



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution

**Saraswati Mandiir 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,Pune**
- Name of the IQAC Coordinator **Dr. Jaya Eknath Badi**
- Phone No. **9850932517**
- Alternate phone No. **9623561792**
- Mobile **9850932517**
- 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-2022-2023.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/testimonial/Calender-2023-2024.pdf>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	Nil	16/02/2004	16/02/2004	29/10/2022
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 IQAC [View File](#)

9.No. of IQAC meetings held during the year 02

- 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)

*Conducted lecture series for the holistic development of students

*Organized career counseling program, training and placement drive

*Organized Keshvsut Smruti Karandak Swarachit Kavya Spardha & Karyashala. (Competition & workshop)

*Conducted a free 'Certificate Course in Spoken English'.

*Organized Dyanvardhini Lecture Series by faculty members.

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 lecture series for the holistic development of students.	Conducted programmes like Nirbhay Kanya abhiyan, lecture series, workshops
To organise career counseling program.	With the association of the 'Naandi foundation' Career counseling, training program and placement drive were conducted.
To organise Keshvsut Smruti Karandak Swarachit Kavya Spardha & Karyashala. (Competition & workshop)	Organized Keshvsut Smruti Karandak Swarachit Kavya Spardha & Karyashala
To conduct Certificate course in Spoken English.	Conducted a free 'Certificate Course in Spoken English
To organise Dyanvardhini Lecture Series by faculty members.	Organised Dyanvardhini Lecture Series by faculty members.

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	13/06/2024

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

1.Name of the Institution	Saraswati Mandiir 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,Pune
• Name of the IQAC Coordinator	Dr. Jaya Eknath Badi

• Phone No.	9850932517						
• Alternate phone No.	9623561792						
• Mobile	9850932517						
• 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-2022-2023.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-2023-2024.pdf						
5.Accreditation Details							
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to		
Cycle 1	C+	Nil	16/02/2004	16/02/2004	29/10/2022		
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 IQAC		View File					

9.No. of IQAC meetings held during the year	02	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
*Conducted lecture series for the holistic development of students		
*Organized career counseling program, training and placement drive		
*Organized Keshvsut Smruti Karandak Swarachit Kavya Spardha & Karyashala. (Competition & workshop)		
*Conducted a free 'Certificate Course in Spoken English'.		
*Organized Dyanvardhini Lecture Series by faculty members.		
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 lecture series for the holistic development of students.	Conducted programmes like Nirbhay Kanya abhiyan, lecture series, workshops
To organise career counseling program.	With the association of the 'Naandi foundation' Career counseling, training program and placement drive were conducted.
To organise Keshvsut Smruti Karandak Swarachit Kavya Spardha & Karyashala. (Competition & workshop)	Organized Keshvsut Smruti Karandak Swarachit Kavya Spardha & Karyshala
To conduct Certificate course in Spoken English.	Conducted a free 'Certificate Course in Spoken English
To organise Dyanvardhini Lecture Series by faculty members.	Organised Dyanvardhini Lecture Series by faculty members.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	13/06/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2023-24	13/02/2024

15. Multidisciplinary / interdisciplinary

Saraswati Mandir Night College of Commerce and Arts was established in 1992 with a 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 students with 02 UG Programs B.Com. and B. A. At the UG level Banking & Finance and Cost and Works Accounting are Special

Subjects and Marathi and Economics are Special Subjects. Then, the institute gradually started M. Com (Banking and Finance) and M.A. (Marathi and Economics) to avail of multidisciplinary higher education. Since the institute is permanently affiliated with Savitribai Phule Pune University (Earlier known as Pune University) has to follow the curriculum and academic calendar for all UG and PG programs. At UG & PG programs for elective programs, students have the freedom to adopt the subjects of their choice. Every year, the college conducts an 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. The institute encourages faculty members to conduct 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, we have started procedure for registration of students for ABC

17.Skill development:

College conducts various Skill Development activities such as: The English Department has offered a 'Certificate Course in Spoken English'. for our college. College-organized lectures on career guidance by experts and college teachers. To Create awareness among students for competitive examinations. Every year the institute organizes the prestigious 'Keshavsut Karandak State-level Poetry Competition and Workshop' in the regional language Marathi to develop the literary skills of the students. Orientation Program for Internship for Last Year Students of Commerce. the Employability Skills Course is introduced for the First Year students in the Credit Course System, Every year college offers the Earn and Learn Scheme for the students to develop 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, and a sense of patriotism through various programs related to the Indian Knowledge System like cultural programs, events, celebrations of days, and festivals along with essay competitions. Every year, the Marathi Department celebrates

Marathi Bhasha Din' on the 27th of February 2024. 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 offers UG and PG level 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:

The 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	866
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	2160
-----	------

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	97
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	
File Description	Documents
Data Template	View File
4.Institution	
4.1	18
Total number of Classrooms and Seminar halls	
4.2	5754948/-
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	20
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	

1.1 - Curricular Planning and Implementation

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

Response: The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including an academic calendar and the conduct of continuous internal assessment

Effective curriculum planning and delivery

The objective of the institute is to impart quality higher education to working and disadvantaged students and explore the best possible way for student's progression. The institute is affiliated to Savitribai Phule Pune University strictly follows the university's 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 the university in particular. Each faculty completes the syllabi as per the time allotted for each unit which is given in the syllabus.

- **Academic calendar-** at the commencement of the academic year the Academic calendar is prepared by the committee organized for the said purpose of fulfilling the objectives of the curriculum delivery keeping the schedule of the university. It incorporates each and every activity that may be conducted during the academic year, which may be co-curricular and extra-curricular.
- **Teaching plan-** It is prepared in advance at the beginning of the academic year covering each and every element of the syllabus. All faculties take care to complete the entire syllabus as per the teaching plan
- **Timetable-** The committee prepares a master timetable as well as a class-wise timetable including subjects and the name of the subject teacher

File Description	Documents
Upload relevant supporting document	No File Uploaded
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 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 has led 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 oral/ practical exams and written exams. In advance, the examination committee communicates the dates of the Examinations to faculties and students because of this faculties can complete syllabi in time and accordingly set the papers for internal exams.

From 2019-2020 choice based credit system has been implemented for the first year of all courses and exam pattern change

The evaluation of students will be done on three parameters:-

- a. Internal assessment
- b. Practical Examination
- c. University examination

Evaluation will be done continuously, three times during each semester. Internal assessment will be of 30 marks. The colleges need to adopt any three 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**866****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****866**

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 a Choice Based Credit System for the academic year 2019-20.
- Our college Employability Skill Enhancement program was added for FYBCOM Students from the academic year 2019-2020. CyberSecurity, Human Rights, and Skill Development are 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. Environmental issues dealt in detail in the classroom through a regular subject entitled

"Environmental Awareness". The said subject includes chapters such as Scope and Nature of Environment Science, Natural Resources, Eco-system, Biodiversity, Pollution and Social Issues and Population.

- In the B.A. 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 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 reflect professional ethics, and human values into the 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	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**246**

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	D. Any 1 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)	View File
Any additional information(Upload)	No File Uploaded

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

C. Feedback collected and analyzed

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

2160

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

866

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

Response: The purpose behind the formation of this college is the educational upliftment of the weaker and downtrodden section of society. More than 80% of the total admissions are made out of a socioeconomically backward class of society. The College is situated in the central place of the city. Our college is Night College. The students need to work in the daytime to support the family. So, it needs to classify slow learners, moderate learners and advanced learners. At the beginning of the academic year, after completion of the admission process, slow, moderate and advanced learners are identified on the basis of performance in previous examinations and students' interaction in the class. Every year the college conducted a bridge course for slow learners as per separate time table in the beginning of the academic year. Therefore, for slow learners, college teachers provide assignments, notes, study materials, remedial coaching, and personal counseling. 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
866	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 the following methods to make learning effectively- All teachers keep a personal rapport with the students and try to impart practical knowledge and use practical example to make it utilitarian education. Brainstorming sessions are also conducted eventually and management games are organised at an interval.

1. Experimental learning: The teacher focuses on experiential teaching learning techniques through the 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 participate in PPT Presentations whereas undergraduate students participate 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 leads to a holistic understanding of the concept. With the help of conducting above-mentioned activities, the 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

Response: 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 banks, assignments, and notes for their respective subjects on student's WhatsApp

Groups. The college has an 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.	View File
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

14

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc.

/ D.Litt. during the year (consider only highest degree for count)

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

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 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 the prospectus and their parents at the time of admission. At the beginning of the term, every teacher gives information regarding the Programme Outcomes, Course Outcomes, and various opportunities

after the completion of the program.

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)	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 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 outcome.

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

120

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)

[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

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	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

11

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

03

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, and workshops and expects guest lectures. All these mentioned activities are conducted under the various departments promoted by SPPU such as the Lifelong Learning Extension Department and Students Development Department. The college sensitizes students to social issues through essays, poverty competitions, poster presentations etc.

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**

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

02

File Description	Documents
Reports of the event organized	View File
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)	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**

03

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.

- Classrooms 17
- Administration office.
- Audio video hall with LCD projector. The College has a seminar hall. The hall is regularly used for conducting seminars at the college.
- Principal Chamber with computer & internet connection, telephone facility. The Internal Quality Assurance Cell has a

computer with an internet connection facility.

- Separate Common Room & washrooms for girls.
- Separate washrooms for students and staff members.
- Fire extinguisher.
- Water cooler and purifier for clean drinking water facility.
- Suggestion Box/Complaint Boxes
- Inverter/UPS office facility and examination department.
- The library has textbooks, reference books, encyclopedias, and newspapers with reading rooms for students and staff.
- First Aid Facility.
- Computer Lab.
- CCTV surveillance
- Internet facility for students.
- Separate vehicle parking for students and staff.
- Counseling room.
- Common staffroom.Ladies' Common Room and Dress 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.

A college has an adequate AV Hall for Cultural activities and indoor sports. As per Saraswati Mandir Sanstha (institute), a common ground is available for sports activities as needed.

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)

1378578/-

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-

E. None of the above

books Databases Remote access toe-resources	
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)	
10559/-	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	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	No File Uploaded
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
IT facilities frequently updates for administrative work. As per NAAC Peer Team recommendation college provided Wi-Fi facility the college campus.	

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)

 221678/-

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
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 teach effective teaching and learning processes, 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 the 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 equipment and stock are discarded by following proper procedures.

Daily maintenance logs are systematically kept by the

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	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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

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

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**

36

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**

11

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

157

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

Saraswati Mandir Maji Vidyarti Sangh is the alumni association of the College/Saraswati Mandir Sansatha. Every year on the occasion of Republic Day, a reunion of the alumni is arranged on a grand scale. Our passed-out students also participate in this activity as active members of the association.

Last year on 03/06/2023 and 05/02/2024 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 to participate in various co-curricular, extra-curricular, and extension activities for overall personality development. **Mission Statement of the College: -** "An Institute dedicated to spreading the light of education by night" The vision of the college is the empowerment of working and disadvantaged students by imparting education by night, for which the college has a variety of courses that enable the students to seek higher education by night while working for their livelihood in the daytime. A student with a minimum of 35% marks can seek admission on a first come basis; the course contents are being taught in such an effective way by the teachers that, the educationally backward youth gets an opportunity to learn in the homely atmosphere of a college. Many of our students seek higher education with a big educational gap, so one may find a student tagging double to its co-student. The college started with barely 30 students enrolled for UG, the college today has a strength of around 1000 students learning in arts and commerce faculty for UG and PG 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 a well-designed system of delegation of authority. Under this, the Principal delegates different activities according to the nature of the job and type of contributions. The College delegates authority by appointing a coordinator of the unit/department and committees. These coordinators have been given operational authority and freedom to organize and implement the programs and undertake decisions. The college authority has decentralized the college governance by decentralizing the administration. Teachers represent their representatives in the College Development Committee. Through the committee, these teachers are given scope to groom their

leadership. The staff academy coordinator looks after the academic and non-academic concerns of teachers and thus leads the staff. At the student level, students participate in various college activities like Vidyarthini munch, students welfare association, sports, and cultural activities and get the experience of planning and implementing 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 inception the college has given priority to enhancement and improvement out of these visionary approaches, now the college is a well-established and renowned institute with around 1000 students and four programs having permanent affiliation with Savitribai Phule University from the academic year 2012-13. As per the proposed expansion plan college has started a new program of the M.A.Economics, 3rd division of UG under commerce faculty from the academic year 2019-20. The college management has set a strategic plan with the right understanding of long-term achievement. The salient features of the strategic plan of the institution are as follows. To enhance the academic standards and culture. To increase the number of enrolled students. To motivate faculty members to accept the challenges of the new educational scenario, technology, and changing perceptions of society and learners. For this 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 every five years. The CDC consists of members from management, Principals, Ex-Student, and elected members from teaching and non-teaching staff. As per the 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 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

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

- Staff academy cell celebrates staff's birthday.
- Conducted lecture with a demonstration on Yoga for Mental and Physical well-being for faculty members.
- Financial support for participating in the workshop to faculty members.
- Felicitation faculty members for academic achievements.
- Duty Leaves for attending seminars, conferences, workshops, faculty development programs exam related, and other university duties.
- 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

03

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

00

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

04

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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 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 countersigned with his/her mark. If the 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 of audit committee exam in voucher receipt bills etc books of accounts financial statement concurrently the college performance all necessary audit at per the requirement of SPPU,Pune and the Government of Maharashtra of regular basis the university conduct audit for Life Long Learning Extension and department and students development Schemes.

The external auditors appointed by Saraswati mandir Sanstha mother Institute to Aapka 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)

1.07

File Description	Documents
Annual statements of accounts	View File
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

Response: Grant-in-aid for salary is the major funding source of institutions. Another main source of finance is the 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 has help from various departments of Savitribai Phule Pune University. For conducting and organizing the various schemes and programs such as the Quality Improvement Program, Earn and Learn scheme for the students, Lifelong learning and Extension Activities, various competitions, workshops, and seminars sanctioned 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 on the improvement of 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 decisions about the college's infrastructure, various plans, and issues related to the development of the college. 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

Response: - 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, and IQAC review teaching-learning process. A periodic meeting conducted by the Principal helps to review the work 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 prepare teaching plans for individual subjects and conduct teaching as per the teaching plans so that the 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 the syllabus, concerned teachers prepare syllabus completion reports and submit them 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

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 facilities like a common room exclusively for female students for leisure. The sanitary napkin vending machine and incinerators are installed in the ladies' washroom. Closed-circuit televisions are installed for the security. Watchman guards are there for security.

Under Nirbhya Kanya Abhiyan Adv. Asha Kale, Pune has delivered her talk on 'Women's Personality Development, Rights, Authorities and Laws'. Dr. Meena Jagtap, Kondhava Bhudruk, Pune has talked about 'Women's Health: Naturopathy'. Shri Sunil Ukale, Karate Trainer, Achievers Academy, Chandan Nagar, Pune has delivered his talk on

'Karate Self Defence and its Experiments". The Karate Trainer has given information on Karate with a demonstration. The workshop was held on 31-01-2024 and there were female participants in the workshop.

Dr. Jaya Badi, Dr. Geeta Rashinkar, Dr. Savita Thorat and Dr. Ayodhya Jadhav participated in the One Day State Level Women Empowerment Conference on 'United Nation's Sustainable Development Goals Women Empowerment and Higher Education' organized by Higher and Technical Education Dept., Maharashtra Govt. and SPPU, Pune on 23rd October 2023 at SPPU, Pune.

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 including 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 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	D. Any 1 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	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit	E. None of the above

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).

On the occasion of 'G 20 Janabhagedari, Panchpran- Yuva Sanwad Abhiyan', Essay Competition on 'Cultural' organized by SPPU, Pune

on 13 July, 2023. 19 Students participated in this competition.

Under the Azadi ka Amrit Mahotsav Campaign, a Selfie with Tiranga was conducted on 15 August 2023. Rakshabandhan festival was celebrated outside the campus by tying the Rakhis to Trees for Protection on 30th August 2023.

Teacher's Day was celebrated on 5th September 2023. On this occasion, the Bank Manager Mr. Mandar Deshpande of Janata Sakari Bank, and his assistants gifted a pen and notebook to the students.

C. A. Dinesh Shet guided on the topic 'Career Counselling' on 12 October 2023. 104 students were present in this program.

Navratri festival was celebrated from 19-21 October 2023. During this festival the lectures were organized on the importance of Navratri, and Women Empowerment and students enjoyed Bhondla and Dandiya. The Principal Dr. Sunil Shete addressed the students in Induction Programme on Saturday, 21 October, 2023. 51 students were present. Jyoti Gaikwad spoke on 'Personality Grooming' on 09 February 2024 and demonstrated the session on 'How to Use the Products for Make-up'.

On the 350th Shivaji Maharaj Coronation ceremony, an essay competition was organized on 14 February 2024 and 14 students participated in this competition.

Annual Day was celebrated on 16 February 2024 and various events and competitions were conducted like Elocution, Essay, Carrom, Cricket, Kabaddi, Parvati Climbing, Rangoli, Mendi, and so on.

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

From this year, Anti Ragging Day would be observed on 12th August followed by Anti Ragging Week from 12th August to 18th August. On 18th August 2023, PSI Rahul Gadge, API Laxman Sonawane of Khadak Polic Station guided on the topic 'Regulations of Anti Ragging'. 'Enrollment for Voter's Identity Abhiyan' was conducted on 24th August 2023.

Shri Sameer Valimbe and the technician Aditya guided the students in filling the online and offline application forms for voter's identity.

On 23 August 2023, Chandrayan 3 live performance was displayed in A.V. Hall through the use of Projector. On Tuesday, 29th August 2023, Dr. Sanad Pawar, Narco Co-ordination Center, talked on the topic 'Addiction free Youth'. 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 semesters III and IV in which students are trained about environment awareness/ protection by the expert staff. (200 words)

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

To commemorate Savitribai Phule's Birth Anniversary on 3rd January 2024, our 17 girl students visited Savitribai Phule Wada and participated in the rally with slogans about the importance of education. International Women's Day was celebrated on 8th March 2024. On this occasion, Dr. Ganesh Rakh gave a speech on Awareness about 'Save Girl Child' on 09/03/2024. 40 students participated in this program. National Voter's Day was organized on 25th January 2024 and Voter's Pledge was taken in the classroom. 55 students were present for the programme. The Constitution Day was observed on 26th November 2023. The Preamble of the Indian Constitution was read aloud by the teacher and students. 78 students were present for the programme. On Dr. Babasaheb Jayanti, the 'One Hour Reading' programme was organized on 15th April 2024.

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 "Keshavsut Karandak" 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

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 language.

Objective:

- Emphasizes the basic understanding of the language.
- The basic objective of this course is to learn the rules of the English language.
- Apart from this, students get to practice four basic communication skills with a lot of practice.

Context: As a result, they apply these rules in their day to day routine. Consequently, students get good marks in their examination.

Evidence of success: In this year 16 Students were enrolled for the course. The department of English organized a guest lecture of Ph. D. research scholar Mr. Revannath Nale. He delivered a talk on

'Aspects of Spoken English' on 12th March 2024 at 5.15pm through virtual mode. It was really beneficially for our students.

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

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

- Will implement the National Education Policy in the college per the Savitribai Phule Pune University guidelines.
- Organise placement drive.
- Arrange the workshop for Non-teaching staff.
- Will organise PET exam guidance workshop.