SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

ANJUMAN KHAIRUL ISLAM'S POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE,1647, NEW
MODIKHANA, CAMP
411001
www.poonacollege.edu.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Poona College of Arts, Science & Commerce was established in the year 1970 by Anjuman Khairul Islam Trust, Mumbai. The trust is dedicated to the noble cause of the orphans and the deprived section of the society for more than 100 years. The Members of the Board of Trust are visionary, eminent, and experienced academicians and administrators with the spirit to serve the cause of education, particularly the marginalized section of the society, supporting thousands of students and orphans all over India.

Poona college is affiliated with Savitribai Phule Pune University and is an aided minority institution. The college is recognized by the UGC under sections 2(f) and 12(B) and DST-FIST sponsored college. The College campus is located in the southern part of the city and has pockets of regions inhabited by the poor, underprivileged, and marginalized families who form a major part of our student strength. The college has brought about a revolutionary change in the region's educational scenario, diversified in leaps and bounds, and has carved a niche for itself as a celebrated seat of learning.

The college has become a preferred destination for students. Presently, students from 19 Indian States and 5 countries are studying on the campus. This is evident from the fact that our college started with a meager strength of only 70 students on roll and has grown up to 4786 students at present. Initially, College was accredited with an 'A' grade in 2004 and thereafter reaccredited in 2015. The College is ISO 9001:2015 Certified.

The College has highly qualified, devoted, and enthusiastic faculties that holds a majority of doctoral degrees. It has three recognized Research Centres in the subject of Chemistry, Commerce, Economics, Postgraduate Centres in Computer Science, Electronics, Organic Chemistry, Zoology, Economics, English, Urdu, and Commerce and Degree courses. College offers professional courses like B.B.A, B.B.A(Computer Application), B.Sc. (Computer Science), and M.Sc. (Computer Science). The college is also having four Bachelor of Vocation (B.Voc.) courses in Software Development, Medical Laboratory Technology, Banking Finance, and Insurance, Travel, Tourism, and Hospitality Management recognized by the UGC.

Vision

College Vision

Pursuit of Knowledge in the Service of Humanity

Poona college is truly guided by its vision statement i.e., 'Pursuit of Knowledge in the Service of Humanity'. The framework behind this vision was guided by the ideologies and teaching of Anjuman Khairul Islam charitable trust. A collaborative method was used in the development of the vision to ensure that all stakeholders were represented. By firmly believing in the power of education to liberate people from poverty and illiteracy, the college built its plans. The vision statement articulates on following important areas on which the college stands.

- To promote education amongst the deprived underprivileged sections of the society.

- To establish Poona College as a centre of excellence in higher education.
- To develop Human Resources that are based on values and can make a positive contribution to society.

Vision statement is visible on the college website, prospectus, magazine, and academic calendar. In accordance with the vision, the college authorities continuously consider policies and programs. An image of the overall vision statement is shown prominently around the campus.

Mission

College Mission

- To serve as a light house amidst all shortcomings and setbacks by defying complacency.
- To impart education to students belonging to all strata of society irrespective of caste, gender, color, creed & religion.
- To uplift the deprived and academically weak students by empowering them with knowledge.
- To develop moral, ethical, social and aesthetic values amongst the students.
- To help equip and develop essential qualities to face the challenges posed by the turbulent currents of change.
- To inculcate respect for humanity and to fortify the ideals of perseverance, dedication, quality consciousness and excellence.
- To prepare citizens who could grow to be competent and significant contributors for the betterment of mankind through their profession.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The college is located in the heart of Pune city with easy access by rails
and roads.

- The College is managed by Anjuman Khairul Islam Trust, Mumbai. The members of the management are visionaries with the spirit to serve the cause of education, particularly the marginalized section of the society. The trust have almost 100 years of experience in the field of Education,supporting thousands of students and orphans all over India.
- As the College is run by a charitable trust, it focuses on holistic development and believes in the inculcation of human values along with academic education.
- The college has highly qualified and committed faculty. 48 faculty members hold a Ph.D. degree. Some of the non-teaching staff also hold M.Phil and Ph.D. degrees.
- During the current assessment period, more than 45 research scholars have completed their M.Phil and Ph.D. from our research centers. The college promotes a research culture. This has resulted in enormous research publications by students and teachers.
- The Institution has a Wi-Fi-enabled campus with good internet connectivity. The existing ICT facilities help in strengthening the teaching-learning process.
- The institution has established an Innovation and Entrepreneurship Development Cell (IEDC) to encourage innovation and start-ups.
- The college has an active, registered Alumni Association.

- The college has a unique feature in the form of Muskaan: The Healing Smile, the social initiative of the college with aim of inculcating human values, sympathy, and empathy. The institution has vibrant NSS and NCC Units for social sensitization through outreach and social responsibility programs. This has resulted in enormous extension activities.
- The college provides financial assistance to economically deserving and marginalized students through scholarships, fee-waivers, and installment facilities, ensuring the inclusion of economically marginalized students.
- The college provides 90% fee waiver to the wards of teaching and non-teaching staff.
- A diverse, heterogeneous, and secular atmosphere is prevalent on thecampus due to the presence of students from other states of India as wellas other countries.
- The college strongly promotes sports culture.
- The college has a beautiful lush green campus.

Institutional Weakness

As an affiliated college, there is limited scope for academic flexibility in
curriculum planning and designing.

- Majority of our students come from financial weaker and economically backward classes and are unable to pay fees and require financial assistance.
- The institute lacks hostel facilities for students admitted from other states.
- Limited playfields for the events such as football, cricket, and athletics.

- Majority of our students come from economically backward classes and are unable to pay fees and require financial assistance.
- The institute lacks hostel facilities for students admitted from other states.
- No. of campus interviews of prominent organizations to be frequently conducted for better career opportunities of the students.

Institutional Opportunity

The management proposes to expand its campus by having an extension
of the campus. With this additional space, the college will have the
opportunity to expand the academic program, particularly the Vocational
programs, post-graduate and research centers, and incubation centers.

- The college attracts a large number of students from other states,particularly the northeast region. Presently we do not have a hostel facility. The management proposes to start a hostel to accommodate students from other states and abroad.
- The college can enhance the skills development courses.
- The college can generate resources through the alumni association.
- The college can establish more industry-academia linkages so as to create competencies that would increase the employability of students and enhance research activities.
- The college aspires to establish a Centre for Excellence.
- The college can collaborate with other colleges, universities, and research organizations at the national and international levels.

- The institution could mobilize more funds from the State Government for the conduct of seminars, workshops, faculty development programs, etc.
- With the introduction of the Innovation cell, there will be more
- opportunities for start-ups by faculty and students.
- Entering into MOUs with foreign universities to promote student and
- faculty exchange and enhancement of academic programs.
- The college has a scope to expand its network and collaborations with
- other premier institutions.
- There is an opportunity to transform into an Autonomous college.

Institutional Challenge

- Most of our students are first-generation learners, the parents have no education or low educational background which is sometimes a hindrance for students in making the right choice of program.
- The majority of our students especially girls require counseling for the continuance of education.
- As the majority of our students belong to nearby slum areas, grooming them into educated responsible students requires effort.
- Increase level of competition in the educational sector due to influx of private professional colleges.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to Savitribai Phule Pune University and scrupulously follows the curricula prescribed by the University. **33 teachers are members of the academic council, chairman, and members of Board of studies of affiliating University including other autonomous colleges affiliated to it.**

On the recommendations of the UGC and SPPU, the institution has introduced **the Choice Based Credit System for its PG programs from 2015 and the UG programs from 2019 in a phased manner.** The institution ensures curriculum delivery through well-planned academic programs and processes. **The institution enriches the prescribed curriculum through 62 add on and certificate courses which serve to enhance the knowledge and skills of the students.** These courses facilitate students to acquire employability and entrepreneurship skills. The curriculum is further enhanced and enriched through opportunities for experiential learning in the form of field trips, study tours, industrial visits, project-based learning, etc. These visits and tours are organized to give students practical knowledge of the concepts taught in the classroom.

Value Education and Environmental Studies orient the students to social issues and environmental concerns that require awareness and intervention. Apart from the syllabus, the college conducts activities that enable students to grow intellectually, develop relevant competencies, and sensitize them to gender issues, environment and sustainability, human values, and professional ethics.

All Students are offered equal opportunities irrespective of gender, class, caste, and creed at every step of policy framing and implementation. The institution aims to offer the best possible environment and learning experience to encourage students to perform to their full potential. Students consistently participate and bring laurels in curricular, co-curricular, and extra-curricular activities at the institution, state, and national levels.

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The institution has a structured feedback mechanism to obtain feedback about the curriculum from students, alumni, employers, and teachers at the end of every academic year. The feedback collected is analyzed and appropriate action is taken, and necessary arrangements and procurements are made for the effective flow of the teaching and learning process. This practice has significantly helped in maintaining and upgrading quality standards in teaching.

Teaching-learning and Evaluation

The Teaching-Learning and Evaluation process have been intended to suit the vision of the college, and operationalize to become a reality in the classroom.

The student admission procedure is in accordance with the reservation policy of the state government and Savitribai Phule Pune University. To encourage diversity in our student profile, students from minority communities, marginalized, and economically weak sections are admitted.

The average enrolment percentage of the programs is 91.46% during the last five years. The average percentage of seats filled against reserved seats as per applicable reservation policy is more than 90%. The college has a well-defined mechanism to identify advanced and slow learners through tests and writing exercises.

College offers tutorials, bridge courses, remedial coaching, and organizes skill development programs, career guidance, and student support programs. Student-centred, experiential, and participative learning through field trips, internships, industrial visits, activities, exhibitions, discussions, debates, presentations, role play/street plays, subject-oriented
quizzes, case studies, seminar presentations, ICT-enabled teaching and e-resources, peer learning and flipped classes.

All teachers are trained to develop e-content and use ICT tools for teaching-learning and have effectively transacted the curriculum online through Zoom, G- suite, YouTube, Blogs, etc.

The college ensures the personal and academic needs, physical and mental well-being of students through mentoring and counseling. A strong mentoring system with a mentor-mentee ratio of 1:38 is in place. Full-time teachers against sanctioned posts are 100% with an average experience of more than 11 years. Total 48 faculty members are PhDs of which 24 are research guides.

Internal assessment is carried out in a transparent and objective manner. Evaluation of student's performance through formative and summative assessments strictly adheres to university norms. Grievances relating to examination are solved by intimating the University and remedial measures being taken.

POs and COs are displayed on College Website and communicated to students by faculty. The college evaluates the attainment of learning outcomes through direct and indirect methods and takes necessary steps to augment the quality standards in student performance. The average pass percentage of students during the last five years is 68.08 %.

Research, Innovations and Extension

The college strongly encourages research among faculty, staff, and students, with three research centers

viz. Economics, Commerce & Chemistry, operating under the supervision of 12 recognized research guides. During the last 5 years, 31 students have been registered for Ph.D. and 30 students for M.Phil. program.

The college received DST-FIST funding worth Rs. 80 lakhs and a sum of Rs 58,31,035/- for research from the affiliating university and government/NGO.

The college has a well-defined Research Policy and Code of Ethics formulated by the Research Cell which acts as the guiding tool for researchers.

Faculty members have published 495 research papers in journals of national and international repute with an impact factor of up to 36 and authored 68 books with ISBN numbers.

The college has a dedicated PC- Innovation and Entrepreneurship Development Cell (PC-IEDC) its vision is to make every student and/or employee of the college enterprising. The parent trust has announced Rs. 10 lakhs as seed money for start-ups and small businesses. It has launched its first product, Qadeem - The Heritage Soap, and other personal hygiene products.

Staff and students participated in the LinkedIn Local Pune event, Tata Social Enterprise Challenge (TSEC) "Thinking Social", IIM Bangalore's UnMaad Business Plan Competition, and events organized by IIM Kozhikode, Health Biolabs, IIT Bombay's e-cells, and Symbiosis Institute of Technology.

The college hosts international, national, state, and university-level conferences / seminars / workshops. Special sessions on Intellectual Property Rights (IPR), Research Methodology, and Entrepreneurship Development are held on a regular basis. The college also encourages students for start-up ventures.

177 extension and outreach Programmes benefitting 46.87% students were conducted by the institution through NSS/ NCC/ Red Cross/ YRC, Swachh Bharat, AIDS awareness, Gender issues, etc. and/or in collaboration with industry, community, and NGOs in the neighborhood community, sensitizing students to social issues, for their holistic development.

Total 17 awards and recognitions are received for extension activities from Government/ Government recognized bodies in the last five years.

The college has 28 functional MoUs with reputed institutions and 254 collaborations/linkage programs for student exchange, internship, field trip, etc.

Infrastructure and Learning Resources

The College is well-equipped to facilitate the teaching and learning process. The total area of the campus is 2 acres. There are 36 classrooms (22 are ICT-enabled), 25 laboratories, 7 computer labs, 2 seminar halls, research labs, and a Language lab. The campus is Wi-Fi enabled and classrooms are provided with smart boards/LCD projectors, which facilitate technology-enabled teaching and learning with software and computer configuration updated regularly. The separate administrative section supports the administrative process.

The College has adequate facilities for sports, games and cultural activities. The college has a well-maintained

playground for practice and conduct of sports and tournaments such as volleyball, basketball, and badminton, etc.

A well-maintained horticulture garden exists on the campus. The college has a beautiful lush green campus. There is hassle-free parking for cars and two-wheelers.

Safety and security of human resources and infrastructure are ensured through 24/7 CCTV surveillance and security guards available on the campus round the clock. Due to the safety and security measures undertaken by the college, till-date, there has been no record of any ragging or sexual harassment case.

Fire extinguishers are placed in all prominent areas and refilled on a regular basis to meet any unforeseen contingencies.

A maintenance policy is in place to regulate the maintenance of infrastructure. The policy outlines the procedure and the role of the members to address complaints of any nature. The budgets for infrastructure, Knowledge Research Center, and other learning resources are earmarked annually based on the recommendations of respective committees and overall acceptance of the management. The policy ensures the effective maintenance of infrastructure by the in-house staff and other agencies.

Student Support and Progression

The college is committed to imparting quality education to all strata of society especially the academically weak students. The college provides financial assistance to economically backward and deserving students in the form of fee concession, installment facilities, and fee waivers. The college provides financial assistance in the form of cash prizes for students who excel in academics and sports.

During the assessment period, 839 (Sum of Rs. 42,65,162 INR) students and 199 (Sum of Rs.20,14,360 INR) students have benefitted from the scholarships and free ships provided by the Government and by the institution or non-government agencies respectively.

The college has undertaken 167 capacity building and skill enhancement initiatives which benefitted 51% of students. 4862 students have benefitted from the guidance provided for competitive examinations and career counseling.

The college has a transparent mechanism for settling grievances. Students are free to raise their grievances through Grievance Redressal Cell via online / offline mode.

Anti-ragging Cell ensures a ragging-free campus.

A duly constituted Internal Complaints Committee deals with sexual harassment complaints. All these committees follow the guidelines laid by the respective statutory/regulatory bodies and the same are displayed on the college website for the students.

During the assessment period, 987 students progressed to higher education. 106 students qualified in various state and national level competitive examinations including CSIR-NET, SET, GATE, and JAM.

In 51 sports and 48 cultural events about 156 students secured awards/medals for outstanding

performance at the university, inter-university, state, and national level competitions.

The college has an active and vibrant Student Council, elected democratically by a well-established process laid by the SPPU. There is student representation in important academic and administrative bodies which facilitates student engagement in various administrative, co-curricular and extracurricular activities.

During the last five years, 5680 students participated in 395 sports or cultural events organized by our institution as well as other institutions.

The registered Alumni Association contributes significantly to the development of the institution through generous donations, organizing activities, and providing financial/logistic support to various programs. **During the assessment period, Alumni Association has contributed a sum of Rs. 6,97,842/-.**

Governance, Leadership and Management

The college vision **"Pursuit of Knowledge in the Service of Humanity"** serves as a roadmap to offer opportunities for learning/development to students using comprehensive education interlaced with the right inputs, experiences, and knowledge.

The governance of the college is steered by College Development Committee (CDC) which is participatory, decentralized, transparent, and transformational. The college has various statutory and non-statutory committees such as ICC, grievance redressal committee, anti-ragging committee, etc.

The CDC is responsible for identifying, drafting, and executing the perspective/strategic plans in liaison with the vision and mission statements for educational excellence, ensuring the holistic development of the students. Provisions of adequate and consistent needs of the college are swiftly attended to. E-governance is widely used in administration, finance and accounts, student admission and support, and examination.

The governance and administration of the college are hierarchically structured with each unit having its place in the organizational structure. The Principal is given considerable autonomy in dealing with academic issues. The Principal is assisted by Vice-Principals along with Internal Quality Assurance Cell (IQAC) thus effecting delegation of powers.

The college staff is benefitted from numerous welfare measures. 30 professional development programs were conducted, 30.64% of teachers were provided with financial support and 21.78% of them attended FDPs during the last 5 years. Standard performance appraisal is also practiced.

The institution manages to optimize the expenditure within the available funds using strategies to maximize resources utilization and funds mobilization wherever possible. A substantial amount is spent on infrastructure maintenance/upgradation, purchases, and salary every month beyond the grants received from the Government agencies. Budgeting / utilization / future planning are also monitored and financial audits (internal and external) are conducted regularly.

In the Post accreditation period, IQAC has contributed significantly to institutionalizing the quality assurance strategies and processes by organizing 24 quality initiatives. including NIRF participation, AISHE participation, and ISO certification.

IQAC periodically reviews the teaching-learning process, evaluation of the attainment of POs and COs, structured feedback, performance appraisal of teaching and non-teaching staff.

The IQAC conducts various audits such as Academic and Administrative audit, Gender audit, Green audit, Energy audit, Environmental audit, etc.

Institutional Values and Best Practices

The institutional values and best practices of the college are well aligned to the National policies and priorities. The college has legitimized its community engagement programs, environment and cleanliness initiatives, and technology-based learning practices in accordance with National Missions.

The college has drafted a **Gender Sensitization Action Plan** and conducted 31 activities under the plan including **Gender Audit**.

The college is fully protected with 24 hours CCTV surveillance.

The campus is Divyangjan friendly with the setting up of ramps, rails, common room, and special toilets. Scribes are provided for needy students.

There is a code of conduct in place for faculty and students which is displayed on the college website. There is a committee to monitor adherence to the code of conduct. The college organizes professional ethics programs for students, teachers, administrators, and other staff.

LED lights in classrooms and administrative office and solar street lights are installed for energy saving.

Rainwater harvesting and Borewell recharge are implemented to elevate the groundwater level.

The college has conducted a Green / Environment Audit and Energy Audit.

College outreach programs make students committed to environmental conservation and contribute to the sustainable development of the neighborhood community.

In recognition of the significant contribution in the field of environmental education and protection, the Government of Maharashtra, Director of Sports and Youth Affairs has bestowed the college with an APPRECIATION AWARD. The college was conferred with 'Environmental Excellence Award' for beyond the campus environmental promotional activities.

The college inculcates feelings of togetherness, promoting truth, love, nonviolence, peace, religious integration, and communal harmony through observation and celebrations of 43 various National / International days, special days/weeks, birth, and death anniversaries of great personalities and leaders.

38 initiatives were undertaken in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, socio-economic, and other diversities.

The college best practices include:

1. **MUSKAAN** - *The Healing Smile*, which helps to inculcate the qualities of compassion, empathy, and charity.

2. **ENVIRONMENTAL AWARENESS AND CONSERVATION** -

A massive Tree Plantation Drive for Environment and sustainability.

And

Socio-economic upliftment of financially deprived learners through quality education as institutional distinctiveness.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ANJUMAN KHAIRUL ISLAM'S POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE
Address	Poona College of Arts, Science and Commerce,1647, New Modikhana, Camp
City	Pune
State	Maharashtra
Pin	411001
Website	www.poonacollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dr. Aftab Anwar Shaikh	020-26454240	9822621579	020-2645370 7	dranwarshaikh@g mail.com
IQAC / CIQA coordinator	Iqbal N. Shaikh	020-2026454240	9850602350	020-2026453 707	shaikhiqbaln@gma il.com

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

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority Status Govt. of Maharashtra.pdf
If Yes, Specify minority status	
Religious	Islam
Linguistic	Urdu
Any Other	

Establishment Details	
Date of establishment of the college	15-06-1970

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	23-06-1978	View Document
12B of UGC	23-06-1978	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				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

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	Poona College of Arts, Science and Commerce,1647, New Modikhana, Camp	Urban	2	5267.54

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	BA,Economics	36	H.S.C.	English	60	58
UG	BA,English	36	H.S.C.	English	60	60
UG	BA,Hindi	36	H.S.C.	Hindi	40	38
UG	BA,Political Science	36	H.S.C.	English	60	54
UG	BA,Statistics	36	H.S.C.	English	30	21
UG	BA,Urdu	36	H.S.C.	Urdu	40	34
UG	BSc,Botany	36	H.S.C.	English	45	32
UG	BSc,Chemistry	36	H.S.C.	English	45	38
UG	BSc,Computer Science	36	H.S.C.	English	176	162
UG	BSc,Electronic Science	36	H.S.C.	English	30	18
UG	BSc,Geology	36	H.S.C.	English	30	19
UG	BSc,Mathematics	36	H.S.C.	English	30	22
UG	BSc,Physics	36	H.S.C.	English	30	23
UG	BSc,Zoology	36	H.S.C.	English	60	48
UG	BBA,Business Administration	36	H.S.C.	English	90	90
UG	BCom,Commerce	36	H.S.C.	English	660	635
UG	BCA,Business Administration Computer Application	36	H.S.C.	English	88	88
PG	MA,Econom	24	Graduate	English	24	24

	ics					
PG	MA,English	24	Graduate	English	60	60
PG	MA,Urdu	24	Graduate	Urdu	60	13
PG	MSc,Chemistry	24	B.Sc. Chemistry	English	26	25
PG	MSc,Computer Science	24	B.Sc. Computer Science	English	33	31
PG	MSc,Electronic Science	24	B.Sc. Electronic	English	24	12
PG	MSc,Zoology	24	B.Sc. Zoology	English	26	26
PG	MCom,Commerce	24	B.Com	English	68	68
Doctoral (Ph.D)	PhD or DPhil,Economics	36	Post Graduate	English	5	5
Doctoral (Ph.D)	PhD or DPhil,Chemistry	36	Post Graduate in Chemistry	English	4	0
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	Post Graduate	English	2	2
Pre Doctoral (M.Phil)	MPhil,Economics	18	Post Graduate	English	6	0
Pre Doctoral (M.Phil)	MPhil,Chemistry	18	Post Graduate	English	4	0

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				1				14				38
Recruited	1	0	0	1	13	1	0	14	32	6	0	38
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				48
Recruited	0	0	0	0	0	0	0	0	20	28	0	48
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				20
Recruited	17	3	0	20
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	9	2	0	11
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				39
Recruited	33	6	0	39
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	3	1	0	4
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	8	0	0	29	9	0	47
M.Phil.	0	0	0	0	1	1	2	3	0	7
PG	0	0	0	4	0	0	7	19	0	30

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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	4	11	0	15

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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	1	0	0	1	0	0	2

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	2634	115	0	36	2785
	Female	1473	35	1	29	1538
	Others	0	0	0	0	0
PG	Male	164	25	0	2	191
	Female	251	14	0	0	265
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	6	0	0	0	6
	Female	1	0	0	0	1
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	23	28	40	17
	Female	20	10	20	6
	Others	0	0	0	0
ST	Male	3	0	1	3
	Female	0	2	1	1
	Others	0	0	0	0
OBC	Male	93	128	108	90
	Female	38	45	68	49
	Others	0	0	0	0
General	Male	277	285	394	224
	Female	160	155	163	99
	Others	0	0	0	0
Others	Male	692	633	581	727
	Female	444	451	502	448
	Others	0	0	0	0
Total		1750	1737	1878	1664

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
672	613	612	612	612

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
25	25	25	25	25

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4247	4143	4162	3602	3362

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
1368	1368	1368	1368	1368

27-09-2021 10:41:04

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1150	1116	1029	907	931

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
111	114	106	116	119

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
111	114	106	116	119

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 36

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
145.06	190.98	185.91	42.81	210.19

4.3

Number of Computers

Response: 288

27-09-2021 10:41:06

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

- The institution ensures effective curriculum delivery through a well-planned and documented process. Poona College of Arts, Science & Commerce is a minority institution affiliated with Savitribai Phule Pune University and adheres to the curriculum designed and prescribed by the University.
- The College has well-qualified teaching staff. Staff members are appointed as per the state Government, UGC, and affiliating university norms.
- The annual academic calendar is prepared by IQAC and the same is displayed for the teachers and students on the college website and notice boards.
- Meetings are held in each department at the beginning of the academic year to discuss the course distribution for the new academic year. Based on the teachers' expertise and experience, courses are allotted accordingly. Teachers submit their teaching plans before the commencement of classes.
- Faculty wise timetable is prepared by the timetable committee. A department-wise practical and theory timetable is prepared to ensure the smooth conduct of lectures and practical sessions.
- Many senior faculty members are actively involved in framing the curriculum as members of academic councils, chairman, members of the Board of Studies.
- The college had organized Syllabus restructuring workshops on the revised CBCS pattern (Commerce, Arabic, and Statistics). Our teachers had served as resource persons in such workshops organized by other institutions.
- Our teachers make extensive use of modern methods of teaching and ICT tools. These include Google classroom, Google forms, Google meet, Canva, insert learning, Kahoot, YouTube videos, etc.
- These ICT tools facilitate the conduct and assessment of class tests, assignments, online lectures, etc. The college has conducted special FDPs/workshops to upgrade the teachers for the use of ICT. The college has subscribed to G Suite (Google workspace).
- Classroom teaching is supplemented with seminars, workshops, guest lectures, group discussions, tutorials, departmental fest, paper presentations, group assignments, educational tours, field trips, industrial visits, project writing, etc. which are well planned for effective delivery of the curriculum.
- The Knowledge Resource Centre of our college is well equipped with the necessary learning resources for the effective delivery of the curriculum. In addition to the Knowledge Resource Centre, some departments have set up the departmental library to provide subject-specific knowledge.
- IQAC plays an intrinsic role in the implementation of curricular, co-curricular, and extracurricular activities of all departments. IQAC implements a system to ensure syllabus completion through a syllabus completion report at the end of each term/semester.
- An atmosphere of challenge and stimulation is maintained in all academic, co-curricular, and extracurricular activities to ensure that the students are well prepared to meet and withstand the

variety of challenges that they will inevitably face in various spheres of life.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

- For the preparation of the annual academic calendar, the college adheres to the academic calendar published by Savitribai Phule Pune University for the schedule of annual and semester examinations considering the holidays and vacations specified.
- The academic calendar shows the start and end of each semester stating various activities to be conducted, the internal evaluation schedule, and the tentative schedule of external evaluation.
- Preparation of the academic calendar helps to serve as a source of information and planner for students, faculty, staff, and other stakeholders of the institute. It encompasses all the processes of the institute such as the student section, administrative, academic, co-curricular, and extracurricular activities.
- The institute prepares the academic calendar by understanding the PO's and CO's so that the activities are planned accordingly. The academic calendar lays down a very strong foundation of academic delivery. Preparation of the academic calendar begins well before the commencement of the academic year.
- The academic calendar is communicated to all stakeholders by displaying it on a website and notice board.
- As a part of a sound educational strategy, the institution adopts the CIE system to assess all aspects of a student's development throughout the year. The examination department of the college has taken initiative to conduct a continuous internal evaluation.
- The respective teacher of each concerned subject has his/her pattern of internal examination like practical, group discussions, presentations, and projects, class test, etc. As per their teaching plans, each teacher takes the liberty to schedule their internal examination.
- The Institute strongly believes in transparency in its functioning. The institute has a well-defined academic teaching plan and it follows a well-defined academic calendar.
- Continuous assessment is in the form of internal examination and assignment submission, to evaluate a student's progress throughout a prescribed course.
- The Examination Committee of the college adheres to the calendar of events which reflects the conduct of the semester as well and internal examinations as per university norms.
- Examination Committee notifies the schedule of internal tests well in advance to students and also directs the respective faculty members to prepare all the question papers well in advance before the commencement of internal tests. Faculty members are informed to evaluate answer sheets within the stipulated time. The faculty members prepare the tabulation of marks sheet and a copy is submitted to the Examination department and the same is also notified to the students.
- The institute has integral mechanisms to ensure syllabus completion and conduct of CIE within the time frame and accordingly various measures are taken. The IQAC ensures the strict

implementation of the academic calendar by monitoring activities.

File Description	Document
Upload Additional information	[View Document]
Link for Additional information	[View Document]

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	[View Document]
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document]
Link for Additional information	[View Document]

1.2 Academic Flexibility

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

Response: 100

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

Response: 25

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	[View Document]
Institutional data in prescribed format	[View Document]
Link for Additional information	[View Document]

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 62

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
13	38	10	01	00

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 24.93

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
853	3695	399	208	00

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	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:

- One of the tenets of the college mission being *'To develop moral, ethical, social and aesthetic values amongst the students',* every teacher probes their respective curricula to link issues related to gender, environment and sustainability, human values, and professional ethics to the syllabus and spends some time in creating awareness on such cross-cutting issues. In addition to this, various co-curricular and extracurricular activities are also organized to superscribe these issues.

- The integration in the curriculum leads to the creation of awareness among the students regarding issues like gender equality, social justice, human rights, environmental awareness, and professional ethics.

- **Gender Issues:** The college has conducted various activities/programs on cross-cutting issues to supplement the university curriculum. Group discussion, debate competition, paper presentations on gender roles, feminism, sexual harassment, street plays on domestic violence and violence against women, poster competition on save girl child, female foeticide, cybercrime against women and how to be safe, are some of the activities organized to sensitize the students on gender issues. In addition to these events, Women's Health and Hygiene, Nirbhaya Kanya Abhiyan, and Personality Development and self-protection programs are organized to empower women.

- **Environment and Sustainability:** Several guest lectures on waste management, saving the environment were organized in our college.

- Field visit to khanapur (Khadakwasla) for tree plantation under the college's collaboration with the Green Thumb NGO is a regular affair. Thousands of saplings are planted by our students every year.

- The college has also taken the initiative to sensitize the students on environmental concerns by promoting paper bags instead of plastic bags. The students were trained for making handmade paper bags. The college by all means takes efforts to keep the campus plastic-free**.**

- The college observes **No Vehicle Day in its efforts to reduce pollution.**

- The college has taken major initiatives in e-waste management. One week e-waste collection drive was organized in college. A total of 250 kg of E-waste was collected and donated to NGOs to recycle the E-waste.

- Every year the college organizes a rally for encouraging cleanliness and hygiene during the time of *Eid-ul- Adha* called *Saaf Sutri Bakri Eid.*

- **Human values and Professional Ethics:** Apart from the curriculum, the college offers an autonomous course in International Relations and Universal Human Values.

- Regular visits to orphanages, old-age homes, hospitals, etc., and projects like 'Wall of kindness' are undertaken by the college as a social initiative to sensitize students about human values and their duties towards the deprived section of society.

- Workshops on "Plagiarism" were conducted to familiarise the staff and students about professional ethics.

- The college organizes various extension activities through NSS, Board of Students Welfare and Development, and NCC for the inculcation of the values like national integrity, patriotism, equality, peace, brotherhood, etc. Blood donation, HB check-up Camps, are periodically organized.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 16.43

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
100	103	103	103	103

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document

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

Response: 33.2

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

Response: 1410

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 92.47

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

2019-20	2018-19	2017-18	2016-17	2015-16
1750	1737	1878	1664	1580

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

2019-20	2018-19	2017-18	2016-17	2015-16
1862	1862	1862	1862	1862

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 96.29

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

2019-20	2018-19	2017-18	2016-17	2015-16
1313	1297	1321	1341	1314

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

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

Response:

The college is sensitive towards the learning levels of students and takes special care in addressing the diverse needs of the learners.

At the commencement of every academic year, the college conducts counseling sessions, orientation/induction programs for newly admitted students. The advanced and slow learners are identified on the basis of their performance in the previous qualifying examinations and post-admission tests. Besides this, the initial classroom interaction and practical laboratory sessions enable the subject teachers to assess the knowledge, skills, and aptitude of the students. The performance of students in the mid-semester assessment, semester-end examination, and participation in academic and curricular activities also helps in identifying the advanced and slow learners. Post identification of the advanced and slow learners, the college employs specific strategies to address their unique needs.

Slow Learners

- Slow Learners are identified and remedial coaching is given after the lecture hours.
- Guidance/mentoring is offered by the teachers to the identified students on an individual basis.
- Bridge courses are designed and implemented to uplift the slow learners.
- Departments conduct interdisciplinary and skilled-based certificate/add-on courses.
- Problem-solving sessions and tutorials are organized.
- Library assignments are given to increase their knowledge. The students are also given additional books from the departmental library.
- Peer learning is facilitated by advanced learners, usually the toppers.
- Academic guidance talks and Guest lectures are organized to provide additional knowledge and improve the understanding of the concepts.

Advanced Learners

- Advanced Learners are identified on the basis of Continuous Internal Evaluation, involvement in classroom activities, and University examination results.
- Students are entrusted with organizing various programs at District, State, and National levels.
- Students are motivated to participate in group discussions, technical quizzes to develop analytical and problem-solving abilities and to improve their presentation skills.
- Seminars, workshops, quiz competitions, educational fairs, street/role plays, exhibitions; surveys are conducted where they can showcase their abilities.
- Advanced learners are guided to attend and present papers in Seminars, Webinars and Workshops. Such participations encourage them to expose their skills and talent and facilitate them to grow in a more advanced environment.
- The students are encouraged to register for courses with SWAYAM, NPTEL, MOOC, and other online platforms.
- Special career guidance and counseling based on the student's aptitude are provided.

- Students undertake internships and on-the-job training in reputed industries and institutions.
- Meritorious students, rank holders/gold medallists are felicitated at the Annual prize distribution program with cash prizes and certificates which motivates and inspires them for their future endeavors.
- PC Academy for Competitive Examinations provides guidance and support to advanced learners for competitive examinations such as UPSC / MPSC / NET / SET etc.
- Provides an opportunity to advanced learners to work asProctor/Tutor/   Demonstrator in laboratories.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 38:1

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

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

Response:

Poona College is resolved to grow the right frame of mind, required abilities, and impart leading knowledge by making teaching-learning a two-way process and student-centric. The students are encouraged to participate in the teaching-learning activities to develop their holistic personalities and enhance their employability and entrepreneurship skills. Transacting the curriculum through these approaches makes the whole procedure thought-provoking and innovative. Following are some of the strategies adopted by faculty members during their content delivery:

Experiential Learning:

Since experiential learning is the process of learning through experience enabling students to learn in a more practical manner, the teachers adopt skill-based methods for introduction, demonstration, citing examples, explaining, elaborating, and concluding the chosen topics with the following activities:

- To complement classroom learning with real-life or first-hand experiences the theories learned in the classroom are augmented through industrial visits, field trips, visits to places of historical and environmental interest, and through a practicum in their respective labs.
- There are well-equipped laboratories with necessary equipment where students perform experiments that are in tune with the theory syllabi.

- Intercollegiate events like **COMFEST, UNISON, MAGNUM i**s organized every year where the students from various other colleges participate and compete.

Participative Learning:

This is the best student-centric learning method, in which students play an active role during classes that are interactive in nature. This leads to learning from peers and makes education interesting and enjoyable. The activity-based learning includes:

- Conducting guest lectures, Interdepartmental academic-related programs, and Intercollegiate/district/state level competitions to make every student come out of his/her comfort zone and experience the larger competitive world.
- Literary reviews, Book Reviews, Short Film Reviews.
- Dramatics, Role Play, Street Plays, Report and Poetry writing.
- Preparing theme-based posters, models, presentations, charts, diagrams, etc. helps corroborate the conventional lectures. Students are given guidance to prepare material for intraclass dissemination and other learning groups.
- Assignments and Industry visit Projects/ Research projects.
- Debate, Quiz, and Puzzle Competitions.

Problem Solving Methods:

In order to develop and enrich student's creativity, decision-making ability, critical thinking, and reasoning power, the college has adopted methods as follows

- The case study method is adopted in the teaching-learning process to develop logical thinking, problem-solving ability, and practical knowledge.
- **Innovation and Entrepreneurship Development Centre (IEDC)** operates with the aim of augmenting the opportunity for students to explore prospects of entrepreneurship.
- College follows the discussions methods in many of the subjects as it makes the students think wide and participates in coming up with opinions and suggestions to check their current knowledge.

Interactive Learning Environment:

- The Institute offers various Certificate and Add-on courses that enhance the knowledge, skills, and experiences of the students.
- To keep pace with recent developments in various fields, Seminars, Workshops, Conferences, and Guest lectures are organized at the National and International levels by inviting experts as resource persons.
- Through the various clubs such as Math Club, Environment Club, and Literary club, students are given the opportunity to participate in many activities thereby promoting independent learning.

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The academic community as a whole has been radically evolving ever since the advent of ICT. The college emphasis on ICT infusion in pedagogy to improve learning, motivate and engage learners, promote collaboration, foster enquiry and exploration. The use of ICT enabled approach in teaching, e-learning resources and online courses are promoted by the college to make the teaching-learning process more outcome-oriented and student-centric.

The following methods are adopted in the institution for ICT enabled teaching-learning process:

- PPT presentations, video lectures, collaborative learning methods using google classrooms and flipped classrooms where the relevant concepts are demonstrated with practical illustrations.
- Teachers use various apps and trusted online resources to enhance the teaching-learning process resulting in increased student engagement.
- **Training workshops, FDPs on the use of ICT were organized by IQAC.** Teachers use Google educational products effectively for assignments, online examinations, and assessments of students in various competitions, deployment of study material and feedback.
- The faculty members leverage online certification courses in order to enrich the knowledge and the same is disseminated to the students and encourage them to take online certification courses.
- The links of every departmental blog are provided to the students on the college website.
- **Extensive use of LCD projectors, Smartboards and Audio-visual aids.**
- Teachers are encouraged to prepare e-content in the form of e-notes, e-books, PPT and videos and upload it on the college website.
- Most of the teachers make use of Google site to create individual web pages in order to provide the study material to the students like all forms of e-content, list of reference books, a question bank, question papers of previous university examination, YouTube links, open resources, virtual labs, and the massive open online courses (MOOC).
- Departments maintain class wise 'WhatsApp groups' under the guidance of the tutor. These groups act as interactive platforms round the clock. Teachers and students share notes and other study material, immediate announcements of the departments, short notices of special classes, assignment topics, career counselling etc.
- Departments encourage students to do computations and plot graphs using software like MatLab, SciLab, Mathematica, Maxima and all other open-source software.

ICT Facilities in the Institution:

- The Institute has a 100 Mbps leased line with 288 computers/ laptops/ tablets connected through LAN and Wi-Fi.
- The majority of the classrooms and laboratories are equipped with LCD projectors, computer facility, projector screen, audio system, laptop connecting facility, uninterrupted power supply (UPS) etc.
- The college is a local chapter of SWAYAM-NPTEL and provides all the resources required for online training and certification. The students and faculty members are encouraged to register for the certificate courses offered by NPTEL and get certified.
- Knowledge Resource Centre provides for easy access to YouTube videos, NPTEL/SWAYAM video lectures, e-Books to support classroom teaching and make use of online courses. Important

links for E-Content material on the college website, access to PPTs and video lectures of the teaching faculty are also made available to the students through this centre.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 38:1

2.3.3.1 Number of mentors

Response: 111

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)

2.4.2 Average percentage of full time teachers with 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: 41.09

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

2019-20	2018-19	2017-18	2016-17	2015-16
48	47	47	47	43

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 11.29

2.4.3.1 **Total experience of full-time teachers**

Response: 1253

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The college has initiated a continuous and comprehensive internal evaluation process in accordance with the norms and guidelines of Savitribai Phule Pune University, Pune. The following measures adopted by the institution guarantee that the internal assessment is transparent and robust:

- An examination committee/department coordinates the internal and external examination activities and communicates about the same to students, teachers, and administrative staff.
- Evaluation methods and examination schedules are made available on the college notice boards and college/university websites.

- Internal assessment is done through formative and summative assessment systems. The formative assessment comprises conducting class tests, multiple-choice tests, quizzes, oral examinations, assignments, projects, poster presentations, open-book tests, library assignments, projects, etc. The summative assessment system comprises term-end exams and university examinations.
- The teachers' interaction with the students during practical sessions and lectures enables the teacher to evaluate the performance of the student and identify the learning gaps if any. The identified problem areas are addressed and remedial action is initiated. This helps the students to identify their strengths and weaknesses and work on problem areas.
- Students' performance in assignments, seminars, and orals/practicals is reflected in their cumulative scores.
- All the teachers of concerned subjects submit term-end examination question papers prepared as per the University guidelines through the Head of the Department to the examination committee.
- The exam is conducted as per the faculty-wise common schedule and supervised by the junior and senior supervisors. Changes in schedules, patterns, methods if any, are immediately notified to the students through notice boards and also through classroom briefing by the concerned subject teachers.
- The components of practical examinations include Record Maintenance and Viva-voce carrying different weightage for each program.
- The answer sheets are shown to students after evaluation for their information which provides transparency and accountability in the evaluation process. Student grievances are taken care of and are redressed in a timely manner. Students are free to interact with the teachers and to resolve grievances if any, regarding the assessment.
- Marks lists of the students are prepared after the evaluation and documented for further clarifications. Online internal marks are submitted to the university through teacher's login accounts on the university's internal examination portal.
- If absence in the internal examination is due to genuine reasons, students are provided with an opportunity for supplementary/improvement examinations if they fail to attend or do not perform well in the scheduled exam.
- University has introduced Choice Based Credit System (CBCS) for PG programs since 2015 and UG since 2019 in a phased manner. Continuous and comprehensive internal evaluation is undertaken as per the University rules.
- The college appoints an internal squad for the prevention of malpractices in the Internal Examination.
- Mobile phone in the examination hall is strictly prohibited.
- CCTV cameras are installed in the examination halls and in selected classrooms to ensure transparency of
  the examination process.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

The College has an effective, transparent, and organized mechanism to address the examination-related grievances. The entire mechanism focuses to support students in a fair and impartial way. This system ensures a timely and holistically problem-solving methodology.

- There is a committee of examination which looks after the grievances related to the examination in the college. The committee consists of the college examination officer and selected members from among the faculty and is headed by the Principal. Any grievance coming from any stakeholder is placed before this committee and they are resolved in a transparent, time-bound, and efficient way and the same is communicated to him/her at the earliest.
- With regards to the internal/external exams, the venue and the date of the exam are announced one month ahead of the exam. The pattern of the exam is informed to the students at least two weeks before. Uniformity is maintained in the pattern of questions and timetables.
- The candidate who appeared at the university examination can apply to the university within a period of 21 days from the date of declaration of the concerned examination result in the prescribed form for verification of marks of his answer books. The result of the verification of marks is communicated to the candidate concerned, within a period of 30 days from the last date of receipt of the application by the university.

As per the guidelines and rules set by the University. There is a provision for revaluation of the answer sheets. The students can get photocopies of their answer sheets by depositing the required fees to evaluate the answer sheets on their own and find out the actual position.

- If an examinee is not satisfied with the marks awarded to him/her, he/she may challenge the same by applying to the university through the Principal of his/her college in the prescribed form within 8 days from the date of issuance of photocopy of answer book by the university.
- Grievances of the students such as online examination form, incorrect entry of marks, queries related to subject codes/programs, wrong entries in names, hall tickets, absenteeism, etc. are addressed in stipulated time by the college and the university.
- Internal examination marks of various subjects are filled and submitted through the Online Portal of the University by the Login Id of the concerned subject teachers.
- The schedule of the examination is prepared by the Examination Committee for the notification of the students and communicated to the students in advance.
- The college appoints the Internal Squad to prevent malpractices in the examination hall at the time of examinations.
- University examination-related grievances like with eld results. mass failures, non-receipt of mark lists, and
  so on are communicated through the Principal to the Controller of Examinations, Savitribai Phule Pune University.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

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

Response:

The outcome-based teaching-learning with a learner-centric approach is the main substratum of outcomes. Learning outcomes are statements that specify what learners will know or be able to do as a result of a learning activity. Our course curriculum is available on the Savitribai Phule Pune University website as well as on the college website. The course curriculum of every course exhibits course objectives for teachers and course outcomes for students simultaneously. The program and course outcomes are detailed by the university for most of the programs offered by the institution. However, the board of studies constituted within the department reviews this and wherever required relevant additions are made to suit the requirement of the learners of the institution.

Course Outcomes

- The courses offered for a program have specific skills that are to be acquired and the course teacher meticulously identifies them.
- The course outcomes identify the minimum achievement required for success in the course.
- Enables students to acquire and demonstrate skills in core disciplines.
- Develops critical thinking and problem-solving skills.
- Creates knowledge and understanding of major concepts, theoretical principles, and practical knowledge.

Communication regarding POs and COs

Outcomes are usually expressed as knowledge, skills, or attitudes which are communicated to the faculty and students as follows:

- **IQAC** arranges various Training and Orientation programs for Faculty enrichment and for reinforcing expectations of the Institution. These sessions help teachers focus on ways and means to attain performance targets, elements of quality, and standards for performance in order to improve classroom teaching and the learning process.
- The detailed syllabus for each course is designed by the University containing course objectives and outcomes and the college adheres to it. It is made available on the college website to have widespread access for every teacher, student, and other stakeholders.
- POs, PSOs & COs are displayed on the college website. The POs and PSOs are discussed with the faculty by the Head of Department.
- The students are informed about the program outcomes and course outcomes in the orientation given at the beginning of the course. Every faculty discusses the Course outcomes in his/her introductory lecture and assessment method for the successful attainment of outcomes.
- The outcomes are displayed on the department notice board and a copy with description is given to all the
  students.
- The students clarify their doubts regarding the same with their mentors and other faculty of the

department.

- A Course survey and a program exit survey are used as evaluation tools to verify the fulfillment of POs, PSOs & COs.
- This leads to the students' appreciation of the relevance of the courses that are taught to them and it is manifested in their enthusiastic involvement.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

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

Response:

Evaluation of the attainment levels of course outcomes(COs), program outcomes(POs), and program-specific outcomes(PSOs) is an important aspect for achieving academic excellence and assure the quality enhancement process of an institution. The assessment tools and processes used for measuring the attainment of each of the POs and PSOs are well described by IQAC. The unique feature of this mechanism is that there is an excellent blending of subjective observation and objective assessment of the students' performance. The big boost of our attainment of academic achievement is reflected through the attainment of University ranks consistently.

The POs and PSOs are evaluated by direct and indirect assessment methods. The direct method displays the performance of students in University examinations, student's knowledge, and continuous assessment of assignments. Indirect methods such as feedback of students, surveys, and discussions reflect program and course outcomes.

Measuring the Attainment of COs, PSOs, and POs:

All departments running different programs are asked to evaluate students regarding the attainment of program outcomes using the strategy developed. Considering a large number of enrolled students in the different programs, this evaluation should be carried out based on random sampling. The head of the respective department is given the responsibility to prepare the report on the attainment of the program outcome as per the checklist devised by the IQAC.

Calculation of PO attainment is based on the following components:

Direct method: Programme outcome attainment (50% Weightage)

- The departments evaluate the attainment of program outcomes after the declaration of the result of the university examination.
- The department conducting different programs randomly selects 20% of the total number of final year students from each program.

- The percentage of marks obtained in university examinations of respective students is noted in the prescribed format.

Indirect method: Program exit survey of final-year students is considered through a designed questionnaire which addresses all aspects of the curriculum, CO/PSO/PO for UG/PG students. (50% Weightage)

- The survey is prepared considering the streams, i.e., science, social sciences, languages, and commerce comprising of a total of ten questions seeking answers on a 10-point scale.
- The survey seeks the answers to the questions based on the attainment of knowledge, skills, and attitude acquired by the students.
- The final marks for evaluation of program outcomes are allotted to the student comprising 50 percentage of marks obtained from questionnaires and 50 percentage of marks in the university exam.

The attainment is identified at the following levels

Sr. No.	% of Max. Marks	Level of Attainment
1	90 to 100	Outstanding
2	75 to 89	Excellent
3	60 to 74	Very good
4	50 to 59	Good
5	40 to 49	Average
6	Below 40	Not Satisfactory

Informally the outcomes are also assessed through students' progression to higher education and their placement, Parent Meets, Feedbacks regarding syllabi and teaching, Participation of the students in Co-curricular and Sports activities both within and outside the college, results in their all-round development.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 68.08

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

2019-20	2018-19	2017-18	2016-17	2015-16
1007	624	575	587	571

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

2019-20	2018-19	2017-18	2016-17	2015-16
1131	1057	972	875	864

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 58.31

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)**

2019-20	2018-19	2017-18	2016-17	2015-16
18.30	00	2.0	00	38.01

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)

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

Response: 10.81

3.1.2.1 **Number of teachers recognized as research guides**

Response: 12

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 7.06

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	1	0	4

3.1.3.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
17	17	17	17	17

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[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:

Poona College Innovation & Entrepreneurship Development Cell (PC-IEDC)

The management has announced Rs. 10 lac as seed capital to foster innovation and entrepreneurship amongst the students by establishing PC-IEDC. The vision of PC-IEDC is to instill an entrepreneurial spirit in students and/or employees of the college and its mission is to find, train, encourage, support, and assist ambitious incubators in their pursuit of enterprise fulfillment. The objectives of PC-IEDC include identifying and training potential entrepreneurs, assisting in analyzing various options to select the most suitable product, and imparting basic managerial skills among them.

The cell has launched its first product, Qadeem - The Heritage Soap, and other personal hygiene products. These soaps are made at the college chemistry lab utilizing natural ingredients.

A talk on "Organic Farming: An Innovative Practice" was conducted to urge students to practice "Organic farming." FDP on "Digital Marketing" was held to motivate staff members to promote Poona College as a brand. Staff and students participated in the LinkedIn Local Pune event and Tata Social Enterprise Challenge (TSEC) "Thinking Social" training programs. Students competed in the IIM Bangalore UnMaad Business Plan Competition, which was hosted in collaboration with IIM Calcutta and SPPU. Other workshops, training programs, and seminars were held in association with IIM Kozhikode, Health Biolabs, IIT Bombay's e-cells, and Symbiosis Institute of Technology, etc.

Poona College Center for Skill Development

Is a learning center that trains students of the college and the neighborhood wherein students were trained in mobile repairing, fashion designing, interior designing, henna designs, soap and laundry detergent manufacturing?

MOUs & Linkages

The college has partnered with a number of prestigious organizations to upgrade students' skills and competencies. These organizations include Unique Med Chem Laboratories, ATS- Knowledge Solutions India, Quick Heal Foundation, Prayas Hindi Urdu Marathi Sahitya Academy, Seed Infotech, and Shri Damodar College of Engineering and Technology. Students compete in research competitions sponsored by SPPU– AVISHKAR.

Research methodology and IPR

Many workshops on research methods, intellectual property rights, and Industry-Academia Interface Programs were held. Students from all around India exhibited their unique ideas at the Golden Jubilee Science Exhibition.

Promoting entrepreneurship

The college organizes an annual entrepreneurship carnival called "PC Bazaar" where students put up stalls and manage an end-to-end business on their own. This experience gives them a platform to plan, forecast, manage, raise capital, do marketing and advertising, work out pricing strategies, and face challenging competitors.

The college in association with **MSME Technology Center INDO GERMAN TOOL ROOM, AURANGABAD** organized a 10 Days Women Entrepreneurship Awareness Program for Girls to create awareness about entrepreneurship among girls. Participants learned about developing an idea of business up to its implementation.

Alumni engagement for innovation

In fifty years of service to the field of education, the college has produced a large number of competitive minds who are excelling in their jobs or pursuing their own businesses. In order to maintain the current trend of developing innovators, alumni from all the streams are frequently called upon to guide students for innovation.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 29

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

2019-20	2018-19	2017-18	2016-17	2015-16
11	13	03	01	01

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1.29

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 31

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 24

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)
URL to the research page on HEI website	[View Document](#)

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 4.37

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
47	114	116	175	43

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 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: 1.83

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

2019-20	2018-19	2017-18	2016-17	2015-16
52	11	07	25	112

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	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:

Poona college encourages students to develop empathy and a holistic temperament. Activities like Swachh Bharat Abhiyan, blood donation camps, Plastic Mukt Abhiyan, Global Anti-Pollution drive, Mega Rally on traffic laws, longest human chain for road safety awareness, tree plantation and street play, mouth cancer awareness, river cleaning, and waste management were organized by NCC, NSS, and BSD units.

Combating Covid 19 – During Covid 19 lockdown, our college sprang into action. The Management, staff, alumni, and students all contributed generously to help and support migrant labourers and their families who were stranded in labour camps. The campus was transformed into a mega kitchen for the preparation of meals for about 600 people every day consecutively for more than sixty days under the leadership of the institution's head and a team of staff and student volunteers. Food packets and other vital things were delivered at labour camps across the city to migrant workers. This generous gesture was

highlighted in the print and online media, through which it came to the notice of the Honourable Governor of Maharashtra. He invited the college authorities and team to Raj Bhawan in Mumbai to express his gratitude and appreciate the efforts taken by the college.

Muskaan: the healing smile- The faculty and students have established a social initiative with the objective to inculcate the virtues of compassion, empathy and generosity among the students to promote happiness among the sick and underprivileged of Pune city.

Saaf Suthri Bakri Eid – Student volunteers march through their neighbourhood with slogans and placards to raise awareness among the masses about the clean, healthy and sanitary celebration of Eid-al Adha.

Community engagement activities- with the goal of empowering women of neighbouring community sewing machines were donated and training was given to prepare cakes, paper bags, and mehendi designs.

Special Winter camp- NSS unit adopts a village and organises a Special Winter camp annually. Social events including swachh bharat abhiyaan, bandara construction for drought control, guidance for school dropouts and various cultural programs are held.

Mass Awareness Program, Survey and Registration camp NSS team organized a camp with the Pune District Legal Service Authority (PDLSA) to enroll inhabitants of Sidharth Nagar in various Government programs. Aadhaar enrollment was also organized for Aadiwasi inhabitants of Kanhe village. A 70 Km walkathon was organised by the NSS team in collaboration with Mitti Ke Rang NGO. India Green and Wild- awareness rally was also held.

Nirbhay Kanya Abhiyan - Group discussions, karate demonstrations and self-defence techniques programs for Girls were held on the campus.

Environment protection- College in collaboration with Green Thumb NGO in Khadakwasla undertook a mass Tree plantation drive wherein thousands of saplings were planted. In addition, such drives were also held on campus.

The college tries to instil humanistic principles such as respect for others, dignity of life, fighting injustice and prejudice, and grooming students to be responsible and responsive citizens through extension programmes. Students have experienced a paradigm change after participating in the above extension activities.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 17

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
09	01	05	01	01

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

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

Response: 177

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

2019-20	2018-19	2017-18	2016-17	2015-16
44	67	22	25	19

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 46.87

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs**

awareness, Gender issue etc. year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2203	3253	1524	1597	773

File Description	Document
Report of the event	<u>View Document</u>
Average percentage of students participating in extension activities with Govt or NGO etc	<u>View Document</u>

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 254

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

2019-20	2018-19	2017-18	2016-17	2015-16
104	67	33	43	07

File Description	Document
e-copies of related Document	<u>View Document</u>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<u>View Document</u>

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 28

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
03	06	13	05	01

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college has excellent infrastructural facilities for the conduct of teaching and learning activities. The built-up area of the college buildings is 66,235.83 sq. ft. out of the total 2 acres of the campus area. Due to its strategic location in the cantonment area with A-1 defence establishments located in the vicinity, there is limited scope for expansion. The available space is optimally utilized for multiple purposes.

Classrooms

To provide a good learning atmosphere and exchange of information, the college maintains 36 spacious well-ventilated, and spacious classrooms with modern amenities and comfortable seating arrangements.

Laboratories

25 Laboratories, in different departments, furnished with high standard furniture, equipment, modern gadgets, instruments, and chemicals are in function, facilitating the research and learning processes.

Seminar and Conference Halls

College is a center of multiple academic activities which go on on the campus throughout the academic year. For this purpose, the college has four spacious seminar halls adorned with a luxurious dais and comfortable chairs. The seminar halls are upgraded from time to time in tune with the latest technology available. This makes the seminar halls an ideal place for hosting seminars, workshops, conferences, meetings, and other events.

Technology Enabled Learning Spaces

The college leaves no stones unturned in terms of provisions of contemporary electronic teaching-learning aids such as smart boards, webcams, LCD projectors, OHPs, laptops, computers, printers, and Wi-Fi connectivity.

Other Facilities

Apart from the above-specified facilities, the college has other facilities and infrastructure which are mentioned below;

Learning Spaces

1. Knowledge Resource Centre with a reading room with an adequate seating capacity for students and staff members.
2. Ten dedicated computers with printers and scanners attached are reserved for staff and students

where INTERNET access is free and enrolment of staff and students in NLIST, NDLI, SWAYAM, and NPTEL are done.

Audio-Visual Room

The college has set up an Audio-Visual Studio for the shooting of lectures. It is equipped with Air Conditioner, Sound Proof Audio Room, Chroma Curtain, Computer, microphones (dynamic, cordless, and wired), etc.

Open Air Auditorium

The open-air auditorium is the place for entertainment and celebrations. Apart from the conference hall and seminar halls, a separate Open-air auditorium where activities such as Celebration of Independence Day, Republic Day, Annual Prize Distribution, Graduation/Convocation, Book Exhibitions, and other programs are held.

Research Centre

The college has three research centers viz. Commerce, Economics, and Chemistry. These centers are well equipped with facilities making them conducive for the conduct of research and innovation. The chemistry research center is equipped with the latest instruments and types of equipment procured under funds received und DST-FIST scheme.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

Being a hub of multiple activities like cultural, sports, gymnasium, yoga, etc., throughout the year, the college has excellent facilities to host them.

Cultural activities

The multipurpose open-air auditorium and conference hall are available for cultural activities, where practice sessions of cultural events like College Fests, street plays, Magnum, Payam-e Rehmat, etc. are conducted. A cultural committee led by a senior faculty takes care of the infrastructural needs. These facilities provided by the college help in promoting cultural and traditional values amongst the students by the organization of events such as Traditional days, Inter-college cultural events/competition, etc., in addition to boosting their organizational skills.

Sports

The college endorses sports among students in a big way, by training them to excel. This is proved through the sporting record of the college, which is phenomenal. The college students participate in various inter-college, State, National, and Inter-university competitions for Football, tennis, volleyball, basketball, badminton, handball, etc. The Management provides generous scholarships and sport-kits to deserving sportsmen for their remarkable achievements. This is attained by the sports facilities along with a structured procedure adopted by the college. The students are first identified based on their performance, and teams are formed after a tough selection procedure for different games. Additional coaching is then extended to them well before the conduct of tournaments/competitions.

The college was selected to host the Pune City Zonal Sports Committee (PCZSC) by affiliating Savitribai Phule Pune University consecutively for two Academic years, 2017-2018 & 2018-2019.

Games (Indoor and Outdoor)

Outdoor

1. Volleyball court, Basketball court, and Badminton court of international standard size in a time-shared fashion.

2. Adequate facilities for Power Lifting, Weightlifting, Boxing, and Kickboxing practice.

3. Special coaches have been appointed to train students for Football, Weightlifting, Powerlifting, Boxing, and Kick Boxing to participate at University, State, and National levels.

Indoor facilities:

Adequate facilities for chess, carrom, table tennis, etc. are provided.

Gymnasium

1 The College provides Diet scholarship and T.A/D.A to students who participate in various levels of tournaments.

2 Details of the List of games played by the students are given in Table 1.

Details of infrastructure for sports	Area	Description of activity	
Sports ground	50 x 20 meters	Throw Ball	
Sports room/ Gymnasium	6.10 x 4.25 meters	Twister, Tread-mill, Front Pulley, Ab	
Basketball court	28.7 x 15.2 meters	Basketball	
Volleyball/ Badminton	18 x 9 meters	Volley Ball	
Other indoor sports facilities	10 x 10 meters	Such as chess, Carom, sports classes Boxing, Kick Boxing, Weightlifting,	

Yoga center

College ground is available for the practice of Yoga. International Yoga Day is celebrated every year to create awareness among staff and students of the college. Yogacharyas are invited as experts to give training to the faculty as well as students.

File Description	Document
Upload any additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 61.11

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 22

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 37.6

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
15.59	81.63	16	37.74	79.32

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The Knowledge Resource Centre (Library) is the nerve center of our institution and indeed our pride with nearly one lakh volumes some of which are rare collections. Abundant books, journals, and periodicals are added from time to time to the already existing reference material in the Knowledge Resource Centre. Book Bank facility is made available for the students through the Centre. The college subscribes to the N-LIST database having both in-house and remote access, which is a password-based subscription. The database contains 7 lakh plus e-Books and 6000 e-Journals. The library is automated using VIRRIDHI software. Partial bibliographic data of all library collections are added to the database. Barcoding technology is also used for library operations. i.e. issue/return, and for reading room attendance. There are ten online terminals placed for the use of students and OPAC search.

Reading room facilities with day and night library

is a boon to the students especially during the period of examination. On the guidance of an advisory committee, the Knowledge Resource Centre provides user - friendly system with open access and various support facilities such as Internet browsing, computerized lending, stock verification, reprography, and inter-library book loan. Knowledge Resource Centre orientation program, **'Know your Library'** is organized every year for the students regarding the use of library resources by conducting open information sessions. Spacious reading hall for students inclusive of OPAC terminals for access to catalogue and separate enclosures for library administrative staff and faculty members ensure efficient utilization of the available resources.

- **Name of ILMS software:**   Vriddhi
- **Nature of automation (fully or partially) :** Partial
- **Version:**   2.0 Build 246.2 Full Version
- **Year of Automation:**   2010

File Description	Document
Upload any additional information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 4.55

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
3.21	12.13	1.45	2.74	3.24

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 15.19

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

Response: 662

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has broadband connections to provide the internet facility. The computer and internet connectivity are available at various locations to staff and students to update the teaching/ learning resources. All the departments have LAN with an internet facility. Computer Science, Mathematics, Electronics, Statistics, Physics, Chemistry, Botany, Commerce departments have computer labs with LCD projectors to meet the curriculum requirements of the students. The college always prefers to purchase branded equipment/instruments or accessories as per the need of the department/ change in the curriculum. Wi-fi facility is provided on the campus.

Hardware Up-gradation:

Hardware up-gradation is being carried out regularly, as per requirements of individual departments. Systems have been replaced with new models with advanced configurations.

Software Up-gradation:

The college has purchased the licensed software viz.

1. MS Office

2. Windows (version 7/8/10)

3. Oracle

4. Net Protector Antivirus

5. Tally ERP

6. UNIX

- Antivirus is deployed through a centralized server and updated annually.NP/AV was purchased in the year 2017 for 3 years and was subsequently renewed. Three server antivirus and two admin consoles are available for up-gradation.
- The Operating system is updated in a phased manner.

LAN Facility: LAN facility is available for the students and teachers. Internet browsing facility is available on all computers in Department of computer science, Knowledge Resource Centre, administrative office and account section. VRIDDHI ERP software is used for different modules.

Wi-Fi Campus: Entire college campus is connected with a WI-Fi facility. There are 14 (8 Port), 1 (16 Port), and 12 (Port) switches are used. Total 4 D-Link Dir 816 wireless Dual Band Router and 6 SISCO Routers are available. The service provider namely TATA (100 MBPS) and BSNL (8 MBPS) is available for the Wi-Fi facility. in the campus inter-campus is connected with a Wi-Fi facility there are 14 84 116 Ford and 1224 ports switches are used total for D-Link DIR 816 wireless dual-band router and six Cisco

router available data hundred Mbps and BSNL 8MVPS service provider provides Wi-Fi facility.

Computer Browsing Centre: Knowledge Resource Centre with 10 computers. This facility is available for students and staff.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 15:1

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average 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: 90.99

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)**

2019-20	2018-19	2017-18	2016-17	2015-16
103.04	105.07	131.23	89.30	104.46

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college has well-established systems and procedures for maintaining and utilizing computers, classrooms, laboratories, a Knowledge resource center, and sports facilities on campus. The college ensures optimum allocation and utilization of the available financial recourses for maintenance and upkeep of the infrastructural facilities by holding regular meetings of various committees constituted for this purpose. Physical facilities including computers, seminar halls, smart classrooms, laboratories, classrooms, etc. are frequently examined for timely maintenance and repairs to ensure performance and accuracy.

The college keeps upgrading the infrastructure as and when needed and permitted by the cantonment board. According to the requirement of the program offered, the college plans the infrastructure-academic and support facilities. To meet the quality standards and needs, the IQAC as well as the College Development Council makes proposals for infrastructure development to the Planning Committee chaired by the Principal. Depending on the nature of work, the Planning Committee presents the proposal before the Board of trustees for their concurrence. The Board of trustees takes the final decision and accordingly the new infrastructure is created and existing upgraded to enhance academic standards and increase efficiency.

Building and Maintenance:

- The college building and infrastructure are maintained with the help of the in-house staff and some external agencies as per the need.
- At the departmental level, Heads submit their requests to the Principal regarding departmental requirements and maintenance.
- The college development fund is utilized for the maintenance and repair of furniture and other electrical equipment.
- The college has appointed full-time sweepers and menial staff for maintaining the cleanliness of the campus, they are equipped with tools needed for maintenance and cleaning.
- The college has appointed some non-teaching staff with vocational skills like plumbing, painting, gardening, and electrician to have ready labor available for minor repairs and maintenance work.

Maintenance of Classrooms:

- Cleaning of Classrooms is done regularly by support staff and is monitored by the Registrar.
- The non-teaching staff takes care that the tube lights, fans, and other types of equipment are switched off after usage of the same.
- The Minor Electrical repairs are done by the in-house electrician.

Maintenance of Laboratory:

- Laboratory equipment and instruments are generally maintained by laboratory assistants.
- The maintenance records are kept by laboratory assistants and supervised by the heads of the concerned departments.
- The calibration, repairing, and maintenance of sophisticated laboratory equipment are done by the technicians.
- Cleaning and maintenance of laboratory, glassware is done by laboratory attendants.
- Laboratory assistants play the role of custodians of the equipment and instruments that are used.
- Hazardous chemicals are safely kept out of reach of the students and are handled by teachers or laboratory assistants only.

Computer Labs:

- Cleaning of the computer laboratories is regularly done by the attendants using vacuum cleaners.
- Software installation and updating of operating systems are done by the teachers and laboratory assistants.
- Major hardware repairing of the machines is outsourced. **AMC** is given for repairs, UPS battery backup system and refilling of printer drums/cartridge, etc.

Maintenance of Sports Complex:

- The department of physical education monitors gymnasium and sports facilities.
- The gymnasium facility is available for use to all students and staff members free of cost.
- The playground and overall maintenance of the Gymnasium are done by support staff appointed in the Department of Physical Education.
- Grounds are cleaned and maintained regularly by peons and sweepers.

Maintenance of Knowledge Resource Centre (Library):

The Principal nominates and constitutes a College Library Advisory Committee that includes staff members, heads of various departments, and College Representative Student.

- The cleaning is done by the library attendants.
- Open access is practiced for Postgraduates, Research Students, and Teachers.
- Minor repairs are done by the library staff.
- Knowledge Resource center has computers, photocopy machine, printers, and scanner, and their maintenance is done regularly.
- Disposal of old books, magazines, newspapers, and other material is done on the recommendation of the Library Committee.
- The Knowledge Resource Center is using Vriddhi (Integrated Library Management System) for issuing books, OPAC, reading room and Digital Library attendance, and other services.
- Through the Digital Library staff and students can access e-books, e-journals. The use of the internet is free of charge to gain knowledge.
- All the faculty members have been provided with a user ID and password for accessing the NLIST database that offers full text 7 lakhs plus e-books and 6000 plus e-journals.
- Procurement of books and journals is done through the recommendation of the Department Head duly approved and signed by the Principal and Management.

- Books binding and Pest Control are done on regular basis.
- Stock verification is done once in three years.
- In the Knowledge Resource Center, ten computers are reserved for staff and students and maintained by an in-house technician.

Utilization of Physical and Sports Facilities:

- Optimum utilization of infrastructural facilities on all days, including Sundays, is practiced.
- The building is made available for conducting competitive exams by Government Offices and professional bodies.
- The college campus is under constant 24-hour CCTV surveillance.
- The sports ground which includes a basketball court, Volleyball court, and badminton court is made available for the students and staff.
- The sports facilities for football, cricket, and other outdoor games are made available by the Gymkhana on sharing basis.
- The multi-gym facility is available to the students.
- All the courts are marked before the start of tournaments. The Department of Physical Education maintains the stock register, accession register, stock issue register, etc. Every year the worn-out equipment is replaced /disposed of.
- Free of cost parking facility is made available separately for staff.
- The Horticulture Garden is maintained by an in-house gardener.
- The college also provides a canteen facility for students and staff on the campus at reasonable rates.

File Description	Document
Upload any additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 2.26

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

2019-20	2018-19	2017-18	2016-17	2015-16
87	104	74	110	64

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.98

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
78	58	32	20	11

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

5.1.3 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: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 23.72

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

2019-20	2018-19	2017-18	2016-17	2015-16
1759	1187	1309	484	123

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 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**

27-09-2021 10:41:26

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of student placement during the last five years (Data Template)	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 85.83

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 987

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education (Data Template)	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations

during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 63.9

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations*, etc.)***) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
26	22	26	29	03

5.2.3.2 **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**

2019-20	2018-19	2017-18	2016-17	2015-16
39	41	31	34	10

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 99

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

2019-20	2018-19	2017-18	2016-17	2015-16
35	26	23	11	04

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

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

Response:

The institute has an active Student Council constituted under the provisions of Section 40 (2) (b) of The Maharashtra Universities Act, 1994 and after 2016. The College constitutes Students Council in every academic year as per Section 99 (3) of the Maharashtra Public Universities Act, 2016.

- After the commencement of every academic year, the college Student Council is constituted as per the rules & regulations laid down by Savitribai Phule Pune University.
- Class Representatives (CR) are selected based upon their willingness & previous year's academic performances from each class.
- The members of the Student Council actively participate in administrative, co-curricular, and extracurricular activities of the College.
- The members of the Student Council conduct various co-curricular and extracurricular activities under the guidance of the respective committee.

Objectives and Functions of the Student Council:

- To promote all-around development (academic, professional & personal) of students by involving them in various co-curricular, extra-curricular extensions, and cultural activities.
- To put forth the issues of students related to academics, administration, and facilities provided by the institution through proper channels.
- To promote an obliging culture amongst the students and to develop their leadership abilities by engaging them in the planning and execution of various activities.
- To conduct and coordinate activities or programs at intra and intercollegiate levels.
- To seek help as the task force in the special drives such as fundraising during disasters, seminars, workshops, annual prize distribution, tree plantation, field visits, etc.

Sr. No.	Representative	Designation in stud
1.	The Principal	Chairpers
2.	A faculty, nominated by the Principal	Member
3.	NCC (Boys) officer / NCC (Girls) officer	Member
4.	NSS program officer	Member

5.	All class representatives elected on the basis of merit (CR)	Member
6.	Director of Physical Education	Member
7.	A student from each of the following has the best performance and is nominated by the Pri	
	1. Sports	Member
	1. NSS	Member
	1. NCC	Member
	1. Cultural Activities	Member
8.	Two Girl Students nominated by the Principal	Member

Note: Two of the student from categories 7 & 8 belonging to SC/ST/DT/NT/OBC

Student Representatives on various academic & administrative bodies/committees:

Apart from the Student Council, the institute also ensures the representation of students on various administrative bodies and academic committees at the institute level. Student representation helps to get regular suggestions and feedback from the students. These suggestions and feedback play a vital role in improving the quality of academics, administration, and support services. Also, it plays an imperative role in policymaking. The participatory mechanism facilitates the student's representation in various academic and administrative bodies/committees, these include:

1. College Development Committee (CDC)
2. Internal Quality Assurance Cell (IQAC)
3. International Student Cell
4. Academic Calendar Committee
5. Student Council
6. Examination Committee
7. National Service Scheme (NSS)
8. NCC
9. Prevention of Sexual Harassment Committee
10. Anti-ragging Committee
11. Cultural Committee
12. Earn & Learn Scheme
13. Student Welfare Committee
14. Magazine Publication Committee
15. Gymkhana Committee
16. Library Advisory Committee

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 79

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
123	95	76	57	44

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[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:

The Alumni Association of the Poona College was registered on 16th April 2018 as per the Maharashtra Institution Registration Act 1860 (clause 21) with Registration No. MH/652/2018/Pune. The association is constituted with 09 members Executive Committee comprising all registered members. The students who have completed UG/PG/M.Phil./Ph.D. from the college are eligible to register as a member of the alumni association.

The alumni association is a platform for alumni to maintain and develop their links with the Alma mater. Alumni meets are organized periodically to strengthen the alumni network and collaborate with the college authorities to help improve the functioning and services of the institute based on their valuable feedback. The role of the Alumni Association is to bridge the gap between industry, society, and academics.

The functions of the association are as follows:

- To foster, promote and contribute towards a strong association between the college and its alumni.
- To involve alumni in institutional development activities.
- To organize alumni meets, reunions, and other developmental activities for the college, students, and society.

The alumni of the college are well placed in the field of industry, academics, business, research, and social work. Alumni have always come forward with generous financial contributions which were utilized in the developmental activities of the college.

In the last five years, Alumni Association provided financial aid of Rs. 6,97,842. Alumni have also

assisted the institute through non-financial means in a variety of ways which are listed below:

Alumni have

- Delivered guest lectures and expert talks organized by the institute.
- Have participated as resource persons in seminars/ conferences/ workshops/ symposiums organized by the college.
- Have provided their valuable feedback on curriculum by pointing out shortcomings and ways to overcome them.
- Assisted the college in creating placement opportunities through on-campus and off-campus drives for their peers and students.
- Maintained regular contact with the Principal and the staff members and have indirectly contributed in the teaching-learning process by providing inputs about the present requirement of the industries.
- Represented on the College Development Committee (CDC) and IQAC where they get an opportunity to express their views and suggestions.
- Sponsored cash prizes for the winners of various competitions organized by the college.
- Conducted Soft Skill Development workshops for the students to enhance their employability. They have also mentored and trained them to face the interviews.
- Assisted the NSS unit in adopting a village and organizing annual camps.
- Helped in organizing tree plantation campaigns and other extension activities such as medical check-ups, blood donation camps undertaken by the institute.
- Contributed as honorary sports coaches.

Activities organized in the last five years are Quiz Competition, Career counseling, Guest lectures on various topics such as Java Technology, Big Data, and Hadoop, Machine Learning, Job Opportunities in Gulf Countries, Career option in Linux, Start-up theme.

File Description	Document
Upload any additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: A. ? 5 Lakhs

File Description	Document
Upload any additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The college is staunchly committed to its vision and mission which is:

College Vision

Pursuit of Knowledge in the Service of Humanity

College mission

To serve as a light house amidst all shortcomings and setbacks by defying complacency.

We endeavour:

- To impart education to students belonging to all strata of society irrespective of caste, gender, colour, creed and religion.
- To uplift the deprived and academically weak students by empowering them with knowledge.
- To develop moral, ethical, social and aesthetic values amongst our students.
- To help equip and develop essential qualities to face the challenges posed by the turbulent currents of changing times.
- To inculcate respect for humanity and to fortify the ideals of perseverance, dedication, quality consciousness and excellence.
- To prepare citizens who would grow to be competent and significant contributors for the betterment of mankind through their profession.

The College ensures that the vision and mission of the institution is in tune with the objectives which it has set for itself.

Nature of Governance

The College is managed by Anjuman Khairul Islam charitable Trust. The Members of the Board of Trust are visionary, eminent and experienced academicians and administrators with the spirit to serve the cause of education, particularly the marginalized section of the society. They have almost 100 years of experience in the field of Education, supporting lakhs of students and orphans all over India.

At the apex level, the governance of the College is steered by a **College Development Committee (CDC)** which is participatory, decentralized, transparent and transformational having representation from the Governing Council, Principal, Vice Principals, senior faculty members, non-teaching staff, alumni and academicians from the society at large. It formulates policies which are designed in a democratic and transparent manner in alignment with the college vision - mission and related to all pertinent aspects of the governance, leadership and management of the college.

Perspective/strategic Plans

- Perspective plans are formulated keeping in view the long term vision and mission of the college while strategic plans are formulated for a period of 5 years
- Plans articulated by experienced members who serve as nominees in various bodies/committees are noted down for inclusion in the perspective plans/strategic plans of the institution.
- Efforts are always made to systematically execute the perspective/strategic plans which are initiated at the beginning of the academic year and during the transitional phases of development by effective management of the available human resources.
- The plans whether perspective or strategic are timely communicated to the stakeholders.
- The feedback from students, staff and stakeholders effectively contribute in the planning process.

Participation of Teachers

- The experiences, expertise and knowledge of teachers are actively used by their inclusion in the decision-making bodies of the college.
- The general staff meetings serve as an open forum for teachers to voice their views and suggestions to the administration.
- Teacher's feedback are obtained and utilized to effect appropriate changes.
- The faculties are represented by their Heads of departments, Vice-Chairpersons of committees to place their suggestions in the decision making bodies.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

To ensure the smooth functioning and to promote an environment of solidarity, the college has always practised **participatory, decentralized and inclusive approach** which has always led to the growth and progress of the institution.

The decentralization and participative management practiced by the college is evident by describing a case study of organizing the Annual Prize Distribution Function of the college which is the one of the major event of college calendar, during which stellar achievers in sports, academic events, co-curricular and extra-curricular activities, cultural events are presented with Cash prizes, Certificates, Gifts and Mementoes at the hands of eminent guests in an inspiringly mammoth gathering.

The organizing unit of this event is the Gymkhana committee which takes the lead in conducting its meetings well in advance to discuss and finalize the details of the event. The Gymkhana committee is an ensemble of all the major stake holders of the college namely authorities, teaching, non-teaching and menial staff, students etc.

The planning for this event consists of the following stages:

1. **Innovative reforms and proposed budget:** Revision of eligibility criteria, prizes, cash incentives etc. in addition of juxtaposing some other events to this major event for maximum utilization of the resources invested for this single event.
2. **Finalization of the dates:** The dates for the event are finalized after deliberations on the duration left for the conclusion of academic year.
3. **Identification of eminent personalities of repute as the chief guest and guest of honour:** To serve as a morale booster for our students, staff, parents and guests, sheer presence of whom, would inspire them. To check their availability and acceptance.
4. **Formation of sub-committees:** For decentralization and allotment of responsibilities to each sub-committee under a sub-committee in charge and the target dates for submission of their final reports.
5. **Proposals to be forwarded to the IQAC and beyond:** The IQAC scrutinizes the proposal and forwards it the Principal and then finally to the Managing Board of Trustees for their final sanction, approval and release of funds.
6. **Commencement of the actual preparation:** Post approval and sanction by the Managing Trust, the sub-committees will perform the event management in a decentralized and participatory manner.
7. **Compilation of data:** Identification of multiple awardees (Best Department, Best Employee etc.) from the entire staff, including identification of student achievers and outstanding performers who are eligible for the award.
8. **Invitations:** Invitation cards are printed and posted to the stakeholders well in advance.
9. **Draft of Annual Report:** tentatively prepared for the perusal of the authorities and department.
10. **Contingency plan - the day of the event:** To ensure that all the preparations are meticulously done. In case of any eventuality, plan-B is kept ready.
11. **Live broadcast:** The event is broadcasted live through social media channels YouTube and Facebook.
12. **Post event:** The press report is sent to the media immediately. Appreciation and thanks is conveyed to all those dignitaries who have graced the occasion.

File Description	Document
Upload any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The College Development Committee is responsible for identifying the need of strategic plans in liaison with the vision and mission statements for educational excellence, ensuring holistic development of the students. After it is identified, a special committee comprising members of the Managing trust, Principal, IQAC Coordinator, Vice-Principals and representation from all faculties and units (sports, library) is constituted for the purpose.

The strategic plan for the years 2017 – 2022 included the multipronged approach consisting of the following heads:

- Curricular Aspects
- Teaching – Learning
- Research
- Entrepreneurship
- Extensions and Collaborations
- Infrastructure
- Student Support
- Governance
- Environment friendly Initiatives
- Gender Equity and Inclusivity

Case Study: Implementation of Environment friendly Initiatives

Under the head of "Implementation of Environment friendly Initiatives" in the Strategic Plan for the years 2017 -2022, the following initiatives were suggested.

Sr. No.	Strategic Plan Initiative	Status	
1.	Green and eco-friendly Campus	Plantations increased, Horticulture garden	
1.	Plastic free Campus	Practised-Sign boards installed	
1.	Green Audit	Conducted	
1.	Green Policy for Eco-consciousness	Drafted	
1.	Promote production of Eco-friendly products	Range of products launched by IEDC	
1.	Promotion of Organic farming at Home	Executed by B.Sc. Botany students	
1.	Compost Bin (Vermicomposting)	Installed	
1.	No Vehicle day every month	Regularly practised on third Saturday of e	
1.	Promotion of Paperless Administration	Maximum use of e-documents initiated	

Almost 80 % of the initiatives suggested under the head of "Implementation of Environment friendly Initiatives" in the strategic plan for the period 2017 – 2022 were successfully implemented. This was achieved by proper delegation of responsibilities by the IQAC to other constituents/units of the college.

The initiatives of 'Green and eco-friendly Campus' and 'promotion of Organic farming at Home' were allotted to the Botany department while 'Promotion of Eco-friendly products' was allotted to Innovation and Entrepreneurship Development Cell (IEDC).

The 'Promotion of Paperless Administration' is carried out by the Administrative Office which has used e-Governance through paperless administration in the areas of administration, Finance, Accounts, Admission, Student Support, Examinations, Planning and Development.

Implementation of ERP (Enterprise Resource Planning) has made data access faster, easier and reliable. The implementation of ERP and e-governance in administrative and academic delivery has led to reliable, cost effective, and time saving methods.

File Description	Document
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The organizational structure of the college is inclusive of all the human resources that activate its functioning.

Institutional Organogram

The college is governed by the Governing Council/Board of Trust as the overall head. The College Development Committee (CDC) serves as an interface between the college and the managing board.

The Governing Council:

- The College has a well-functioning organisational structure managed and administered by the Anjuman Khairul Islam Trust, Mumbai. It recommends strategic plans that can be adopted in matters like infrastructural development, enhancement of quality in teaching-learning process, promotion of research and healthy practices.

College Development Committee (CDC):

- At the college level, the CDC is an apex body with regard to the matters in policy making and acts a link between the Governing Council and the College comprising of representation from the Governing Council, Principal, Vice-Principals, senior faculty members, non-teaching staff, alumni and academicians from the society at large.

Principal:

- The Principal being the executive head of the institution is entrusted with the responsibility of managing the day-to-day affairs of the college to implements the directives of the College Development Committee through in accordance with the norms and guidelines stipulated by the government and other regulatory agencies.
- The Principal is supported by three wings: Academic Wing, Internal Quality Assurance Cell (IQAC) and Administrative Wing.

Academic Wing:

Under the Academic wing, the Principal is assisted by Vice-Principals who are followed by the Heads of the departments and all other faculty members.

1. **Vice-Principals**: They work in an advisory capacity to the Principal and also coordinate academic and administrative activities of the college.
2. **HODs:** The Heads of Department monitor their respective departmental activities and performances including faculty members and non-teaching staff.
3. **Library Advisory Committee (LAC):** The LAC guides the Librarian in related issues who is assisted by Library support staff.
4. **Examination Committee:** All examination related issues are handled by College Examination Officer (CEO) with the assistance of examination committee and the clerical/menial staff.
5. **Gymkhana Department:** The Gymkhana Department is headed by Physical Director who conducts sports and many other activities with the assistance of non-teaching staff.

Internal Quality Assurance Cell (IQAC)

- The IQAC functions as a pivot to undertake all the critical planning, monitoring and execution of quality assurance measures.

Administrative Wing:

- Principal is assisted by the Registrar who operates with the support of the Office Superintendent, Accountants, clerks and menial staff.

Service Rules and Recruitment:

- The college follows the rules and regulations laid down by Savitribai Phule Pune University, UGC and Government of Maharashtra for the recruitment of staff (teaching and non-teaching), service conditions and rules.

Promotional policies:

- The promotion of teachers is granted as per the Career Advancement Scheme (CAS) setup by UGC, affiliating university and Government of Maharashtra. The promotion of non-teaching staff is also done as per the Government of Maharashtra rules and norms.

File Description	Document
Upload any additional information	[View Document]( )
Link to Organogram of the Institution webpage	[View Document]( )

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The staff being an asset for its overall development and progress, the college offers several welfare measures for the teaching as well as non-teaching staff which are in addition to their regular salary package. These welfare schemes help create efficient, healthy, loyal and satisfied staff enabling them to have a better standard of living.

Fee Concessions to the children/wards of the staff: 90% and 75% fee waiver is offered to the children of the non-teaching and teaching staff respectively.

Group Accident Insurance Scheme: The teaching and non-teaching staff are covered under Group Accident Insurance Scheme of the Government of Maharashtra for which a monthly premium is deducted from the salary every month.

Duty adjustments for pursuing academic interests: The staff (teaching, non-teaching and menial) is encouraged to pursue their academic interest. The duties of such staff members are mutually adjusted by their colleagues with the approval of the authorities.

Contributory Provident Fund Schemes: EPF is offered to the eligible unaided staff whereby the college management contributes its equal share.

No Objection Certificate: NOC is provided to the staff for availing loan facilities from various financial agencies for the purchase of flats, vehicles, etc.

Awards: To boost the healthy competition among departments and their staff, the college has initiated annual awards for the best performers.

Recognition of staff achievements: Staff members who have impressive achievements to their credit are recognized and felicitated.

Medical Leave: Staff members who are unwell are granted medical leave even by telephonic intimation for the duration of absence.

Maternity Leave: Female staff members are granted Maternity leave as per the government norms.

Medical Reimbursement: The medical expenses incurred by the aided staff members in respect of medical treatment (individual and dependents) are reimbursed from the Maharashtra State Directorate of Higher Education.

Duty leave and financial assistance: Teaching staff are encouraged to attend professional development courses by providing them with financial support and on-duty leave.

Interest-free Loan to staff: The College offers interest free loans against their salary to the needy staff members which are repaid back in instalments by salary deductions.

Advance salary by the management: The release of salary grants from the government treasury is often delayed. However the management releases the salary of all the employees punctually usually on the first of every month without waiting for government grants.

Cultural get-togethers: With a noble objective of promoting strong bonds among the staff members and their family members, impressive get-togethers are organized to assemble, socialize and closely interact.

Bidding impressive farewell to superannuating staff members: Impressive farewell programmes are organized in the honour of superannuating staff members preferably on the day of his/her superannuation thereby acknowledging their dedicated services.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 30.63

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**

2019-20	2018-19	2017-18	2016-17	2015-16
40	45	26	09	54

File Description	Document
Upload any additional information	[View Document]
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document]

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 6

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

2019-20	2018-19	2017-18	2016-17	2015-16
12	06	10	01	01

File Description	Document
Upload any additional information	[View Document]
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document]

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 21.78

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

2019-20	2018-19	2017-18	2016-17	2015-16
60	23	15	17	07

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

To facilitate the professional growth and staff enrichment, the college has an effective Performance Appraisal System for teaching and non-teaching staff. It reviews the staff performance by evaluation of their skills and achievements with the objective of improving and maintaining the academic and administrative standards. This system follows all the rules, regulations and guidelines of the UGC, Government of Maharashtra and the affiliating university. It is applicable to teaching and non?teaching staff.

1. **Performance Based Assessment System (PBAS):** The PBAS is scrutinized by the college. It is obligatory for the faculty members to submit the duly filled-in performance appraisal reports according to the standards of the University Grants Commission and in accordance with the norms of the affiliating university. The report contains three parts namely

- Teaching-Learning and evaluation
- Curricular and extra-curricular activities
- Research.

This form is filled up at the end of each academic year and then submitted to the Head of the Department with supporting documents. This form is evaluated by the head of the department and subsequently forwards it to the IQAC. The college IQAC then assesses and validates the report submitted by the faculty by validating the scores. The report is then submitted to the Principal. The performance appraisals are also used for Career Advancement Scheme (CAS) applicable to teaching staff after regular periods.

2. Confidential Report: The college collects confidential report along with teachers' information regarding:

- Teaching-Learning and evaluation
- Curricular and extra-curricular activities
- Research

The confidential reports with comments from Head of the department and Principal at end of every academic year are submitted to the college management for evaluation and record.

1. Confidential Report of the Non-teaching and Administrative staff: The performance appraisal system is channelized through confidential report. Each non-teaching and administrative staff member has to fill and submit this form to the Registrar of the college. The Registrar adds his own

observations and comments before forwarding it to the Principal for final remarks. After the Principal's remark it is forwarded to the Governing Council for their scrutiny and assessment. Follow up action is taken as per the performance demands so. Thus Performance Appraisal System for teaching and non-teaching staff practised in the college helps in improvement of the standards of the staff members.

3.   For **Annual Performance Index (API)** evaluation of teachers, their API forms are scrutinized by the IQAC and the Principal. Then it is forwarded   to the affiliating university/competent authority for final evaluation and certification.

4.   For promotion of teachers under CAS, their Appraisals, API evaluation certificate along with other documents are scrutinized by the IQAC and   the Principal. Thereafter the proposal is forwarded to the competent authority/committee/institution/university.

In addition to these, the feedback is also collected by the college from students to evaluate performance of teachers. The feedback is duly analysed and report is subsequently prepared and action is taken, if necessary.

File Description	Document
Upload any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college conducts Internal and External audits regularly. It has appropriate mechanism to ensure that financial records and statements are shown in true and fair manner as required by the Accounting standards and prevailing laws.

Internal Audit: Internal audit is a continuous process which ensues after each and every financial transaction. The Internal Auditor is appointed by the parent Institution Y & M Anjuman Khairul Islam Trust, Mumbai.

- Internal audit takes place at two levels namely receipts and payment.
- The receipts of the fees collected from the students are checked by the auditor.
- The official letters, official funds collected, and bank statements are checked by the internal auditor.
- Donation receipts are also checked by the auditor.
- At payment level the account of the purchase bills is entered in the tally system, vouchers are created which come under various ledgers.
- The payment vouchers are verified by the Accountant, signed by the Principal and authorized Management signatories. Thereafter cheques are issued to the concerned parties. This is again verified and checked by the tally system.

- Salary of aided and unaided staff, deductions, Tax deducted at Source (TDS) is verified by the Internal Auditor.

External Audit: The external audit takes place after the completion of financial year. The Chartered Accountant, who works as an External auditor is appointed by the parent institution Y & M AKI Trust, Mumbai.

The audit program goes on for 15 to 30 days during the month of May/June.

The nature of the payment is categorized into

1) Revenue Expenditure

2) Capital Expenditure

The bills and vouchers of the revenue expenditure is checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.

The audited statements and accounts are submitted to the Governing Body/Board of Trust who merged these with other sister concern educational institutions and submit it to the Government authorities including the Charity Commissioner for Maharashtra state, Mumbai. The Income Tax Returns are also filed with the Income Tax Office, Pune. The college also prepare various returns based on annual accounts to other government offices like Professional Tax Returns, Provident Fund Returns, Returns for determination of amount to be paid to Gratuity Accounts and TDS returns.

The Audited Accounts Statements of the funds received from BCUD under the Student Welfare scheme and for organizing seminars are re-audited by the University.

For the grants received from the UGC, DST-FIST, utilization certificates are prepared according to the allowed expenditure under various heads. This is duly checked and submitted to the corresponding authorities. This is also audited by the external auditor nominated by Governing Council/Board of Trust.

Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by the Auditor General of the Government of Maharashtra periodically after every five years.

File Description	Document
Upload any additional information	View Document

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

Response: 1

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College has a well-functioning mechanism for mobilization of funds and optimum utilisation of resources. For allocation of funds, the requirements of the departments and other constituents of the college are evaluated to make the budgetary provision for academic and administrative activities at the beginning of the academic / financial year.

For mobilization of funds, the IQAC assesses, plans, implements and supervises the activities of the college based on the guidance of the College Development Committee.

The major sources of funds for the college are from the following avenues:

- Salary and non-salary grants from Government of Maharashtra.
- The Managing Trust contributes major capital for multiple purposes.
- Fees collected from students.
- General development grants, additional assistance and financial assistance from the UGC under different schemes.
- Financial assistance from DST for DST-FIST scheme.
- Financial assistance received from SPPU under quality improvement program for seminars, conferences, workshops, sports development etc.
- Financial assistance received from SPPU for Earn and Learn scheme and NSS.
- Financial assistance received from UGC for B.Voc. Courses.
- Research Project grants from UGC, Board of Development-SPPU and other agencies
- Financial support from banks, industries and individuals etc.
- Examination grants from SPPU, and financial assistance received under SC/ST/OBC and EBC scholarships from government.
- Funds received for the conduct of local and national level examinations such as UPSC, MPSC, ICAI, SET, railways, bank recruitment drives, state government directorates etc.
- Contribution received from the Alumni.
- By general sponsorship appeal for disaster relief and social outreach programs planned by the college on humanitarian grounds from general public, well-wishers and philanthropic institutions.

Optimal utilization of resources

The college has effective financial and infrastructural policy to ensure effective and efficient use of available financial resources by adopting a systematic mechanism together with proper auditing mechanism.

For any expenditure, a proposal is submitted by the college department to the IQAC which forwards it to the Principal with its remarks. After approval, quotations are invited from reputed firms. All the formalities are completed viz. preparation of voucher/stock entry and issue of cheques to the concerned parties / suppliers and the record maintained. The Principal monitors effective and efficient use of the available financial resources.

The college budget prepared every year is approved by the college Managing Trust. The departments are intimated about the approval of their budget. Accounts are maintained by the Accountant who gets all the financial transactions done with the approval of the Principal and Governing Council/Board of Trust.

Financial assistance received under UGC schemes is utilized as per the UGC guidelines and utilizations are submitted and NOC are taken.

Funds received under DST-FIST are utilized for purchase of equipment for improving science laboratories and utilization is submitted to DST and approved by it. The grants received for research projects are utilized as per guidelines and audited utilizations are submitted to respective agencies.

Fees received from students are used for development of the college, non-grant faculty and staff salaries, upgradation of library and sports services, all of which are properly audited.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

The Internal Quality Assurance Cell (IQAC) was first constituted in the college in 2003 to develop awareness for consistent quality improvement in the overall performance (academic and administration) by focussing on strategies for quality enhancement and its implementation. The practices institutionalized by the IQAC are:

Practice 1: Development of e-Content for the enhancement of teaching learning process

E-content can be remarkably effective in engaging students by cultivation of imagination and inspiring curiosity. With the aim of empowering teachers to develop E-content, the IQAC has conducted the following three major events:

1. One Week long National Level Professional Development Workshop (PDW) cum Webinar entitled "Development of Real-Time E-Content for Virtual Teaching" was organized by the Internal Quality Assurance Cell (IQAC) during 13th to 19th January 2020. The Webinar was inaugurated by the Director of the International Centre, Savitribai Phule Pune University, Pune Prof. (Dr.) Vijay Khare which was live streamed on https://youtu.be/mntEebMxORY . The Webinar trained the participants in Open Broadcaster Software (OBS) with hands-on practical sessions in which they shot their own video lectures.

2. Two-day National Level Faculty Development Programme (FDP) on "Electronic-Content Development for Effective Teaching" on 26th & 27th December 2018 which was inaugurated by the Dean, Faculty of Science and Technology, Savitribai Phule Pune University, Pune Prof. (Dr.) Arvind Shaligram to familiarize the participants with the techniques needed for E-content development and fine tuning them.

3. Workshop on "Developing E– Content" was organized in association with Educational Multi Media Research Center, Savitribai Phule Pune University on 20th January 2016. Dr. Balkrishna Damle associated with Educational Multimedia Research Center, Savitribai Phule Pune University was the resource person for this workshop.

Practice 2: Audit Practice

The Audit practice in the college have been reinforced by the conduct of following audits –

1. **Academic and Administrative Audit (AAA):** was conducted twice after completion of two (2015 – 2017) and three (2017 – 2020) academic years respectively to maintain quality in the institution. Both Internal and External AAA was conducted. The audit committee visited each department to evaluate the departmental performance.

2. **Green Audit:** The aim of the Green Audit is to review the overall environment management systems. The audit was carried out on the basis of identified threats to environment and sustainability. Green audit for an educational institution mainly examines the following systems:

- Renewable/ green energy usage
- Water management
- Biodiversity
- Health and safety management
- Sanitation management
- Adopted Green practices

The college conducted the green audit through technical experts' team from Enrfuture Technology Pvt Ltd. The college provided required data, analysis report and support offered during the visit.

3. Gender Audit : The Gender Audit was attempted to study whether the college has good gender balance, by following government rules, policies and actions formulated for upgradation of women in society. It tried to identify the impact of its current and proposed policies on gender equality.

IQAC analyses gender related policies and their implementation using the data provided by the audit thereby assessing the institutionalization of gender equality.

File Description	Document
Upload any additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC of the college undertakes periodic reviews to facilitate reforms based on their outcome. The following are some of the IQAC initiatives:

Incremental improvements made for the preceding five years

- Augmentation of infrastructure.
- Augmentation of learning resources (Library)
- Subscription to INFLIBNET
- Linkages with other institutions.
- Provision of more computers.
- Appointment of full-time teachers.
- Upgrading of laboratories.
- Conduct of FDPs.

Post accreditation quality initiatives

- Compliance of Recommendations as stated in previous Peer Team Report
- Conduct of Academic and Administrative Audit
- Augmentation of ICT-enabled Teaching Learning Infrastructure
- Enhancement of Teaching Learning process by bridge and remedial courses
- Establishment of Innovation and Entrepreneurship Development Cell (IEDC)
- Introduction of new skill based programs
- Analysis of feedback from stakeholders
- Strengthening linkages and collaborations by functional MoUs
- In-house training of teaching and non-teaching staff
- Setting up an effective ERP system for e-governance
- Designing IQ tests for identifying slow and advanced learners (at entry level)
- Registration of Alumni Association
- Capacity building and skill enhancement initiatives
- Facilitating student/teacher exchange with other colleges
- Workshops on Employability Skills

- Environment friendly green initiatives
- Extension and outreach programmes for community service, networking and social development

Example 1: Measuring the Attainment of COs, PSOs, and POs

Evaluation of the attainment levels of course outcomes, program outcomes, and program-specific outcomes is an important aspect for achieving academic excellence thereby assuring quality enhancement process of the institution. The assessment tools and processes used for measuring the attainment of each of Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) are well described by IQAC. The unique feature of this mechanism is that there is an excellent blending of subjective observation and objective assessment of the students' performance. The big boost of our attainment of academic achievement is reflected through the attainment of University ranks consistently.

The POs and PSOs are evaluated by direct and indirect assessment methods. The direct method displays the performance of students in University examinations, student's knowledge, and continuous assessment of assignments. Indirect methods such as feedback of students, surveys, and discussions reflect program and course outcomes.

All departments evaluate students regarding the attainment of program outcomes using the strategy developed. Considering a large number of students, this evaluation is based on random sampling. The head of the department is prepares the report on the attainment of the program outcome as per the checklist devised by the IQAC.

Calculation of PO attainment is based on the following components:

Direct method: Programme outcome attainment (50% Weightage)

- The departments evaluate the attainment of program outcomes after the declaration of the result of the university examination.
- The department conducting different programs randomly selects 20% of the total number of final year students from each program.
- The percentage of marks obtained in university examinations of respective students is noted in the prescribed format.

Indirect method: Program exit survey of final-year students is considered through a designed questionnaire addressing aspects of curriculum, CO/PSO/PO for UG/PG students. (50% Weightage)

- The stream based survey is prepared comprising of total of 10 questions seeking answers on a 10-point scale.
- The survey seeks answers to questions based on the attainment of knowledge, skills, and attitude acquired by the students.
- The final marks for evaluation of program outcomes are allotted to the student comprising 50 percentage of marks obtained from questionnaires and 50 percentage of marks in the university exam using the following formula:

The attainment is identified at the following levels

Sr. No.	% of Max. Marks	Level of Attainment
1	90 to 100	Outstanding
2	75 to 89	Excellent
3	60 to 74	Very good

4	50 to 59	Good
5	40 to 49	Average
6	Below 40	Not Satisfactory

Informally the outcomes are also assessed through students' progression to higher education and their placement, Parent Meets, Feedbacks regarding syllabi and teaching, Participation of students in various activities inside and outside the college, results in their all-round development.

Example 2: Role of IQAC in successful transformation from chalk and talk to ICT based teaching and learning:

ICT (Information and Communication Technology) has transformed society in general and education in particular. ICT is a powerful tool for expanding educational opportunities, both formal and informal, to all segments of society, particularly the most vulnerable. According to UNESCO policy, the six focus areas of the ICT in education Program are teacher training, teaching and learning, non-formal education, monitoring and measuring, research and knowledge sharing.

The IQAC spearheaded the conduct of a review of teaching-learning environment and the facilities in the college. The IQAC team visited the departments to examine classrooms, labs, facilities, etc. In an attempt to strengthen the teaching learning process, the IQAC sought innovative ideas from stakeholders and took their random feedback, to evaluate the effectiveness of the teaching-learning environment and available facilities and identify areas which need improvement.

The College has organized numerous ICT Training programs for teaching faculty to maximize the use of ICT tools. Faculty members were excited to take up the challenge of learning and implementing ICT based teaching learning in their regular classrooms. Some Faculty members started developing e-content and have completed MOOC and other courses on the SWAYAM-NPTEL platform thereby getting future ready.

The IQAC motivates the teaching staff to use ICT. The Class coordinators have made class wise and division wise WhatsApp groups which are used for giving messages/notices to students. The educational use of social-media is also utilized to establish communication with the students and peers. The college purchased Google Workspace accounts enabling hassle-free used of Google products by teachers. The notes are shared using Google classroom while Self-evaluation and internal assessments use Google forms. This resulted in interesting and encouraging Classroom sessions thereby inculcating expressive learning. Monotonous notes, dictation and chalk and talk have been replaced with Power Point Presentations and online gaming study quizzes using kahoot etc. The college has conducted numerous Webinars using licensed Zoom account to accommodate up to 1000 participants.

Covid 19 was a bane for mankind but the silver lining to it was that 100% teachers started using Google classrooms and other ICT teaching learning tools.

| File Description	Document
Upload any additional information	[View Document](#)

6.5.3 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 intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)
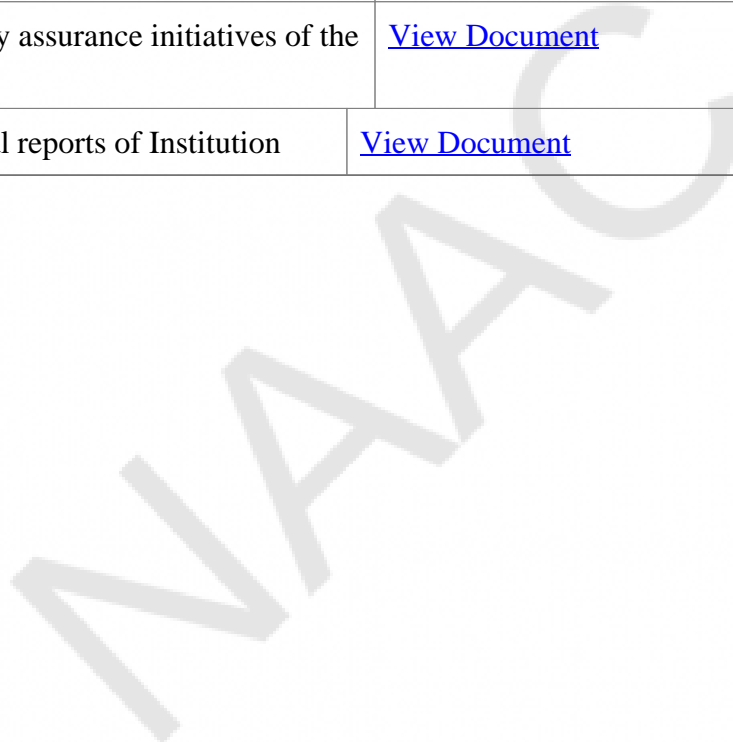
Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The twenty-first-century challenges can be conveniently confronted by creating a society consisting of men and women who are independent, intellectually competent, socially committed and practitioners of gender equity and justice. Various facilities and special attention is provided to girl students to promote gender justice and the sense of harmony among them.

The college is committed to providing a safe and conducive work and academic environment to students, employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity.

The following practices are carried out in this regard:

a) Safety and Security

- The security guards are deployed at different locations in the college premises to maintain continuous surveillance on mischievous/harmful activities.
- 29 CCTV cameras with a 24 X 7 surveillance system are installed at appropriate locations in order to cover the entire campus.
- At the main entrance gate of the college ID-Cards are checked to prevent the entry of unscrupulous elements.
- The discipline committee headed by a seasoned faculty continuously monitors the security practices in the campus.
- The College takes active steps to establish good gender balance in decision-making processes in all the College activities. All the committees formed in the college contain female staff member, ensuring female representation in all spheres**.**
- Female teachers accompany the students as guardians in all activities that are conducted outside the college for example Industrial Visits, Study tours, etc.
- The College organizes training sessions of self-defense for the girl students under the aegis of Student welfare**.**
- Anti-ragging Committee is formed as per the U.G.C. guidelines. The students at the entry-level sign an affidavit and submit it to the college about non-involvement in ragging activities. Anti-ragging committee contact details are displayed at prominent places within the campus.
- Rules and regulation regarding code of conduct is displayed on the college website.

 b) Counseling- *Vidhartinimanch* (Forum of female students)

To facilitate academic, emotional, social and cognitive development of the students and to empower them in their learning and personal development, *Vidhartinimanch* organizes various activities associated with the counseling of the girls.

This cell organizes the programs having themes such as

- Emerging Cybercrime on Women
- Awareness of Sexual Abuse
- Digital Literacy and Online Safety Program
- Cyber Security Awareness Program
- Gender Awareness & Woman's Rights Program *'Mazi Suraksha Mazya Haathi'* (My safety in My Hand)
- Health and Hygiene
- Employability Skill Training Program
- International Workshop on Child Right and Child Protection
- Workshop on Sexual harassment on women at workplace (prohibition, Prevention and redressal)

c) Common Room

The College has:

- An exclusive place for recreation and rest for the girl students.
- A Cafeteria with three dedicated and demarcated areas for seating of boys, girls and staff separately.
- A common staff room with a separate enclosure for the ladies has been provided.

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Limiting the generation of waste and proper disposal/recycling of the waste material is an important concern of the College. The College Management along with NCC and NSS accomplishes the mission of reducing the generation of waste material on the campus. The methods adopted by the Institution to handle waste material graded as solid, liquid and e-waste is as follows:

Solid Waste Management

- **Degradable-** Old newspapers, used papers and journal files and other paper scrap is given for recycling to external agencies.
- **Non-biodegradable**- Materials such as glass, metals, plastic, and other non-biodegradable wastes are given to external agencies where they are segregated and disposed of/recycled according to the nature of waste.
- **Separate dustbins** are provided to collect wet and dry waste at the source and they are disposed of through the waste management program of Adar Poonawala-clean city initiative and Pune Cantonment Board.
- **Paper Bag Making:** A skill development program was initiated during the Maharashtra Plastic ban Movement wherein Special training was given to the Students to make paper bags out of the old and waste papers.

E-Waste Management

- The college conducts E-waste Donation Drives to collect e-waste and donate the same. This activity is organized in association with **Pune Municipal Corporation and Janwani**- an NGO working for E-waste management and Cummins India foundation. The college tries to emphasize the message - **Reduce, Reuse and Recycle.** A total of 250 Kg E-waste was donated to Janwani NGO. A separate E-waste bin has been installed for E-waste donations from staff, students and visitors.
- In order to reduce the amount of E-waste, efforts are taken for prolonged use of existing electronic items by proper maintenance and up-gradation from time to time and creating awareness through expert talks.
- Computers that are outdated at the college level but usable at the school-level are donated to orphanages/schools.

Liquid chemical waste management

In chemical laboratories, chemical waste is generated. It can be liquid, solid, or in gaseous form. By

applying the concept of Liquid waste management to control pollution, we, at our institute have adopted the recycling and reuse of liquid solvent waste.

The following procedure is adopted for liquid waste management.

The liquid collected in leak proof LDPE container is transferred to the distillation flask. Distillation assembly is consisting of a heating mantle, condenser, water pipes, collector, and round bottom flask. Liquids collected from the mixture in pure form (confirmed by boiling point).

Waste recycling system

A vermicomposting pit has been created for systematic decomposition of waste of fruit peels, dried grass clippings, shredded dried leaves, etc. which is processed to serve as manure for the garden in the institute. Apart from dry solid waste, the campus generates an average of 0.3 Kg of organic waste per day that is also decomposed and used.

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: B. 3 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The conducive atmosphere at the college is regarded as an indispensable resource as it caters to the students of diverse regions and communities. Keeping in mind the great diversity of our nation, the institution puts in efforts to provide an inclusive environment bringing harmony among the students of varying backgrounds and cultures. The college has a mix of international students from 15 countries and students from almost every state across the country.

To inculcate a spirit of appreciation and harmonious feeling amongst students the college has organized the following events:

- National level Inter-Faith Conference where religious leaders from different faiths were invited to speak about communal harmony, universal brotherhood and promotion of peace.
- International workshop on Culture and social analysis of global societies.
- Visited Tribal Culture Museum to create awareness about the social life of various tribes and their culture.
- *Saaf Suthari Bakri Eid:* A rally for creating awareness on the importance of clean and safe celebration.
- *Dindi* (wari)- Our students participate in this annual pilgrimage to the town of Pandharpur, to propagate sanitization and encourage harmony and peace.
- Visited various religious worship places (*Mandir, Masjid*, Church and Gurudwara) to create awareness and respect the practices followed by different religions.
- All Maharashtra *Seeratunnabi* competition (*Payam-e-Rahamat Trophy*) an elocution competition on the life of Prophet and his teachings.
- *Ganpati and Muharram Bandobast* – Our Students assist the Pune police to maintain peace and decorum during the celebration of festivals as *Police Mitra*
- Celebration of Rashtriya Hindi Diwas
- Hindi Pakhwara- A 15 day celebration of the national language of India
- International film screening in association with Iran Culture House to understand the importance of various languages and cultures.
- Visit to old Age Homes, Cantonment Hospital and orphanages.
- Donation of books, sewing machines and clothes for creating socio-economic equality.
- Inspirational talk on *Saksham Yuvak*- Swami Vivekananda Vichardhara
- Program on Sandalwood Cultivation, selling and seed distribution in Kanhe village, Pune in order to promote self-help group of entrepreneurs in the local community.

Various programs were organized to create awareness amongst the people of slum area about different government schemes such as, *Maha Yojna Shibir*; Door to Door Survey and Campaigning of DLSA (District Legal Service Authority); AADHAR enrollment Camp and Voters Day Celebration.

To develop student's attitude towards the welfare of the society and prepare them for disaster management, the institute has organized programs on

- Flood Relief Fund
- Online program on COVID Awareness
- Mask making during the lockdown and Fight against COVID-19.
- Awareness rallies on the need to protect our forest, wildlife, and environment.

Thus, the college tries to inculcate an inclusive environment of tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities among the students through the above activities.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The College endears itself to the basic principles and values enshrined in the constitution of India and also conducts several programs with the aim of building a healthy and better society and to inculcate values of peaceful and harmonious coexistence and amity amongst the students.

- In the year 2018, the college had organized a National level Inter-Faith Conference where religious leaders from different faiths like a Hindu-Pandit, Muslim-Maulvi, Sikh-Guru, Christian-Pastor were invited, to speak about human values, communal amity, universal brotherhood and promotion of peace.
- The spirit of human values and communal harmony was reinforced in the next year when college organized a visit of teachers and students to different places of religious worship in the city to understand each other's faith.
- The college celebrates Constitution Day. A guidance talk on the concepts of 'Fundamental Rights and Directive Principles of State Policy as outlined in the Indian Constitution' was organized on the occasion.
- The college organized a workshop on Child Rights and Child Protection, thereby highlighting an important concept of our constitution.
- The college has organized many elocution competitions, poster competitions and inter-collegiate quiz competitions on the theme of the Constitution and human rights.
- An awareness campaign about the Indian Constitution was carried out by the college in association with Lokayat, an NGO in Pune.
- A lecture on "Gandhian concepts of *satyagraha* and *ahimsa"* was organized for the students and staff on the occasion of the 150th birth anniversary of Mahatma Gandhi thereby highlighting its essence in today's strife and conflict-driven world.
- The college had organized a poster competition on National Identities and Symbols of India.
- The NSS unit of our college had organized a Voter Awareness Program.
- The college celebrated National Voter's day on 25 January by organizing a mass rally to spread

awareness regarding the voting rights of responsible citizens thereby encouraging the citizens of Pune city to practice their voting rights and play a major role in selecting the right leaders.

- ○ The college conducts special certificate courses in:
- ○ International Relations and Universal Human Values
- ○ Social Work and International Volunteerism

With all these efforts, the college has been successful in fostering and highlighting the values, rights, duties and responsibilities of citizens, thereby inculcating the same amongst its students.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	[View Document](#)
Code of ethics policy document	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The College regularly conducts programs and celebrates various national and international commemorative days, events, and festivals with zeal and gusto by organizing lectures, guidance talks, quizzes, discussions, visits, and speech competitions. Days of National importance like Independence Day, Republic Day, International Yoga Day, etc. are celebrated with full enthusiasm and fervor. Attendance of all staff members is mandatory on such occasions. The days celebrated/observed by the college are as follows:

- 12th JANUARY–NATIONAL YOUTH DAY –Speech and Counselling.
- 23rd JANUARY – SUBHASH CHANDRA BOSE JAYANTI- Quiz Competition on Freedom Struggle.
- 25th JANUARY- NATIONAL VOTERS DAY- Organized rally to make people aware about awareness of voting.
- 26th JANUARY- REPUBLIC DAY- College
- 8th FEBRUARY- BIRTH ANNIVERSARY OF ECONOMIST- JOSEPH SCHUMPETER- Lecture/Talk.
- 20th FEBRUARY- INTERNATIONAL DAY OF SOCIAL JUSTICE- Guidance Talk/Lecture.
- 23rd FEBRUARY- WORLD PEACE AND UNDERSTANDING DAY- Guidance Talk/Lecture.
- 28th FEBRUARY- NATIONAL SCIENCE DAY- Visit to IISER (Indian Institute of Science Education and Research)
- 3rd MARCH- NATIONAL DEFENCE DAY- Lecture/Talk.
- 8th MARCH- INTERNATIONAL WOMEN'S DAY- Lecture/Talk
- 22nd MARCH- WORLD WATER DAY- Lecture/Talk.
- 25th MARCH- WORLD TUBERCULOSIS DAY- Lecture/Talk.
- 25th APRIL- WORLD MALARIA DAY- Online Lecture/Talk.
- 2nd MAY- WORLD TUNA DAY- Online Lecture/Talk.
- 16th MAY- INTERNATIONAL DAY OF LIVING TOGETHER IN PEACE- Online Discussion on the subject.
- 20th MAY- WORLD BEE DAY- Online Lecture/Talk.
- 21st MAY- INTERNATIONAL TEA DAY- Online Lecture/Talk.
- 22nd MAY- INTERNATIONAL BIODIVERSITY DAY- Online Lecture/Talk.
- 31st MAY- WORLD NO TOBACCO DAY- Online Lecture/Talk.
- 20th JUNE- INTERNATIONAL YOGA DAY- College.
- 29th JUNE- NATIONAL STATISTICS DAY- Online Lecture/Talk.
- 27th JULY- BIRTH ANNIVERSARY OF EMINENT STATISTICIAN P.V. SUKHATME- Online Lecture/Talk.
- 15th AUGUST- INDEPENDENCE DAY- College.
- 5th SEPTEMBER-TEACHERS' DAY-Lecture/Talk and celebration
- 14th SEPTEMBER- RASHTRIYA HINDI DIWAS- Essay Writing, Nation Building, Beti Padhao Beti Bachao etc.
- 2nd OCTOBER- INTERNATIONAL NON-VIOLENCE DAY- Online Lecture/Talk.
- 8th OCTOBER- NATIONAL AIRFORCE DAY- Online Lecture/Talk.
- 15th OCTOBER- VAACHAN PRERNA DIN (APJ ABDUL KALAM'S BIRTHDAY)- Reading Session and importance of books.
- 31st OCTOBER- NATIONAL UNITY DAY- Lecture/Talk.
- 26th NOVEMBER- CONSTITUTION DAY- Lecture Series by experts.
- 10th DECEMBER- INTERNATIONAL HUMAN RIGHTS DAY- Lecture/Talk.
- 22nd DECEMBER- NATIONAL MATHEMATICS DAY- Puzzles, Quiz Competition.
- 24th DECEMBER- NATIONAL CONSUMER RIGHTS DAY- Lecture/Talk.
- 27th DECEMBER (2017)- CELEBRATION OF 100 YEARS OF RUSSIAN REVOLUTION- Lecture/Talk.

The College believes in commemorating these special occasions, as they are essentially connecting each one of us with our humanity and the commonality that we share with all those around the world. These days are celebrated to mark an important aspect of human life and history. Each national, as well as international day, offers students and staff the opportunity to organize activities related to the theme of the

day. By celebrating these days, the college is providing a springboard for awareness-raising actions for some dominant issues at the national and international levels.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for any other relevant 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-I

Title of the Practice - MUSKAAN: *The healing smile- A social Initiative of the college*

Objectives of the Practice

The objectives of establishing *MUSKAAN*:

- To make the young students sensitive to the condition of the poor, needy, old, sick and underprivileged section of our society.
- To involve the youth in the upliftment of the marginalized and weaker section without any profit motive but simply on humanitarian grounds.
- To ensure that the fabric of social integration is woven into young minds and they understand their responsibility towards the underprivileged.
- To raise funds and resources for pursuing philanthropic activities.
- To inculcate in the students the spirit of giving.

The Context

In today's globalized world, every individual is trying to get a position as well as money. No doubt, the aim of education is to make students capable to earn a livelihood, but before that, the aim of education is to make students more human, so that they understand the suffering of others.

The context for establishing *MUSKAAN* is to make today's youth more sensitive to the suffering of other human beings. If we want society to be a better place, we must develop a feeling of sympathy and empathy in our youngsters. We need to make the youth realize that it is good to make money but they should give a part of it to the ones who are in real need. In this way, they understand the importance of caring and also experience the joy of giving and contribute to making this world a better place for all.

The Practice

Muskaan: The Healing Smile is a unique feature that makes Poona college different from all the other colleges in Pune city. The college has undertaken this social initiative for the welfare of society. The MUSKAAN volunteers have undertaken several projects like Wall of kindness, Sewing Machine Donation, Visit to SOFOSH (Society Of Friends Of Sassoon Hospital) Bridging the gap, etc. to name a few.

WALL OF KINDNESS: MUSKAAN volunteers, in association with Pune Cantonment Board have undertaken the project of WALL OF KINDNESS. This wall is located in the heart of Pune city. It is beautifully painted by students. The idea behind this project is to reach the needy and deprived section of society by making available clothes, sweaters, blankets, etc to the people who cannot afford them. People who do not need a set of clothes or other useful items can deposit them in the donation boxes which are located near the wall. These clothes are then mounted on the pegs of the wall of kindness and the needy can take whatever they want, without being questioned. MUSKAAN volunteers are playing a major role in bridging the gap between the haves and the have-nots of Pune city. This wall of kindness is a symbol to celebrate humanity and solidarity across Pune city.

Donation of sewing machines: MUSKAAN Volunteers donated two sewing machines. These youngsters understand that women play a variety of significant roles in our society from their birth till the end of life. They believe that training women with skill is a great way to provide an opportunity to the underprivileged women to start their own business or to get a job to come out of poverty. MUSKAAN: The Healing Smile understands that donation in the form of sewing machine will go to support a grass-root cause where every donation makes a difference.

Annual Celebration: Bridging the Gap

Every year MUSKAAN: The Healing Smile organizes a special evening for the teaching, non-teaching and menial staff. This celebration is itself a proof that Poona College believes non-teaching and menial staff are as important as the teaching staff. The event highlighted that status and societal designations are nothing but just tags and that at the end of the day we all are plain and simple human beings.

Visit to SOFOSH: On 14 February the teachers and student volunteers of Muskaan: The Healing Smile showed the world a new way of celebrating Valentine's day. On this day, they visited SOFOSH Shreevatsa, the adoption Centre of Sassoon Hospital and shared the happiness and love with the little angels of the centre. The young Muskaan Volunteers learned that love is not all about giving gifts and roses but it means sharing happiness and joy with the one who has none to call their own. The youngsters also learned that they owe a share of love and care to these little babies whom their parents had abandoned.

Evidence of Success:

- The students have shown great enthusiasm and willingness to come up with more and more programs for the social and economic well-being of society.
- The students have developed empathy and love for the weaker and underprivileged section of society.
- They have learned that charity must be done without any expectation.
- The students have also learned that charity does not mean only monetary assistance, it could also mean sharing love and knowledge and giving moral support.

- Through Muskaan: The Healing Smile, the students learned a very important lesson that the virtue of charity requires one to be selfless while performing the act. They have learned to give with their hearts and expect nothing in return, not even gratitude.
- They have also learned that charity is not determined by its magnitude but the magnanimity with which it is delivered.
- Even after completing their education, the alumni are contributing by all means to Muskaan: The Healing Smile. This itself is a proof that they have learned the joy of giving with their hearts.

Problems Encountered and Resources Required

- To run any social initiative the two most important things are willingness to help others and funds. The students and staff contribute in the form of cash and kind directly to the needy, however, to make this a sustainable activity a regular and demarcated amount of fund needs to be set.
- Our college is managed by Anjuman Khairul Islam Trust which is already catering to the orphans and the needy. It is difficult to earmark funds, especially for social initiatives so we are unable to take the activities to a grander level.
- Engaging the youth in social activities due to the emergence of sophisticated gadgets and social media is a major challenge.
- The ongoing Covid-19 pandemic has scaled down the major activities of Muskaan: The Healing Smile, due to strict rules and regulations and the risks associated with the pandemic.

Best Practice-II

Title of the Practice – Environmental Awareness and conservation

Objectives of the Practice:

The underlying concept of the practice is to spread awareness about the environment using a stipulated framework

- To prevent soil erosion near Khadakwasla Dam
- To reduce the proportion of CO2 in the atmosphere
- To regularize monsoon in Pune city.
- To plant saplings for the protection of the environment and to make Pune cooler and greener
- To practically explain the concept of sustainable development to the students
- To inculcate the value of "Hard Work" and promote "Team spirit" in the new generation
- To make students aware of their responsibility towards mother nature

The Context

The ever increasing pollution is pervasive everywhere leading to climate change and destruction of the environment, has proved to be a major context in creating consciousness for environmental protection and conservation amongst the students. Apart from the above-mentioned context, Maharashtra government's initiative of "Mission Plantation" provoked the need to look at this problem more closely.

Another motivating factor was a prominent shortage of rains in Pune in the year 2016 and 2017 that

compelled us to think of ways to increase the rainfall.

Tree plantation helps biodiversity, ensures a good amount of rainfall, a good supply of oxygen for the next generations, and provides us with various resources. Trees also provide a canopy and habitat for wildlife. Many trees prove to be an excellent home for birds, bees, squirrels, etc. This encouraged the college to come up with the concept of environmental awareness and conservation through tree plantation.

The Practice

Every Year, all the Second-year undergraduate students and Teaching staff members adorn the cap of "Green Army" and actively participate in this tree plantation drive. The college has a collaboration with Green Thumb NGO located at Khadakwasla. The Green Thumb NGO works for eco-restoration in Pune city. The college has been fortunate to partner with them in this wonderful initiative.

The site is first de-silted and loose soil is removed by Green Thumb NGO, which had washed off into the river over the years. This soil is then used by our students to plant saplings. Our students have planted around **5000** saplings over the past years which are growing into shrubs and trees around the dam, which in turn is encouraging bird-nesting on a large scale, thereby providing habitat to flora and fauna in that area. The de-silting has also led to an increase in water storage capacity of Khadakwasla dam and which has resulted in a continuous and even supply of water throughout Pune city.

Topsoil, which lies closest to the surface of the land, contains essential nutrients. It is this layer of soil that is endangered by wind and water erosion. Soil erosion decreases soil fertility, which can negatively affect yields. Once soil erosion occurs, it is more likely to happen again The saplings planted by our students over the years are helping prevent this soil erosion.

The trees planted absorb CO2 and contribute to capturing the high contamination in the atmosphere.

These trees also reduce runoff by breaking rainfall thus allowing the water to flow down the trunk and into the earth below the tree. This prevents the water from carrying pollutants to the Khadakwasla dam. The students also mulch the trees so that they act like a sponge that filters this water naturally and uses it to recharge the groundwater supplies.

The practice of planting trees also helps in the conservation of energy. Planting thousands of trees over the years has led to a reduction of air conditioning and air cooling gadgets in and around the area. By reducing energy demand for cooling houses we are also contributing to reducing carbon dioxide and other pollution emissions.

Evidence of Success

Our students have covered a 2000 Meter stretch by planting around 5000 saplings. As confirmed by Green Thumb NGO in their note of appreciation dated 10th March 2020 almost 90% of the trees planted are blooming and flourishing.

This plantation has led to an increase in monsoon showers in the last two years, this is an indication that the majority of the key objectives of this practice are successfully accomplished.

The Government of Maharashtra has taken cognizance and bestowed the college with an award through the Directorate of sports and youth services during *Yuva Mahotsav 2019-2020-* **It is an *APPRECIATION AWARD* for significant contribution and pioneering work in the field of environmental education and protection.** Various Newspapers have applauded the work done by our college.

There has been a significant rise in water storage capacity of Khadakwasla dam which has led to a continuous and an even supply of water in the city.

The students have had a field visit and had the first-hand experience in nurturing mother nature. They were trained regarding environmental awareness and they were also encouraged to plant saplings at home as well. Our college has successfully been able to achieve a self-enthusiastic ecosystem.

Problems Encountered and Resources Required

The plantation site (Khadakwasla) is 15-20 kilometers away from the college, it becomes difficult to monitor the growth of saplings. Green Thumb NGO is monitoring the growth but the regular monitoring by the students is missing. The land area where our students have been working is not easily approachable as the roads are not very well developed.

The site of the plantation has some major challenges like non-availability of washrooms, non-availability of food/restaurant/shop in the nearby area. The site has poor medical facilities and most importantly poor network connectivity. These are some of the problems that the students and staff generally face during the plantation drives.

To achieve significant benefits from such drives, it is important that a major fund be earmarked for monthly/fortnightly visits by the students in order to keep them in touch with the growth and development of plants and to maintain a connection with the environment.

File Description	Document
Link for Best practices in the Institutional web site	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:

Socio-economic upliftment of financially deprived learners through Quality Education

Poona College of Arts, Science & Commerce is one of the oldest aided colleges in Pune city which has been working tirelessly for the Socio-economic upliftment of the economically weaker and underprivileged

section of the society. It is the only aided college with a strength of 4500 students in a radius of 3 km. The founders of Poona College envisaged the vision of providing a competent & skilled workforce to society by imparting quality education and training for the overall development irrespective of caste, creed, race, gender and economic status.

Distinctive to our Vision *"Pursuit of Knowledge in the Service of Humanity"* and in continuation with one of the tenets of our mission i.e. *"To uplift the deprived and academically weak students by empowering them with knowledge"* we at Poona College provide financial assistance/ Installment facility/fee waiver to the needy/deserving students form under privileged families. We strive that no student must be left behind or should become a dropout only due to financial constraints.

The Town and Country Planning Organization (TCPO), the technical arm of the ministry of urban development, GOI, ranks Pune third in the cities with the largest number of slums in India. As per Pune Municipal Corporation, there are 564 slums, 353 are declared and 211 undeclared. **Maximum number of slums fall in Bhawani Peth near our college.**

The Holy Quran says, "**and when other relations and orphans and the poor are present at the division of the heritage, give them something therefrom and speak to them words of kindness**" (Ch 4:8)

The Prophet Mohammad (PBUH) said that one of the seven groups of people that will be granted shade on the Day of Judgment includes the one who gives charity but hides it, so that even his left hand does not know what his right hand has spent. Islam places a great emphasis and reward on giving charity in secret.

Objectives for providing financial assistance/ Installment facility / fee waiver

- To impart education to the underprivileged and financially weaker section of the society
- To churn out responsible citizens who, without formal education would have been anti-social elements causing trouble to the society
- To decrease the dropout rate on account of financial constraints by providing financial support/installment facility to the deserving students

Most of our students are first-generation learners from vernacular medium and a sizable number of them reside in the neighboring slums. The students that our college caters to, mostly come from the economically weaker section of society.

There are many students who are academically bright but because of the financial constraints, family pressure and holdbacks, find it difficult to pursue their education and to realize their full potential. These students are unable to pay the reduced/subsidized fees even for grant-in-aid courses.

To enable them to realize their full potential, it was considered desirable by the management to initiate Fees installment/ Fee concession and free-ship scheme for the deserving and needy students.

This seed of kindness that we are continually sowing right from the inception of our college has resulted in many of our alumni holding high and distinct positions in companies and reputed institutes across the globe. These alumni have proved to be an asset to the community in particular and the nation at large.

Table showing year wise fee waived by the college for deserving and underprivileged students.

Year	Total amount of Fee waived in Rs
2015-2016	84,260
2016-2017	1,38,987
2017-2018	3,96,974
2018-2019	3,81,195
2019-2020	7,32,944
Total	17,34,360
Seventeen Lakhs thirty four thousand three hundred and sixty rupees have been waived off in the last five years	

Besides this, Teachers and Alumni help students financially by paying their fees secretly as an act of kindness without bringing it to the knowledge of college and authorities (This amount is not on record)

At the beginning of every academic year, economically weak students enrolling for UG/PG courses apply for financial assistance/Installment facility. At the time of admission, they need to submit their application form along with proof of their family income.

The authorities conduct a brief interview of these students and then based on the submitted documents and interaction, the authorities provide the necessary aid to the needy and deserving students which include fee waiver/financial assistance/ Installment facility.

The above-mentioned efforts and initiatives have resulted in noticeable improvements in students with regard to their self-perception, pride and their identity in the society. This increased awareness about themselves has made them confident and strong. There is a remarkable change in them, from being on the verge of dropping out due to financial constraints into self-assured individuals ready to take on the world.

We feel proud to mention that the college has made a commendable contribution in shaping the careers of thousands of students and played a vital role in their overall development. The same students have brought laurels to the college, state and country alike.

The students have benefited from the quality education provided by the college and attained top positions in academic, social, political, cultural, sports, and various other fields. However, we strongly believe that since we cater to the economically backward strata of the society, we need to generate a pool of fund or get grants from the government for furthering the cause of education especially for the deserving and meritorious students.

By providing financial aid and support to students belonging to marginalized societies, we aim to build a society that is civilized, compassionate, and zealous about upholding humanitarian values. We believe that the students who graduate from the college take this concern for human life and values much further and deeper into the society, doing their bit to make this world a more tolerant and welcoming place to live in.

Recognizing our services and efforts the college was honored with **ABP News Education Leadership Award** which has been accorded for the upliftment of the downtrodden and underprivileged students from slums and outstanding performance in the academic and skill development sector. (https://www.punekarnews.in/poona-college-accorded-with-abp-news-education-leadership-award/)

File Description	Document
Link for any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

Poona College of Arts, Science and Commerce place a strong emphasis on creating a highly competitive atmosphere that fosters academic and extracurricular accomplishments. The combination of curricular and extracurricular activities promotes students' complete growth and development.

Apostle of National Integration: The College being a Minority institution, the spirit of National integration, secularism, inclusiveness and harmony is etched in its character. The people from all communities exist in the college as staff, students, and other stake holders. Multicultural events and activities are celebrated with much fanfare.

Faculty and staff as Extended family of students: The students feel at ease and comfort during their stay in the campus. The faculty nurtures healthy relationship with students without any scope of fear or scare. This seemingly candid etiquette has done wonders in developing chemistry with all stakeholders.

Kindness of Management: Regardless of budgetary limits, the management has always ensured that employees receive their salaries on the first of every month, a move that gives a highly rewarding experience for the teaching, non-teaching and menial staff.

Unaffected by Covid-19: The Covid-19 paralyzed the world but the college activities continued during COVID-19, all of which were geared toward achieving the institution's purpose of developing self-sufficient students with a strong sense of community responsibility. Students maintain constant contact with all Departmental faculty members via various online channels. Different virtual International, National and State level seminars and workshops were organised by college faculties via webinar, which are directly upgrading teachers and students.

Blessing in adversity: The Covid pandemic came as a jolt to the world but to us at Poona College; it served as a platform to practice noble deeds. In the wake of the rapidly spreading novel Coronavirus pandemic, Poona College Teachers and Alumni have thought about the people earning on daily wage basis and of those whose work is hampered due to sudden lockdown. Poona College provides meals to more than 700 people daily across Pune City during the lockdown. His Excellency Governor of Maharashtra Shri Bhagat Singh Koshyari called on and appreciated the initiatives taken by the Poona College during COVID 19 pandemic.

https://punemirror.indiatimes.com/pune/civic/poona-college-cooks-food-for-600-migrants-stuck-in-the-city/articleshow/75112372.cms

https://www.punekarnews.in/poona-college-providing-humanitarian-relief-in-the-form-of-free-meals/

Concluding Remarks :

The fundamentals of Poona College are to deliver education that is focused on quality and excellence.

- **The college promotes the curricular philosophy of affiliating University by identifying programme results, programme specific outcomes, and course outcomes that bring out the desired capabilities**

expected in various higher education and professional fields.

- As Poona College is Grant-in-aid College, it has always been the first choice of the financially weaker and bright student of the neighbourhood community. All Students are offered equal opportunities irrespective of gender, class, caste, and creed at every step of policy framing and implementation.
- 33 teachers are members of the academic council, chairman, and members of Board of studies of affiliating University.
- 62 add on and certificate courses which serve to enhance the knowledge and skills of the students.
- All teachers are trained to develop e-content and use ICT tools for teaching-learning and have effectively transacted the curriculum online through Zoom, G- suite, YouTube, Blogs, etc.
- During the last 5 years, 31 students have been registered for Ph.D. and 30 students for MPhil.
- The college has a dedicated PC- Innovation and Entrepreneurship Development Cell (PC-IEDC).
- 177 extension and outreach Programmes benefitting 46.87% students were conducted by the institution.
- Total 17 awards and recognitions are received for extension activities from Government/ Government recognized bodies.
- 24/7 CCTV surveillance and security guards available on the campus round the clock.
- 839 (Sum of Rs. 42,65,162 INR) students and 199 (Sum of Rs.20,14,360 INR) students have benefitted from the scholarships and free ships.
- 30 professional development programs were conducted, 30.64% of teachers were provided with financial support and 21.78% of them attended FDPs.
- The college's central location in the Pune city, its liberal environment, friendly atmosphere, talented and dedicated faculty and foresighted management have all contributed to the college carving out a unique place in the city's academic landscape.
- Without feedback from stakeholders, particularly students, no growth is complete. This feedback was gathered, assessed, and actions were done to help fulfill and correct the flaws.