SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SARASWATI MANDIR NIGHT COLLEGE OF COMMERCE AND ARTS

SHUKRAWAR PETH PUNE
411002
www.smnightcollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Introduction

Saraswati Mandir Night College of Commerce and Arts was established in the year 1992. This is the first grantable Night College of Commerce and Arts in the vernacular medium in Pune, and permanently affiliated with Savitribai Phule Pune University. The college's parental institute, Saraswati Mandir Sanstha, was established in 1920. A great people's group of intellectuals and great visionaries like Late C. G. Karve, Late Y. R. Date, Late G.N. Tilak, Late M. K. Bhave, and Late A. N. Palkar came together for this novel to work with the aim of opportunity of education and spread of education at the grassroots. The underprivileged students and working people fulfill the thirst of education. The motto of this institute is 'Dnyanam Balanam Balam' (Knowledge is Power). Sanstha started its first night school on the 1st August 1920. The Saraswati Mandir Sanstha is 102 years old, and has a rich history and experience in the field of education. These visionaries recognized the need of society and started a school for society, spreading the light of education by night. This need was relevant before 102 years ago and it also has relevance over 102 years. One of the goals of Sanstha is to give education from KG to PG to the students. The parental institute runs night school, night junior college, night senior college, and day junior college and school too. Under the guidance of eminent educationists,Late Mukundarao Kulkarni, Late D. M. Ambekar and Late Dr.Y. G. Shindes' relentless efforts in college started with 2 programmes with 30 students. Now the college has 2 UG and 2 PG programs. The total number of students is more than 1000.

The college is recognized by UGC under Sections 2(f) & 12(B) of the UGC Act 1956. The college offers 2 UG and 2 PG programmes in Commerce and Arts. The college has been re-accredited for the 2nd cycle by NAAC with a 'B' grade in the year 2017. In the acadmic year 2019-20, college got permission for F. Y. B.Com 3rd division, F Y B A 2nd division and P G course M A. in Economics. To fulfill the objectives of the college, the college conducts co-curricular, extracurricular, and extension activities for the overall personality development of the students. The students learn through workshops, lecture series, competitions, celebrations of important National-International days, field, etc. which are arranged by the college every year. Teachers encourage students to take part in programmes which are organized by other colleges.

Vision

The vision of the college

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

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

3) To encourage and motivate students to participate in various co-curricular, extracurricular, and extension activities for overall personality development

Mission

The mission statement of the college-

"An institute dedicated to spreading the light of education by night".

OBJECTIVES

1 To impart quality higher education to working and disadvantaged students.

2 To explore the best possible ways for student progression.

3 To act as a catalyst for empowering students to become better human beings

with their spirit of nationality.

4 To strengthen the student's abilities for overall personality development.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

• More than 100 years old with a rich history of experience in the field of education of college’s parental institution.

• The college is centrally located in Pune city.

• Students’ Will for education

• High adaptability

• Various Welfare Schemes for Students

• First vernacular medium Night College of Commerce and Arts in Pune.

• A Grantable and permanently affiliated with Savitribai Phule Pune University.

• Qualified, motivated, committed faculties.

• 12 permanent faculties. Out of them 7 faculties are Ph.D. holders, 2 M Phil, and 5 are Ph.D. guides.

• Faculties are in various roles at Savitribai Phule Pune University, such as chairman & member of various committees.

• Rooftop solar panels for conservational energy

Institutional Weakness

• The post of Physical Director is not approved.

• NSS/NCC not permitted

• Insufficient non-teaching staff due to Govt.'s policy of recruitment.

• To start the research center.

• No Grant -in-aid for second and third divisions of UG and PG programmes.

Institutional Opportunity

• A Professional Course like BBA, Law, etc

• To Start Distance Learning

Institutional Challenge

The government is promoting online programmes, distance learning, and digitization of education.

• By NEP 2020 the education sector is undergoing rapid changes.

• Challenge of vocational courses to traditional courses.

• An increasing number of institutions offering night education.

• Restrictions on implementation of professional courses by night college.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Planning and Implementation: The College is affiliated with Savitribai Phule Pune University, Pune, so the college follows the CBCS 2019 pattern curriculum prescribed by the university. The College has a well-planned, effectively delivered, and documented process for University- prescribed Curriculum. At the commencement of the academic year as per the university schedule IQAC college committee prepared the academic calendar. Teachers prepared the semester-wise teaching plan. At the beginning of the academic year, teachers conduct a bridge course for the students. College conducted Interdisciplinary lecture series for

commerce and arts programs students.

Academic Flexibility: Students can opt for specialisation under the B.Com and BA programmes. Savitribai Phule Pune University introduced the Choice Based Credit System in 2019. The college offers 2 UG and 2 PG programmes with the Choice Based Credit Pattern.

Curriculum Enrichment: Savitribai Phule Pune University offers courses related to cross-cutting issues like Professional Ethics, Gender Equality, Human Values, Environment, and Sustainability in UG-PG programs. At the college level, several extensional, co-curricular activities are conducted by the various committees. Some activities are included in the courses' curriculum such as experiential learning, project work/ field work/internship. For gender equity awareness, the college conducted a webinar, and workshop on the same theme.

Teaching-learning and Evaluation

Student Enrolment and Profile: The college has the process of admitting students to the college through a transparent, well-administered mechanism. The college follows all the norms of State and Central Governments while admitting the students.

Teaching Learning Process: The faculty adopts innovative teaching methods like Group Discussions, Projects, Chalk and talk. The college teachers provide video lectures, a question bank, syllabus, notes, learning material, video lectures through LMS. LMS facility provided by Savitribai Phule Pune University, Pune.

Teaching Profile and Quality: The college is particular about recruiting faculty with the required qualifications as per the guidelines of the UGC. In our college, more than 50% of teachers are with Ph.D. holders and out of them 40% are Ph.D. guides. The average experience of all teachers is around 20-25years.

Evaluation Process and Reforms: Internal evaluation is robust and conducted as per the academic calendar prescribed by Savitribai Phule Pune University, Pune. The Programme Outcomes and Course Outcomes evaluation was carried out through internal and external examination. The formative assessment process carried out includes tests, tutorials, home assignments, seminars, quizzes, presentations, projects, etc.

Students Performance and Learning Outcomes: The Choice-Based Credit System introduced by Savitribai Phule Pune University and adopted by the college from academic year 2019-20. The curriculum of each subject has been designed on outcome based on SPPU. All Programme Outcomes (POs) and Course Outcomes (COs) have been communicated to the students for the awareness of the related courses in the Induction Program and on the college website.

Research, Innovations and Extension

Resource Mobilization for Research: One of the faculties of our college undertakes 4 minor research projects funded by ICSSR.

Innovation Ecosystem: In the college, some activities conducted by the departments of the institute have formed an ecosystem for innovation, creativity, transfer of knowledge, and entrepreneurship development.

Research Publications and Awards: The 34 research papers published in reputed journals. Around 15 chapters in edited books, research papers in national and international proceedings have been published during the last 5 years.

Extension Activities: The college organized workshops/seminars/conferences on different issues for the students.

Collaboration: The College has MOU with Multiple Institutes for Cooperation and Promotion Cells from English Dept.

Infrastructure and Learning Resources

Physical Facilities: The college has 41800 sq.ft. on the 2nd floor of the building. The college has a sufficient parking facility for both two and four-wheelers. The college has 17 classrooms with good air ventilation, lights, and fans, A. V. Hall with LCD projector, a separate common room for girls, a fire extinguisher, an inverter for all classrooms, an office facility in the office, and an examination department. The campus is under CCTV surveillance. Solar panels are installed on the college classroom's roof.

Library as Learning Resource: Library has reference books, an encyclopaedia, and newspapers with a spacious reading hall for students and teachers.

IT Infrastructure: Computers are used for administrative work in the office with a speed of 10-5MBPS. The college has BSNL 6 broadband connections with an unlimited subscription.

Maintenance of Campus Infrastructure: The college regularly takes care of the maintenance of classrooms and electrical equipment. The college has appointed an independent person to clean the rooftop solar panels.

Student Support and Progression

Student support: In the last five years, 99 students have received various government scholarships. The college parental institute helps for those students who get merit in the 12th examination. Prasad Narayana and Rekha Krishnan’s NGO 'The Power of One’ provided financial assistance to needy students. The college provided financial assistance under the Earn and Learn Scheme of SPPU. The Psychology Department provides support to the students and for those who need personal counselling for their problems, study-related problems and personality development.

Student Progression: Shri Prashant Ahire got a Gold medal in the M A. Marathi at SPPU, Pune. He completed his bachelor's degree at our college only.

Student Participation and Activities: College arranges the activities for students’ overall personality development to serve the objective of the college.

Alumni Engagement: Parental institute of the college has a common SARASWATI MANDIR MAJJI VIDYRTHI SANGH for all branches of past students. Every year on 26th January, the parental institute arranges a reunion for all past students. Our students take part in this get-together.

Governance, Leadership and Management

Institutional Vision and Leadership: The college has a well-defined Vision and Mission statement. As mentioned in the mission statement, everybody in the college is motivated to spread the light of education by night. The Principal of the college has complete authority over the functioning of the institute. The college has various committees for smooth functioning to continue our vision.

Strategy Development and Deployment: The college was established in the year 1992 with an uncommon mission.With systemic planning, the college is making progress. The strategic plan of the institution for society is to enhance the academic standards and culture, to increase the number of enrolled students. Teachers are motivated to accept the challenges of the new educational scenario, technology, and changing exceptions of the learners, research publications, research projects, and research activities. The students/staff members are encouraged to participate in curricular/co-curricular and extension activities.

Faculty Empowerment Strategies: Faculty performance assessment is done by the self-appraisal forms. 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. Every year the confidential reports of non-teaching staff are collected and evaluated by the Office Superintendent and the Principal.

Financial Management and Resource Mobilization: The main source of finance is the grant from the state government for salary, fees received from students and funds received from the university for various extension activities. The prepared budget is approved by the College Development Committee. After being approved by the College Development Committee, the funds are utilised as per the budget for the next year. Internal and External Financial Audit is conducted by the college. External Audit is conducted by Medadkar& Co. Chartered Accountant.

Internal Quality Assurance System: To promote quality culture in the college, IQAC brings quality initiatives such as,

• In time submission of AQAR

• To encourage the staff for empowerment to attend the programmes like Orientation, Refasher and FDPs.

• Organization of seminars, workshops

Institutional Values and Best Practices

Institutional Values and Social Responsibilities-

• The college organized a one-day National Level Multidisciplinary Webinar on ‘Human Rights, A Gender Perspective’.

• The college celebrates national as well as international days, like Republic Day on 26th January, Independence Day on 15th August, Vachan Prerana Din, ‘Savitribai Phule Jayanti’ and International Women's Day etc.

Two Best Practices

1) A State-Level "Keshavsut Karandak" Poetry Competition and Workshop'. The college has organized this activity since 2005. Initially, it was a self-funded activity. The college is receiving funds from the university to organize this activity since 2010. To develop students' poetic and literary creativity, to promote and create awareness about Marathi poets among students, and to provide training in various forms of Marathi poetry through workshops. It is an inter-collegiate state-level competition and students eagerly wait for this competition.

2) Akshya Urja. For the protection and conservation of the environment, the college installed 28 solar panels and shifted to alternative energy. This is again a self-financial activity. Now the college has 00 electricity consumption and the electricity bill is Rs. 384 only.

Institutional Distinctiveness: The college started with an uncommon mission. 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 for the needy and downtrodden students who work in the daytime and come to drench their thirst for education in the evening time.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SARASWATI MANDIR NIGHT COLLEGE OF COMMERCE AND ARTS
Address	Shukrawar Peth Pune
City	Pune
State	Maharashtra
Pin	411002
Website	www.smnightcollege.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	Shri Shriram Yeshwant Deshmukh	020-24433018	9403663272	020-	smncca@rediffmail.com
IQAC / CIQA coordinator	Jaya Eknath Badi	020-9403663272	9850932517	020-	smncca@rediffmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Evening

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	12-01-2016	View Document
12B of UGC	12-01-2016	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Shukrawar Peth Pune	Urban	0.96	2674.37

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce	36	Twelve	English,Marathi	1080	710
UG	BA,Arts	36	Twelve	Marathi	480	209
PG	MCom,Commerce	24	Graduate	English,Marathi	120	60
PG	MA,Arts	24	Graduate	English,Marathi	240	34

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				4				9
Recruited	0	0	0	0	3	1	0	4	4	3	0	7
Yet to Recruit				0				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				10
Recruited	2	1	0	3
Yet to Recruit				7
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	1	3	0	6
M.Phil.	0	0	0	1	0	0	1	0	0	2
PG	0	0	0	1	0	0	2	0	0	3
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	1	0	5
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	2	4	0	6
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	605	0	0	0	605
	Female	317	0	0	0	317
	Others	0	0	0	0	0
PG	Male	52	0	0	0	52
	Female	39	0	0	0	39
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	133	119	93	78
	Female	67	51	36	41
	Others	0	0	0	0
ST	Male	10	10	6	2
	Female	6	13	1	4
	Others	0	0	0	0
OBC	Male	218	175	153	125
	Female	110	109	103	71
	Others	0	0	0	0
General	Male	384	342	299	299
	Female	192	202	207	157
	Others	0	0	0	0
Others	Male	116	103	80	21
	Female	73	49	64	20
	Others	0	0	0	0
Total		1309	1173	1042	818

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Saraswati Mandir Night College of Commerce and Arts established in 1992 having mission statement ‘A institute dedicated to spreading the light of education by night’ to bring higher education within the reach of average, disadvantaged and working students with 02 UG Programs B.Com. and B. A. At UG level Banking &Finance and Cost and Works Accounting are Special Subjects and Marathi and Economics are Special Subjects. Then institute gradually started M. Com (Banking and Finance) and M.A. (Marathi and Economics) so as to avail multidisciplinary higher education. Since the institute has permanently affiliated to Savitribai Phule Pune University (Earlier known as Pune University) has to follow curriculum

	and academic 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 Arts faculty teachers deliver lectures to students of Commerce faculty. Institute encourages faculty members to conduct the interdisciplinary research.
2. Academic bank of credits (ABC):	Being affiliated to Savitribai Phule Pune University, Pune, we strictly follow 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 the procedure for registration of students for ABC
3. Skill development:	English Department has offered a 'Spoken English' course. The Commerce Circle organised lectures on career guidance and teachers personally provide career guidance and help students to prepare for competitive examinations. The institute organises the Keshavsut Karandak State level Poetry Competition to develop the literary skills of the students. Subjects like Computerized Accounting, Research Methodology, Business Management Generic Elective, MIL etc. certainly help to enhance the skills and employability of students.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The institute has a strategy to integrate the Indian knowledge system, Indian languages and culture. The Cultural Committee and Student's Council celebrates all cultural programs, events, ceremonies and festivals. The Marathi department celebrates 'Vachan Prerana Din on 15th October and Marathi Bhasha Din on 27th February. The institute organises the Keshavsut Karandak State level Poetry Competition to develop the literary skills of the students. Marathi and English languages are taught in the same language as all other subjects in the Arts Faculty and most of the subjects in Commerce Faculty except Accountancy, Cost and Works Accountancy, and Business Communication are taught in Marathi the language. The curriculum contains grammar of the language and literature of the era.Indian arts, traditions and culture are taught in History and Geography subject outcome base.

5. Focus on Outcome based education (OBE):	For every faculty, while designing a curriculum, broad expectations listed by the-University & as an affiliated institute to university, we have to follow a curriculum which is definitely outcome based.The all-inclusive outlook of the course-offer a number of value based-add job oriented courses ensures that students are trained into up-to-date.
6. Distance education/online education:	In Covid –19 pandemic, teachers conducted lectures on Zoom Platform. Prepare and share videos on the LMS Platform. The institute organised various programs online, like Webinar, Guest Lectures, Deepostav to celebrate Diwali festival.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Response:No
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Response: No
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Response: No
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Response: No
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible	Response: As per a letter dated 17/11/2022 received from Pune District Election Officer, a campaign program was organized at the college on 25/11/2022 to register students above 18 years as voters.

students as voters.	

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1309	1173	1042	795	856

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 12

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
11	12	12	12	12

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
10.25	12.08	15.90	11.62	17.41

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

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 progression. The institute is affiliated with Savitribai Phule Pune University and strictly follows the university's prescribed curriculum and takes more 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 and the University. Each faculty completes the syllabi as per the time allotted for each unit which is given in the syllabus.
- **Academic meetings**-At the commencement of the academic year the Principal conducts a brainstorming session concerning teaching-learning activities keeping in view the outcomes of the previous year.
- **Academic calendar**- At the commencement of the academic year, the IQAC prepares the Academic Calendar. It helps to fulfil the objectives of the curriculum delivery as per the schedule of the university. It incorporates every activity which is organized during the academic year covering co-curricular or extra-curricular.
- **The Orientation Program** is scheduled for the students to provide an insight into the curriculum regarding examination patterns, co-curricular, extra-curricular, and extension activities which organized in the college. Rules and regulations regarding the use of the library and the overall code of conduct of the college are explained to the students.
- **The teaching plan** is prepared in advance at the beginning of the academic year with every element of the syllabus. All faculties take care of completing the entire syllabus as per the teaching plan
- **The timetable committee** prepares a class-wise timetable as well as a master timetable including subjects and the name of the subject teachers
- **Teaching methods-** Different Pedagogy in teaching as blended lecture methods, participative, and experiential learning, apart from Chalk and Talk are adopted in curriculum delivery.
- **Faculty development programs-** Faculties are trained regularly through Orientation programs, refresher programs, FDPs and online workshops to enhance their ideas to impart global knowledge and life skills to the students

Conduct 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 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

examination committee communicates the dates of the Examinations to faculties and students. Therefore, the faculties can complete syllabi in time and accordingly set the papers for internal exams.

In the academic year 2017-2018, 2018-2019, there was annual pattern in the examination. The 20 marks for the internal exam and the 80 marks for the university exam. College Examination committee conducts 60 marks exam for two hours at the end of the first term that converted into 20 marks

From the academic 2019-2020 choice-based credit system is implemented for the first year of all courses and exam pattern is changed.

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: - Written examination, Quizzes, Presentations, Assignments , Oral examination etc.

File Description	Document
Upload Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 8

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 66.11

1.2.2.1 **Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1092	823	756	456	294

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

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

Response:

The objectives of the institute are to act as a catalyst for empowering students to become better human beings with their spirit of nationality and strengthen the student's abilities for their overall personality development. Our institute is affiliated with Savitribai Phule Pune University. Here we follow the curriculum of the University. In the curriculum of the University, all points like Professional Ethics, Gender, Human values, Environmental, and sustainability are already included. In the Compulsory English subject of FYBCom, the lesson of Indra Nooyi focuses on professional and personal work ethics.Oscar Wilde's story 'The Rose and Nightingale' reveals the themes of compassion, sacrifice, and love. R. K. Narayan's story 'Engine Trouble' reveals the series of misfortunes after winning a prize. Rabindranath Tagore's poem 'Singing and Telling of Beads' possessed with a deep spiritual philosophy.

Environmental Studies is a compulsory subject for all undergraduate second-year students, related to Environment and Sustainability. Environmental Studies is an interdisciplinary course to inculcate awareness of environment protection. The course includes the study of natural resources with emphasis on renewable energy resources, the importance of conserving the present ecosystem, promoting biodiversity, perils of environmental pollution, and raising awareness on environmental and social issues.

Cyber Security, Human Rights, and Skill development are credit-based courses for PG students.

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.

Choice Based Credit System w.e.f. the academic year 2019-20:

Savitribai Phule Pune University has introduced a Choice Based Credit System in the academic year 2019-20. Students need to earn two credits during the first and second semesters through the completion of two value-added courses, i.e. one course for each semester.

Our institution implements an Employability Skill Enhancement Programme for the first semester and Democracy, Election, and Governance for the second term for FYBCOM students.

From the academic year 2021-2022, Rural Community Enhancement Courses introduced to arts faculty as a choice-based credit system.

In the institute, we follow Professional ethics in teaching-learning, research, student admission, staff

recruitment, and implementation of government policies and University policies. Detailed terms reflected in the curriculum of subjects like Economics, Political Sciences, Psychology, History, Geography of Arts Faculty and Business Management, Banking and Finance, Business Laws, and Accounting and Finance in Commerce Faculty. In the BA Psychology course,the concepts of Professional Ethics- Leadership, Communication process are highlighted.Gender issues, Gender and Health, Gender and Happiness, Human Values- Positive emotions and wellbeing, Flow experience, Environment and sustainability- for sustainability, Stress-Coping behaviours, Quality of life and Health behaviour, Personal Goals, Mindfulness, and wellbeing are included in the curriculum.

Education is the best platform to bring changes to society. The curriculum consists of courses with one credit each, designed to create awareness on cross-cutting issues like gender sensitization, and environment and sustainability. These courses train students to apply analytical thinking in solving issues, inculcation of values which are the guiding principles of life, be it physical, mental, or social wellbeing addressed by the Value Education Course.

File Description	Document
Upload Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 20.02

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 262

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: No

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 87.96

2.1.1.1 **Number of students admitted year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
542	444	599	431	482

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
700	620	560	480	480

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 48.52

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

2021-22	2020-21	2019-20	2018-19	2017-18
238	208	178	126	116

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

2021-22	2020-21	2019-20	2018-19	2017-18
433	409	347	298	298

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 119

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 using ICT tools

Response:

The student is said to be the most important factor in teaching-learning process. Every stakeholder is important but we focus more on students as an important stakeholder.

In the entire teaching program, efforts focus is on student-centric approach with the inclusion of Debate Competition, Essay writing, Guest lectures on various topics, test-tutorials and other co-curricular as well as extracurricular activities.

In the pandemic situation, the college teachers provide vdeo lectures, question bank, syllabus, notes i.e. learning material etc. to students through LMS and on WhatsApp

Teachers use applications like Zoom, Google Meet to conduct online lectures, practical, Presentation and Viva in the pandemic situation. College conducted Internal Examinations, Assignments (Internal Continuous Assessment) with the help of Google Form.

Guest lecturers conducted in Audio Visual Room.

Every year college organizes Keshavsut Smruti Karandak Kavyaspardha and Workshop to motivate the students.

The college uses following methods to make learning effectively –

1) Experimental learning: The College focuses on experiential teaching learning techniques through

online mode due to Covid-19.

* Internship Program

* Social Survey

* Success Businessmen Stories

* Dept. of English conducts the Certificate Course in “Spoken English” for students free of cost.

2)Participative learning: This is also effective learning method for students. The students participated through online mode in different activities of college. The Students of M.A., M. Com. and B. Com participated in PPT presentation. The students also participated in Poster Presentation.

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

By conducting above programs, the college encourages the students and motivates for their personal development.

In the Covid 19 pandemic situation, all teachers conducted online lectures and Internal examinations by using online platforms like Zoom app, Google Meet and Google form etc. The video-lectures provided to the students. The recorded-videos uploaded on LMS platform for the students. All the teachers have used the Open-Source Learning Management System and ICT to enable teaching methodologies.The college teachers effectively used ICT tools for effective teaching-learning through online platforms

File Description	Document
Upload Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 90.77

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

2021-22	2020-21	2019-20	2018-19	2017-18
13	13	13	13	13

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 81.36

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
9	10	10	10	9

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The college has conducted internal evaluation process as per norms of Savitribai Phule Pune University, Pune. For the internal continuous assessment of students, the college conducted tests, tutorials, home assignments, group discussion, quiz and presentation with related topics in every semester as per University guidelines.

The Academic Planning Committee and Examination Committee prepared the internal theory and practical examination timetable as per University examination circular. Under the IQAC guidance, in advance it is communicated to the students by displaying it on notice board as well as sent through WhatsApp group also.

Teachers also communicated necessary guidelines to students in classroom and they insist students to fill examination form before the due date given by SPPU.

After the result declaration, College Examination Committee analyzes the result and intimated to students to improve the performance in the next examination.

The internal evaluation is performed as per examination circular given by SPPU.

The college has Examination Committee and Examination unfairness Committee to solve the examination 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 subject were resolved by College with the help of Examination Department.

Coordinating with examination committee, the IQAC reviews the evaluation process. The grievance redressal process is done on both the levels, university and college. At university level, the student can apply to the university through online mode and the hardcopy of this application is to be submitted to the college for obtaining the photocopy of the answer sheet. Similar process is applicable for revaluation and rechecking. The result is sent by the university to the college and college gives it to the student. The college follows the rules and regulations laid by the University for Evaluation and its redressal. All the issues are resolved with communications with University authorities through University webmail. In this way, the grievances of students regarding the assessment and evaluation process are resolved in steps, first at the institute level and then at University level depending upon the nature and intensity of the grievances. The Examination Department of the college displays internal evaluation scores on the notice board.

The Examination Officer in consultation with the Principal resolves it and fixes the responsibility. In case of evaluation, students are allowed to ask for photocopies of answer sheets on the fixed payment prescribed by University. The students are also allowed to ask for revaluation of answer sheets within fifteen days after the declaration of result.

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

File Description	Document
Upload Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The college is affiliated with Savitribai Phule Pune University, Pune, and follows the curriculum prescribed by the university from time to time. As per SPPU guidelines, the Choice-Based Credit System is adopted by the college from academic year 2019-20. The curriculum of each subject has been designed on outcome based on SPPU. All Programme Outcomes (POs) and Course Outcomes (COs) have been communicated to the students for the awareness of the related courses in the Induction Program and on the college website. During the first lecture in the classroom, every teacher also gives information regarding the Programme Outcomes, Course Outcomes, and various opportunities after the completion of the program.

As well as teachers also deliver information to students regarding various competitive examinations like M.P.S.C., Banking, C.A., Police Department, etc.

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

The evaluation was carried out through internal and external examination. The formative assessment process carried out includes tests, tutorials, home assignments, seminars, quizzes, presentations, projects, etc.

The academic progress of students in this regard was monitored by the teachers. The TYBCom. Students of the Internship Program work in the industrial field and take first-hand experience. This program is scheduled for 60 hours a year. Because of this program, the students learn to earn in their careers. While talking about the Banking and Finance subject, the students of this subject work for 60 hours in their chosen finance firm as per their interests. Then it is noticed that they learn how to make passbook entries from the ledger, the process of NEFT, issue of DD, the process of RTGS, Bank deposits, online transactions of Banking etc. through their work and experience. The TYB Com students of Cost and Work Accounting work for 60 hours in the chosen firm at their convenience. In this work, they learn the practical billing, classification of market and accounting transactions, material purchases, different types of expenses, and preparation of vouchers. It is seen through the presentations of the students.

As per the SPPU examination guidelines and 2019 Choice Based Credit system pattern performance of students evaluated through University Examination and Internal Examination. After the result declaration, the examination department analyzes the result.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 Pass percentage of Students during last five years

Response: 75.87

2.6.2.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
284	264	182	85	97

2.6.2.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
373	293	226	156	154

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.34

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - 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 last five years (INR in Lakhs)***

Response: 7.7

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	1.00	5.45	1.25

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

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

Response:

Some activities conducted by the departments of the institute have formed an ecosystem for innovation, creativity, transfer of knowledge, and entrepreneurship development. The students of TYBA- **Sarika Khadkatkar and Ravi Dhongade** participated in one day “Skill Development” workshop at MES Abasaheb Garware College, Pune, on 17th January 2018. The students of FYBCom. **Gauri Vandkar and Anjali Sanga** participated in the “Theatre Workshop” on 22 nd February 2020, under the Cluster of English Language and Literature at JHSET’s Manghanmal Udharam College of Commerce, Pimpri, Pune. This activity was conducted under an MoU-the Cluster of English Language and Literature (CELL).

Academic Research Committee (ARC) -The college has ARC which encourages and supports faculties and students to publish articles in research journals and present their papers at various platforms such as State and National Conferences. During last five years, **34 research papers** in various journals, **15 chapters in books** are published and 4 minor research projects are completed. Students were encouraged to write articles or conduct surveys under the guidance of faculties. The students prepared a Poster Presentation on Wari (Procession of Pilgrims). The guest lectures were organized on contemporary issues. Guest speakers are recognized as the best entrepreneurs. Their journey as an entrepreneur was discussed by them with the students. Department organizes career counselling lectures and industry visits.

Being the night college most of our students do jobs to earn their livelihood and support their education. The college always supports such promising students.

File Description	Document
Upload Additional information	View Document

3.2.2 ***Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

Response: 0

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 ***Number of research papers published per teacher in the Journals notified on UGC care list during the last five years***

Response: 1.08

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
6	0	2	3	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response: 1.08

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
05	01	02	01	04

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

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

Response:

One of the faculties of our college undertakes 4 minor research projects funded by ICSSR, Maharashtra State Commission for Women (Mumbai), topic and scope of his research projects focused on the development of neighbourhood communities and sensitizing to social issues for holistic development.

Department of History from our college has successfully completed four research projects in past Five Academic Years. They are as follows:“Women: A Home of Knowledge and Wisdom of Philosophy – Her Education and Empowerment: A Way Towards Sustainability Holistic Development of Society”, This esearch project sanctioned and awarded by Maharashtra State Commission for Women in 2018. This project highlights the significance of Women’s abilities and potentials in attaining goal of Sustainable development of Society.“Exclusive study of Tribal Women in Akole Taluka for Social Inclusiveness”, This Research project sanctioned and awarded by Maharashtra State Commission for Women in 2018-19. This project highlights the role of Tribal women from Akole Taluka in bringing social inclusiveness in society. This project analyzes the combination of two factors i.e. Gender and region in position of women and its relation to social inclusiveness.“Feministic influences and contributions in the struggle of Indian Independence”. This research project sanctioned and awarded by Indian Council of Social Science

Research. New Delhi, in 2018-19. This project underlines the role of women in the freedom struggle of India and the development of Gender consciousness along with the political movement i.e.,Freedom struggle, the process of evolving ideas and institutions for feminism and its effects of the freedom movement in India.“Inclusive study of Women from Red Light Area”, This Research project sanctioned and awarded by Maharashtra State Commission for Women in 2019-2020. This research project studies the issues of women from red light area.In association with SPPU.

Under the Board of Student Development, Lifelong Learning and Extension Department, the college undertakes activities like Nirbhay Kanya Abhiyan, seminars on National Integration, Youth career counselling workshops, Women Empowerment, Employment and Entrepreneurship, Female Health check-up camps for deprived community.

File Description	Document
Upload Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

- Every year our college organizes A State-Level **“Keshavsut Karandak Poetry Competition and Workshop".** For this activity, on 17th March 2022, Kannada Sangha Pune’s Kaveri College of Arts, Science & Commerce sent a letter of appreciation and extended a hand for collaboration in the activities for the bright future of students.
- **Samrudhi Bhiva Salvi** won third prize in Swayamsidha Yuvati Samelan. This activity was organized by SPPU, Pune and Shardabai Pawar Mahila Arts, Commerce and Science College, Shardanagar, Malegaon Colony, Nira Raod, Baramati, Pune from 16-19 November 2019.

- On 25th August 2017, the ‘**Rakshabandhan Programme’** was organized by the Cultural department. Shri Anand Shraff gave a speech and our female students sent Rakhis to our soldiers. Commanding Officer, Colonel **Bhaskar Katariya** sent a letter of kind greetings, gratitude and wishes to the college. He acknowledged and appreciated this activity.

File Description	Document
Upload Additional information	View Document

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

Response: 6

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

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	06	00	00

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

The college is centrally located in Pune city. It has a total campus area of 41,800 Sq.ft. within this; the college building has a total area of 28,787 Sq.ft. Within this, there are 17 Classrooms. Library with a reading hall, a spacious Audio-video hall, an administrative office, a Principal’s cabin, Department of Marathi, Economics and Extension activities. The campus is under CCTV surveillance. A three-storey building is built with stones, with properly taken care of ventilation and ample light. Sufficient space for parking is made available for teachers and students. The college has adequate physical facilities for teaching-learning activities. The infrastructure facilities are adequate according to the requirement of students. Facilities for Teaching Learning Activities:

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

2. Audio-video hall with LCD projector is regularly used for conducting seminars, workshops and different activities at the college.

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

4. Separate Ladies' Common Room & washrooms.

5. Separate washrooms for students and staff members.

6. Fire extinguishers.

7. Clean drinking water facility.

8. Suggestion Box/Complaint Boxes

9. Inverter/UPS facility for Principal Chamber, Office, Examination Dept., Library, Seminar Hall, and all Classrooms.

10. Library has reference books, encyclopaedias, and newspapers with reading rooms for students and staff members.

11. First Aid Facility.

File Description	Document
Upload Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 1.29

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0.24	0.63

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

• Name of ILMS software: N.A.

• Nature of automation (fully or partially): Partially

• Version: N.A.

• Year of Automation File Description: N.A.

• Per day usage of library: 19

Total purchased of books in last five years : Rs 250427/-

File Description	Document
Upload Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

Computers are used for administrative work in the office with a speed of 10 MBPS-05 MBPS. The college has BSNL 6 broadband connections with an unlimited subscription. The college has website and CCTV cameras.

File Description	Document
Upload Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 1309

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 01

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 18.5

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

2021-22	2020-21	2019-20	2018-19	2017-18
1.64	1.52	3.00	1.43	4.85

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 2.96

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

2021-22	2020-21	2019-20	2018-19	2017-18
48	52	40	11	02

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.2 ***Capacity building and skills enhancement initiatives taken by the institution include the following***

1. ***Soft skills***
2. ***Language and communication skills***
3. ***Life skills (Yoga, physical fitness, health and hygiene)***
4. ***ICT/computing skills***

Response: D. 1 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0.12

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	06

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: D. Any 1 of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 14.52

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
26	24	26	24	32

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
284	253	181	84	107

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.2.1 ***Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years***

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

5.2.2.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

File Description	Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

File Description	Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 3

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	1	4	4	4

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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:

Saraswati mandir Maji Vidyarthi Sangh" is the common alumni association of all the branches of Saraswati Mandir Sanstha. Every year on the occasion of republic day a reunion of the alumini is arranged on grand scale. Our passed out students also participate in this activity as an active member of the association.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

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 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 aging double his co-student. While studying for the regular degree courses in vernacular medium, they are encouraged to participate in various co-curricular, extracurricular, and extension activities to achieve overall personality development, which in turn builds an educated and progressive society and a nation.

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

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 and administrative staff members represent their representatives in the College Development Committee. Through this 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. Alumni and experts working in social and educational fields are also included in the College Development Committee of the college. So that their knowledge can benefit the various stakeholders of the college.

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The college was established in the year 1992 with 30 students and two programmes. 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 more than 1000 students, and four programs out of these two programmes have the permanent affiliation of Savitribai Phule Pune University from the academic year 2012-13. As per the proposed expansion plan, the college has started a new program of the M.A. Economics, 3rd division of UG under commerce faculty and 2nd division of Arts faculty from the academic year 2019-20. The Perspective Plan has incorporated the recommendations made by the Peer Team during the second cycle of NAAC. The college management has set a strategic plan with the right understanding of long-term achievement. The silent 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 exceptions of the society and learners, research publication, research projects, and research activities.
- To encourage the faculty for Ph.D. guideship
- To encourage students/staff to participate in curricular/co-curricular and extension activities.

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

The Principal is the administrative head of the institution responsible for implementing the policies and decisions of the CDC. The CDC consists of members from management, the Principal, Ex-Student, and elected members from teaching and non-teaching staff. He also looks after the day-to-day functioning of the college. The Internal Quality Assurance Cell (IQAC) is an apex body constituted as per the NAAC guidelines. It plays a pivotal role in ensuring quality sustenance and enhancement in the delivery of academic and non-academic services to stakeholders. It takes decisions in meetings, and accordingly, gives directions to Heads of departments and conveners of cells. Continual monitoring helps in quality improvement. IQAC has constituted non-statutory committees to render various kinds of services to

stakeholders. The administrative work is conducted with proper distribution of duties and responsibilities from the Office Superintendent to clerical and menial staff.

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 and for this purpose Local Selection Committee is formed by CDC.

At present, the college has an Office Superintendent, a Senior Clerk, and a Library Attendant. Despite the insufficient number of administrative posts, the college administration is working effectively.

6.2.2 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Welfare Measures for Teaching and Non-Teaching Staff

The non-teaching staff members who work on a temporary basis are adopted on the grant in aid. Posts are filled as per the requirement of vacancy by the management of the college. For example, Dr. Vikram Jadhav from the Department of Marathi was working as a Junior Clerk in administrative staff before his regular appointment as an Assistant Professor.

The following welfare measures are available for teaching and non-teaching staff in the grantable unit.

- 2020-21 Voice care awareness workshop was conducted for the staff members
- Employee’s Provident Fund
- DCPS
- Leaves

- Medical Reimbursement
- Maternity and Paternity Leave

- Duty Leaves for attending seminars, conferences, and workshops.
- Duty leaves are granted for Faculty Development Programme and teachers on University Duties.
- The administrative staff is sent for workshop seminars and training programs at various colleges in and around Pune.

The following welfare measures are available for teaching and non-teaching staff in the Non-grant unit.

- Employee’s Provident Fund
- Leaves

Performance Appraisal System for teaching and non-Teaching Staff

Teaching Staff

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

The institution follows the university-stipulated Academic Performance Indicator (API) for the faculty following UGC Regulations 2010 and four amendments thereafter for performance appraisal of teachers. Currently, the institution follows guidelines concerning API for performance appraisal of teachers contained in the UGC Regulation 2018. The IQAC collects the filled-in API forms from all faculty members. The faculty's performance is assessed on the API by the IQAC Coordinator and the Principal. The API scores along with the positive and negative aspects are communicated to the concerned faculty.

Non-Teaching Staff

Every year the confidential reports of non-teaching staff are collected and evaluated by the Office Superintendent and the Principal. The evaluation is done on parameters such as industrious nature and application, relations with colleagues, general intelligence, administrative abilities, integrity, and character. Mr. Ravindra Salve has been promoted to Sr. Clerk during the academic year 2021-22.

File Description	Document
Upload Additional information	View Document

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

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	0	00	00

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 25.68

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	06	03	00	00

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
3	3	3	3	3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from

various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Strategies for Optimal utilization of resources and Funds

Maximum expenditure in the aided unit is on the salary of employees. The main source of this is the grant from the State Government. Fees received from students are another major source. The college endeavours to make the most of the financial resources available to the college. The college prepares a budget for every year. In the said budget, provisions are made for various things like infrastructure, maintenance, curricular and extension activities, books, etc. The prepared budget is approved by the College Development Committee. After being approved by the Development Committee, the expenditure is spent as per the budget for the next year. Apart from this, the college receives funds from Savitribai Phule Pune University for organizing various extension activities.

Financial audits

The External auditors appointed by Saraswati Mandir Sanstha to audit the accounts every year. Grants received from the State Government, fees collected from students, day-to-day expenditure on various items, and other activities organized by the college are all closely examined by the auditor. For the programmes, financial aid is received from SPPU, Pune.

Details of External Audit conducted during the assessment period. No special errors or objections were found during the audit period.

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The Internal Quality Assurance Cell (IQAC) has been established in the institution as per the guidelines of the National Assessment and Accreditation Council (NAAC), Bangaluru for promoting academic and administrative excellence. The college and the management are keen on the improvement of academic and administrative performance. Through the IQAC all the development activities have been conducted. Co-curricular and extracurricular activities are planned for the overall development of the students. It also tries to develop a research culture among its teachers and students. The IQAC meets twice a year or more if needed and discusses the major decisions about such as various plans, and issues related to the development of the college, seminars, workshops, conferences, and other co-curricular and extracurricular activities are to be conducted on various topics.

IQAC reviews the teaching-learning process. Periodical meeting conducted by the Principal helps to

review the working of the college. If there are minor problems, these problems are solved at the departmental level.

The review of teaching-learning is done in the following manner by IQAC

- The academic calendar is framed at the beginning of the academic year
- The college timetable and allotment of the classroom are done by the timetable committee and a master timetable is prepared.
- A constant review of the result is taken after each examination.
- Self-appraisal form
- Workload
- Syllabus completion reports
- Examination duties
- Teachers' participation in curricular, co-curricular, and extension activities
- Research Paper Publications
- Paper presentation at the conferences
- Orientation/ Refresher Courses
- Participation in Faculty Development Programmes, etc

The organization of conferences/Workshops and extension activities

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)/ membership of international networks**
3. **Participation in NIRF**
4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Gender Equity

- The college provides facilities like a common ladies' room exclusively for girl students for their healthy recreation. The Sanitary Pad Vending machine is installed in ladies' washroom.
- Closed circuit Television cameras are installed for security. Watchmen and guards are there for security.

• One Day National Level Multidisciplinary Webinar on '**Human Rights, A Gender Perspective'** is organized by our college and SMD Mohekar Mahavidyalaya, Kalam, Aurangabad in collaboration with Cluster of English Language and Literature (CELL) on 1st June 2020 through online mode.

Dr. Bulbul Dhar-James, coordinator of the Human Right Programme, JMI, New Delhi, and Fulbright fellow delivered her talk on 'Human Rights, A Gender Perspective as a resource person. Dr. Deepali Patil, SBBAJACS college, Pune spoke on 'Gender Politics and Violation of Human Rights in Selected Indian Drama'.

• Under **Nirbhya Kanya Abhiyan** Dr.Hemalata Jalgaonkar delivered her talk on '**Women's Health** on 17-02-2022. Smt. Sandhya Kale has talked on the topic '**Women Empowerment**. Mrs. Deepali Sasane, the Yoga Teacher has given information on Yoga with a demonstration. She delivered her lecture on the '**Importance of Yoga and Demonstration**'. These lectures and Yoga were arranged through online mode on the zoom app in the college by Student Development Committee. There were 52 participants present in the programme.

Under the **'Savitri Mohatsav'** programme, Dr.RandhirVrishali's lecture on '**Savitribai Phule's Life and work**' was organized for the students and staff members through online mode on 14-02-2022.

In the academic year 2018-19 and 2017-18 the programmes of Nirbhay Knaya Abhiyan Yojana were orgnazied in the college.

Celebration of days of National/International commemoration

The college celebrates **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 **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 & Republic Day with great pomp and vigour.

Vachan Prerana Din was organized on 10th October 2019 to mark and honour the legacy of Dr. A. P. J. Abdul Kalam on the occasion of his birth anniversary. Reading is a powerful tool for change. The students learned the importance of reading. As a part of the celebration, '**A Granth Dindi'** (A Procession Books) started from our college to reach Shaniwar Wada, Pune.

'**Savitribai Phule Jayanti'** is celebrated on 03rd January 2020.

On the occasion of **International Women's Day** on 8th March 2018, the Lady Constable and our Alumni Uma Palve has given a talk on '**Women's contribution Towards Society'** in our college.

Women Empowerment Programme was organized on 22nd January 2020. Seventy female and five male students were participated in the programme.

On 6th June 2021, all the teachers and students participated in the programme '**Shiv Rajyabhishek Din**' to mark the day "Coronation of Shivaji Maharaj" online mode. The programme was organized by SPPU and our college participated in the programme.

On 25th August 2017, the '**Rakshabandhan Programme'** was organized by the Cultural department. Shri Anand Saraf gave a speech and our female students sent Rakhis to our soldiers.

File Description	Document
Upload Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: D.1 of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**

4. **Beyond the campus environmental promotion activities**

Response: E. None of the above

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Under Mission **Yuva Swasthya Abhiyan,** Corona Vaccination Drive was conducted for students, staff members, and nearby people of society on the college campus in the collaboration with PMC, Pune on 29-30 October 2021. In the pandemic situation, Dr. Jaya Badi of the Psychology department gave free Tele-Counselling for the mental health and wellbeing of the students as well as society as per the instructions of UGC and SPPU, Pune.

The college conducted a workshop on **'MI BHAVI NAGARSEVAK' (I am a Future Corporator)** for the citizens of our society. Eminent resource persons from the political background were invited. Sunil Mali, Vivek Velankar, Vinayak Karmarkar, Dilip Kalokhe, Gopal Chintal, and Vinayak Ambekar talked about the History of Elections, Ward Division Formation, Ration Card Rules, Implemented Rules, Rules of Election, Management of Elections, Voter's list and Social Media on 09th July 2021. The twenty-two participants took part in this workshop.

On 27th January 2021, a special lecture on '**Manus Hasane Visartoya'** (Man Forgetting to Laugh) by Prof. Dr.Hanumant Bhavari was organized through online mode under Student Development Committee. This programme was held on the occasion of '**Marathi Bhasha Sanwardan Pandarwada'** (Marathi Language Conservative Fortnight)'. There were 58 participants in the programme.

On the occasion of the Diwali festival dated 12.11.2020, '**the Lamp Lighting Programme'** was arranged online mode on the zoom app in the college. All the students and teachers participated in this programme by the cultural department of the college in the academic year 2020-2021.

Annual Sports Week and Funfair Festival Celebrated from 14-18 December 2019 – the students actively participated in various sport-related events like Cricket, Carrom, Chess, Rangoli, and Mehandi Competition, Salad Decoration, Essay and Elocution competition. Besides, the students have enthusiastically participated in the Funfair event including Saree Day, Chocolate Day, Tie-Day, and Traditional Dress Day.

The Annual Day has been organized in every year. On this platform, the students get an opportunity to show their hidden talent through different competitions like Mehandi, Dance, Chess, Rangoli, Elocution, and cricket.

'Gurupournima celebration' was organized in the college on 27th July 2018. On 5th September 2018, **Teacher's Day** was celebrated. Our students become teachers and taught the students for the entire day on this day. At the end of the day, students were felicitated with a rose.

In **Ganesh Festival**, the students participated as **volunteers -Police Mitra** in the year 2019.

As a part of humanism, harmony, and sensitization, the Fund collection for **Sakal Relief** Fund To **help Kerala Flood-affected people** in the year 2018 was handed over to the authority by the 12 participants.

The following students participated in Sitare '**A National Level Inter-Collegiate Competition**' on 25th November 2017 at St. Xavier's College (Autonomous), Mumbai, Commerce Section (Evening).

- Omakr Chikane of FYBCom: PPT- **Topic Impact of Demonetization,**
- Umesh Darwatkar of TYBA: Elocation-Topic- **Can Corruption be eliminated in India?**
- Akash Meshram of FYBA: Quiz (General Knowledge), and
- Divyani Bhosale of FYBA: **Solo Dance**

File Description	Document
Upload Additional information	View Document

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

Goals:

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

The Context:

Student Development Council organizes a state-level "Keshavsut Karandak" poetry competition for amateur student- poets. This is the only state-level competition organized by our college to develop students' poetic and literary creativity. Participant student poets meet well-known Marathi poets and seek guidance from them. With the poetry competition, the institute also organises a workshop on poetry. Till the year well-known poets like Mangesh Padgaonkar, F.M. Shinde, Sandeep Khare, Dr. Anand Yadav, Uttam Kamble, Ilahi Jamadar, Vijay Kuwalekar, Ramchadra Dekhane, Dr Vishavas Mehandale, Laxmikant Deshmukh, Navanath Gore, and many more have guided the participants from all over Maharashtra. From its fifth year, the University of Pune also appreciated this activity and since 2010 the institution is receiving funds from the university to organise this activity.

The Practice: The college has been organizing a state-level "Keshavsut Karandak" poetry competition for

amateur student- poets from 2005 under the chairmanship of the Principal.

Evidence of Success: It is noticed that due to the competition the creativity among the teachers and students is boosted. Every year, the competition was held in February or March and inaugurated by well-known literary figures. Famous poets, authors, critics, and journalists were present at the time of the Prize Distribution function. Besides, the judges performed their duties very skillfully. Some feedback from various colleges received.

Problems Encountered and Resources Required: In the initial stage of the organization of the event, there was no adequate number of participants out of district. But due to the consistency of the event, there is a good response from participants. The resources required for the event are the availability of the resource persons, judges, finance, and human resources.

Contact Details:

Name of the Principal: Mr. Shriram Deshmukh

Name of the Institution: Saraswati Mandir Night College of Commerce and Arts,

City: Pune

Pin Code: 411002

Accreditation Status: 'B’Grade(2.28 CGPA)

Work Phone: 020-24433018, 24486693

Website: smnightcollege.org

E-mail: smncca@rediffmail.com

Mobile: 9403663272

Best Practice - 2

Title of the Practice- Akshya Urja

Objectives of the Practice-

- To use of alternative energy for conservation of environment–
- Renewable Energy

- To decrease CO2 emissions
- To protect the environment.
- To lower our electricity cost.
- To set an excellent example in front of the students for utilizing alternative energy source.

The Context-

Solar power is a clean, renewable, and emission-free energy source. It doesn't cause pollution, prevents global warming, uses fewer fossil fuels, and promotes sustainability.

Utilization of solar energy is a naturally occurring and unrestricted source.

It is necessary to use alternative energy for environmental conservation and sustainable development. It will help to reduce environmental pollution. Moreover, given global warming, the college has installed 28 solar panels on the roof to use alternative energy.

The Practice-

This Practice is a self-funded activity. It has been demonstrated through actions that the college is committed to environmental conservation.

Year	Unit consumed in MSCB Bill	Bill amount
February 2016	988	8940
April 2017	2818	25,498/-
September 2022	123	1503
November 2022	00	384

This is to set an example in front of the students. By doing this activity, the college has taken active steps for the protection and conservation of the environment by shifting to an alternative. After going for Net Metering for Roof-top Solar Photo Voltaic System, now we are saving Carbon emissions of 10,000 kg/ per year.

Evidence of Success-

After the completion of the necessary official procedures, within 11 months the college has completed the project. The college's electricity consumption is 1084 units in Jan 2017, Feb-2818 units, Mar 2017-72 units, and Apr-00 units. In Sep 2022, the consumption of electricity units was 123. The bill amount was Rs.1503. Now the college has 00 electricity consumption and the electricity bill amount is Rs. 384 only. Now the college is protecting and conserving the environment by lowering the consumption of electricity units and reducing the bill. With this, our project cost is about to recover.

After installation of project, Savitribai Phule Pune University, Pune has started funding for such type of activity to other institutions.

Problems Encountered and Resources Required-

Energy generation through Solar panels depends upon Sunlight to gather solar energy effectively. If the weather is cloudy, then rainy days can affect the energy system. If there are a lot of dirt and bird droppings on the panels, it affects energy generation. Taking into consideration this problem, the college has deputed a person to clean the panels regularly.

Contact Details:

Name of the Principal: Mr. Shriram Deshmukh

Name of the Institution: SaraswatiMandir Night College of Commerce and Arts,

City: Pune

Pin Code: 411002

Accreditation Status: 'B'Grade(2.28 CGPA)

Work Phone: 020-24433018, 24486693

Website: smnightcollege.org

E-mail: smncca@rediffmail.com

Mobile: 9403663272

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

- **The Distinctiveness of the College-**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 in the evening time.
- **The vision of the College-** 1. Empowerment working and disadvantaged students by imparting education by night and providing opportunities for career and personality development. 2. To bring higher education within the reach of average, disadvantaged, and working students. 3. To encourage and motivate students 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.
- In the college, there is no cut-off list as per merit. A student with a minimum of 35% in HSC or equivalent exam marks gets admission on a first come-serve basis. Conversely, a student of 90% also gets admission to our college. The course contents are being taught in such an effective way by

the teachers that, the educationally backward youth gets an opportunity to learn in the homely atmosphere of a college like ours. Prashant Ahire, a student of the PG Marathi Department won the Gold Medal at Savitribai Phule Pune University, Pune. He received the certificate and honour on the foundation day of SPPU, Pune.

- Many of our students get higher education with a big educational gap, so one may find a student aging double to its co-student. In this way, we bring higher education within the reach of average, disadvantaged, and working students. The college provides a positive and congenial environment for the students besides the overall development of students. The college has earned its reputation for its education by night. The locational advantage of the college provides job opportunities. Almost all students work at different places including the Industrial and Service Sectors such as Malls, Garment Shops, Banks etc. After completing graduation, students get promotions in their jobs.
- While studying for the regular degree courses in vernacular medium, students are encouraged to participate in various co-curricular, extracurricular, and extension activities to achieve holistic development. On 13-14 September 2019, Linta Awari, English Confidence Coach, Motivational Speaker, and Founder of GTLA invited for a guest lecture on **'Enjoying English'.**
- The debate competition and workshop on **'Arrange Marriage or Love Marriage'** was organized for our students on 21st January 2019. Seventy-two students participated in this activity. The students learn to present themselves and get confidence, and different skills like leadership skills. It helps the students with their self-improvement and professional development. As per the mission statement, the college is committed to spreading the light of education in the life of a disadvantaged, socioeconomically backward working class of society by providing higher education in the nighttime. The college takes efforts to enhance the quality of the academic programs by improving the courses, strength, and infrastructure. The teachers are encouraged to get updated knowledge and to impart this knowledge with values through interactive methods. The college will aim at perspective planning and updating its vision documents. The college provides a homely atmosphere, which effortlessly and unassumingly mingles with the ethos familiar to students coming from the weaker section of society. As an educational institute, we have staff and students from diverse backgrounds with different orientations and capabilities. Being a night college, most of the students in our college are from the working class, working in the daytime to earn for themselves and their families. We act as a catalyst for empowering these students to become better human beings with the spirit of nationality.
- Dr. Savita Thorat of the Commerce Department has been recognized as Best College Coordinator Award for meritorious work during the e-Content development initiative undertaken by Savitribai Phule Pune University, e-Content Development & Learning Innovation center during the academic year 2020-21. This distinguished award brings a proud moment for the college. Dr. Deepak Vede of the History Department was felicitated as the Jagganath Rathi award for Best Programme Officer for Lifelong Learning and Extension Department, SPPU, Pune in the academic year 2021-22.
- At the end of the academic year, the college has been publishing the college magazine named **'Amhi Saraswat'** and created a platform for the creativity of students and staff. The students ponder on their interesting subjects and write on the subjects such as environmental issues, historical places, political and social issues, journeys of eminent personalities, success stories, etc. Besides, the magazine contains the report of all committees and teachers' achievements.
- Our Parent institute has nominated our college for Saraswati Gaurav Puraskar for Improvement in Academic Excellence and Best work on the foundation day of Sanstha on 1st August 2021. The award is given by the auspicious hands of Honourable Shri Ravindra Joshi, President, Saraswati Manadir Sansath.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

Year	Achievements of The College
2019-20	Permission for FYBCom 3rd division
	Permission for FYBA 2nd division
	Self-financed PG course in Arts M A in Economics introduced
2018-19	Book-Bank Scheme- Siddhivinayak Trust
	Water purifier and cooler
	Parent Meeting
2017-18	Akshya Uraja
	2nd Cycle of Re-Accreditation from NAAC
	Vehicle parking
	Audio- Visual Hall

Concluding Remarks :

Overall, our college is unique because we are spreading the light of education by night at the grassroot level to the working and disadvantaged students. Our parental institute has shown that there is no age limit or time bar for education. Most of our students are working to help their family. After getting a UG degree, they go for a master's degree; some students get promotions in their respective jobs after completing their degrees or some students start their businesses. We observe that the trend of taking admission is changing now. Mother and son are taking admission in our college at the same time,and the husband and wife are coming together to the college to complete their education.

The college is taking initiative for social and environmental issues for example:

• **I am a Future Corporator**-This workshop Conducted on Leadership Development among youth. This was open to all youth and those who wish to sever for society and to lead society.

• **National Educational Policy (last draft) Implementation and Challenges**-This was a one-day state-level seminar. This was open to all. We are the first college who organized a seminar to create the awareness about National Education Policy in society.

• **Akshay Urja Project** is a self-funded and self-motivated activity for energy conservation and the protection of the environment.

The college is continuously putting its baby steps towards progress to reach excellence.

6.ANNEXURE

1.Metrics Level Deviations

<table>
<tr><td>Metric ID</td><td>Sub Questions and Answers before and after DVV Verification</td></tr>
<tr><td>1.2.1</td><td>Number of Add on /Certificate/Value added programs offered during the last five years

Answer before DVV Verification : 33
Answer After DVV Verification :8</td></tr>
<tr><td>2.1.1</td><td>Enrolment percentage

2.1.1.1. Number of students admitted year wise during last five years
Answer before DVV Verification:
<table>
<tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr>
<tr><td>1309</td><td>1173</td><td>1042</td><td>818</td><td>856</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr>
<tr><td>542</td><td>444</td><td>599</td><td>431</td><td>482</td></tr>
</table>
2.1.1.2. Number of sanctioned seats year wise during last five years
Answer before DVV Verification:
<table>
<tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr>
<tr><td>1920</td><td>1680</td><td>1560</td><td>1320</td><td>1320</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr>
<tr><td>700</td><td>620</td><td>560</td><td>480</td><td>480</td></tr>
</table>
Remark : as per the documents</td></tr>
<tr><td>2.1.2</td><td>Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

2.1.2.1. Number of actual students admitted from the reserved categories year - wise during the last five years
Answer before DVV Verification:
<table>
<tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr>
<tr><td>733</td><td>629</td><td>536</td><td>362</td><td>354</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr>
</table></td></tr>
</table>

238	208	178	126	116

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1184	1036	806	682	517

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
433	409	347	298	298

Remark : as per the documents

2.4.1 **Percentage of full-time teachers against sanctioned posts during the last five years**

2.4.1.1. **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
14	14	14	14	14

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
13	13	13	13	13

Remark : as per the documents

2.4.2 **Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
11	12	12	12	11

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
9	10	10	10	9

Remark : As per document attached

2.6.2 **Pass percentage of Students during last five years**

2.6.2.1. **Number of final year students who passed the university examination year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
284	264	182	85	96

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
284	264	182	85	97

2.6.2.2. **Number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
373	293	226	156	154

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
373	293	226	156	154

Remark : As per document

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

3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	100000	545000	125000

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	1.00	5.45	1.25

3.2.2 ***Number of workshops/seminars/conferences including on Research Methodology, Intellectual***

Property Rights (IPR) and entrepreneurship conducted during the last five years

3.2.2.1. **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
00	01	01	00	02

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

Remark : None of the programmes pertaining to Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship

3.3.1 ***Number of research papers published per teacher in the Journals notified on UGC care list during the last five years***

3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
12	06	03	07	05

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
6	0	2	3	2

Remark : Other publications are not covered in the UGC CARE list Journals

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

3.3.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
05	01	02	03	04

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
05	01	02	01	04

Remark : During the 2018-19 3 papers were published. Out of three papers only paper is having ISBN

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
01	00	06	12	08

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	06	00	00

Remark : The programs are conducted for their on students and faculty

4.3.2 **Student – Computer ratio (Data for the latest completed academic year)**

4.3.2.1. **Number of computers available for students usage during the latest completed academic year:**

Answer before DVV Verification : 10
Answer after DVV Verification: 01

Remark : as per the documents

5.3.2 **Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
48	130	105	153	250

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
2	1	4	4	4

Remark : as per the documents

6.2.2 **Implementation of e-governance in areas of operation**

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Answer before DVV Verification : B. Any 3 of the above
Answer After DVV Verification: C. Any 2 of the above
Remark : as per the documents

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	12	00	00

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	0	00	00

Remark : E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. • Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies are not provided by the HEI

6.3.3 **Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18

10	06	03	00	00

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
10	06	03	00	00

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
3	3	3	3	3

Remark : as per the documents

7.1.2 **The Institution has facilities and initiatives for**

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Answer before DVV Verification : C. 2 of the above
Answer After DVV Verification: D.1 of the above
Remark : as per the documents

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 12 Answer after DVV Verification : 12
1.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification: 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 12 | 13 | 13 | 13 | 13 Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
11	12	12	12	12