculty performance is closely monitored through student feedback. Faculty is encouraged to develop new experiments beyond syllabus. Guest lectures by eminent experts from industry and academia are organized. Library facilities help students in self-learning process. The inter-collegiate and inter-departmental academic programs encourage the same in addition to bringing a competitive edge to the academic endeavor of the students. By these activities, the learner acquires knowledge of the topic from reading and browsing the library and then writes the paper developing reference, writing and speaking skills. Lectures, group discussions, seminars, field visits, lab facilities, induction programs, short-term project are used by various departments to enhance skills. In addition to College library, the departmental libraries of select books have been established for quick and convenient reference materials. Some students are at risk of drop out due to family problems in such case, faculty members pay special attention to such students through counseling under mentor-mentee scheme with their parents. Institute has made collaboration with Primus India Ltd. Pune for SAP certification and training in college campus

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 27

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 28.26

2.3.3.1 Number of mentors

Response: 27

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

In line with vision of the College, various efforts are taken in the academic and supporting activities of the College to nurture critical thinking, creativity and scientific temper among the students. The College aims to have a transformational impact on learning abilities of the students to improve their competence, confidence and excellence through various measures. The College takes the following steps to nurture, critical thinking, creativity and scientific temper among the students to transform them in to lifelong learners and innovators: The College has provided a good infrastructure facility to all the students. All the science departments have well-equipped laboratories. On holidays, laboratories are available for the students, if needed. All the departments have their own departmental library handled by class representative. College motivates students to participate in national/state level paper presentation / project competitions organized by other Colleges and Universities such as Avishkar, Management fest, etc. Using Power Point presentations, online demonstration, video animations, e-resources, group discussions, case studies, role plays etc., have helped students substantially towards participatory learning and acquainting themselves with new innovative teaching-learning process. College invites entrepreneurs, industrialists, social workers and the eminent personalities to share their success stories with students. Students of the College have also opted for learning French and Spanish language and understanding cross-cultural differences between India and Spain. College encourage students to carry out small project in an academic year and helping them to critically analyze the outcome of the projects. Learning power of students is continuously monitored through analyzing performance outcomes through class tests, unit tests, internal exams, quizzes, debates, discussions, etc. Guest lectures, field visits, industrial visits, workshops are organized to develop the sense of practical knowledge. In addition to the well-stocked library, each department has its own departmental library to facilitate easy access to the faculty and students. Project reports submitted by the students are kept in departmental library and current students can refer the previous reports. The teachers allow the students to comment on various current issues, problems and situations and possible solutions. It is done through debates, short lectures, essays-writing etc. This exercise also cultivates objectivity and scientific temper among the students. Engagement in various cultural programs, participation and organizing of programs like fresher's day, College day, University fest, annual social gathering and other similar events, enhance the students' ability to lead, create and analyze. Workshop on personality development, soft-skill and communications development, self-defense for girl students conducted by the College.

Other activities that College does to feed the creativity hunger of students are:

- Publication of wall papers and organization of exhibitions.
- Participating in seminars, conferences, workshops at College, state and national level.
- Research paper presentation at the regional / national level.
- The College magazine-“**Sangenius**” which is published annually
- Mentoring and counseling is provided to students to address their academic as well as non-academic and personal issues.

2.4 Teacher Profile and Quality

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

Response: 133.22

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 10.54

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	2	2	2

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 4.26

2.4.3.1 Total experience of full-time teachers

Response: 115

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 26.09

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from

Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	2	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

College is affiliated to Savitribai Phule Pune University, Pune. University has framed examination pattern and evaluation process which is published on the website. College is very prompt and alert to update the changes in the examination pattern and evaluation process. Complete course structure and changes in the examination pattern and evaluation process are communicated to the faculty and students by circulating the copies of it via library/notice board/orally. In coordination with academic section, committee members of examination section, plan and prepare schedule which is communicated to the faculty and students. Students are made aware of internal and external examination pattern, attendance eligibility and evaluation processes. Probable commencement dates of university and college examinations are displayed on the notice board. Examination committee prepares the internal examination timetable and seating arrangements for the students. The marks scored in internal examination are displayed on notice board and

the internal marks for their final examination are also shown to students. Internal assessment records are prepared and send to the university. The university periodically announces the dates of final examination and timetable is communicated to all the staff and students via circulars and display on the notice board. The university examination results are declared by university on their website Students can view their results on university website, university examination report cards of the students are issued by university to college, which is then distributed to the students.

Examination reforms for under-graduate course: College follows all the rules and regulations time to time framed by the university Annual pattern were implanted for B.Com Course and F.Y. BSc., .College also follows the same guidelines for conducting internal and external examinations as per the guidelines of university examination. Semester Pattern is implemented for S.Y.BSc., T.Y.BSc,F.Y.BBA-IB., S.Y.BBA-IB., T.Y.BBA-IB . College also follows the same guidelines for conducting internal and external examinations as per the guidelines of university examination.

- FYBSC- 80 – 20 Pattern
- B.COM (Annual) & BBA-IB (Semester) 80-20 pattern.

File Description	Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Both the internal and external evaluation processes are a part of the curriculum provided by the University and Board of Studies. Since the faculty members are already in-charge of the admission and evaluation process, they are already aware of the system.

Efforts are taken by the institute authority to have transparency in the internal assessment through;

- Display of academic calendar on notice board consisting details of test slot and institute/department events, at the start of semester.
- Unit wise question bank is provided to the students.
- 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 practical class attendance.
- While performing internal assessment of practical, weightage is given for behavior aspects and independent learning.
- Internal continuous assessment evaluation is displayed on notice board.
- Attendance of the student is displayed on notice board.
- In mentorship activity parents are communicated as well as student gets counseling from specific mentor or subject teacher if performance is less.
- This helps the students and parents to ensure their attendance and progress.
- The parents are requested to meet the teachers/heads of the departments to discuss the progress of

the student in the academic matters.

- The teachers conduct tests, seminars, orals, 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. The schedules of internal assessment activities are communicated in advance.
- The students are assessed continuously through activities like internal tests, group discussions, seminars, projects, open book tests to judge their communication and presentation skills, writing skills, independent learning, personality development, etc.
- The College maintains complete transparency in the internal assessment of student which is maintained time to time.
- Timely display of record of attendance, test results is done on the notice board.

File Description	Document
Link for Additional Information	View Document

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

Response:

The College follows evaluation procedure for final examinations for first year of BSc, B.Com and BBA-IB as per the University norms. The internal examination evaluation is also done by respective subject teacher. The College has formed student grievance redressal committee which looks after any complaints of students related to academic or examination issues. For redressal of grievances with reference to evaluation, students have free admittance to concerned subject teachers or head of the department. Students having grievances with the internal evaluation process can directly discuss their doubts individually with respective teachers. Institute provides support for solving students grievances related to examination form filling, results, eligibility, etc. At the University level, the office of the Controller of Examinations works as the mechanism for redressal of grievances regarding evaluation. The Student grievance committee forward the students' exam related complaint to University COE through proper channel. For university examination, students can apply for photocopy of answer paper. Students can also apply for revaluation of answer paper to the controller of examination of University as per the norms.

College Level Grievances: The COE of the examination committee monitor and supervise examination related activities. 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 within 10 days by verifying the record. The University procedure and norms are followed for revaluation of answer books and verification of marks.

University Level Grievances: The COE and the examination section look after the complaints of students regarding external examinations. Normally, the grievances are pertaining to filling the online examination forms, mistake in name, selection of subjects, hall tickets, verification of marks and revaluation. The applications regarding verification of marks and revaluation of answer books are timely submitted to the University. The photocopy of answer book is provided to the students by the College on demand as per the

University procedure.

Internal Assessment: Internal examinations are conducted as per guidelines of University and answer sheets are evaluated. Grievances related to the examination application or queries related to examinations are settled by the College examination committee or by student grievance redressal committee. As per the requirement, an improvement internal examination is done.

File Description	Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The academic Calendar of the College, is displayed on the College website, gives general details about the conduct of the continuous internal evaluation mechanism. The academic calendar of the Institution is mention the period of Internal Examination, Mid Term Examination, Monthly Test Examination, Term End Examination and Semester Examination. There is always a maximum effort to strictly adhere the time schedule. The Examination Guidelines section of the College gives details about the pattern of the Continuous internal evaluation system. Each Course and that respective teacher of it has his /her own pattern of Internal Examination like Practical, Group discussions, Seminar, Presentations, and Projects etc. Home assignments and internal test/exam are continuously taken place to judge student performance. So as per their teaching plans, Internal evaluation parameters is taken as per given guidelines of university. But, they adhere to the broad guidelines as continued in the academic calendar as far as the undergraduate courses are concerned, the internal exam are held according to a time table announced in advance through notices circulated in the classroom and also displayed on notice board. The affiliating university "SPPU" Pune prescribes the overall framework of time as far as examination time table is concerned. All departments i.e. B.Sc., BBA-IB and B.Com conduct all their continuous internal evaluations within this broad framework.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

POs are displayed on the notice board at the time of counselling for admission process. POs are conveyed to the students at the beginning of every academic year. Every subject teacher conveyed COs at the

introductory lecture of respective subject / course. The college has clearly specified the learning outcomes for its programmes on College website. Every course has specific set of objectives which are approved by the Board of Studies of the Savitribai Phule Pune University. Course outcome of the respective subject designed by considering these Objectives. The copies of the syllabi are kept in the College library for students. The students are made aware of the learning outcomes through the Principal's address in the beginning of the academic year in the form of induction programme The faculty of every subject explains course objectives, evaluation pattern, marking scheme etc.to the students. The induction programme and the website also highlight the same.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The program outcomes are measured over a period of time through performance of students in the role played in various activities where they get involved in. Students of the College are involved in curricular, co-curricular and extracurricular activities through their departments, NSS, Student development and through different committees. Students organize Annual social gathering, annual sport meet and other cultural programs. Students organize a variety of programs in their departments in the course of the year including exhibitions, Seminars, Fresher's day, cultural day, competitions, farewell function, etc. In addition to this students participate on behalf of their departments in the programs organized by the College. Departments also engage in social outreach activities. On these occasions students display their discernment, social skills, and communication skills, creative skills, leadership skills, spirit of team work, readiness to take responsibility, be accountable, etc. Program specific outcomes are measured through both academic and non-academic performances of the students. The performance of the students in the internal and external examinations, in the practical and assignments, participation in class activities, role in departmental activities are some of the means by which program specific Outcomes are measured. Students are also encouraged to take part in competitions, seminars and conferences, research competitions, etc. Their performance within and outside the College in the various academic events provide another index of their learning-levels. Course outcomes are measured through the performance of the students in the class, practical, internal evaluations, and external evaluations. Students are measured continuously based on the irregularity, their receptiveness, participation in class discussions, their answers to questions asked by the teacher and the overall quality of their conduct. Their performance in the internal examinations provides the initial indication of their learning outcome. Teachers provide critical inputs to the students on the basis of this performance. Thus they are helped to improve their performance in the external examinations

2.6.3 Average pass percentage of Students

Response: 66.6

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 317

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 476

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 5

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

There is no separate incubation center but the College is planning to form incubation center to develop research culture and scientific temper and aptitude among students. The College through its other activities aid in knowledge transfer and incubation up to a certain level.College has a research committee, which motivates staff members to undertake research projects for students. At the start of the academic year, business and job oriented projects are given to the students. The idea behind this is to inculcate a research culture among students and initiate them to carry out some practical work out of syllabus but related to

their subject/s of study. Students are encouraged by teachers for attending and presenting their papers in conferences and to participate in other academic events. Workshops, seminars, conference, industrial visit and guest lectures are organized to fill the gap between the academics and industry. The College provides the facilities and infrastructure in terms of laboratory resources, library resources and internet access. Extra-curricular activities are organized consistently which include poster and model exhibitions, science day celebration, environmental protection activities, institutional and industrial visits, expert lectures, demonstrations, etc. to nurture the scientific temper, research culture and aptitude among the students. Students are guided to participate in “Avishkar – A Research Convention.” Few of students even got selected for zonal level Avishkar. College is taking efforts for collaboration through linkages and MoUs with various industries present around the area to develop research aptitude among students. The College is trying to establish contacts with national institute of Sciences for the same. The departments have formed students’ activity clubs like Plasmid club, Zoobuddies club, Cyrus Club etc. through which they perform several activities that enhances their skills.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 5

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	2	0	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

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

Response: 0.18

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	8	2	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

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

Response: 0.35

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	0	3	1

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The extension and outreach activity of the College is carried out under the NSS unit which was established in the academic year 2015-16. The unit was started with the strength of 50 students in which there were 14 girls and 36 boys. In academic year, 2017-18 the number has increased to 100 students with 56 girls and 44 boys. The vision of the unit is to develop the awareness of social responsibility and good citizenship of the society so as to maintain the socio-economical balance in the society. For effective social work, the institute has made the collaborations with local NGO like Lions Club and Sanjivani Foundation.

Social Awareness Program: To imbibe different qualities in students and to identify and encounter the need and problems of society, students are encouraged by visiting the adopted village and nearby community.

Different activities are performed as follows:

1. Distribution of books: General knowledge and story books are distributed among the students of Zilla Parishad schools of the adopted village. It has created the interest among the students also developed the habit of reading books.

2. Celebration of Van Mahotsav: The NSS unit annually celebrate the Van Mahotsav week (that is tree plantation) in first week of July, which enriched the greenery of our campus and also created the environmental awareness among the students.

3) Swachh Bharat Abhiyan: The students are active participant in this social activity. Under this program the unit has arranged various activities like clean campus, library and laboratories etc. The unit has also arranged these activities in public place to create social awareness among students as well as in the society.

4. Blood Donation Camp: The College annually organises “Blood Donation Camp” in association with Sanjivani Blood Bank. Total 156 students in the year 2015-16; 215 students in the year 2016-17 and 256 students in the year 2017-18 have donated their blood through blood donation camps.

5. Financial Literacy Program: The NSS unit has organised one day workshop on “Financial Literacy Program” in association with Consumer Guidance Society of India, Mumbai. The program was based on “How to become a smart investor?” This program has helped students to understand the importance of investment and saving and its importance in socio-economical development of the society and nation.

6) The institute actively celebrated the birth anniversary of national figures, which inspired them for social

and national development.

7) Celebration of Diwali by distributing the snacks in Sanjivani Adivasi Ashram Shala. A part of social activity by helping the needed community. This program developed the social harmony among the students.

8) The institution has adopted a nearby village, **Bramhangaon**, Taluka - Kopargaon, district - Ahmednagar under NSS. The special residential camp is organised annually in this village. It is one of the most vital and fruitful activity of NSS. Different activities are carried out by students which help them in their overall development of their personality and made them aware about society ethics.

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 4

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 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 last five years

Response: 20

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	5	4	0	0

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0.61

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	5	4	0	0

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

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

Response: 15

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	4	1	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 14

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	4	1	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

- The institute has well-furnished infrastructure having classrooms (09) with modern teaching aids such as LCD projectors (06), well equipped laboratories (08), seminar hall (01) and an open auditorium (capacity 3000 persons). The total built-up area of premise is **2530.70 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. 66% 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.
- Institute has spacious and well-furnished library with reading room and print journals and newspapers. Reading hall of capacity 50 is available.
- Canteen and mess facilities with proper hygiene are available in campus for staff as well as students.
- Institute believes in periodical and preventive maintenance. A professional housekeeping agency has been hired to look after the cleanliness of the College. The College has various departments to look after maintenance such as garden, civil maintenance, electrical maintenance, security, etc.
- College has 12 fire extinguishers kept at appropriate locations at administrative and laboratories and library.
- Proper checks, periodic inspection, review, grievances redressal, suggestion box, feedback from students, alumni, parents, do help in the up-keeping and maintaining the conducive learning environment of the campus.

File Description	Document
Any additional information	View Document

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

Response:

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.

Several activities like social gathering, sports meet, annual day celebration, etc. are organized by the College which is supported by the student council. The College has one physical director to look after all the sports activities.

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 415.21 square 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: The College has many facilities for outdoor sports. It includes volleyball court, basketball court, football ground, kabaddi ground, kho-kho ground, handball court, lawn tennis court, ball-badminton court, baseball ground, softball ground and cricket 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, leg extension and curl, sited calf machine, sitted calf press, cable cross cover, smith machine with adjustable bench, weight plate and rack, inclined bench press bench, bar bell bar and rack, bar, dumbbells, weight plates and stand, dumbbells and rack, weight plates and rack, prefecture curl bench, flat bench press bench. The College gymkhana also has cardio respiratory system consist of treadmill, upright bike, recumbent/magnetic bike (cycle) and air rowing. Steam bath facility is also available. Programs of Yoga are organized in the auditorium hall. Proper arrangement for drinking water is available at the sports ground. A first aid box is also maintained in the centre for the treatment of minor injuries and sickness.

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

Response: 70

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 7

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 27.58

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
16.00	14.50	15.00	10.80	6.30

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The College library has 3508 number of text books, 128 reference books, 66 CDs, 05 dictionaries, 22 bound volumes, 48 donated books, 7 National Journals such as Indian Journal of Marketing, Journal of English Language Teaching, Medicinal and Aromatic Plant Abstracts, Indian Journal of Biotechnology and 8 magazines such as Biology today, Chemistry today, University news, etc. The library has various types of knowledge resources, special reports available. Library also provides 04 daily newspaper such as Sakal, Economic Times, Agro one and Times of India. The library is accessible for students from 10.00am to 5.15pm. The library has full flourished reading hall with capacity of 50 students. In the library, various departmental sections are available for Chemistry, Microbiology, Botany, Zoology, Physics and Commerce. Various abstract, proceedings are also made available in the library. On the anniversary of Dr. APJ Abdul Kalam College has started APJ Abdul Kalam Vachan Katta. Under this activity number of students and staff donated one book for library. All these books are available for library for circulation. Library also has inter-library loan facility. 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	Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for

library enrichment

Response:

The College library has 3508 number of text books, 128 reference books, 66 CDs, 05 dictionaries, 22 bound volumes, 48 donated books, 7 National Journals such as Indian Journal of Marketing, Journal of English Language Teaching, Medicinal and Aromatic Plant Abstracts, Indian Journal of Biotechnology and 8 magazines such as Biology today, Chemistry today, University news, etc. The library has various types of knowledge resources, special reports available. Library also provides 04 daily newspaper such as Sakal, Economic Times, Agro one and Times of India. The library is accessible for students from 10.00a.m to 5.15p.m. The library has full flourished reading hall with capacity of 50 students. In the library, various departmental sections are available for Chemistry, Microbiology, Botany, Zoology, Physics and Commerce. Various abstract, proceedings are also made available in the library. On the anniversary of Dr. APJ Abdul Kalam College has started APJ Abdul Kalam Vachan Katta. Under this activity number of students and staff donated one book for library. All these books are available for library for circulation. Library also has inter-library loan facility.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years

(INR in Lakhs)

Response: 3.16

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.46	2.61	4.31	3.68	2.74

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 7.22

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 57

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

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. Licenses of all software are maintained by the central system department and head clerk. Internet is available through LAN connection and two leased lines. The College has adopted Wi-Fi facility which is protected by firewall and password.

4.3.2 Student - Computer ratio

Response: 19.08

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 20-35 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
67.13	80.60	55.88	65.64	11.94

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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

Response:

Yes. The College has well established mechanism for the maintenance and up-keeping of infrastructural facilities and equipment. The need of regular maintenance and upkeep are proposed and ascertained by the College Development Committee, chaired by the Principal. The committee deals with issues like planning for infrastructure, up-gradation, repairs and maintenance of the facilities. Regular infrastructural developments, repairs and maintenance activities are assigned to the parent organization. In addition, a full-time civil engineer is appointed by the parent organization to coordinate infrastructural development activities. The budgetary provisions proposed for maintenance of infrastructure are discussed in LMC/CDC meetings and funds are approved accordingly. The maintenance of IT infrastructure is seen by IT committee in charge. Regular overview of maintenance of building, class rooms and laboratories and other physical infrastructure is done. Parent organization look after electricity supply and maintenance. Electric fittings are regularly checked and replaced whenever necessary. For services like cleaning, security, gardening etc. the parent organization has outsourced on annual contract basis to different companies. Furniture including benches, desks, tables, cupboards and chairs are repaired regularly to ensure their optimal use. Classrooms has fans, electrical fixtures, LCD projectors are maintained and repaired by the electrician whenever necessary. Routine calibration of equipment and instruments are carried by the faculty/technical staff of the concern department. The help of professionals/experts are arranged for major technical maintenance and repairs of sophisticated instruments as per the guidelines given in user manual. The fire safety equipment is checked regularly. Lab attendants do cleaning of classrooms with detergents/disinfectants on regular basis and the same is monitored. Due care is taken for maintenance of books in library. Use of rodenticide, naphthalene balls for prevention of pests and termites. All the computers and printers in the College are checked by computer technician for maintenance of system and software. The check report is verified by the system department. College rents BSNL landline for smooth and fast communication. The College provides drinking water from Central RO water system. The maintenance of hostel is taken care by the warden and also look afterfor the supply of water and electricity. Cleaning of water tanks, maintenance of RO system is done periodically. Maintenance of botanical garden is done by gardening department. This department helps in maintaining the campus green and nature friendly.

File Description	Document
Link for Additional Information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 39.36

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
332	332	243	96	48

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 1.89

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	30	19	0	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 1.35

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

2017-18	2016-17	2015-16	2014-15	2013-14
30	18	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	View Document

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

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 5.9

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	7	13	3	0

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 49.18

5.2.2.1 Number of outgoing students progressing to higher education

Response: 90

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Student Council: Institute has Student Council formed as per the guidelines given by Savitribai Phule Pune University under the provision of section 99 (3) of the Maharashtra Universities Act, 2017 to conduct various cultural / university activities during every academic year.

The aim of forming student council is:

- To improve academics, co-curricular, cultural and extracurricular activities.
- To motivate the students for team work.
- To acquire leadership qualities.
- To learn event managements.
- To interact with college management to resolve the difficulties of the students in day today activities.

The activities of Student Council include:

1. To organize state, national or university level events in each year to motivate students to participate events
2. To organize the college level event annual social gathering each year which includes cultural and sports events
3. Celebration of Nationally important days like Independence day, Republic day etc., to develop the feeling and sense of nationalism
4. To celebrate Teacher day and National Science Day.
5. To organize blood donation camp, tree plantation, voter's awareness programs in association with institute level association/professional bodies, etc.
6. To organize above events, funds are given by institute.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 21

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
26	26	26	27	0

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

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. Alumni also helped by donating about **28 books** to respective departments. 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	Document
Any additional information	View Document

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

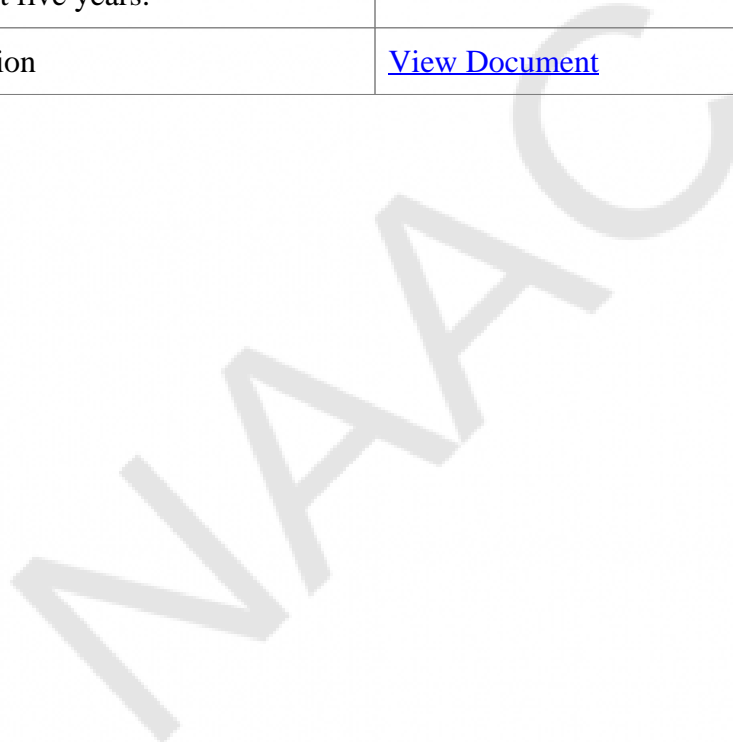
5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 3

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document



Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision:

Our vision is to create academic excellence through value based and skill oriented education for socio-economic 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.

The governance of the College is democratic, transparent and inclusive. The College is governed according to the rules and regulations of the UGC, State Government and affiliating university. The Maharashtra Public Universities Act 2016, the statutes and ordinances made under it are followed in governing the College. There is a duly constituted College Development Committee under Maharashtra Public University Act 2016 (previously known as Local Management Committee). The development concerns and general policies are defined in the meetings of College Development Committee and communicated to staff members through the staff meetings. The perspective plan of the College is prepared in session with the management council of the parent institution. The teachers are involved in various committees and necessary autonomy is given to teachers for conducting programs. The Principal is the front-runner of the College and take responsibility for all administrative and academic activities. The Principal holds regular meetings with head of departments and member of IQAC for effective implementation of various decisions. Principal addresses regular problems and initiate action on issues of routine nature. The progress of the teaching-learning and other academic events are monitored through feedback from students, parents, alumni and society and necessary actions are taken and communicated to the higher authorities.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The College has decentralization of authority and participative management in its day-to-day operations.

We have formed more than 30 committees including teaching and non-teaching staff to look after various curricular, co-curricular and extra-curricular activities. Principal of the institution has the responsibility of academic and administrative development. With this objectives, Principal has supported to academic in charge and other administrative staff down the line. Respective department heads have given liberty and responsibility for overall working and smooth functioning of their departments.

Case study: The College constitutes women empowerment cell every year. It constitutes two women staff members, two men staff members and three girl students nominated by the Principal. The in-charge is given authority to plan and execute various activities relating to the women issues, empowerment and skill development. The cell also conducts many activities in collaboration with Women empowerment cell formed by the parent organization. Few of the activities conducted by this cell are

1. Rally and Street play by girl students on “Save and Educate Girls”
2. Street play by female staff members and girl students addressing “BetiBachao, BetiPadhao” (save and educate girl child) issue.
3. Organized a drama on “Moruchi Mavashi”.
4. Organized “Sanjivani Home Minister” program.
5. Organized self-defense workshop for girl students.
6. Educated girl students about safety through Nirbhaya app.
7. Health education workshop on “Women Nutrition”.
8. Organized workshop on “Psychological health-Impulsive behavior and its consequences”

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Considering at the Vision & Mission Statement time and again reminds us to follow the Perspective Plan for the next few years and follow the same to accomplish the Goals mentioned in the Vision & Mission statement.

Vision: Our vision is to create academic excellence through value based and skill oriented education for socio-economic 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 student from all backgrounds towards socio-economic growth of rural India for global competitiveness.

Perspective Plan:

1. New Teaching Aids along with the ICT devices to be used maximum/ very often. Chalk and talk method should also be retained and not to be obsoleted.
2. More Entrepreneurship Development Programs to be implemented for the students.
3. Group Discussions and Interviews to be introduced more often.
4. Student participation should be increased in arranging more and more academic programs to make them self-reliant and self-sufficient through various interactions through cultural, club, inter-class activities
5. Seminars and presentations should be highlighted in class rooms and laboratories.
6. External Industry Experts to be called to train & interact with the students to inculcate Entrepreneurship in them.
7. To introduce more skill oriented short term/ long term courses for direct employability.
8. Students should also be wide-opened to Market and Industry through various activities and field trips, exhibitions and industry visits.
9. Keep the path of the curriculum with Higher Education Policy and Digital India movement.
10. To make the alertness among the students regarding Physical Fitness and Sports activities. To inspire the students to participate in the various tournaments at Intercollegiate, Inter-group and various levels.
11. For the collective development of the students, conduct the various cultural activities on higher levels like Intercollegiate competitions (Debate, Essay writing, Drama, Light Indian music, Solo competitions etc.)
12. Maximum consumption of the resources to be done with respect to time and quality.

File Description	Document
Any additional information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Service rules, procedures, recruitment, promotional policies are framed by UGC and State Government. Grievance redressal mechanism is also prescribed by the State Government. These rules, procedures and mechanism strictly followed by the college. College development committee, library committee, internal complaint committee, Anti-ragging committee, committee under RTI and other statutory committees are formed and they are functional.

1. The College has governing council. The structure is as follows Chairman, Secretary, Treasurer, Members. Tenure of governing council is 10 years 2. Local Management Committee (LMC): It is established & committee has 11 members. Chairman of governing council work as chairman of LMC. Where as the principal is Secretary. LMC/CDC is reconstituted after 3 years. As per new university rule effective from March 2016 Local Management Committee (LMC) is reconstituted as College Development Committee (CDC) which additionally include Student Representative and Alumni Representative. 3. Administrative Setup: College has Registrar as Chief Administrative Officer and is supported by finance and accounts officer and Office Superintendent to look after various administrative activities. 4. Service

Rules are framed by governing council. The activity and behaviour of employees are governed by service rules. The college has established various systematic policies I) Increment to Non- teaching staff ii) Promotions iii) Punishment and Discipline iv) Registration of grievance v) Recruitment The College has also established Standard Grievance Redressal Mechanism as follows: Any argued party/person whether teaching or non teaching employee who has grievance can submit the complain on plain paper to Principal. Principal acts as counselling officer Grievance of employee is placed before Grievance Redressal Committee. The Committee has following members Principal as Chairman Registrar Two Head of Departments One member of LMC If Employee or argued person is not satisfied with award given then he can apply to governing council for settlement. The governing council may appoint council to enquire into the matter and offer settlement, on receipt of report of committee the decision is taken by management.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Effectiveness of various bodies, Cells and Committees. The College has constituted different bodies for maintenance of discipline, enhancement of academic standards and improvement of academic culture. These Committees are

1. Admission Committee
2. Examination Committee
3. Discipline Committee
4. Anti- Ragging Cell
5. Academic Planning and Monitoring Committee (Students' Welfare committee, Placement Cell, Cultural, Magazine, NSS, NCC, Sports, Library, Canteen, etc)
6. IQAC Committee: The Committee meets in a regular manner to discuss various issues of relevance. The constituent of committee is as follows: The management always encourages and supports the involvement of the staff in the improvement of the effectiveness and efficiency of the institutional process. The management through the head of the institution involves the staff members in various activities related to the development of the college. The staff members are involved with various committees in a constitutional way such as Planning and development committee, Admission Committee, Advisory Committee, Examination Committee etc. At the departmental level, the head of the department monitors the internal affairs of the department.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Following details are showing the different welfare schemes for teaching and non-teaching staff:

1. Employee's Provident Fund (EPF)
2. Staff Welfare Fund
3. Medical Leave / Casual leave/Earn leave/Compensatory off / special leave
4. Medical Checkup
5. Assistance in Ph.D. and M.Phil.
6. 50% concession in tuition fees is offered to children of employees for the admission to CBSE

School, Junior, Senior, Engineering, Pharmacy and Polytechnic College of Sanjivani Rural Education Society

7. Festival advance salary is given to teaching and non-teaching staff
8. Loan facility is provided to the employees through *Tantra Shikshan Sahakari Karmachari Patsanstha* (TSKPT) in both long term and immediate basis.
9. There have been instances of management extending financial support to its staff during medical emergencies and critical illness.
10. 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.
11. Uniforms are provided to non-teaching and security staff as per the society's code of conduct.
12. Staff quarters are provided as per the requisites.

File Description	Document
Any additional information	View Document

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

Response: 2.79

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	0	1

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	View Document
Any additional information	View Document

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

Response: 0.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 6.66

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	1	1	1

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

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 following points:

- Academic Performance – this point comprises of subjects taught by faculty and its average result for previous academic year.
- Extra and remedial classes taken by the respective faculties.

- The number of workshops, seminars and conferences attended by faculty to enhance their intellectual capacity and subject knowledge.
- Major contribution for the benefit of students, staff and the College.
- Scrupulous study and implementation of Student Counseling and performance monitoring is carried out.
- Awards/rewards obtained by the faculty from Government/non-government/NGO.
- Contribution in institutional and departmental activities.
- Execution of examination duties assigned by the College and affiliating University.
- Research contributions of staff in terms of research projects, publications, patents and guidance provided to students, colleagues for involvement in research, research papers, books, industrial liaison, consultancy and guest lectures.
- Contribution towards placement activity for the final year students and assigning project for first and second year students.

Moreover the Management evaluates performance of the faculty through oral interaction or PowerPoint presentation where following points are discussed:

- Contribution in research activities and outcome.
- Innovation and contribution in teaching that includes teaching methods, laboratory teaching, evaluation methods, preparation of resource material including books, reading materials, laboratory manuals, etc.
- Contribution towards community and social work, national literacy mission.
- Membership of professional bodies, societies, organizations, etc.

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	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college conducts its financial audit regularly. College has its external financial audit mechanism. The accounts of institution are subjected to audit by certified external chartered accountant. The appointment of external auditor is made every year by the management. External auditor is continuously checking and keeping the record of accounts. A review is taken to understand and minimize errors while preparing financial statements. M/S Anil Kolhe & Co. was appointed as the external financial auditor since the last five years. Last financial audit was carried out in the month of September 2017. There were no irregularities and any audit objections found by external auditor.

File Description	Document
Any additional information	View Document

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

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

Response:

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. Any deficits are compensated by the parent organization. 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 LMC/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. Every voucher is passed through Head Clerk and the Principal. The major purchases are routed through the central purchase committee. 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. The expenditures and purchases are made in the accordance with the provisions made in the budget for that head of expenses.

The College utilizes financial resources through following bodies / committees:

- Management body
- Central finance department
- Central purchase department
- Central maintenance department

File Description	Document
Any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

Yes, the IQAC cell is consistently contributing for the enhancement of quality culture in College. The IQAC committee has been formed by the College on 10th June 2015 as per the norms prescribed by the NAAC. The IQAC is actively contributing in developing quality awareness in the entire College. Management has taken initiative to facilitate the development and quality improvement of the College. All the decisions taken by the IQAC are forwarded to the management for approval. The management replies with necessary improvements with respect to feasibility and possibility of implementation of quality enhancing procedures. This has brought about positive changes in functioning of the College by setting benchmarks for quality and service. The cell is working effectively for the overall quality improvement of the process system.

The IQAC has been continuously working on the quality enhancement of students as a result of it there are many initiatives taken by the members. It involves association with various bodies, creation of academic committee and formation of students club for conducting various activities as part of development of students.

Two of the practices initiated by IQAC are:

1. Inauguration of center of Microbiologist Society, India (MSI) (www.microbiosociety.org)
2. Formation of various student activity clubs

1. Microbiologist Society, India (MSI): As the IQAC is focusing on quality enhancement, the College has established a collaboration with Microbiologist Society, India (MSI). It is a national level scientific organization. To give practical exposure to students of science stream specially Microbiology department for increasing contribution to research. The students of department of Microbiology has actively participated in the events organized by MSI at College level. This exposed students to scientific temper and render them to perform well in research work. The department of Microbiology has been awarded a national level prize as “Best department” of Microbiology in the year 2017.

2. Student activity clubs: The IQAC has contributed for the formation of various students’ activity clubs of different departments, which helped each department to plan activity according to their course

requirement. This has resulted overall skill development of students. The aim of students club is to do co- and extra-curricular activities. Some of the clubs and their activities organized are as below:

Plasmid Club of Department of Microbiology: The Plasmid Club is an association of Microbiology students. Currently over 200 students are its members. This club has organized various activities like poster presentation competition, community awareness about hygiene and health related issues.

Zoobuddies Club of Department of Zoology: The club was formed to make students aware about the subject Zoology. Currently 150 students are its members. They've organized model presentation competition, one day workshop on model organisms and stem cells.

Cyrus Club of Department of Physics: Cyrus club includes students of physics. It has total of 120 students. They've organized model competition and other class-level activities.

OSCAR Club of Department of Commerce: Commerce students' club have organized debate, elocution, group discussions, presentation, ad-mad competition, community awareness program, Sanjivani Commerce Championship.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Teaching-learning process structure is reviewed through institutional mechanism formed by the IQAC.

Structure for review of teaching-learning process: Principal, HODs, committee in-charges, student representatives form the structure to review teaching-learning process. Principal hold the meeting and HODs regularly reviews the proper implementation of academic curriculum set at the commencement of academic year. HODs conduct monthly departmental meetings in order to review progress and performance of department. Minor issue are discussed and solved at department level, whereas major points are discussed with the Principal through academic in charge. A teaching diary and attendance diary is maintained by each faculty as a matter of record.

Methodology: The review of teaching-learning is done in the following manner:

- Preparation of academic calendar at the beginning of every academic year.
- Departmental time table and classroom, laboratory allocation is done.
- Teaching plan and practical plan preparation by faculties based on academic calendar and personal timetable at the beginning of semester.
- Innovative, digital teaching-learning creates encouraging environment in College.

- Implementation of mentor scheme for improvement of teacher-student interaction.
- Result analysis at the end of each examination.
- Student feedback in each academic year.

Outcome

- Academic calendar plans the smooth schedule for the complete semester for effective teaching-learning process.
- The teaching plan and practical plan helps the teachers in organizing their time leading to timely completion of curriculum and conducting tests as planned. This has led to improvement of results.
- Based on the students feedback, necessary actions are suggested to concerned faculties.
- Use of digital teaching techniques like PowerPoint, animated videos, simulation software, to improve the teaching quality.
- Mentor scheme helps students to discuss and attain the personal traits in the learning through individual discussion with mentors.
- Students learning outcomes are discussed with respective class teacher and necessary actions are taken in order to improve the learning ability of students with serious issues.

Two examples of institutional reviews:

1. Continuous Internal Evaluation: The IQAC has designed a mechanism to improve the performance of the students through continuous internal evaluation method which includes class tests, assignments, doubt solving sessions, monthly tests, unit-wise tests, MCQ tests, which is continuously undertaken by every faculty for respective courses taught by them. The head of the department is monitoring all the activities related with continuous internal evaluation and suggest the faculty members to make necessary changes.

2. Remedial classes: This initiative is undertaken by the IQAC based on the categories of students as slow learner and advance learner. The subject teacher identify students in these categories and accordingly they take remedial lectures for slow learners and for advanced learners. The method used to categories these students is based on class tests, unit tests and classroom interactions. A separate schedule is prepared for these students either before or after regular schedule or on Sunday. The faculty motivate the students as well as measure the improvement occurred.

File Description	Document
Any additional information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	2	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

IQAC has initiated quality enhancement initiatives over the last two years. Skill oriented courses like NPTEL and soft skill development courses were conducted. Computer laboratory was established with 30 computers. College has received University grants for organizing guest lectures and seminars. All the grants received are properly utilized for the respective goals. Projector and screen are installed in more than 66% of classes and faculties are using them for interactive learning process. Wherever required the independent scanner-cum-printers are installed for fast and easy operations of the various departments.

Solar panels are installed in campus having capacity 50KW energy and it is coupled to the State Electricity Board's grid. Clean water dispensing machine is installed at the convenient location in the premise. Following are the incremental improvements made for preceding five years with regard to quality.

1. Establishment of women empowerment cell
2. Establishment of various departmental activity clubs

To promote healthy academic culture and academic quality culture, IQAC has initiated certain measures in last years, these are as follows:

1. Establishment of College Development Committee.
2. Encouraging teachers to engage in research activities.
3. Organization of various seminars and workshops.
4. Measures to develop infrastructural facilities.
 - Seminar halls with technical aids.
 - The College has introduced biometric attendance for its teaching and non-teaching staff.
 - The College has created training and placement cell for grooming, career counseling and better employment opportunities.
 - College provides medical facilities to the staff and students.
 - College has established alumni association.
 - At the end of every term, result review analysis is conducted to further enhance the teaching-learning process. All departments submit report of yearly activities organized.
 - The institution has appointed well-qualified, experienced and dedicated faculty.
 - The use of ICT tools in education and training has become part and parcel of the teaching-learning process through the LCD projectors which are provided in many class rooms.
 - The College premises has Wi-Fi connectivity inside the campus.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 5

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	0	0

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

The College as well as the parent organization is very serious about our girls' and boys' security for which various measures were taken and monitored regularly.

- **Safety and Security:** Safety of our students is our prime concern. The campus of the College is continuously under CCTV surveillance. College has security guards at the entrance of the campus and at the entrance of the College. No entry to any student without Identity card is allowed. Any visitor has to register his/her name at the entrance and then allowed to enter. We have first aid service as well as student insurance policy. We've made girl students aware about safety app – **Pratisaad** which is developed by Mumbai Police and another safety app called "**Nirbhaya**".
- **Counseling:** College promotes a gender sensitivity environment by ensuring equal rights for girls and boys. Several campaign for gender sensitization through NSS and women empowerment cell have been done. We have anti-ragging and anti-sexual harassment committees in place and also contact number of members and helpline number of Kopergaon police station are publically displayed. Through the mentor mentee-scheme the counseling of every student is done.
- **Common room:** We have separate common room for girls and boys. The area of common room is

sufficient to accommodate 15 students at a time. Common room also has facility of first aid. Sufficient natural lighting and ventilation is made at the common room.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 100

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 37

7.1.3.2 Total annual power requirement (in KWH)

Response: 37

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 50

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1.022

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 2.044

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

1. **Solid waste management:** All the biodegradable solid wastes from the College campus is collected regularly and utilized for composting plant. After processing it is used as manure. The non-biodegradable solid waste is supplied to Municipal Corporation for proper disposal.
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. The liquid wastes from different laboratories are disposed under proper procedure in specified areas far away from the building and sport field in the campus.
3. **E-Waste management:** The campus has centralized facility to collect e-waste from institutes. E-wastes such as computers, laptops, scanner, printers, CDs, DVDs, televisions, films, etc. are collected centrally and their disposal is taken care of by system department. Donate old workable electronic equipment to other organizations. Reuse of these equipment's after slight modifications to the original functioning equipment's are also done whenever possible. Empty toners, cartridges, out dated computers and electronic items are sold as scrap to ensure their safe recycling.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The College has been promoting and practicing the concept of rainwater harvesting as a technological solution that can be adopted as a measure to save water. The rainwater collection system comprises some of the catchment surfaces like rooftops, open spaces and large potholes. Downspouts, a part of the distribution system help to channel water from the catchment area to the storage area. The rooftop catchment area of the College main premises is 1262.35 square meters. The rainwater is collected in a large storage area through the pipe system. The harvested rainwater is used for recharging ground water levels.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- Students, staff using

- a) Bicycles
- b) Public Transport
- c) Pedestrian friendly roads
 - Plastic-free campus
 - Paperless office
 - Green landscaping with trees and plants

Response:

Energy conservation: Minimal consumption of energy is the saving factor of energy conservation in the campus. The notices near the switch boards are used to create awareness about power saving and safety. 50KW solar energy grid is installed and functional to properly utilize renewable energy available. Fluorescent T5 tube lights are installed for reduced energy consumption. The staff and students take care to switch off power supply when not required. The provision of large glass windows to maximize use of available natural light in the operational areas. Classrooms and laboratories are designed in such a way that natural lighting and ventilation are provided. Solar water heaters are installed in boys and girls hostel for daily use. "Save energy and save water" boards have been displayed at all appropriate places.

Efforts for Carbon neutrality: The College has campus with maintained lawn and botanical garden containing different plants. The plants, lawn and trees in the campus are well maintained. This helps in Carbon Neutrality. The College utilizes LPG gas and electricity for heating purpose in laboratories hence carbon emission is controlled.

Plastic free campus: The College has a ban over the use of plastic bags and articles as much as possible. Burning of plastic is prohibited in the campus. The canteen staff are not allowed to keep snacks in plastic bags.

Public transport: Students are encouraged to use public transport wherever possible. Students are provided with bus facilities which results in huge saving of fuel and emission. Many students use bicycles as their mode of transport for the College.

Paperless office: The College is aiming for paperless administration for which the College has opted for e-Governance through online software—Dreamwarez and Dzire software. Many of the functions are carried online like admissions, maintenance of records, generation of exam data, result analysis, generation of various records of and for students, etc.

Pedestrian-friendly roads: The College has firm roads inside the campus made of paver blocks. The roads are well-maintained and surrounded by plants, shrubs at both the sides.

Green landscaping with tree and plants: College campus is enriched with ample of trees. Different types of trees are planted in campus majority of which are palm trees. NSS unit is also carrying out tree plantation as regular activity in campus and nearby villages during NSS camps. Botanical garden is developed by the department of Botany to cultivate and maintain various plants for educational and research purpose. The objective of establishing this garden is to maintain a conservatory of the most common and important species of important and aromatic plants which have significance in day-to-day primary health care. The botanical plant garden of the College has various specimens of crude drugs, such of Sapodilla, Guava, Bel, Brahmi, Tulsi, Shatavari, Aloe vera, Lemon grass, Gulvel, Eucalyptus, Neem, Henna, Adulsa, Ashwagandha, Hibiscus, Dhatura, Nirgundi, etc.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.09

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.20	.14	00	00	00

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 27

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	7	5	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 18

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	6	0	0

File Description	Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal

harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 50

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	11	10	7	7

File Description

Document

List of activities conducted for promotion of universal values

[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

With great zeal the College organizes national festivals and birth / death anniversaries of the great Indian personalities. National festivals are celebrated with enthusiasm. Our students are on a mission towards better India. They come together breaking the boundaries of religion and caste. Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programs conducted on these days. Every year our College organizes the national festivals and birth / death anniversaries of the great Indian personalities. Various function and activities are carried out to pay homage and respect to national leaders and founders of the country. 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 to mark birth anniversary of Dr. Sarvapalli Radhakrishnan, Constitution day, birth and death anniversary of Dr. B. R. Ambedkar, N. S. S. day where we execute various activities, remembering Netaji Subhashchandra Bose on 23rd January, Savitribai Phule on 3rd January, Chhatrapati Shivaji Maharaj on 19th February, Dr. A.P.J. Abdul Kalam on 15th October, Mahatma Gandhi on 2nd October and Children day on 14th November.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

College tries to maintain complete transparency in its academic, financial, administrative and auxiliary

functions. The College is committed to making its processes transparent and communicate decisions to all through a variety of platforms including e-mail, the College’s official website (www.sanjivaniacs.org.in), print media, social media, etc. The College operates under the stated code of ethics that expects board members to “subordinate their personal interests to the interests of the College and conform always to the highest ethical standards”. Budgetary and operational integrity is assured through the annual audit, conducted by external auditor. The College has information officer which is responsible for handling any RTI queries.

For academic transparency: All circulars and notices regarding students, teaching staff and non-teaching staff are circulated and displayed on the notice boards. The College has also displayed “mandatory disclosure” document on its website. The information regarding courses, subjects, eligibility, rules and regulations, admission procedure, fees structure, required documents, admission cancellation, discipline, scholarships and helpline numbers are displayed on website and are followed by the College. Examinations are conducted as per affiliating University norms and results of examinations are displayed on notice boards.

For financial transparency: Considering the financial matters the parent organization (Sanjivani Rural Education Society) has appointed an external auditor who is experienced C.A. Mr. Anil G. Kolhe. The external auditor audits financial accounts and these audited statements are brought to the notice to all the concerned members of the Governing body. All the recording of financial transactions is done through accounting standards. The office administration uses ERP software –Tally. For administrative transparency: The admission is based on first-come-first-serve basis according to allotted quota to reserved categories for which norms are set by Government of Maharashtra. The enrolment of students is displayed on notice board. Since the College is on permanent non-grant basis, the recruitment of faculty and all necessary procedures are practiced as per the guidelines set by UGC and Government of Maharashtra. The College has also filled information on AISHE portal. The information for code of conduct, code of ethics, core values, academic committees, student council, alumni, facilities for students, various activities are displayed on College website.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. Shri Shankraoji Kolhe Saheb Inspire Project

Background:- Motivated by the desire to build a strong base for entrepreneurship amongst the students as well as to build R & D potential, Sanjivani Arts, Commerce & Science College, Kopargaon decided to promote students for bringing new management and scientific ideas in the form of research and business

plan and to promote student's skills for entrepreneurship. Therefore Institute has decided to establish SSKSIP. After the discussions held by the Management of Sanjivani Rural Education Society's Kopargaon and the Principals of Sanjivani ACS College, Kopargaon, the Institute launched and implemented a program called SSKIP (**Shri.Shankaraoji Kolhe Saheb Inspire Project**) from the academic year 2015-16 for providing intellectual and academic support for the projects. This program is also a major innovation and first of its kind in traditional education in the country and has a major impact in improving the quality of education and create the entrepreneur.

Objectives: Attracting students towards research, innovation and entrepreneurs To enhance the thinking level of the students towards entrepreneurs Improve understanding and develop methodology of solving complex issues

Mode of Operation:-

1. Every faculty members has given the responsibility to identify the scope of the research and business.
2. Accordingly, faculty members are preparing the business plan and sharing with the students.
3. Likely every faculty members identifying students who likely become an entrepreneur.
4. Every faculty members are motivating and supporting to the students on Business project.

2. Mentoring Program

The Mentoring Program at the SACS is committed to inspire students to pursue and reach their potential in their area of expertise. The Mentor/Mentee program is designed to support students in their academic program.

Mentoring Program Objectives

1. To meet with mentee, at least three times a semester, beginning with an initial meeting within one week of being assigned a mentee
2. To contact with mentee once a week or on a regular basis by email, text, or phone call
3. To contact with mentee to find out if there are any obstacles or challenges that might hamper academic or personal success
4. To notify the HOD if any, concerns arise in regard to mentoring a student

Role of the Mentor: Mentors are experienced faculty who not only demonstrate confident leadership in fulfilling the objective of SACS, but also recognize the reciprocal benefits of mentoring students. These individuals will help our first-generation students grow personally and professionally. Besides helping to connect themselves with the objective, mentors will listen, assist with goal setting, provide orientation to an institutional culture, and provide general support and guidance.

Role of the Mentee: College students have the desire to develop a greater understanding of the opportunities, responsibilities, and privileges associated with being a SACS student. Mentees will take responsibility for identifying and communicating personal interests, goals, and strengths

through self-reflection and engaged participation in mentorship meetings.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Sanjivani Arts, Commerce & Science College, Kopargaon College have its vision to create academic excellence through value based and skill oriented education for socioeconomic uplifts of rural India. In keeping with these mottoes the mission of the College in the past and in the present is to help students grow into persons with the ability effect transformation within and without. The College's admission policy too is reflective of this broad vision. The students attribute achieved also reflect the primary focus of the College as producing corporate citizen. This is achieved through quality education. The teaching-learning process in the College is very strong with digital enabled. The College has been offering in the past six years 2 undergraduate courses namely Commerce & Science. These programs are taught by experienced and expert teachers. 03 of the teachers have PhD qualification. 02 are pursuing Ph.D. & our all departments have published more than 100 research papaers in ISSN/ ISBN series journal out of which 23 are published in UGC approved journal , 8 are published in conference proceeding. 20 extension & outreach programs were conducted through NSS / NCC. Our 2 teachers has availed a International travel support for International Conference by Department of Science and Technology (GOI) and India Council of Medical Research (ICMR) and have participated in International Conference at Germany, The Netherlands and Spain. The overall development of students is achieved by facilitating their participation in various activities – academic, sports, social service, leadership, cultural,etc. Students provide exposure to advanced learning through research projects, exhibitions and student seminars. They also attend the seminars and conferences organized by the College. In the past five years the College has organized 03 state level conferences. Students are also encouraged to take part in competitions, seminars and conferences organized outside the College by other institutes. Our students have received many awards at national and district levels for their extracurricular activities.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

Sanjivani Arts, Commerce and Science College offer undergraduate education in Commerce, Management and Science subjects. There are total 5 programs which are running out in institute. For need of student and today's competitive era institute make sure to give best education platforms. We are offering education in English language. Further Plans of college is to start PG courses and some of Research and development strongly updated. College and students are always ready to take different awareness activity which will help to society to develop. Even in future Plans College and faculty are planning to get soft skills and piratical based learning.

Concluding Remarks :

Sanjivani Arts, Commerce and Science College offer undergraduate education in Commerce, Management and Science subjects. There are 3 undergraduate and 1 post graduate diploma program. Students are made aware of Program outcomes, program specific outcomes and course outcomes for all the programs offered by the institution. The college is well equipped to facilitate all their teaching & learning processes effectively. The college has spacious playground, gymkhana, sports facility, seminar hall, open auditorium, botanical garden, and canteen. The college has facility such as well-maintained lawn, ramp for the Divyangjan, and CCTV. College also has NSS room, NAAC room, and student development department. College provides a number of capability enhancement schemes such as Guidance for Competitive Examinations, Career Counselling, Remedial Coaching Classes, and Personal counselling. Remedial coaching is conducted for those who lag behind in some subjects/ courses during the last five years. The College has constituted various committees whose functioning is beneficial to the students and staff. College has effective organized gender equality program such as "BetiBachao, BetiPadhao" and psychological health-impulsive behavior and its consequences". The college also adopts the innovation and best practices like SSKIP (**Shri.Shankaraoji Kolhe Saheb Inspire Project**) and Mentorship. The college is well aware of its potentials and immense opportunities available to it. In the days to come, the college is determined to set right what it sees as its weakness and build further on its strengths to raise itself to the next level.