# YEARLY STATUS REPORT - 2022-2023

## Part A

## Data of the Institution

**1.Name of the Institution**  Saraswati Mandir Night College of Commerce And Arts

- Name of the Head of the institution  Dr. Sunil Sudhakar Shete

- Designation  Principal

- Does the institution function from its own campus?  No

- Phone no./Alternate phone no.  02024433018

- Mobile No:  9623561792

- Registered e-mail  smncca@rediffmail.com

- Alternate e-mail  smnnaac@gmail.com

- Address  Shukrawar Peth

- City/Town  Pune

- State/UT  Maharashtra

- Pin Code  411002

**2.Institutional status**

- Affiliated / Constitution Colleges  Affiliated

- Type of Institution  Co-education

- Location  Urban

- Financial Status                                            **Grants-in aid**

- Name of the Affiliating University         **Savitribai Phule Pune University**

- Name of the IQAC Coordinator             **Dr. Jaya Eknath Badi**

- Phone No.                                                **020-24433018**

- Alternate phone No.                            **9850932517**

- Mobile                                                    **9623561792**

- IQAC e-mail address                            **smnnaac@gmail.com**

- Alternate e-mail address                    **smncca@rediffmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**      [http://www.smnightcollege.org/pdf/AQAR-2021-2022.pdf](http://www.smnightcollege.org/pdf/AQAR-2021-2022.pdf)

**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/testmonial/Calender-2022-2023.pdf](http://www.smnightcollege.org/testmonial/Calender-2022-2023.pdf)

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|-------|-------|------|------------------------|---------------|-------------|
| **Cycle 1** | **C+** | **Nil** | **16/02/2004** | **Nil** | **Nil** |
| **Cycle 2** | **B** | **2.28** | **30/10/2017** | **30/10/2017** | **29/10/2022** |
| **Cycle 3** | **B** | **2.22** | **15/06/2023** | **08/07/2023** | **08/07/2028** |

**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      [View File](#)

IQAC

**9.No. of IQAC meetings held during the year** `03`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**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)**

**• Completed Re-accreditation process for 3rd Cycle in time. • Conducted Nirbhay Kanya Abhiyan. • Organized 'Certificate Course in Spoken English'. • Conducted a program on 'Communication: Soul of life' through a virtual platform. • Established a new Computer Lab for the benefit of learners. • Augmentation of infrastructure**

**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 conduct a Physical and Mental Wellness Program. | Conducted lecture with demonstration on Yoga for faculty members and students. |
| To organize various programs for the overall development of the students | Conducted lectures, workshops- Bhondala, Women's Day, Vachana Prerana Din, Storytelling session etc |
| To submit the proposal for various schemes for students development and co- curricular and extra- curricular activities to Savitribai Phule Pune University. | Sanctioned the proposals of Student Development Department, Nirbhay Kanya Abhiyan, and 2 workshops from Department of Lifelong Learning &Extension. |
| To develop a Computer Lab | Established new Computer Lab for benefit of learners. |
| To augmentation of infrastructure | Purchased benches. |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| College Development Committee | 14/10/2023 |

**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** |
| • Name of the Head of the institution | **Dr. Sunil Sudhakar Shete** |
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| • Alternate e-mail | **smnnaac@gmail.com** |
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| • City/Town | **Pune** |
| • State/UT | **Maharashtra** |
| • Pin Code | **411002** |
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| • Type of Institution | **Co-education** |
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| • Name of the IQAC Coordinator | **Dr. Jaya Eknath Badi** |
| • Phone No. | **020-24433018** |

| | | |
|---|---|---|
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| | |
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|---|---|---|---|---|
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| | | |
|---|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes** | |
| • Upload latest notification of formation of IQAC | View File | |
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| | |
|---|---|
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| | |
|---|---|
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| • If yes, mention the amount | |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| College Development Committee | 14/10/2023 |

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

| Year | Date of Submission |
|---|---|
| 2022-2023 | 13/02/2024 |

**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, working as well as marginalized students with 02 UG Programs B.Com. and B. A. At UG level (B.Com) Banking & Finance and Cost and Works

Accounting are Special Subjects and at B.A. 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 calendar for 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 conducts 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, Pune we 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 Phule Pune University, wehave started procedure for registration of students for ABC

## 17.Skill development:

College conducting various Skill Development activities such as:

- The English Department has offered a 'Certificate Course in Spoken English'. for our college.
- College-organised lectures on career guidance by experts and college teachers.
- Created awareness among students for competitive examinations.
- Every year the institute organizes prestigious 'Keshavsut Karandak State-level Poetry Competition and Workshop' in regional language Marathi to develop the literary skills of the students.
- Orientation Program introduced for Internship Last Year Students of commerce.
- In the Credit Course System, Employability Skills Course is introduced for First Year students.
- Every year college offers the Earn and Learn Scheme for the students to development of Employability Skills.

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

- **The college tries to inculcate and imbibe human values, a sense of patriotism through variou programs with related to Indian Knowledge System like cultural programmes, events, celebration of days and festivals along with essay competition.**
- **Every year, the Marathi Department celebrates 'Vachan Prerana Din' on the 15th of October and Marathi Bhasha Din' on the 27th of February.**
- **The institute organizes the Keshavsut Karandak State-level Poetry Competition in Marathi. Teaching in Indian Language: In the Bachelor of Commerce program, the regional language Marathi as well as English is also introduced. College is promoting the regional language. Bachelor of Arts UG and PG programs are taught in Marathi. College is offering UG and PGlevel specialization in Marathi subject. Indian arts, traditions, and culture are taught in History subject.**

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

**The college follows the syllabus which is framed by the university. The staff members of this college always try to impart it in a practical way so that the learners get insights of the subjects and practical aspects of various subjects especially in the field of commerce. The art faculty students are introduced to the different forms of literature.**

### 20.Distance education/online education:

**Institute organised various programs through an online mode like Guest Lectures, and teachers shared the videos which are developed by them and also available on social media.**

## 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                                                             **1031**

Number of students during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

2.2                                                                                      **552**

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                                                                                      **188**

Number of outgoing/ final year students during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

**3.Academic**

3.1                                                                                      **11**

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 | **1031** |
|---|---|

| 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 | **552** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.3 Number of outgoing/ final year students during the year | **188** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

### 3.Academic

| 3.1 Number of full time teachers during the year | **11** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

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

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

## 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | **18** |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | **14.23** |
| 4.3 Total number of computers on campus for academic purposes | **20** |

## Part B

**CURRICULAR ASPECTS**

### 1.1 - Curricular Planning and Implementation

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

**•The institute is affiliated to Savitribai Phule PuneUniversity and strictly follows university prescribed curriculum and takes efforts to achieve academic excellence and core competency by adopting academic flexibility measures. The college follows the guidelines laid down by the state government of Maharashtra in general and university asparticular. Each faculty complete the syllabi as per time allotted for each unit which are given in the syllabus.**

**• At the commencement of academic year in academic meeting Principal engages brain storming session with regards to teaching-learning activities keeping in the view the outcomes of the previous year.**

**• At the commencement of the academic year, the academic calendar is prepared by the IQAC organized for the said purpose to fulfill the objectives of the curriculum delivery keeping the**

schedule of the university.

• **Teaching plan is prepared in advance at the beginning of the academic year covering each and every elements of syllabus. All faculties take care to complete entire syllabus as per the teaching plan**

• **Timetable committee prepares a master timetable as well as class-wise timetable including subjects and name of the subject teacher**

• **Different Pedagogy in teaching such as blended lecture methods, participative, experiential learning, apart from Chalk and Talk is adopted in curriculum delivery.**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](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)

**Responses: Conduct of Continuous Internal Assessment: The college is affiliated to Savitribai Phule Pune University (SPPU). The college strictly follows the guidelines of Continuous Internal Evaluation (CIE) prescribed by SPPU. The college has appointed the College Examination Officer (CEO). CEO leads the Examination committee. CEO calls the meeting for the planning of Continuous Internal Evaluation for UG and PG programs. The examination committee plans the tentative timetable for the internal exams and oral/ practical exams and written exams. In advance examination committee communicates the dates of the Examinations to faculties and students because of this, faculties are able to complete syllabi in time and according to set the papers for internal exams. From Academic Year 2019-20 choice-based credit system and exam pattern has been changed as well as implemented to all courses.**

**The evaluation will be done on three parameters: -**

**a. Internal assessment**

**b. Practical Examination**

c. University examination

Internal Evaluation will be done on a continuous basis, three times during each semester. Internal assessment will be of 30 marks. The colleges need to adopt any three out of the following methods for internal assessment: -

a. Written examination

b. Quiz

c. Presentations

d. Projects

e. Assignments

f. Tutorials

g. Oral examination

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | No File Uploaded |
| 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**

**09**

| 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**

**1031**

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

**1031**

| 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. Savitribai Phule Pune University has introduced Choice Based Credit System from the academic year 2019-20.**
- **In our college Employability Skill Enhancement program added for FYBCOM Students from the academic year 2019-2020. Cyber Security, Human Rights, and Skill development are the credit-based courses for PG students.**
- **All second year undergraduate students must opt for Environmental Studies- a course that focuses on the environment and sustainability. The Environmental issues deals in detail in the classroom through a regular subject entitled "Environmental Awareness". The said subject includes the chapters such as scope and nature of Environment Science, Natural Recourses, Eco-system, Bio-diversity, Pollution and Social Issues and Population.**
- **In the BA Psychology course, gender issues cover Gender and Health, Gender and Happiness. Human Values covering Positive Psychology. Sustainability in Health Psychology.**
- **The students must understand 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. Many subjects like English, History, and Business Ethics reflects professional ethics, human values into curriculum.**

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

## 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

**233**

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

**2040**

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

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

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

552

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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 socioeconomically backward class of the society. The College is situated in central place of the city. Our college is Night College. The students need to work in day time to support the family. So, it needs to classify slow learners, moderate learners and advanced learners. At the beginning of academic year, after completion of admission process, slow, moderate and advanced learners are identified on the basis of performance in previous examination and students' interaction in the class.

Every year the college conducted bridge course 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. For moderate and advanced learners, teachers are assigned to provide personal guidance.

| 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 |
|---|---|
| 1031 | 11 |

| 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 -**

**All teachers keep the personal rapport with the students and try to impart practical knowledge and use a practical example to make it utilitarian education. Brain storming sessions are also conducted eventually and management games are organized with an interval.**

**1. Experimental learning:**

**The teacher focuses on experiential teaching learning techniques through internship, and activities are conducted while teaching in the classes to understand the concepts. The college promotes experiential learning through essay, poet competition, Wall Poster Presentation etc.**

**2.Participative Learning: Master students participates in PPT Presentation whereas undergraduate students participates in 'Poster Presentation'.**

**Dept. of English organizes 'Certificate Course in Spoken English' at free of cost for undergraduate students.**

**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 mentioned activities, college encourages students and motivates them for their all round personality 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

**The college teachers effectively used ICT tools for effective teaching-learning. Video lectures are also provided to students. The open-source learning management system, ICT enable teaching methodologies are being used by all faculty members of our college. College teachers provide question bank, assignments, notes for their respective subjects on student's WhatsApp Group. College has Audio Visual Hall. Most of the time teachers conduct lectures by using the same facility. Computer Laboratory utilized for students for the Tally Course as well as Computer related subjects.**

| 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

**11**

| 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

**11**

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

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

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

**06**

| File Description | Documents |
|---|---|
| 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**

**11**

| 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 the norms of Savitribai Phule Pune University, Pune. For the internal continuous assessment of students, college conducted tests, tutorials and home assignments during the year.**

**The Academic Planning Committee and Examination Committee prepared the internal theory and practical examination timetable as per university examination circular and well in advance it is communicated to students on WhatsApp group and Notice board. In the academic year 2022-23 college conducted the internal continuous assessments for UG and PG students.**

**Regular semester wise exams and backlog exams are conducted by the college as per the university schedule. Transparency in the internal assessment is maintained by showing internal examination answer sheets to the students and displaying the internal marks on notice boards. The responsibility of conducting of university examination of First year undergraduate Courses is with the college. Therefore, to ensure transparency Central Assessment Programme (CAP) is introduced for assessment of first year undergraduate courses.**

| 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 has Examination Committee and Examination Unfairmeans Committee to solve the exam related problems of students. The grievances related to external examination of SPPU like absentee in paper, wrong mark entry, hall ticket issue, mistake in student's name and selection of wrong subjects resolved by College Examination Department. The students write an application to the Principal regarding above mentioned grievances related to evaluation.**

| 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 through prospectus and their parents at the time of admission.

At the beginning of term, every teacher gives information regarding the Programme Outcomes, Course Outcomes and various opportunities after the completion of the programme.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://www.smnightcollege.org/pdf/Course%20Outcom.pdf |
| Upload COs for all courses (exemplars from Glossary) | View File |

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 offers a number of values based and job-oriented courses.
- The course outcomes through a detailed result analysis of the internal and external marks obtained by the students. The analysis enables the teachers understand if the course objectives are attained.
- Participation and performance in the extra-curricular and co-curricular activities is also an indicator of the attainment of Program Outcomes. The students' progression from UG to PG or professional courses is also considered

**while evaluating the course and program outcomes.**

| 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

**188**

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

## 2.7 - Student Satisfaction Survey

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

Nil

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

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

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

**Nil**

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

**Nil**

| 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

**02**

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

### 3.2 - 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**

`09`

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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**

`06`

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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

**The college undertakes various activities to sensitize students to social issues and work on their holistic development. The college organizes seminars, workshops and expert guest lectures. All these mentioned activities are conducted under the various departments promoted by SPPU such as Lifelong Learning Extension Department and Students Development Department. On the occasion of 75th Independence Day, essay competition was organized on the theme "Azadi ka Amrit Mahotsav". The college promotes participative learning through essay, poetry competition, poster presentation etc.**

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

**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**

00

| 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**

00

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

**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**

02

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

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

**Facilities for Teaching Learning Activities:**

**1.Classrooms 17**

**2.Computer lab with 10 computers**

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

**4.Principal Chamber with computer & internet connection, telephone facility.**

**5.Examination Room and Internal Quality Assurance Cell has computer with internet connection facility.**

**6. Separate common room & wash rooms for girls.**

**7.Ladies Common Rest and Dress Room**

**8.Separate wash rooms for students and staff members.**

**9.Fire extinguisher.**

**10.Water cooler and purifier for clean drinking water facility.**

**11.Suggestion Box/Complaint Boxes**

**12.Inverter/UPS facility for office.**

**13.Library having textbooks, reference books, encyclopedia newspapers with reading room for students and staff.**

**14.First Aid Facility.**

**15.CCTVsurveillance**

**16.Separet vehicle parking for students and staff.**

**17) Counseling room.**

**18) Common staff room**

| 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.

**Audio Visual Hall for cultural activities. College has AV Hall for cultural activities and indoor sports. Saraswati Mandir Sanstha has a common ground that is available for sports activities as per the need.**

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

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

**01**

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

**01**

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

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

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

**480131.00**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| 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-** | **E. None of the above** |
|---|---|

**resources**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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)**

**38161.00**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Audited statements of accounts | View File |
| 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**

**18**

| 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 administrativework.**

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

## 4.3.2 - Number of Computers

**20**

| 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 | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | **No File Uploaded** |

## 4.4 - Maintenance of Campus Infrastructure

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

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

**241207.00**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| 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 analyzing 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.

As and when required, requests for the maintenance of physical, academic, and support facilities are submitted to the Principal. The Principal, the concerned Head of Department, or the Purchase Committee analyzes the current condition of the needs. The Principal then forwards the analyzed report to the College Development Committee (CDC). The CDC allocates budgetary provisions based on the requirements identified in the report.

A dead stock register is maintained and regularly updated. Outdated equipments and stock are discarded by following proper procedures.

Daily maintenance logs are systematically kept by the responsible personnel.

| 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**

**26**

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

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

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

**02**

| 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) | [View File](#) |

**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) | **No File Uploaded** |

| | |
|---|---|
| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees** | **C. Any 2 of the above** |

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

## 5.2 - Student Progression

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

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

**06**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |

### 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

**14**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | View File |
| 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 )

**Response: The College facilitated the students to take part through the Earn and Learn scheme in Administrative work. Last year three students were under this scheme.**

**The college encourages the students to participate in co-curricular and extracurricular activities.**

**The student representative is included in Anti-Ragging Committee. Quarterly meetings of committee conducted. So far there is no any such complaint.**

| 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**

**31**

| File Description | Documents |
|---|---|
| Report of the event | <u>View File</u> |
| 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) | <u>View File</u> |

**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

**Response: SaraswatiMandirMajiVidyartiSangh isthe alumni association of the College/SaraswatiMandirSansatha. Every year on the occasion of Republic Day, a Alumnia Meet is arranged on a grand scale. Our passed-out students also participate in this activity as active members of the association.**

**On 03/06/2023 the college organized a get-together for the alumni. Alumni shared their achievements and memories of the college days.**

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

| **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

**Response:Vision of the College: -**

**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 Statement of the College: -**

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

**The vision of the college is the empowerment of working and disadvantaged students by imparting education by night, for which the college has a variety of courses that enable the students to seek higher education by night while working for their livelihood in the daytime. A student with minimum 35% marks can seek admission with first come basis; the course contents are being taught in such an effective way by the**

teachers that, the educationally backward youth gets an opportunity to learn in the homely atmosphere of a college. Many of our students seek higher education with big educational gap, so one may find a student aging double to its co student.

The college Started with barely 30 students enrolled for UG, the college today has strength of around 1000 students learning in arts and commerce faculty for UG and PG programmes.

| 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.

Response:The college has established well designed system of delegation 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 have 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 represent their representatives in the College Development Committee. Through the 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 munch, students welfare association, sports, 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

Response: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 around 1000 students and four programs having permanent affiliation of Savitribai 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.

Response:We have the College Development Committee (CDC) 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 grantable section is done subject to the rules of the UGC, State Government of Maharashtra and Savitribai Phule Pune University. The method of recruitment procedure is followed

as per the rules prevalent by all these organizations. Non-grant section staff is recruited through the College Development Committee.

Organogram of the Institution

Saraswati Mandir Sanstha

College Development Committee

Principal

IQAC

Arts Commerce Librarian College Administrative

Faculty Faculty Committee Staff

| 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 | D. Any 1 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

**Response: The following welfare measures are for teaching and non-teaching staff.**

- **Staff academy cell celebrates staff's birthday.**

- **Conducted lecture with demonstration on Yoga for Mental and Physical wellbeing for the faculty members.**
- **Financial support for participation in the workshop.**

- **Felicitation of the faculty members for the academic achievements.**
- **Duty Leaves for attending seminars, conferences, workshops, faculty development program, exam related and other university duties.**
- **Administrative staff is sent for workshop, seminars and training programs to various colleges in and around Pune.**
- **Parking facility.**

| 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

**01**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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**

**02**

| 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 | View File |
| 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**

**05**

| 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 | View File |
| 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 end of every academic year. In the self-appraisal form, teachers are required to give his/her self-evaluation of the academic, co-curricular, extra-curricular, examination duties and research and publication work done during the assessment year. Self-appraisal form assessed by the concerned head of the department and Principal countersign with his/her remark. If remark is not satisfactory then it is communicated in due course to the concerned faculty for further improvement and confidential reports are also prepared for non-teaching staff.**

| 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

**Response: Internal Audit Committee examines vouchers; receipts bills etc., books of accounts, financial statements concurrently. The college performs all necessary audits as per the requirements of SPPU, Pune, and the government of Maharashtra on a regular basis. The University conducts audits for Lifelong Learning Extension Department and Students**

**Development Schemes.**

**The External auditors appointed by Saraswati Mandir Sanstha (mother institute) to audit the accounts every year. The college external audit is done every year.**

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

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

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

**70740**

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

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

**Response: Grant- in- aid for salary is the major funding source of institutions. Another main source of finance is collection of admission fees and examination fees from the students. 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 which are not supported by the government. Apart from this, the college has to spend on other activities for the students. For this, the college takes help from various departments of Savitribai Phule Pune University. For conducting and organizing the various schemes and programs such as Quality Improvement Program, Earn and Learn scheme for the students, Lifelong learning and Extension Activities, various competitions, workshops and seminars sanctions by the**

Savitribai Phule Pune University which always attracts this college.

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

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

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

Structure: - The college has set up mechanisms to review the teaching-learning process and to make changes and improve upon it. To make teaching-learning effective, the Principal plays a supervisory role. The 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 these problems are solved at the departmental level.

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

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

The faculties prepared teaching plans of individual subjects and conduct teaching as per the teaching plans so that curriculum is completed on time. At the same time, the teaching plans are helpful to understand the progress of teaching the allotted subjects. After completion of syllabus, concerned teachers prepared syllabus completions reports and submit it to IQAC.

| 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](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

**Response: The college provides facility like common room exclusively for girl students for leisure. The sanitary napkin vending machine is installed in ladies' washroom.**

- **The campus is under surveillance of Closed-Circuit Television cameras. The cameras are installed at various locations for the better security. Watchmen/guards are appointed for security. I-card wearing is made compulsory for the students.**
- **The students seat as per their choice in the classroom, reading hall and various programmes.**
- **Under Nirbhya Kanya Abhiyan Smt. Swapnali Pawar of Swaraj College of Commerce and Computer Studies, Dhankavdi, Pune delivered her talk on the topic 'Women's Related Laws'. Smt. Tanya Chaudhary of Chandrashekhar Agashe College, Pune talked about 'Diet and Exercise'. Smt Sushma Kapre delivered her talk on ''Yoga's Benefits and its Experiments". Yoga Teacher has given information on Yoga with demonstration. The workshop was held on 04-01-2023 and there were 66 girl participants in the workshop.**

| 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

**Response: The waste is generated by all sorts of routine activities carried out in the College that includes paper, 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** | **E. None of the above** |
|---|---|

**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**

| 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**

**D. Any 1 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** | `D. Any 1 of the above` |

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | [View File](#) |
| Policy documents and information brochures on the support to be provided | **No File Uploaded** |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**Response: The traditional programme Bhondla (Which is celebrates in Navaratri at Maharashtra. This Bhondla perform by only ladies.) celebrated on 30 .09.2022 at 8.30pm and 30 girl students were participated in the programme.**

- **Vachan Prerana Din was celebrated on 15th October 2022. Prof. Sandeep Bhorkar delivered a talk on 'Importance of Reading.**
- **Shri Balasaheb Deshmukh conducted a session on Storytelling with the experiment of Ek Mantarlela Wada on 07/10/2022 and 60 students including teachers were present.**
- **Art of Living- Under Art of Living, Edu Youth Meet was organized on 4th February 2023. Shri Shri Ravishankar guided and interacted with the participants.**
- **The environmental awareness course is run by the institution for its second-year BCom and BA 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 |
|---|---|
| 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

**Response: On the occasion of Azadi Ka Amrit Mohatsav, Har GharTiranga programme was organized inaugurated by Hon'ble chairman of the institute Prof. V. V. Ambekar, Principal, Shri Satish Waghmare, Poona Night Junior College, Pune and Principal Smt. DhanashriKuvalekar, on 14 August 2022. Contributed the self with Tiranga in Largest Online Album of People Holding National Flag in SPPU, Pune and University recorded it in World's Guinea's Book.**

- **Essay Competition on 'India's 75th Independence' organized on 13 August 2022. 30 Students participated in this competition.**
- **On 17th August 2022, Samuh National Anthem Gayan programme organized in the college campus.**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| 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 | View File |
| 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

**Response: The college celebrates the Republic Day on 26th 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 15th 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.**

  • **International Women's Day celebrated on 8th March 2023.**

This year the occasions are celebrated with Kho-Kho Sport of girls for encouraging mass participation of women in sports and develop a sporting culture.

- National Voter's Day was organized on 25th January2023 and Voter's Pledge, 'Main Bharat Hoon' song played in the classroom.55 students were present for the programme.
- Minority Day was celebrated on 18th December 2022. Our Librarian Rajesh Agavane talked about various diversities such as language, race. 20 students were present for the programme.
- The Constitution Day was observed on 26th November 2022. The Preamble of Indian Constitution was read aloud by the teacher and students. 78 students were present for the programme.

| 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.

Response: Best Practice-1

Title: A State-Level "KeshavsutKarandak" Poetry Competition and Workshop

Objectives of the Practice- To develop students' poetic and literary creativity and to seek guidance

Context- Till the year well-known poets have guided the participants. 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

Evidence of Success- This year the well-known poet Dr. Sangeeta Barve was chief guest for the inauguration and a renowned Music Composer-Director and singer Dr. Salil Kulkarni was guest of

honour for Prize Distribution Programme on 10th and 11th March 2023. Dr. Mrunalini Kanitkar-Joshi conducted a session. It boosted creativity among students.

Problems Encountered and Resources Required- Nil

Best Practice - 2

Title of the Practice-Certificate Course in Spoken English

The Department of English offers 'Certificate Course in Spoken English' for our students free of cost. The course is primarily designed for those students who are poor in English communication and language.

Objectives- Emphasizes on the basic understanding of the language

To know the grammar of English language.

Context- As a result, they feel confident in daily conversation in English. Consequently, students get good marks in their examination.

Evidence of Success- In this year16 Students were enrolled for this course

Problems Encounter and Resources Required- Less Number of the Enrollment

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File]() |
| 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

Response: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 working students who work and support their families. They come to drench their thirst of education at evening time. College Mission-"An institute dedicated to spreading the light of education by night".

| 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

Response: Implementation of NEP 2020: Preparation ofEffective implementation of NEP in the colleges, as per SPPU guidelines, college will organize lectures and encourage faculty members to participate inNEP sensitization workshops and FDPs.

- To organize lectures: For the students, our past students will be invited to deliver lectures regarding different topics such as on motivation, career opportunities, successful journey of great personalities from earning with learning towards professional achievements.
- To conduct Wellness Workshops: The physical and mental wellness workshops will be conducted for the students and staff members.
- To organize various programs for holistic development of the students.
- To encourage the teachers to publish their research papers and get the patents to their work.
- To arrange 'Dnyanvardhani Lecture Series' by faculty members.

- To start new programs like BBA and Research Centre.