YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**Saraswati Mandir Night College Of Commerce and Arts**
• Name of the Head of the institution	**Dr. P. N. Shende**
• Designation	**Principal**
• Does the institution function from its own campus?	**No**
• Phone no./Alternate phone no.	**02024433018**
• Mobile no	**9822775623**
• Registered e-mail	**smncca@rediffimail.com**
• Alternate e-mail	**smnnaac@gmail.com**
• Address	**1359, Shukrawar Peth, Bajirao Road**
• City/Town	**Pune**
• State/UT	**Maharashtra**
• Pin Code	**411002**
2.Institutional status	
• Affiliated /Constituent	**Affiliated**

• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Savitribai Phule Pune University**
• Name of the IQAC Coordinator	**Dr Jaya Eknath Badi**
• Phone No.	**02024433018**
• Alternate phone No.	**02024486693**
• Mobile	**9850932517**
• IQAC e-mail address	**smnnaac@gmail.com**
• Alternate Email address	**smncca@rediffimail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	**http://www.smnightcollege.org/Nacc.html**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	**http://www.smnightcollege.org/Nacc.html**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.28**	2017	**30/10/2017**	**29/10/2022**

6.Date of Establishment of IQAC	**01/12/2005**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC	**Yes**

as per latest NAAC guidelines	
• Upload latest notification of formation of IQAC	**View File**
9.No. of IQAC meetings held during the year	01
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

Conducted National Level Multidisciplinary webinar on' 'Human rights, A Gender perspective' on 01 June 2020.
All staff members developed e-content in form of - Videos, PPTs, Question banks (MCQs)
On the occasion of the Diwali Festival, 'Deepotsav' celebrated on 12 November in the college.
'Marathi Bhasha Sanwardhan Pandharwada' organized online mode on 27 January 2021.
Celebrated Women's Day in the college.

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

Plan of Action	Achievements/Outcomes
To develop E Content	Videos, PPTs, Question banks (MCQs)
On-line teaching and evaluation through appropriate platform	Throughout the year lectures of all classes were conducted through Zoom App & Exams were conducted through Google Form.

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

- Name of the statutory body

Name	Date of meeting(s)
College development committee	15/02/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	25/12/2021

Extended Profile
1.Programme

1.1 Number of courses offered by the institution across all programs during the year	04

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1173

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1173

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	258

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	13

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	14

File Description	Documents
Data Template	[View File](#)

4.Institution	
4.1 Total number of Classrooms and Seminar halls	17
4.2 Total expenditure excluding salary during the year (INR in lakhs)	23207603
4.3 Total number of computers on campus for academic purposes	10

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

At the commencement of the Academic year, the Academic Calendar is prepared by the committee organized for the said purpose. At the beginning of the Academic year, the teacher prepares the teaching plan of their respective subjects. There is sufficient flexibility in the teaching plan,to adopt the changes if any. The evaluation of the students is carried out periodically as per the norms of the University.

The college ensures effective curriculum delivery through its consistent efforts: The college has little scope to include itschapters in the curriculum as the curriculum prescribed by SPPU is adopted by the college as it is mandatory. The college teacher follows the teaching plan in the schedule of their working hours. The syllabus is already divided into the number of hours in which each teacher is supposed to engage. The periodic tutorial/class test/examination is conducted to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again and also sometimes consulted for their benefits. Teachers take the best of their efforts to ensure quality and to enhance academic growth. The college teacher uses PPT for elaborating principle concepts in the technique and discussion. The compliance of the curriculum is communicated to the Principal and at the end of the term or year, the performance

of the students is verified by evaluation in examinations. Practical, theoretical, and oral examinations are conducted to judge the understanding of the students. The university changed the pattern of examination it is now both objective and subjective. The examination pattern is strictly followed by the college. The transparency in examinations is observed by the college. Curriculum compliance is an integral part of and responsibilities of the staff which is completely attained by the college.

Action taken report is prepared by the concerned committee and reviewed in the college meetings for timely action taken and for further development of the college.

In the Academic year, 2020-21 due to the COVID-19 situation some restrictions are arises to follow theroutine of the college. The college tries its best to give justice to fulfill aim and objectives using online platform and LMS with synchronized and unsynchronized teaching methods.

File Description	Documents
Upload relevant supporting document	**View File**
Link for Additional information	Nil

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

The college is affiliated with Savitribai Phule Pune University (SPPU). The college strictly follows the guidelines of Continuous Internal Evaluation (CIE) prescribed by SPPU. The college has appointed the College Examination Office (CEO). CEO has led the Examination committee. CEO calls the meeting for the planning of CIE UG and PG programs. The examination committee plans the tentative calendar for the oral/ practical exams and written exams. In advance examination committee communicate the dates of the Examinations to teachers to complete the portions in time and preparation for the papers.

In the 2020-21 academic year for FY and SY BA, B Com Choice Based Credit System (CBCS) 70-30 pattern was there. Usually, the CBCS exam conducts 10-10-10 marks for internal evaluation. But last year Covid-19 pandemic situation the college conducted 30 marks exam of multiple choice questions. And for TYBA and B Com annual pattern was followed for these students and 20 marks test was held.

In the 2020-21acadmic year, all CIE were held on google form on the college level. The examination department has arranged the training for 'How to create Google form.' The mock test was held for the students. Students before going for university exam examination committee conducted online meeting of the students to reduce the examination fear.

File Description	Documents

Upload relevant supporting document	**View File**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**View File**
Any additional information	**View File**

1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**View File**

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

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

00

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

00

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The college has been working for the development of the college students. The various program is arranged related to Gender Equality, Sustainability, Human Values, and Ethics. There is one paper on Business Ethics for FYBCOM students in semester II. The college teachers engaged the students in various activities through Expert Lectures.

The Environmental issues are dealt with in detail in the classroom through a regular subject entitled "Environmental Awareness" this subject is taught by the teacher. The said subject includes the chapter such as scope and nature of Environment Science, Natural Recourses, Eco-system, Bio-diversity, Pollution and social issues and Population. This subject is a compulsory subject for SY BA/BCOM students. The result of the students is not cleared unless students clear this subject at SY level for all faculties.

In the new syllabus Employability, Skill Enhancement program is added for FYBCOM

Students from the academic year 2019-2020 as well as Physical Education makes compulsory for FYBCOM & FYBA students from 2017, Cyber Security, Human Rights, and Skill development are the credit-based courses for PG students.

The students must understand the human values and follow professional ethics in their relevant field various departments organized the lectures on Human values, especially on Gender Equality, Women Empowerment, and skill development for the students of the college.

Especially we are proud enough to state that we have not noticed till this date any major issues of ragging and complaints from students about their harassment.

In the Academic year, 2020-21 due to the COVID-19 situation some restrictions are arises to follow the routine of the college regarding arranging programs.

File Description	Documents

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

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

00

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

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

00

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**E. None of the above**

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1173

File Description	Documents
Any additional information	**View File**
Institutional data in prescribed format	**View File**

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

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

1173

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	**View File**

2.2 - Catering to Student Diversity

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

The purpose behind the formation of this college is the educational upliftment of the weaker and downtrodden section of society. More than 80% of the total admissions are made out of a socio-economically backward class of the society. The College is situated in the central place of the city. Our college is Night College. Most of the students are admitted to the college from rural areas. Most of them are first-generation students to take higher education in their families. They need to work in the daytime for their livelyhood.

At the beginning of the academic year after the completion of the admission process, slow, moderate, and advanced learners are identified by various methods such as HSC marks and performance in previous University examinations and students' interaction in the class.

Every year the college conducted remedial coaching for slow learners as per a separate timetable at the beginning of the

academic year. Therefore for slow learners, the college teachers provide assignments, notes, study materials, remedial coaching, and personal counseling. But the academic year 2020-21 due to the pandemic situation college could not conduct remedial classes, but teachers provided notes, study material, PPTs, Video Lectures, Question banks to all students through an online platform.

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

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

Number of Students	Number of Teachers
1173	13

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The college uses the following methods to make learning effectively –

Experimental learning: The College focuses on experiential teaching-learning techniques through online mode due to Covid-19. In the academic year, 2020-21 various programs such as the Marathi Language Conservation program, Dipotsav, Internal examinations, Term-end examinations were conducted through an online platform due to pandemic situations.

Participative learning: This is also an effective learning method for students. In the academic year, 2020-21 due to the Covid-19 situation students participated through online modeMarathi Language Conservation program, Dipotsav, etc.

Problem-solving method: This method promotes critical thinking, creativity, and scientific temperament. Students are expected to observe, understand, analyze and find solutions that lead to a holistic understanding of the concept.

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

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

During this academic year 2020-21, as the lockdown was deployed

due to Covid-19, all teachers had conducted online lectures and examinations by using an online platform like Zoom, Google classroom, Google form, etc. Video lectures are provided to students. The lectures were recorded by various software apps. like OBS, Screen recorder, Kine master, etc. The recorded videos were uploaded on LMS and shared with students by teachers. The open-source learning management system, ICT enable teaching methodologies are being used by all faculty members of our college. The video recording was done in the Innovative department of SPPU. The college teachers effectively used ICT tools for effective teaching-learning on the online platforms as well as offline.

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

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

2.3.3.1 - Number of mentors

Nil

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

13

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**View File**
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

06

File Description	Documents

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	**View File**

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

2.4.3.1 - Total experience of full-time teachers

13

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**View File**

2.5 - Evaluation Process and Reforms

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

The college has performed an internal evaluation process as per the norms of SavitribaiPhule Pune University, Pune. For the internal continuous assessment of students, College conducted tests, tutorials, home assignments through out the year but due to the pandemic situation, the college conducted examinations through online mode.

The academic planning committee and examination committee prepared the internal theory and practical examination timetable as per the University examination circular. In advance, it was communicated to students on WhatsApp group& on Notice board. Due to the Covid-19 pandemic situation the internal examinations of odd and even semesters (Academic Year 2020-21) for B.A., B.Com. and M.A., M.Com. courses were conducted in online mode through Google form as per timetable. The internal theory and practical examination schedule were communicated to students on their class-wise WhatsApp group. Teachers communicated necessary guidelines to students on WhatsApp group. The practical viva was taken through Zoom online platform. The internal evaluation was performed as per the examination circular given by SPPU. Those students who faced the problem of submission of a paper in the internal examination due to poor connectivity of the network, for them college again conduct the exam. and gave another chance to students for appearing the exam. Regular semester-wise internal exams. and backlog internal exams. were conducted by the college in the same way. Marks of the internal examination were submitted by online method to University examination portal through college login account. A subject-wise hard copy of the mark list was submitted to College Examination Cell.

File Description	Documents

Any additional information	**View File**
Link for additional information	**Nil**

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

The college has an Examination Committee and Examination unfairness Committee to solve the exam-related problems of students.

In the academic year, 2020-21 due to the Covid-19 situation the internal examination of odd and even semesters wasconducted ononline mode through Google form as per the examination timetable. Students who could not appear for the examination as they or their family members were suffering from Covid-19 and those students who faced the problem of submission of a paper in the internal examination due to poor connectivity of network for them again college conducted an examination and gave another chance to students for appearing the examination.

The grievances related to the external examination of SPPU like absent in paper, wrong mark entry, hall ticket issue, a mistake in student's name and subject were resolved by College Examination Department.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college is affiliated to Savitribai Phule Pune University, Pune (SPPU).The college follows the curriculum prescribed by the university from time to time. As per SPPU guidelines, Choice Based Credit System is adopted by the college. The curriculum of each subject has been designed on outcomes-based by SPPU. All Programme Outcomes (POs) and Course Outcomes (Cos) have been communicated to students for the awareness of the related courses in the Induction Program of the college.During the first lecture in the class, every teacher gives information regarding the Programme Outcomes, Course Outcomes, and various opportunities after the completion of the program. As well as teachers also deliver the information to students regarding various competitive examinations like M.P.S.C., banking, C.A., Police Department, etc.

In the academic year, 2020-21 due to pandemic situations guidance is given to students to online mode.

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

Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The method employed for the evaluation of Programme Outcomes and Course Outcomes is given below.

The evaluation was carried out through internal and external examination. The formative assessment process was carried out includes tests, tutorials, home assignments, seminars, projects, etc. The academic progress of students in this regard was monitored by teachers. Collective assessment includes university theory examinations and practical examinations. As per the SPPU examination guidelines as per the 2019 Choice Based Credit system pattern First and Second-year assessment of students is done as – University Examination (70%) + Internal Examination (30%) and for the Third year the evaluation of students is done as - University Examination (80%) + Internal Examination (20%). After the result declaration, the examination department analyzes the result and intimates to students to improve their performance in the next examination.

The college organizes various extension activities through Student Welfare Department, Lifelong learning, and extension department to get outcomes like social awareness. The program outcome and course outcome was evaluated through another method such as performance in co-curricular, extension activities, and extracurricular activities. These activities include Cultural programs, Sports, and competitions like Essay Competitions, Debating, Rangoli Competition, etc. The observer committee of the competition observed the students' performance and encourage them.

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

2.6.3 - Pass percentage of Students during the year

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

258

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**View File**
Upload any additional information	**View File**
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

[Nil](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

04

File Description	Documents
Any additional information	**View File**
Institutional data in prescribed format	**View File**

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Nil

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

01

File Description	Documents
Report of the event	**View File**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**View File**

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

04

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**View File**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

09

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**View File**

3.3.3 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**View File**

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Every year college organize seminars, workshops, guestlecture series and visits as well. These programs are conducted under the Lifelong learning Extension department, the Quality Improvement Program under BCUD SPPU. Lecture series under Extra Mural Department Students development. But due to the pandemic situation there were restrictions to conduct or arrange such type of activities during the academic year.

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

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

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

01

File Description	Documents
Any additional information	**View File**
Number of awards for extension activities in last 5 year (Data Template)	**View File**
e-copy of the award letters	**No File Uploaded**

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

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration

with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	**No File Uploaded**

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

00

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international

importance, other universities, industries, corporate houses etc. year wise during the year

01

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has adequate physical facilities for teaching-learning activities. The infrastructure facilities are adequate according to the requirement of students.

Facilities for Teaching Learning Activities:

1. Principal Chamber with computer & internet connection, telephone facility. Audio video hall with LCD projector. The College has seminar hall. The hall is regularly used for conducting seminars at the college.

2. Audio video hall with LCD projector. The College has seminar hall. The hall is regularly used for conducting seminars at the college.

3. Internal Quality Assurance Cell has computer with internet connection facility.

4. Separate Common Room & wash rooms for girls.

5. Separate wash rooms for students and staff members.

6. Fire extinguishers.

7. Clean drinking water facility.

8. Suggestion Box/Complaint Boxes

9. Inverter/UPS facility for Principal Office, office ,Examination Depat,Library, Seminar Hall and all Class Rooms.

10. Library having reference books, encyclopedia and newspapers with reading rooms for students and staff members.

11. First Aid Facility.

File Description	Documents

Upload any additional information	View File
Paste link for additional information	Nil

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

College has upgraded the auditorium for conducting Conferences, Seminars, Workshop & Cultural programs etc.

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

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

01

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

23207603

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

- Name of ILMS software: N.A.

- Nature of automation (fully or partially): Partially

- Version: N.A.

- Year of Automation File Description: N.A.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

44330.00

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

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

Nil

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

4.3.2 - Number of Computers

10

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

266778

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

As and when the need arises, a requisition is submitted to the Management for augmenting physical infrastructure. After analysing current availability. The Management regularly reviews the maintenance of infrastructure. The policy ofcollege management is to provide quality education to the students. Toinculcate effective teaching and learning process, the policy focuses onproviding necessary and better infrastructure. The college has considerableimprovement in the infrastructure and the learning resources that have created aconducive environment for the overall development of the learners making it alearner-centric institution. The whole college campus is under CCTV surveillance

which is monitored regularly. The college has enough classrooms. The college has upgraded the auditorium for conducting Conferences, Seminars, Workshops, Cultural Programs, etc. Our college has a Central Library. The library is enriched with a sufficient number of books, Journals, and Magazines. The institute maintains a clean campus with solar power grid installation. The institution has appointed staffto maintain cleanliness on the campus. Safe Drinking Water facility is availedthrough Water Cooler. A common Room facility is also available in the college.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

33

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

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills	E. none of the above

Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0	

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

24	

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	**View File**

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

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

00	

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

Nil	

File Description	Documents
e-copies of award letters and certificates	No File Uploaded

Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

Nil

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

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

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

Nil

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

5.4 - Alumni Engagement

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

'Saraswati Mandir Maji Vidyarthi Sangh' is the common alumni association of all the branches of Saraswat Mandir Sanstha.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the College: -

1. Empowerment of working and disadvantaged students by imparting education by night and providing opportunities for career and personality development.

2. To bring higher education within the reach of average, disadvantaged, and working students.

3. To encourage and motivate students for participation in various co-curricular, extra-curricular, and extension activities for overall personality development.

Mission Statement of the College: -

"An Institute dedicated to spreading the light of education by night"

The vision of the college is the empowerment of working and disadvantaged students by imparting education by night, for which the college has a variety of courses that enable the students to seek higher education by night while working for their livelihood in the daytime. A student with a minimum of 35% marks can seek admission on a first-come basis; the course contents are being taught in such an effective way by the teachers that, the educationally backward youth gets an opportunity to learn in the homely atmosphere of a college like ours, having no estranging gloss and glitter of an elite college. Many of our students seek higher education with a big educational gap, so one may find a student aging double to its co-student. This way we bring higher education within the reach of average, disadvantaged, and working students. While studying for the regular degree courses in vernacular medium, they are encouraged to participate in various co-curricular, extracurricular, and extension activities to achieve overall personality development, which in turn build an educated and progressive society and a nation.

As per the mission statement, the college is committed to spreading the light of education in the life of a disadvantaged, socio-economically backward working class of the society by providing higher education in the nighttime. The college shall aim or enhancing the qualities of the academic programs by improving the courses, strength, and infrastructure. The teacher shall encourage getting new knowledge and imparting this knowledge coupled with values through interactive methods. The college will aim at perspective planning and updating its vision documents. The college provides a homely atmosphere, which effortlessly and unassumingly mingles with the ethos familiar to students coming from the weaker section of society. Starting with barely 30

students enrolled for UG, the college today has a strength of around 1000 students learning in arts and commerce faculty for UG and PG programs.

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

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

The college has established a well-designed system of delegations of authority. Under this the Principal delegates different activities according to the nature of the job and type of contributions. The College delegates authority by appointing a coordinator of the unit/department and committees. These coordinators have been given operational authority and freedom to organize and implement the programs and undertake decisions. The college authority has decentralized the college governance by decentralizing the administration. Teachers represent their representatives in the college development committee. Through these committees, these teachers are given scope to groom their leadership. The staff academy coordinator looks after the academic and non-academic concerns of teachers and thus leads the staff. At the students level, students participate in various college activities like Vidyarthini munch, students welfare association, sports, cultural activities and get an experience of planning and implementation of various activities.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college was established in the year 1992 with 30 students and two programs. Since its inception the college has given priority to enhancement and improvement out of these visionary approaches, now the college is a well-established and renowned institute with around 1000 students and four programs having permanent affiliation of Savitribai Phule Pune University from the academic year 2012-13. As per the proposed expansion plan, the college has started a new program of the M.A. Economics, 3rd division of UG under commerce faculty from the academic year 2019-20. The college management has set a strategic plan with the right understanding of long-term achievement. The salient features of the strategic plan of the institution are as follows.

- **To enhance the academic standards and culture.**
- **To increase the number of enrolled students.**
- **To motivate faculty members to accept challenges of the new educational scenario, technology, and changing exceptions of**

the society and learners. For this purpose, an action plan is designed in the following manners.

- Annual plans are prepared for visualizing the targets and goals.

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

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

We have the College development Committee (CDC) and it reconstitutes after every five years. The CDC consists of members from management, Principal, Ex-Student, and elected member from teaching and non-teaching staff. As per the new University Act. Administration and other policy matters are discussed, approved and implemented through this committee. The recruitment of teachers and non-teaching staff in the grantable section is done subject to the rules of the UGC, State Government of Maharashtra, and Savitribai Phule Pune University. The method of recruitment procedure is followed as per the rules prevalent by all these organizations. Non-grant section staff is recruited through the College Development Committee.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	**View File**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**View File**
Screen shots of user inter faces	**View File**
Any additional information	**View File**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	**View File**

6.3 - Faculty Empowerment Strategies

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

staff

The teaching and non-teaching staff who work on a temporary basis are adopted on grant in aid. Posts are filled as per the requirement of vacancy by the management of the college. For example, Prof Ayodhya Jadhav of the English department was working on CHB on regular basis. Prof Shyam Kamble from the Department of economics and Dr. Vikram Jadhav from the Department of Marathi was working as junior clerk in administrative staff before their regular appointment as Assistant Professors. Shri Ravindra Salve was working as a Class IV before his appointment as a Junior Clerk in administrative staff.

The following welfare measures are available for teaching and non-teaching staff.

- Voice care awarness workshop was conducted for the staff members.
- Duty Leaves for attending seminars, conferences, and workshops.
- Duty leaves are granted for faculty development programs and for teachers on university duty.
- The administrative staff is sent for workshop seminars and training programs to various colleges in and around Pune.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

00

File Description	Documents

Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

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

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

6

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**View File**

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

Faculty performance assessment is done through self-appraisal forms at the time of the Career Advancement Scheme (CAS). In the self-appraisal form teachers are required to give his/her self-evaluation of the academic co-curricular, extra-curricular, examination duties, and research and publication work done during the assessment year. Also, the teaching performance assessment of teachers is done by evaluating their teaching abilities. The principal takes rounds during the teaching period, He observes the classes and takes reports from the students orally. Self-confidential report filed out every year by all non-teaching staff for their evaluation and assessment.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate

the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The External auditors appointed by Saraswati Mandir Sanstha to audit the accounts every year. The last audit for the year 2019-20 was done on 20/06/2021 by Medadkar& Co. Chartered Accountant. No special errors and objections were found during the audit period.

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

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

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

00

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

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

Grant in aid for salary is the major funding source of institutions. Self-financing courses are supported by the fees collected from the students. This divides the bulk of the expenses incurred on the salaries of the employees. Apart from this, the college has to spend on other activities for the students. For this, the college takes help from various departments Savitribai Phule Pune University. But this year has not been able to get such help from the university due to the global epidemic. There are budgetary provisions for all the college expenses. The college tries to spend according to these provisions.

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

6.5 - Internal Quality Assurance System

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

The college and the management are keen on the improvement of the academic and administrative performance. Through the IQAC all the

development activities are been conducted. Co-curricular and extracurricular activities are planned for the overall development of the students. Also, it tries to develop a research culture among its teachers and students. The IQAC has been constituted as per the guidelines given by the NAAC. It meets twice a year or more if needed and discusses to take the major decision about the college pertaining to infrastructure, various plans, and issues related to the development of the college. Also, seminars, workshops, conferences, and other co-curricular and extracurricular activities to be conducted on the themes with relevance.But this year has not been able to conduct due to global epidemic.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Structure: - The governing body of the Trust, CDC, Principal, IQAC review the teaching-learning process. Periodical meeting conducted by the principal helps to review the work of the college. If there are minor problems there are solved at the departmental level.

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

- The academic calendar is framed at the beginning of the academic year
- The college timetable and allotment of the classroom are done by the timetable committee and a master timetable is prepared.
  - A constant review of the result is taken after each examination.

    Teaching Learning Reforms

    College teachers have developed various types of e-content in the global epidemic in the last year. Such contents have been developed on the LMS platform of Savitribai Phule Pune University. Moreover, as the need of the hour, the college has emphasized online education throughout the year.

    Sr.No Recommendations Improvement 1 More UG and PG Courses needed Colleges has been started an additional course of M.A. economics from the academic year 2019-20. 2 Bridge courses and remedial classes to be conducted on a formal regular basis The college conducts such classes every year at the beginning of each academic year 3 Spoken English Classes to be conducted for all students Spoken English Classes has been started for all students from this academic year (2021-22)

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**View File**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- **The college provides facility like common room exclusively for girl students for leisure. The sanitary napkin vending machine and incinerators are installed ladies' washroom.**
- **Close Circuit Televisionare installed for the security. Watchman guards are there for security.**

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	**View File**
Any other relevant information	**No File Uploaded**

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

The e-waste like electronic equipment, empty toners, outdatedcomputers, CDs, batteries, pen drives and different electric / electronici tems are sold as scrap material in order to ensure their safe recycling.Recycling and disposal of e-waste involves risk so it is handed over to our mother institute and then it sends toan external agency, E Waste, info@ewasteglobal.in for its properrecycling.

The waste is generated by all sorts of routine activities carried out in the College that includes paper, plastics, glass, metals, foods, etc. that waste is segregated at each level and source. The safai workers collect, clean, segregate and compile the waste in the dustbins. The floor dustbins are emptied in movable containers/dustbins.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:
 	
  1. **Restricted entry of automobiles**
  2. **Use of bicycles/ Battery-powered vehicles**
	E. None of the above

3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**View File**

Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- **On the occasion of the Diwali festival, the lamp lightening programme is arranged on online mode on the zoom app in the college. All the students and teachers have been invited to this programme by the cultural department of the college on 12 November 2020.**
- **On 27 January 2021, a special lecture on "Manus Hasane Visartoya" (Man Forgetting to Laugh) by Prof. Dr. Hanumant Bhavari is organized through online mode under Student Development Committee. This programme is held on the occasion of "Marathi Bhasha Sanwardan Pandarwada". There were 58 participants in the programme.**
- **The college celebrates Republic Day on 26 January every year. The chief Guest hoists the flag and delivers a speech on the significance of Republic Day.**

The college celebrates the Independence Day on 15 August every year. The chief Guest hoists the flag and delivers a talk on "Importance of Independence Day".

On 6 June 2021, all the teachers and students were participated in programme on "Coronation of Shivaji Maharaj" through online mode. The programme was organized by SPPU

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**View File**

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

- **The College celebrates the Independence Day & Republic Day with great pomp and vigour.**
- **The environmental awareness course is run by the institution for its second-year undergraduate students.This course is mandatory for students, by the university notification, for this, the institute arranges a series of 30 lectures for semester III and IV in which students are trained about environment awareness/ protection by the expert staff.**

We are the first institution to install the Net metering project in Maharashtra, 8.5 kwp Grid-tie Rooftop solar power system which

is now saving Carbon emission of 10,000kg/year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **4. Annual awareness programmes on Code of Conduct are organized**	D. Any 1 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	**View File**

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

- On the occasion of Diwali festival, the lamp lightening programme is arranged on online mode on zoomapp in the college. All the students and teachers have been invited in this programme by the cultural department of the college.
- On 27 January 2021, a special lecture on "Manus Hasane Visartoya" (Man Forgetting to Laugh) by Prof. Dr. Hanumant Bhavari is organized through online mode under Student Development Committee. This programme is held on the occasion of "Marathi Bhasha Sanwardan Pandarwada". There were 58 participants in the programme.
- The college celebrates the Republic Day on 26 January every year. The chief Guest hoists the flag and delivers a speech on the significance of Republic Day.
- The college celebrates Independence Day on 15 August every year. The chief Guest hoists the flag and delivers a talk on "Importance of Independence Day".
- On 6 June 2021, all the teachers and students were participated in program on "Coronation of Shivaji Maharaj" through online mode. The programme was organized by SPPU

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**View File**

7.2 - Best Practices

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

The best practices could not arranged due to Covid 19 pandemic

File Description	Documents
Best practices in the Institutional website	**Nil**
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

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

Distinctiveness of the College

Saraswati Mandir Night College of Commerce and Arts is located in the heart of the Pune city. It is surrounded by tourist places like Shaniwarwada, Vishrambag Wada, Raja Kelkar museum, hotels and education hub. The college provides an opportunity to the needy and downtrodden students who work in day time and come to drench their thirst of education at evening time.

College Mission-"An institute dedicated to spreading the light of education bynight."

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

7.3.2 - Plan of action for the next academic year

Future Plans of the college

- **To organise a series of lectures on the theme of IMPAACT OF COVIDE 19 ON THE SUBJECT OF CONCERN TEACHER: Our faculty members will deliver lectures on various subjects related with the theme of lectureseries.**
- **To conduct the lectures on revised AQAR format for staff members.**
- **To start certificate courses: For the students' development, the dept. of English has planned to start Certificate Course in Spoken English and other departments are looking forward to begin short term courses.**

- **To organize lectures: For the students, our past students will be invited to deliver lectures regarding different topics such as Motivational, Career opportunities, Journey from earning with learning towards professional achievements.**
- **To conduct Wellness Workshops: During the Covid pandemic, physical and mental wellness workshops will be conducted for relaxation.**
- **Screening of CAS CASES.**