YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

Saraswati Mandir Night College of Commerce and Arts,Pune

- Name of the Head of the institution

Shri S Y Deshmukh

- Designation

Officiating Principal

- Does the institution function from its own campus?

No

- Phone no./Alternate phone no.

02024433018

- Mobile No:

9403663272

- Registered e-mail

smncca@rediffmail.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

- 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. — **9850932517**

- Mobile — **9766708907**

- IQAC e-mail address — **smncca@rediffmail.com**

- Alternate e-mail address — **smnnaac@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) — http://www.smnightcollege.org/Naac.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/Naac.html

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.28**	**2017**	**30/10/2017**	**31/12/2022**

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 as per latest NAAC guidelines — **Yes**

- 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 — **Yes**

uploaded on the institutional website?

- If No, please upload the minutes of the meeting(s) and Action Taken Report   <u>View File</u>

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)

* Lecture series on 'Impact of COVID19 on the subject of concern teacher'

All faculty members were participated in the One week virtual Faculty Development Programme on Understanding NAAC Criteria- Marching towards excellence'

* Started certificate courses in 'Spoken English' for the students

* Keshavsut Karandak state level poetry competition and workshop on poetry.

* Competition on 'Social Media a curse or a blessing'.

Workshop on Leadership Development- 'Mi Bhavi Nagarsevk'.

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 organise a series of lectures on the theme of IMPAACT OF COVIDE 19 ON THE SUBJECT OF CONCERN TEACHER:	• All faculty members deliver the lecture on 'Impact of COVID19 on their subject
• To conduct the lectures on revised AQAR format for staff members.	• All faculty members were participated in the One week virtual Faculty Development Programme on Understanding NAAC Criteria- Marching towards excellence'
• To start certificate courses in Spoken English	• Started Certificate courses in Spoken English.
• Screening of CAS cases	• Files 5 faculty members were screened for CAS

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

- Name of the statutory body

Name	Date of meeting(s)
CDC	23/07/2022

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	Saraswati Mandir Night College of Commerce and Arts,Pune
• Name of the Head of the institution	Shri S Y Deshmukh
• Designation	Officiating Principal
• Does the institution function from its own campus?	No
• Phone no./Alternate phone no.	02024433018
• Mobile No:	9403663272
• Registered e-mail	smncca@rediffmail.com
• Alternate e-mail	smnnaac@gmail.com
• Address	1359 Shukrawar Peth, Bajirao Road
• City/Town	Pune
• State/UT	Maharashtra
• Pin Code	411002
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• 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.	**9850932517**	
• Mobile	**9766708907**	
• IQAC e-mail address	**smncca@rediffmail.com**	
• Alternate e-mail address	**smnnaac@gmail.com**	

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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/Naac.html

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.28**	**2017**	**30/10/2017**	**31/12/2022**

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 as per latest NAAC guidelines	**Yes**	
• 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**

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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)

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All faculty members were participated in the One week virtual Faculty Development Programme on Understanding NAAC Criteria- Marching towards excellence'
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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

07-12-2022 06:59:55

Plan of Action	Achievements/Outcomes
• To organise a series of lectures on the theme of IMPAACT OF COVIDE 19 ON THE SUBJECT OF CONCERN TEACHER:	• All faculty members deliver the lecture on 'Impact of COVID19 on their subject
• To conduct the lectures on revised AQAR format for staff members.	• All faculty members were participated in the One week virtual Faculty Development Programme on Understanding NAAC Criteria- Marching towards excellence'
• To start certificate courses in Spoken English	• Started Certificate courses in Spoken English.
• Screening of CAS cases	• Files 5 faculty members were screened for CAS

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

- Name of the statutory body

Name	Date of meeting(s)
CDC	23/07/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	17/02/2022

15.Multidisciplinary / interdisciplinary

Saraswati Mandir Night College of Commerce and Arts established in 1992 having mission statement 'A institute dedicated to spreading the light of education by night' to bring higher education within the reach of average, disadvantaged and working studentswith 02 UG Programs B.Com. andB. A.At UG level Banking & Finance and Cost and Works Accounting are Special Subjects and Marathi and Economics are Special Subjects.Then institute gradually started M. Com (Banking and Finance) and M.A. (Marathi and Economics) so as to avail multidisciplinary higher education.Since the institute has permanently affiliated to

Savitribai Phule Pune University (Earlier known as Pune University) has to follow curriculum and academic calendarfor all UG and PG programs.

At UG & PG programs for elective programs students have freedom to opt the subjects of their choice.

Every year college conduct Interdisciplinary lecture series for students where Commerce faculty teachers deliver lectures to students of Arts faculty and Art faculty teachers deliver lectures to students of Commerce faculty.

Institute encourage faculty members to conduct the interdisciplinary research

16. Academic bank of credits (ABC):

Being an affiliated to Savitribai Phule Pune University, Punewe strictly follow university Curriculum and examination patterns.As a part of preparedness for NEP, as per Circular No. Exam/2022/205 dated 15th October, 2022 of Savitribai Pnule Pune University, we have started procedure for registration of students for ABC

17. Skill development:

English Department has offered 'Spoken English' course.

The Commerce Circle organised lectures on career guidance and teachers personally provide career guidance and help students to prepare for competitive examinations.

The institute organises Keshavsut Karandak State level Poetry Competition to develop literary skills of the students.

Subjects like Computerised Accounting, Research Methodology, Business Managment Generic Elective, MIL etc. certainly helps to enhance the skills and employability of students.

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

The institute has a strategy to integrate Indian Knowledge system, Indian languages and culture.Cultural Committee and Student's Council celebrates all cultural programs, events, ceremonies days and festivals. Marathi department celebrate 'Vachan Prerana Din on 15th October and Marathi Bhasha Din on 27th February.

The institute organises Keshavsut Karandak State level Poetry Competition to develop literary skills of the students.

Marathi and English languages are taught in the same language where as all other subjects in Arts Faculty and most of the subjects in Commerce Faculty except Accountancy, Cost and Works Accountancy, Business Communication are taught in Marathi language. The curriculum contains grammar of the language and literature of the era.Indian arts, traditions and culture are taught in History and Geography subject outcome base.

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

For every faculty, while designing curriculum, broad expectations listed by the University & as affiliated institute to University, we have to follow curriculum which is definitely outcome based.The all inclusive outlook of the course offer a number of value based ad job oriented courses ensures that students are trained into up-to-date.

20.Distance education/online education:

In Covid – 19 pandemic teachers were conducted the lectures on Zoom Platform.Prepares and share videos on LMS Platform.

Institute organised various programs online like Webinar, Guest Lectures, Deepostav to celebrate Diwali festival.

Extended Profile

1.Programme

1.1   **04**

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

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

2.Student

2.1   **1309**

Number of students during the year

File Description	Documents
Data Template	[View File]

2.2   **1920**

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

File Description	Documents
Data Template	[View File]

2.3   **373**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1   **12**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **14**

Number of Sanctioned posts during the year

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	**1309**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1920**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**373**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**12**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**14**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**17**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**3015569.03**
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 Academic year the teachers prepare the teaching plan of their respective subjects. There is sufficient flexibility in the teaching plan so as to adopt the changes if any.

The college ensures effective curriculum delivery through its consistent efforts; the college undertakes to prepare the Academic calendar at the commencement of the Academic year. The teachers prepare their individual Academic / Teaching plan which is included in the Academic calendar. The college has a very little scope to include their own chapters in the curriculum as the curriculum described by SPPU is adopted by the college as it is. The college teachers follow the teaching plan in the schedule of their working hours. The syllabus is already divided in the number of hours each teacher is supposed to engage. The

periodic tutorial / class test / examination are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again and also sometime consulted for their benefits. The method in the theoretical concepts of teaching college had undertaken the working of the teachers to enable to the Academic growth and to attended Academic excellence. The college teachers used the PPT for principle concepts in the technique and the discussion.

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 SavitribaiPhule 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 2021-22 academic year for FY and SY and TY 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 using Google form for the first term i.e sem1 sem3 and sem5.

Second term starts offline from the date of 1st February 2022 and regular structure of internal exam was followed i.e10-10-10 marks of internal evaluation included assignment classroom test ect.

Academic year 2021-22 in the second term all examinations like practical oral examination are offline mode and university exams are going on till 30 th till September.

File Description	Documents
Upload relevant supporting documents	[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	**No File Uploaded**

1.2 - Academic Flexibility

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

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

04

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)	[View File]()

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

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs 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	[View File]()

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. SavitribaiPhule Pune University has introduced Choice

Based Credit System from the academic year 2019-20.In our college Employability Skill Enhancement program, Democracy, Election and Governance is added for FYBCOM Students from the academic year 2019-2020 as well as Physical Education makes compulsory for FYBCOM & BA students from 2017. From academic year 2021-22 Rural Community development course introduced to arts faculty as achoice based credit system. 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. 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.

File Description	Documents
Any additional information	[View File](#)
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

04

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

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

266

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

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	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**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 sanctioned seats during the year

1920

File Description	Documents
Any additional information	**No File Uploaded**
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

1184

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 formation of this college is educational upliftment of the weaker and downtrodden section of the society. More than 80% of the total admissions are made out of socio-economically backward class of the society. The College is situated in central place of the city. Our college is Night College. They need to work in day time. So, it needs to classify slow learners, moderate learner and advanced learner.

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

Every year the college conducted bridgecourse for slow learners as per separate time table in the beginning of the academic year. Therefore for slow learners the college teachers provide assignments, notes, study materials, remedial coaching and personal counselling. In the first term of academic year 2021-22 because of Covid pandemic situation college could not conduct remedial classes teachers provided notes, study material, PPTs, Video Lectures, Question bank to all students through online platform but in the second term of academic year 2021-22 college schedule was conducted in offline mode as per norms of Government & University.

File Description	Documents
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
1309	12

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 following methods to make learning effectively –

1. Experimental learning: The College focuses on experiential teaching learning techniques through online mode due to Covid-19. In the first half of academic year 2021-22 various programs such as "The Covid Care Protocol – Art of living program" jointly organized by SPPU & our college, Continuous Internal Assessments and semester examinations were conducted through online platform due to pandemic situation and in the second half of academic year 2021-22 Continuous Internal Assessment and following Activitieswere conducted in offline mode –

Women Emporment

Entership Programme

Social Survey

Success Businessmen Stories

Dept. of English organized free Certificate Course in "Spoken English" for students.

2) Participative learning : This is also effective learning method for students. In first of academic year 2021-22 due to pandemic situation students were participated through online mode and in the second half of academic year 2021-22 students were participated through in offline mode in different activities of college.M.A M.Com Students Were Praticiped in PPT Presentation as Wel as B.COm Students Were Praticiped in PosterPresentation

3) Problem solving method: This method promotes critical thinking, creativity and scientific temperament. Students are expected to observe, understand, analyze and find solution that lead to a holistic understanding of the concept.With the help of conducting above programs, college encourage students and motivate them for personal development.

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 the first half of academic year 2021-22, all teachers had conducted online lectures and Internal examinations by using online platform like Zoom and Google form etc. Video lectures are provided to students. The recorded videos which were uploaded on LMS provided to students. The open-source learning management system, ICT enable teaching methodologies are being used by all faculty members of our college. The college teachers effectively used ICT tools for effective teaching-learning on online platform 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	**Nil**

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

2.3.3.1 - Number of mentors

00

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

12

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
Any additional information	<u>View File</u>
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

07

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)	<u>View File</u>

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

12

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 internal evaluation process as per norms of Savitribai Phule Pune University, Pune. For the internal continues assessment of students College conducted tests, tutorials, home assignments in the during the year but due to pandemic situation college conducted examinations through online mode in the first half of academic year 2021-22. And in the second half of academic year 2021-22 college schedule was conducted in offline mode as per norms of Government & University.

The academic planning committee and examination committee prepared the internal theory and practical examination timetable as per University examination circular. In advance it is communicated to students on WhatsApp group and Notice board. In the first half of the academic year, due to pandemic situation the internal examinations of B.A., B.Com. and M.A., M.Com. courses were conducted in online mode through Google form. The internal theory and practical examination schedule were communicated to students on their class wise WhatsApp group. The practical viva was taken through Zoom online platform. Those students who faced the problem of submission of 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.

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

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

College have Examination Committee and Examination unfairness Committee to solve the exam. related problems of students. In the first half of academic year 2021-22 due to pandemic situation the internal examinations were conducted in online mode through Google form as per examination time table.

Students who faced the problem of submission of paper in the internal examination due to poor connectivity of network for them again college conducted examination and gave another chance to students for appearing the examination.

The grievances related to external examination of SPPU like absent in paper, wrong mark entry, hall ticket issue, 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 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college is affiliated to Savitribai Phule Pune University, Pune and follows the curriculum prescribed by the university 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) has been communicated to students for the awareness of the related courses in the Induction Program of the college. POs and Cos are also intimated to students and their parents at the time of admission in

counseling. During the first lecture in the class, every teacher also gives information regarding the Programme Outcomes, Course Outcomes and various opportunities after the completion of the programme. As well as teachers also deliver the information to students regarding various competitive and professional examinations like M.P.S.C., banking, C.A., Police Department etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

For every faculty, while designing curriculum, broad expectations listed by the University & as affiliated institute to University, we have to follow curriculum which is definitely outcome based.The all inclusive outlook of the course offer a number of value based ad job oriented courses ensures that students are trained into up-to-date.

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

284

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	**No File Uploaded**
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)

http://www.smnightcolleg.org/Nacc.html

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)

00

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)	View File

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

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

00

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

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

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

01

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

3.2 - Research Publications and Awards

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

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

12

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

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

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

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

08

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

3.3 - Extension Activities

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

College organizes seminars / workshops / popular guest lecture series, sometimes students taken to visit the social places as well. Such activities were conducted under the various programs / departments promoted by SPPU such as Life learning Extension Department, QIP under BCUD. Since last year due to pandemic situation there was some restrictions to conduct above activities, but few activities were conducted online.

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

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

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

Nil

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

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

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

Nil

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 last year (Data Template)	[View File](#)

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

Nil

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)	[View File](#)

3.4 - Collaboration

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

00

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

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

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

01

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

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 Classrooms

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

2. Principal Chamber with computer & internet connection, telephone facility.

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 extinguisher.

7. Clean drinking water facility.

8. Suggestion Box/Complaint Boxes

9. Inverter/UPS facility for office.

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

11. First Aid Facility.

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

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.

A V Hall for Cultural activities.

File Description	Documents
Upload any additional information	View File
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

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

File Description	Documents
Upload any additional information	View File
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)

Nil

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)

Library automation is partially.

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)	<u>View File</u>

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)

54893/-

File Description	Documents
Any additional information	<u>View File</u>
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)	<u>View File</u>

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

19

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

4.3 - IT Infrastructure

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

IT facilities frequently updates for administrative work.

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**
Student – computer ratio	**No File Uploaded**

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

File Description	Documents
Upload any additional Information	View File
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)

163691/-

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 of college management is to provide quality education to the students. To inculcate effective teaching and learning process, the policy focuses on providing necessary and better infrastructure. The college has considerable improvement in the infrastructure and the learning resources that have created a conducive environment for the overall development of the learners making it a learner-centric institution. The entair 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 staff to maintain cleanliness on the campus. Safe Drinking Water facility is availed through 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

28

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

19

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

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

D. 1 of the above

hygiene) ICT/computing skills

File Description	Documents
Link to institutional website	**Nil**
Any additional information	<u>View File</u>
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

00

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

00

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)	<u>View File</u>

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

D. Any 1 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	View File
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

00

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

26

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	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

`00`

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)	[View File](#)

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

01

File Description	Documents
Report of the event	View File
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)	View File

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

Sarawati Mandir Maji Vidyarthi Sangh is tha common alumni association of all the branches of Saraswati Mandir Sansth.

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)   **E. <1Lakhs**

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

Vision

1.Empowerment of working and disadvantaged students by imparting education by night and providing opportunities of 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

"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. A student with minimum 35% marks can seek admission with first come first Serve; the course contents are being taught in such an effective way by the teachers. The students are studying for the regular degree courses in vernacular medium.

The college is committed to spread the light of education in the life of disadvantaged, socio- economically backward working class of the society by providing higher education in night time. The college started with barely 30 students enrolled for UG, today the strength of students is above 1000 learning in arts and commerce faculty.

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 well designed system of delegations of authority. Under this the Principal delegates different

activities according to the nature of job and type of contributions. The College delegates authority by appointing a coordinator of the unit/department and committees. These coordinators has been given operational authority and freedom to organize and implement the programs and undertake decision. The college authority has decentralized the college governance by decentralizing the administration. Teachers represents their representatives in the college development committee. Through these committee these teachers are given scope to groom their leadership. Staff academy coordinator looks after academic and non-academic concern of teachers and thus leads the staff. At the students level, students participation into various college activities like Vidyarthini Manch, students welfare association, cultural activities and get 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 courses. Since its inceptions the college has given priority to enhancement and improvement out of these visionary approaches, now the college is a well-established and a renowned institute with above1000 students and four programs having affiliated toSavitribai Phule Pune University from academic year 2012-13. As per the proposed expansions plan college has started 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 the purpose an action plan is designed in the following manners.

1. **Annual plans are prepared for visualizing the targets and goals.**
2. **Department wise goals are set.**

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 and it reconstitutes after every five years. The CDC consists of member from management, Principal, Ex- Student, and elected member from teaching and non-teaching staff. As per new University Act. Administration and other policy matters are implemented through this committee.The recruitment of teachers and non-teaching staff in the grantablesection 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	**No File Uploaded**

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	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
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 temporary basis are adopted on grant in aid. Posts are filled as per requirement of vacancy by the management of the college. For example, Prof Ayodhya Jadhav of English department was working on CHB before regular basis. Prof Shyam Kamble from Department of economics and Dr. Vikram Jadhav from Department of Marathi were working as junior clerk in administrative staff before their regular appointment as an 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.

- **Duty Leaves for attending seminars, conferences and workshops.**
- **Duty leaves are granted for faculty development program and for teachers on university duty.**
- **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	**No File Uploaded**

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

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

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)	View File

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

Nil

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)	View File

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

10

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 career advancement scheme (CAS). The College promoted as a Associate professor to Dr. Ayodya Jadhav and Dr. Deepak Vede (8000/- to 9000/-) , Assistant Professor (7000 to 8000) to Dr.SavitaThorat and Shree Shyam Kamble and Dr. Vikram Jadhav (6000 to 7000) during the year under 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 period. Also, the teaching performance assessment of teachers is done by evaluating their teaching abilities. The principal takes rounds during the teaching period, He observe the classes and take 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 2021.22 was done on 02/06/2022 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	[View File](#)

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)

27000/-

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)	[View File](#)

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.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 towards 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 research culture among its teachers and students. The IQAC has been constituted as per the guidelines given by the UGC. It meets a year or more if needed and discuss about to take major decision about the college pertaining to infrastructure, various plans and issues related to development of the college. Also, seminars, workshops, conferences and other co-curricular and extracurricular activities to be conducted on the themes with relevance.

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

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: - Governing body of the Trust, CDC, Principal, IQAC review teaching learning process. Periodical meeting conducted by the principal helps to review of the working 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:

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

Second and subsequent cycle- Incremental Improvement

Sr. No.

Recommendations

Improvement

1.

More UG and PG Courses needed

Collegeshas 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)

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 on online education the year.

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	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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.
- Closed-Circuit Televisionsare installed for the security. Watchman guards are there for security.
- Under Nirbhya Kanya Abhiyan Dr Hemalata Jalgaonkar has delivered her talk on 'Women's Health' on 17-02-2022.
- Smt. Sandhya Kale has talked on the topic 'Women Empowerment'. Mrs Deepali Sasane, Yoga Teacher has given

information on Yoga with demonstration. She has delivered her lecture on 'Importance of Yoga and Demonstration'. These lectures and Yoga were arranged on online mode on zoom app in the college by Student Development Committee.There were 51 girl participants in the programme.

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 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 (Green and Blue). 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	Nil
Any other relevant information	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:

C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
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

E. None of the above

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

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

Under 'Savitri Mohatsav' programme, Dr Randhir Vrishali's lecture on 'Savitribai Phule's Life and work' was organized for the students and staff members on online mode on 14-02-2022 at 8.30pm. There were 52 participantpresent 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 the Independence Day on 15 August every year. The chief Guest hoists the flag and delivers a talk on "Importance of Independence Day".The College celebrates the Independence Day & Republic Day with great pomp and vigour.

Under 'Mission Yuva Swasthya Abhiyan,' Corona Vaccination Drive was conducted for students, staff members and nearby people of society in the College campus in the collaboration with PMC, Pune on 29-30 October 2021.

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

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

- 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.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code 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	**No File Uploaded**

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

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".The College celebrates the Independence Day & Republic Day with great pomp and vigour.

Women's were celebrated on 8th March 2022.

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

7.2 - Best Practices

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

Best Practice

1. **Title: A State Level "KeshavsutKarandak"Poetry Competition**
2. **Goals:**
   - **Todevelop students' poetic and literary creativity**
   - **To promote and create awareness about Marathi poet among students**
   - **To provide training of various forms of Marathi poetry through the workshop**
   - **To make available the platform for the interaction between students and renowned poets in Marathi**

The Context: Student DevelopmentCouncilorganizes a state level "KeshavsutKarandak" poetry competition for amateur student-poets. This is the only state level competition organised by some college to develop students' poetic and literary creativity. Participant student poets meet well-known Marathi poets and seek guidance from them. With the poetry competition the institute also organises a workshop on poetry. Till the year well-known poets like Mangesh Padgaonkar, F.M.Shinde, Dr. Anand Yadav, Ilahi Jamadar, and many more have guided the participants from all over Maharashtra. From its fifth year the University of Pune also appreciated this activity and since 2010 the institution is receiving fund from university to organise the activity.

The Practice:The college has been organizing a state level "Keshavsut Karandak" poetry competition for student- poets for the last 14 years under the chairman ship of the Principal.

Evidence of Success: Some feedbacks from various colleges

received.

Problems Encountered and Resources Required:Intheinitial stage of the organization of the event,there was no adequate number of participant out of district There is no accomodation facility for out Pune participants

The sources: the resource persons, judges, finance and human resources.

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

7.3 - Institutional Distinctiveness

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

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."

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 Academic year the teachers prepare the teaching plan of their respective subjects. There is sufficient flexibility in the teaching plan so as to adopt the changes if any.

The college ensures effective curriculum delivery through its consistent efforts; the college undertakes to prepare the Academic calendar at the commencement of the Academic year. The teachers prepare their individual Academic / Teaching plan which is included in the Academic calendar. The college has a very little scope to include their own chapters in the curriculum as the curriculum described by SPPU is adopted by the college as it is. The college teachers follow the teaching plan in the schedule of their working hours. The syllabus is already divided in the number of hours each teacher is supposed to engage. The periodic tutorial / class test / examination are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again and also sometime consulted for their benefits. The method in the theoretical concepts of teaching college had undertaken the working of the teachers to enable to the Academic growth and to attended Academic excellence. The college teachers used the PPT for principle concepts in the technique and the discussion.

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 SavitribaiPhule 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 2021-22 academic year for FY and SY and TY 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 using Google form for the first term i.e sem1 sem3 and sem5.

Second term starts offline from the date of 1st February 2022 and regular structure of internal exam was followed i.e10-10-10 marks of internal evaluation included assignment classroom test ect.

Academic year 2021-22 in the second term all examinations like practical oral examination are offline mode and university exams are going on till 30 th till September.

File Description	Documents
Upload relevant supporting documents	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 | C. Any 2 of the above |

UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

04

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)	View File

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

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs 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	View File

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. SavitribaiPhule Pune University has introduced Choice Based Credit System from the academic year 2019-20.In our college Employability Skill Enhancement program, Democracy, Election and Governance is added for FYBCOM Students from the academic year 2019-2020 as well as Physical Education makes compulsory for FYBCOM & BA students from 2017. From academic year 2021-22 Rural Community development course introduced to arts faculty as achoice based credit system. 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. 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.

File Description	Documents
Any additional information	*View File*
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

04

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

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

266

File Description	Documents
Any additional information	*View File*
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	*View File*

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	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	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 sanctioned seats during the year

1920

File Description	Documents
Any additional information	No File Uploaded
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

1184

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 formation of this college is educational upliftment of the weaker and downtrodden section of the society. More than 80% of the total admissions are made out of socio-economically backward class of the society. The College is situated in central place of the city. Our college is Night College. They need to work in day time. So, it needs to classify slow learners, moderate learner and advanced learner.

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

Every year the college conducted bridgecourse for slow learners as per separate time table in the beginning of the academic year. Therefore for slow learners the college teachers provide assignments, notes, study materials, remedial coaching and personal counselling. In the first term of academic year 2021-22 because of Covid pandemic situation college could not conduct remedial classes teachers provided notes, study material, PPTs, Video Lectures, Question bank to all students through online platform but in the second term of academic year 2021-22 college schedule was conducted in offline mode as per norms of Government & University.

File Description	Documents
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
1309	**12**

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 following methods to make learning effectively –

1. **Experimental learning: The College focuses on experiential teaching learning techniques through online mode due to Covid-19. In the first half of academic year 2021-22 various programs such as "The Covid Care Protocol – Art of living program" jointly organized by SPPU & our college, Continuous Internal Assessments and semester examinations were conducted through online platform due to pandemic situation and in the second half of academic year 2021-22 Continuous Internal Assessment and following Activitieswere conducted in offline mode –**

Women Emporment

Entership Programme

Social Survey

Success Businessmen Stories

Dept. of English organized free Certificate Course in "Spoken English" for students.

2) Participative learning : This is also effective learning method for students. In first of academic year 2021-22 due to pandemic situation students were participated through online mode and in the second half of academic year 2021-22 students were participated through in offline mode in different activities of college.M.A M.Com Students Were Praticipated in PPT Presentation as Wel as B.COm Students Were Praticipated in PosterPresentation

3) Problem solving method: This method promotes critical thinking, creativity and scientific temperament. Students are expected to observe, understand, analyze and find solution that lead to a holistic understanding of the concept.With the help of conducting above programs, college encourage students and motivate them for personal development.

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 the first half of academic year 2021-22, all teachers had conducted online lectures and Internal examinations by using online platform like Zoom and Google form etc. Video lectures are provided to students. The recorded videos which were uploaded on LMS provided to students. The open-source learning management system, ICT enable teaching methodologies are being used by all faculty members of our college. The college teachers effectively used ICT tools for effective teaching-learning on online platform 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	**Nil**

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

2.3.3.1 - Number of mentors

00

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

12

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

07

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

`12`

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 internal evaluation process as per norms of Savitribai Phule Pune University, Pune. For the internal continues assessment of students College conducted tests, tutorials, home assignments in the during the year but due to pandemic situation college conducted examinations through online mode in the first half of academic year 2021-22. And in the second half of academic year 2021-22 college schedule was conducted in offline mode as per norms of Government & University.

The academic planning committee and examination committee prepared the internal theory and practical examination timetable as per University examination circular. In advance it is communicated to students on WhatsApp group and Notice board. In the first half of the academic year, due to pandemic situation the internal examinations of B.A., B.Com. and M.A., M.Com. courses were conducted in online mode through Google form. The internal theory and practical examination schedule were communicated to students on their class wise WhatsApp group. The practical viva was taken through Zoom online platform. Those students who faced the problem of submission of 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.

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

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

College have Examination Committee and Examination unfairness Committee to solve the exam. related problems of students. In the first half of academic year 2021-22 due to pandemic situation the internal examinations were conducted in online mode through Google form as per examination time table.

Students who faced the problem of submission of paper in the internal examination due to poor connectivity of network for them again college conducted examination and gave another chance to students for appearing the examination.

The grievances related to external examination of SPPU like absent in paper, wrong mark entry, hall ticket issue, 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 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college is affiliated to Savitribai Phule Pune University, Pune and follows the curriculum prescribed by the university 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) has been communicated to students for the awareness of the related courses in the Induction Program of the college. POs and Cos

are also intimated to students and their parents at the time
of admission in counseling. During the first lecture in the
class, every teacher also gives information regarding the
Programme Outcomes, Course Outcomes and various opportunities
after the completion of the programme. As well as teachers
also deliver the information to students regarding various
competitive and professional examinations like M.P.S.C.,
banking, C.A., Police Department etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

For every faculty, while designing curriculum, broad
expectations listed by the University & as affiliated
institute to University, we have to follow curriculum which
is definitely outcome based.The all inclusive outlook of the
course offer a number of value based ad job oriented courses
ensures that students are trained into up-to-date.

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

284

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	No File Uploaded
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)

http://www.smnightcolleg.org/Nacc.html

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)

00

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)	View File

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

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

`00`

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

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

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

`01`

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

3.2 - Research Publications and Awards

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

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

`12`

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

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

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

08

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

3.3 - Extension Activities

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

College organizes seminars / workshops / popular guest lecture series, sometimes students taken to visit the social places as well. Such activities were conducted under the various programs / departments promoted by SPPU such as Life learning Extension Department, QIP under BCUD. Since last year due to pandemic situation there was some restrictions to conduct above activities, but few activities were conducted online.

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

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

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

Nil

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

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

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

Nil

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 last year (Data Template)	<u>View File</u>

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

Nil

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)	[View File](#)

3.4 - Collaboration

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

`00`

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

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

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

`01`

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
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 Classrooms

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

2. Principal Chamber with computer & internet connection, telephone facility.

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 extinguisher.

7. Clean drinking water facility.

8. Suggestion Box/Complaint Boxes

9. Inverter/UPS facility for office.

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

11. First Aid Facility.

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

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.

A V Hall for Cultural activities.

File Description	Documents
Upload any additional information	View File
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

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

File Description	Documents
Upload any additional information	View File
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)

Nil

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)

Library automation is partially.

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)

54893/-

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

19

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

4.3 - IT Infrastructure

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

IT facilities frequently updates for administrative work.

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
Student – computer ratio	No File Uploaded

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

File Description	Documents
Upload any additional Information	View File
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)

163691/-

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 of college management is to provide quality education to the students. To inculcate effective teaching and learning process, the policy focuses on providing necessary and better infrastructure. The college has considerable improvement in the infrastructure and the learning resources that have

created a conducive environment for the overall development of the learners making it a learner-centric institution. The entair 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 staff to maintain cleanliness on the campus. Safe Drinking Water facility is availed through 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

28

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
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)	<u>View File</u>

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

19

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**D. 1 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	[View File](#)
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

00

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

00

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)	[View File](#)

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	**D. Any 1 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	[View File](#)
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

00

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

26

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	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

00

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)	View File

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

01

File Description	Documents
Report of the event	View File
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)	View File

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

Sarawati Mandir Maji Vidyarthi Sangh is tha common alumni association of all the branches of Saraswati Mandir Sansth.

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)

E. <1Lakhs

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

Vision

1.Empowerment of working and disadvantaged students by imparting education by night and providing opportunities of 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

"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. A student with minimum 35% marks can seek admission with first come first Serve; the course contents are being taught in such an effective way by the teachers. The students are studying for the regular degree courses in vernacular medium.

The college is committed to spread the light of education in the life of disadvantaged, socio- economically backward working class of the society by providing higher education in night time. The college started with barely 30 students enrolled for UG, today the strength of students is above 1000 learning in arts and commerce faculty.

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 well designed system of delegations of authority. Under this the Principal delegates different activities according to the nature of job and type of contributions. The College delegates authority by appointing a coordinator of the unit/department and committees. These coordinators has been given operational authority and freedom to organize and implement the programs and undertake decision. The college authority has decentralized the college governance by decentralizing the administration. Teachers represents their representatives in the college development committee. Through these committee these teachers are given scope to groom their leadership. Staff academy coordinator looks after academic and non-academic concern of teachers and thus leads the staff. At the students level, students participation into various college activities like Vidyarthini Manch, students welfare association, cultural activities and get 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 courses. Since its inceptions the college has given priority to enhancement and improvement out of these visionary approaches, now the college is a well-established and a renowned institute with above1000 students and four programs having affiliated toSavitribai Phule Pune University from academic year 2012-13. As per the proposed expansions plan college has started 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 the purpose an action plan is designed in the following manners.**

1. **Annual plans are prepared for visualizing the targets and goals.**
2. **Department wise goals are set.**

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 and it reconstitutes after every five years. The CDC consists of member from management, Principal, Ex- Student, and elected member from teaching and non-teaching staff. As per new University Act. Administration and other policy matters are implemented through this committee.The recruitment of teachers and non-teaching staff in the grantablesection 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	**No File Uploaded**

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	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<u>View File</u>

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 temporary basis are adopted on grant in aid. Posts are filled as per requirement of vacancy by the management of the college. For example, Prof Ayodhya Jadhav of English department was working on CHB before regular basis. Prof Shyam Kamble from Department of economics and Dr. Vikram Jadhav from Department of Marathi were working as junior clerk in administrative staff before their regular appointment as an 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.

- Duty Leaves for attending seminars, conferences and workshops.
- Duty leaves are granted for faculty development program and for teachers on university duty.
- 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	No File Uploaded

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

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

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)	<u>View File</u>

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

Nil

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)	<u>View File</u>

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

10

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 career advancement scheme (CAS). The College promoted as a Associate professor to Dr. Ayodya Jadhav and Dr. Deepak Vede (8000/- to 9000/-) , Assistant Professor (7000 to 8000) to Dr.SavitaThorat and Shree Shyam Kamble and Dr. Vikram Jadhav (6000 to 7000) during the year under 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 period. Also, the teaching performance assessment of teachers is done by evaluating their teaching abilities. The principal takes rounds during the teaching period, He observe the classes and take 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 2021.22 was done on 02/06/2022 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	[View File](#)

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)

27000/-

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)	[View File](#)

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.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 towards 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 research culture among its teachers and students. The IQAC has been constituted as per the guidelines given by the UGC. It meets a year or more if needed and discuss about to take major decision about the college pertaining to infrastructure, various plans and issues related to development of the college. Also, seminars, workshops, conferences and other co-curricular and extracurricular activities to be conducted on the themes with relevance.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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: - Governing body of the Trust, CDC, Principal, IQAC review teaching learning process. Periodical meeting conducted by the principal helps to review of the working 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:

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

Second and subsequent cycle- Incremental Improvement

Sr. No.

Recommendations

Improvement

1.

More UG and PG Courses needed

Collegeshas 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)

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 on online education the year.

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	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

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.
- Closed-Circuit Televisionsare installed for the security. Watchman guards are there for security.
- Under Nirbhya Kanya Abhiyan Dr Hemalata Jalgaonkar has delivered her talk on 'Women's Health' on 17-02-2022.

- **Smt. Sandhya Kale has talked on the topic 'Women Empowerment'. Mrs Deepali Sasane, Yoga Teacher has given information on Yoga with demonstration. She has delivered her lecture on 'Importance of Yoga and Demonstration'. These lectures and Yoga were arranged on online mode on zoom app in the college by Student Development Committee.There were 51 girl participants in the programme.**

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 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 (Green and Blue). 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	Nil
Any other relevant information	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
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
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	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**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).

Under 'Savitri Mohatsav' programme, Dr Randhir Vrishali's lecture on 'Savitribai Phule's Life and work' was organized for the students and staff members on online mode on 14-02-2022 at 8.30pm. There were 52 participantpresent 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 the Independence Day on 15 August every year. The chief Guest hoists the flag and delivers a talk on "Importance of Independence Day".The College celebrates the Independence Day & Republic Day with great pomp and vigour.

Under 'Mission Yuva Swasthya Abhiyan,' Corona Vaccination Drive was conducted for students, staff members and nearby people of society in the College campus in the collaboration with PMC, Pune on 29-30 October 2021.

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

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

- **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.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code 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	**No File Uploaded**

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

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".The College celebrates the Independence Day & Republic Day with great pomp and vigour.

Women's were celebrated on 8th March 2022.

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

7.2 - Best Practices

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

Best Practice

  1. **Title: A State Level "KeshavsutKarandak"Poetry Competition**
  2. **Goals:**

- Todevelop students' poetic and literary creativity
- To promote and create awareness about Marathi poet among students
- To provide training of various forms of Marathi poetry through the workshop
- To make available the platform for the interaction between students and renowned poets in Marathi

The Context: Student DevelopmentCouncilorganizes a state level "KeshavsutKarandak" poetry competition for amateur student- poets. This is the only state level competition organised by some college to develop students' poetic and literary creativity. Participant student poets meet well-known Marathi poets and seek guidance from them. With the poetry competition the institute also organises a workshop on poetry. Till the year well-known poets like Mangesh Padgaonkar, F.M.Shinde, Dr. Anand Yadav, Ilahi Jamadar, and many more have guided the participants from all over Maharashtra. From its fifth year the University of Pune also appreciated this activity and since 2010 the institution is receiving fund from university to organise the activity.

The Practice:The college has been organizing a state level "Keshavsut Karandak" poetry competition for student- poets for the last 14 years under the chairman ship of the Principal.

Evidence of Success: Some feedbacks from various colleges received.

Problems Encountered and Resources Required:Intheinitial stage of the organization of the event,there was no adequate number of participant out of district There is no accomodation facility for out Pune participants

The sources: the resource persons, judges, finance and human resources.

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

7.3 - Institutional Distinctiveness

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

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

- **To organize lectures:For the students, our past students will be invited to deliver lectures regarding different topics such as on Motivational, Career opportunities, Journey from earning with learning towards professional achievements.**
- **To conduct Wellness Workshops: During the Post -Covid19 pandemic, the physical and mental wellness workshops will be conducted for the relaxation.**
- **To submit AQAR for the academic year 2022-23.**
- **To organize various programs for overall development of the students.**