



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	ANJUMAN KHAIRUL ISLAM'S POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE
• Name of the Head of the institution	Prof. (Dr.) Aftab Anwar Shaikh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02026454240/02026453707
• Mobile no	9822621579
• Registered e-mail	dranwarshaikh@gmail.com
• Alternate e-mail	principal@poonacollege.edu.in

• Address	Poona College of Arts, Science and Commerce,1647, New Modikhana, Camp
• City/Town	Pune
• State/UT	Maharashtra
• Pin Code	411048
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	Savitribai Phule Pune University
• Name of the IQAC Coordinator	Dr. Iqbal N. Shaikh
• Phone No.	02026454240
• Alternate phone No.	02026453707
• Mobile	9850602350
• IQAC e-mail address	iqac@poonacollege.edu.in

• Alternate Email address	shaikhiqbaln@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://poonacollege.edu.in/iqac-annual-reports/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://poonacollege.edu.in/wp-content/uploads/2023/07/ACADEMIC-CALENDAR_2020-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	86.25	2004	03/05/2004	02/05/2009
Cycle 2	B+	2.79	2015	14/09/2015	13/09/2020
6.Date of Establishment of IQAC	11/07/2003				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				
• Upload latest notification of formation of IQAC	View File				
9.No. of IQAC meetings held during the year	4				
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes				
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No				

11. Significant contributions made by IQAC during the current year (maximum five bullets)

1. Assessment of Attainment of Outcomes in Outcome Based Education paradigm. 2. Collection and Analysis of Feedback on Teachers and Teaching by Students 3. Initiatives for enhancing online teaching-learning initiated. ICT facilities were enhancing including smart boards and creation of G-site and e-Contents. 4. Quality Audits 5. Strengthen Mentoring activities and make its presence felt in the campus and amongst the students.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Enhancing Online Teaching-Learning	All faculty were trained with online teaching and e-content generation
Efforts to collaborate with Industries	MoU with Broad Stairs, Elite Software and Nehru Yuva Kendra is done and faculty are approached to carry out activities/consultancy work for the industry.
Faculty Development Programme (FDP)	Faculty Development Programme (FDP) on Institutional Benchmarking of Best Practices were organized between 8/6/2020 to 14/6/2020
Research enhanceive initiatives	Number of publications and PhD awarded increased
Introducing New UG Courses	Four new programmes B.Voc (Medical Lab Technology, Banking Financial Services and Insurance, Travel, Tourism and Hospitality Management) are introduced

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee (CDC)	19/09/2020

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	28/02/2022

15. Multidisciplinary / interdisciplinary

Poona College of Arts, Science and Commerce, Pune is well-equipped to implement NEP regulations in its curriculum. The teaching learning pedagogy adopted in this institution ensures amalgamation of intellectual, scientific, emotional, social and cultural development among its students. Apart from the regular credit-based courses, all the students at graduation level complete 4 credit course on cyber security/Information security and and 2 credit courses, each on environmental studies, Democracy, Election and Governance, Human rights and duties. Students are also allowed to select elective papers from any discipline (in their final year) of their choice and a number of value-added courses are being offered to students. Social service activities mediated by NSS, NCC, relevant clubs and committees in the college play a pivotal role in sensitizing students towards environmental, social and health issues.

The institution is looking forward to offer a multidisciplinary flexible curriculum that enables multiple entry and exits. Collaborative research projects involving staff, students, government agencies, NGOs and different departments are being undertaken to address the issues and challenges faced by the society. These initiatives foster the capacity building of the youth into responsible citizens.

16. Academic bank of credits (ABC):

The institution is involved in managing the faculty and checking the credits earned by the students during their learning journey. The college follows the bylaws of NEP 2020 and offers students the opportunity to open their accounts and make multiple entries and exits during their higher education tenure. This actively works towards decreasing the drop-off rate, and when students do discontinue their course, they can readily return to ensure its completion. The institution is eagerly awaiting to register under the ABC to permit its learners to avail the benefit of multiple entries and exit during the chosen programme, and to enable credit transfer. These initiatives would be highly beneficial to slow learners and provide flexibility to students to learn as per their ability and convenience. The ethos at our institute involves creating the most favourable environment for a student to thrive and build character, which helps in the creation of professionals with the best technical and emotional intelligence.

17. Skill development:

Poona College, Pune, focusses on skill development that enables students to acquire desired competency levels. The college has implemented a curriculum and syllabus in the paradigm of Outcome Based Education, which focusses on skill development and outcomes of learning. In addition, the institution provides capacity building programmes and skill inculcation training programmes to all final year Undergraduate and Postgraduate students under the guidance of Placement and Career Counselling Cell.

All undergraduate students are offered with number of value-added courses based on skills for the skill development of the students. The value-added/certificate courses include Communication Skills, Soap in Phenyl Making, Business English, Travel and Tourism, Personality Development, Secreterial Practices & Office Management, Programming in Python, Indian Heritage and Culture, C Programming, Mass Media and Journalism, Business Accounting and Financial Literacy, Web Designing, Business Administration Skills. In addition, the college offers four vocational programmes, namely, B.Voc (Software Development, Medical Lab Technology, Banking and Finance, Travel and Tourism Management).

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

Study of Indian Languages in the present times is extremely vital. It is the need of the hour as the exploration of Indian Knowledge Systems (IKS) has begun. We have started to explore the ancient indigenous knowledge of various scientific fields which are naturally in indigenous languages. So, to support such exploration and research activities knowledge of Indian Languages, its literature, structure and range of knowledge is a prerequisite. Hence, the study of Indian Languages contributes to the greater cause of unearthing the ancient Indian knowledge and converging its outcomes with the modern requirements leading to prosperity of the society and nation at large. The institute commemorates Hindi Divas, National Unity Day, Human Rights Day, - Vaachan Prerna Din and Yoga Day as an act of reverence towards Indian languages and culture. Faculty members are encouraged to provide the classroom delivery in bilingual mode (English and vernacular language i.e., Urdu, Marathi) as students tend to understand better if taught in their mother tongue. The graduate students are allowed to study either Hindi, Urdu, Arabic or Persian as per their choice during the bachelor's program. The promotion of Indian languages, arts and traditions is also facilitated through competitions organized during the annual fine arts festival.

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

Outcome-Based Education (OBE) is a pedagogical model that entails the restructuring of curriculum, pedagogy and assessment practices to reflect the achievement of high-order learning, as opposed to a mere accumulation of course credits. Hence, the college gives outcome-based education (OBE) to the students and focuses on performance-based education under NEP 2020. Based on the training, all courses were designed under OBE paradigm with Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO) specified.

During the student induction program, the students are given an orientation on Outcome Based Education paradigm; and the Program Outcomes are explained to the students. The curriculum clearly states Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO) and teaching-learning pedagogy adapted at the institute ensures implementation of OBE to transform the youth into responsible citizens. Each programme is defined as a specialisation or discipline degree, and it includes co-curricular and extra-curricular activities that help students reach predetermined goals and earn a degree. The integration of OBE in Question Bank was introduced in 2020 and a notable initiative was the preparation of question bank based on bloom's taxonomy. It enables the assessment of the students at cognitive levels namely remembering, understanding, applying, analyzing, evaluating and creating.

20.Distance education/online education:

Online education provides ample flexibility to students to learn and explore as per their requirements at their pace. ICT helps students get ready by letting them explore, assess, share, and present information in a fairly organised way. Modern learners are good with technology, so using ICT in their everyday learning makes them feel and look good. Students are encouraged to learn without going to physical classes by using mobile apps like PPT, videos, value-added courses, skill-development courses, etc. Using ICT to teach and learn is part of the education system today. ICT-based education helps, improves, and uses information delivery in the best way possible. The college offers online classes and records lectures with ERP software MasterSoft. Most of the classes were conducted online and faculty members and students have gained experience on working with digital tools such as Moodle, OBS (Open Broadcaster Software), G-suite, Google Tools, Online Whiteboards, YouTube to develop and deliver e-content, short videos, interactive power point presentations and other online content. Students are also encouraged to engage in courses offered by online portals such as Swayam, Coursera etc. to widen their sphere of knowledge and understanding and sharpen their skills. The college is an active Local Chapter of NPTEL courses.

Extended Profile

1. Programme	
1.1 Number of courses offered by the institution across all programs during the year	790
File Description	Documents
Data Template	View File
2. Student	
2.1 Number of students during the year	4948
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1515
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	968
File Description	Documents
Data Template	View File
3. Academic	
3.1	109

Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2 Number of sanctioned posts during the year		109
File Description	Documents	
Data Template	View File	
4. Institution		
4.1 Total number of Classrooms and Seminar halls		36
4.2 Total expenditure excluding salary during the year (INR in lakhs)		138.60
4.3 Total number of computers on campus for academic purposes		288

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The 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. Meetings are held in each department at the beginning of the academic year to discuss the course distribution for the new academic year. 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. The Knowledge Resource Centre of our college is well equipped with the necessary learning resources for the effective delivery of the curriculum. IQAC implements a system to ensure syllabus completion through a syllabus completion report at the end of each semester.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

In 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.

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 respective teacher of each concerned subject has his/her pattern of internal examination like practicals, group discussions, presentations, projects, class tests, etc. As per their teaching plans, each teacher takes the liberty to schedule their internal examination. 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. The IQAC ensures the strict implementation of the academic calendar by monitoring activities.

File Description	Documents
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Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

28

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

85

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

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 creating awareness on such cross-cutting issues. The integration into 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 conducted several activities/programs on cross-cutting issues to supplement the university curriculum.

Environment and Sustainability: 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. The college organized a rally for encouraging cleanliness and hygiene during the time of Eid-ul- Adha called Saaf Sutri Bakri Eid.

Human Values and Professional Ethics: The college organizes various extension activities through NSS, the Board of Students Welfare and Development, and NCC for the inculcation of the values like

national integrity, patriotism, equality, peace, brotherhood, etc. A blood donation Camp and Covid-19 vaccination drive were also organized.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

99

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

2185

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

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://poonacollege.edu.in/feedbacks/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://poonacollege.edu.in/feedbacks/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1831

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

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

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

1329

File Description	Documents
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Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution has devised several mechanisms to identify levels of the students. At the commencement of every academic year, the college conducts counseling sessions at the time of admission process; college organizes orientation / induction programs for newly admitted students.

During Student Induction Programme post-admission, the freshers are oriented on the importance of assessment of learning levels, apart from orientation towards college curricula, various curricular, co-curricular and extra-curricular activities of the college, learning opportunities available in the campus, Various programmes designed for advanced learners and slow learners:

- Bridge courses also design and implements to cater to the needs of the academically weak students.
- Extra practical sessions and revisions are also conducted keeping in view the needs of the students.
- Problem solving sessions and tutorials are organizes in different subjects.
- Academic guidance Talk, Guest Lecture also organizes to provide additional knowledge to enhance the understanding of the concepts.
- The departments inspire students to participate in Quiz Competitions, Debate Competitions, Problem Solving and other decision-making exercises.
- An entity, PC Academy specifically set up to provide guidance and support to advanced learners for competitive exams such as UPSC / MPSC / NET / SET and other examination.

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

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

Number of Students	Number of Teachers
4948	109

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The students are encouraged to participate in the teaching-learning activities to develop their holistic personalities and enhance their employability and entrepreneurship skills. The advantage of student-centered learning is apparent where learning is joy, learning is engaging and adapted to a student's needs and interests, resulting in enhanced memorization and catering to individual learning goals. The institute practices the vestibule experiential method by organizing industrial visit of students that gives the students an opportunity to interact with industry personnel and experience the work environment.

Conducting guest lectures, Interdepartmental academic related programs, and Intercollegiate/district/state level competitions to make every student to come out of his/her comfort zone and experience the larger competitive world. College follows the discussions methods in many of the subjects as it makes the students to think wide and participate in coming up with the opinions and suggestions to check their current knowledge.

Participative methodologies like, Hands on Workshops and laboratory Experiments, Group discussions and peer learning, Webinars, Flipped Method of Teaching, MOOC/ Coursera Courses. Methodologies like case studies, small projects, giving high order thinking questions, analytical problems and conducting problem solving sessions. The Institute provides various Certificate courses and Add-on courses which enhance their knowledge, skills, and experiences.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College is adequately and sufficiently equipped with ICT infrastructure to enable all teachers to utilize the newest technological developments in the field of Information and Computer Technology. The Institute has 100 Mbps leased line with all computers/ laptops/ tablets connected through LAN and Wifi. The classrooms and laboratories are equipped with LCD projectors, computer facility, projector screen, audio system, laptop connecting facility, uninterrupted power supply (UPS). Facilities are provided in Knowledge Resource Centre for easy access of YouTube videos, NPTEL/SWAYAM video lectures, e-Books to support classroom teaching and make use of online courses to learn and get certified. 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 Knowledge Resource Centre.

Teachers also use ICT-based tools like Google sites, Google Classroom, Google tools, and OBS to create interactions during video lectures, etc. The College has its YouTube Channel to broadcast video lectures prepared by faculty members and conduct online webinars. Teachers are encouraged to prepare e-content in the form of e-notes, e-books, PPT and videos to upload on college website. Departments maintain class wise 'WhatsApp groups' under the guidance of the tutor.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

106

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year**109**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****47**

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers****1292**

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- The college has initiated continuous and comprehensive internal evaluation in accordance with the norms and guidelines of S. P. Pune University, Pune.
- An examination committee is constituted every year to coordinate the internal and external examination activities and communicate to the students, teachers and administrative staff regarding examinations.
- Evaluation methods and examination schedules are made available on the college notice boards, college as well as university websites.
- Internal assessment is done through formative and summative assessment system. The formative assessment comprises conducting class tests, multiple choice tests, quizzes, oral examinations, assignments, projects, poster presentations, open book tests, library assignments, projects. Summative assessment system comprises term end exams and university examinations.
- Various oral questions are asked during practical sessions or lectures in order to prepare the students for future oral examinations during interviews.
- The exam is conducted on a common schedule and supervised by the junior supervisor. Changes in schedules, patterns, methods if any, are immediately notified to the students through notice boards.
- The answer sheets are shown to students after evaluation for their information which provides transparency and accountability in the evaluation process students grievances are taken care of and are redressed in a timely manner.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

- The College has effective, transparent and organized mechanism to address the examination related grievances.
- There is a committee of examination which looks after the grievances related to examination in the college. Any grievance coming from any stakeholder is placed before this committee and they are resolved in a transparent, time-bound and efficient way.

- With regards to the internal exams, the venue and the date of the exam will be announced one month ahead of the exam. The pattern of the exam will be informed to the students well in advance. Uniformity is maintained in the pattern of questions and timetable.
- The candidate who appeared at the university examination can apply to the university within a period of 10 days from the date of declaration of the concerned examination result in the prescribed form for the photocopies of their answer sheets by depositing the required fees to evaluate the answer sheets on their own and find out the actual position.
- 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.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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.

Program outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are uploaded on the official website of the college. POs for undergraduate and postgraduate programmes have been stated in alignment with vision and mission of the college in consultation with IQAC members, heads of the department, programme coordinators, senior faculty members, alumni and external academic experts collectively and displayed on college website.

Our course curriculum is available on S.P.P. University website as well as on college website. The course curriculum of every course exhibits course objectives for teacher and course outcomes for students simultaneously. IQAC arranges various Training and Orientation programmes for Faculty enrichment and for reinforcing expectations of the Institution.

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, students and other stakeholders.

During the orientation programmes at the college level, students are made aware of the OBE process along with POs, PSOs and Cos being displayed on the website. All Head of the departments and faculty members communicate the same to the students at respective departments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://poonacollege.edu.in/co-po-pso/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Attainment of Programme Outcomes (PO) and Programme Specific Outcomes (PSO) are to be computed with methods and precision. Attainment of OBE is examined based on Direct and indirect Assessment methods. Direct method consists of Continuous Internal Tests, End Semester examination and The Third component, which is constituted by other methods of evaluation while the indirect assessment is based on the exit survey.

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 by randomly selecting 20% of total number of final year students from each program.
- The percentage of marks obtained in university examination of respective students are noted in prescribed format.

Indirect method: Program exit survey of final year students is considered through a designed questionnaire which addresses all aspects of curriculum, comprising of total ten questions seeking answers in 10-point scale. (50% Weightage)

- The survey seeks the answers to the questions based on attainment of knowledge, skills, and aptitude 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.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1865

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

2.7 - Student Satisfaction Survey

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

https://poonacollege.edu.in/wp-content/uploads/2023/07/2.7.1_SSS_20-21_Chart.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded

List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of teachers recognized as research guides (latest completed academic year)	
3.1.2.1 - Number of teachers recognized as research guides	
12	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
0	
File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
3.2 - Innovation Ecosystem	
3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge	
<p>The college has a vibrant ecosystem for innovations, creation and transfer of knowledge. The college has ten Research Centres (Commerce, Economics, Chemistry).</p> <p>Innovation & Entrepreneurship Development Cell:To provide a systematic and organised research environment conducive to the development of research and entrepreneurship, an Innovation & Entrepreneurship Development Cell was established with a seed capital of Rs.1,00,000/-. IEDC</p>	

hosted a test launch of "Qadeem- The Heritage Soaps'" to encourage in-house enterprises, as well as a workshop on "Funnovation" to raise awareness about innovation and entrepreneurship. Numerous training programmes were done in collaboration with IIEEM Kozhikode, IIT Bombay's E-Cells, and Symbiosis Institute of Technology, as well as workshops, student involvement in LinkedIn Local Pune events, and a business idea competition at IIM Bangalore's UnMaad.

Poona College Center for Skill Development

This learning centre is training students of the college and the communities surrounding it. Several students have benefited from these numerous career development opportunities, which include mobile repair, fashion design, interior design, henna designs, soap, and laundry detergent manufacturing.

Students from all around India exhibited their unique ideas at the Golden Jubilee Science Exhibition, which was organised in celebration of the college's 50th anniversary.

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

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

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

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

9

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

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

29

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

31

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Poona College has active extension programs. It organises many activities to sensitise students to social issues and prepare them to respond adequately to realities outside the classroom. It engages students in such activities to foster empathy and overall growth. NCC, NSS, and BSD are college-run committees. Looking at the need of the time (pandemic), NSS unit of the college decided to undertake to take only those activities which would sensitize the students for a social cause and thus carried out the following activities in the nearby area of the college and at the college gate. Extension activities under various schemes like, Swach Wari, Swasth Wari, Nirmal Wari & Harit Wari (Online), Vaccination Drive with PMC, Celebration of World AIDS Day- Blood Donation Drive, E-Waste Bin Installation and E-Waste Donation Drive. Additionally, lectures were delivered to the neighbourhood as part of outreach efforts to educate the populace on the importance of social values and good hygiene during pandemics. The pupils learn about social justice, values, accountability, and sustainability most of all.

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

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

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

4

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

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

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

15

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

1492

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

29

File Description	Documents
e-copies of related Document	View File

Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The built-up area of the college buildings is 66,235.83 sq. ft. out of the total 2 acres of the campus area.

Classrooms :

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.

Seminar and Conference Halls : The college has four spacious seminar halls adorned with a luxurious dais and comfortable chairs, in tune with the latest technology available.

Technology Enabled Learning Spaces : The college leaves no stones unturned in terms of provisions of contemporary electronic teaching-learning aids.

Other Facilities

Learning Spaces : Knowledge Resource Centre with a reading room with an adequate seating capacity for students and staff members along with Ten dedicated computers, printers, and scanners, 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 equipped with all the technical equipments.

Open Air Auditorium : The open-air auditorium is the place for entertainment and celebrations.

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

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

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

Sports : The college students participate in various intercollege, State, National, and Inter-university competitions.

Gymnasium :

1. The College provides Diet scholarship and T.A/D.A to students who participate in various levels of tournaments.
2. Adequate facilities available for Power Lifting, Weightlifting, Boxing, and Kickboxing practice. Special coaches have been appointed to train students for Football, Weightlifting, Powerlifting, Boxing, and Kick Boxing.

Yoga center: The 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.

Cultural activities

The multipurpose open-air auditorium and conference hall are available for cultural activities. Practice sessions of cultural activities such as Street plays, Magnum, Payam-e Rehmat etc. were conducted. A cultural committee led by a senior faculty looks after the needs of infrastructure. To inculcate the cultural and traditional values amongst the students the events such as Traditional days, Inter-college cultural events/competition are organized. To learn organizational skills, the students are inspired to arrange various events and activities including cultural programmes.

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

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

22

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

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

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

25.11

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

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. Book Bank facility is made available for the students through the Centre. The college subscribes to the NLIST 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. It also 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.

Name of ILMS software :- Vriddhi

Nature of automation (fully or partially) :- Partially

Version :- 2.0 Build 246.2 Full Version

Year of Automation :- 2010

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File

Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)		View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)		
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)		
0.059		
File Description	Documents	
Any additional information	No File Uploaded	
Audited statements of accounts	View File	
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File	
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)		
4.2.4.1 - Number of teachers and students using library per day over last one year		
866		
File Description	Documents	
Any additional information	No File Uploaded	
Details of library usage by teachers and students	View File	
4.3 - IT Infrastructure		
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi		
<p>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 labs are equipped 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. Hardware up-gradation is being carried out regularly, as per</p>		

requirements of individual departments. Systems have been replaced with new models with advanced configurations. The college has purchased the licensed software. Antivirus is deployed through a centralized server and updated annually. 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. Entire college campus is connected with a WI-Fi facility. The service provider namely TATA (100 MBPS) and BSNL (8 MBPS) is available for the Wi-Fi facility. Knowledge Resource Centre with 10 computers. This facility is available for students and staff.

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

4.3.2 - Number of Computers

288

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. \geq 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

72.09

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

79

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

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

0

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

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

A. All of the above

File Description	Documents
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Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

190

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

190

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded

Details of student grievances including sexual harassment and ragging cases		View File
5.2 - Student Progression		
5.2.1 - Number of placement of outgoing students during the year		
5.2.1.1 - Number of outgoing students placed during the year		
16		
File Description	Documents	
Self-attested list of students placed	No File Uploaded	
Upload any additional information	View File	
Details of student placement during the year (Data Template)	View File	
5.2.2 - Number of students progressing to higher education during the year		
5.2.2.1 - Number of outgoing student progression to higher education		
151		
File Description	Documents	
Upload supporting data for student/alumni	View File	
Any additional information	No File Uploaded	
Details of student progression to higher education	View File	
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)		
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year		
6		
File Description	Documents	
Upload supporting data for the same	View File	

Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

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 a Students Council in every academic year as per Section 99 (3) of the Maharashtra Public Universities Act, 2016. The key function of the student council is to promote the student's all-round development by involving them in various co-curricular, extra-curricular, extension, and cultural activities. The institute also ensures student representation on various administrative bodies and academic committees at the institute level. Students are active members of various academic and administrative bodies/committees which include the College Development Committee (CDC), Internal Quality Assurance Cell (IQAC), International Student Cell, Academic Calendar Committee, Examination Committee, National Service Scheme (NSS), NCC, Prevention of Sexual Harassment

Committee, Anti-ragging Committee, Cultural Committee, Student Welfare Committee, Magazine Publication Committee, Gymkhana Committee, and Library Advisory Committee. Student representation in various committees 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 facilities. It also plays an imperative role in policymaking.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

39

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the Poona College is 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 of 09 members Executive Committee comprising all registered members. The students who have completed UG/PG/M.Phil./Ph.D. from the college is 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 institute. To network and collaborate with alumni, 'Alumni Meets' are organized periodically. This helps to improve the institute's functioning and

services based on their valuable feedback. The role of the Alumni Association is to bridge the gap between industry and academics. Alumni association discharges the following functions:

- To organize 'Alumni meet' periodically
- To provide feedback on curriculum to fill the gap between industry and academics.
- To create placement opportunities through on-campus and off-campus drives.
- To conduct various workshops, Hands-on training sessions, expert talks, etc.
- To represent apex college committees such as College Development Committee (CDC) & Internal Quality Assurance Cell (IQAC).
- To provide financial support for various student-related activities such as sponsoring cash prizes for the winners of various competitions.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

A. \geq 5Lakhs

File Description	Documents
Upload any additional information	View File

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

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 is managed by renowned charitable trust with vast experience, in serving the cause of education. At the tip of governance, the College Development Committee (CDC) steers all the critical issues of institution.

Perspective/strategic Plans: are formulated viewing the long term vision and mission while strategic plans are formulated for a shorter periods.

Participation of Teachers: Being the skeletal core of the institution, teachers are included in the decision-making bodies of college.

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

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

Participatory, decentralized and inclusive approach is scrupulously practiced by the college leading to its growth and progress.

The decentralization and participative management practiced by the college is evident by describing a case study of 'Total transformation from Offline to Online' during the Covid-19 lockdown implemented from March 2020.

With a larger academic, administrative workload of the academic year still pending, the implementation of lockdown brought about a challenge before the college to fulfil.

The planning for overcoming of this unexpected calamity was brought about by the following stages:

1. **Purchase of Licence of Online Meeting Platform:** This activity enabled all the college stake holders into a 'virtual home' making them communicate as when required. The facility of online meeting paved the way for all the activity deadlines to be met.
2. **Finalization of the dates:** The pending events of the college calendar were noted down and the dates of their completion were finalized during the online meeting deliberations of top decision making authorities.
3. **Delegation of work and acknowledgement of its completion:** This involved constitution of committees at the different levels, deputation of competent staff and checking their acceptability for the kind of work being allotted.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The year 2020 -2021 being special due to inadvertent pandemic imposed globally, the strategic plans of the college were focussed around the same. The College Development Committee took it as a challenge for identifying the strategic plans centred on the pandemic, ensuring holistic development of the students even during the pandemic. After it was identified, a special committee comprising members of the Managing trust, Principal, IQAC Coordinator, Vice-Principals and representation from all faculties and units (sports, library) was constituted for the purpose.

The strategic plan for the year 2020 -2021 included the multipronged approach consisting of the following heads:

- Activate the Institutional Social Responsibility (ISR) cell of the college for their outreach to all sections of the society possible.
- Promotion of fund raising initiatives for sponsoring of the ISR outreach activities of the college.
- Identification of pockets in the society who are susceptible to the extreme dangers of the Covid-pandemic.

- Availability of resources/gadgets for online teaching and learning.
- Training of staff and students to comfortably use the online platforms.
- Dissemination of authentic information about the government policies and ensuring there compliance by all the stake holders of the college.
- Obtaining permits for the ground staff for mobility during lockdown.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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 managing trust recommends strategic plans that can be adopted in pertinent matters of interest.

College Development Committee (CDC):

- CDC being the apex body serves as a link between the Governing Council and the College constituents.

Principal:

- Being the executive head of the institution, the responsibility of managing the day-to-day affairs of the college is entrusted to him/her.

- The Principal is supported by three wings: Academic Wing, Internal Quality Assurance Cell (IQAC) and Administrative Wing.

Academic Wing:

Under the Academic wing, the Vice-Principals, HODs, Library Advisory Committee (LAC), Examination Committee and Gymkhana Department coordinate with the Principal.

Internal Quality Assurance Cell (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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://poonacollege.edu.in/wp-content/uploads/2021/09/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Several welfare measures are offered for staff to help create environment conducive to progress:

Routine duty adjustments: is offered for pursuing academic interests.

Contributory Provident Fund Schemes: EPF is offered to the eligible unaided staff.

Group Accident Insurance Scheme: of Maharashtra Government covers the staff.

Fee Concessions (90% and 75% fee waiver): is offered to the children/wards of staff.

No Objection Certificate: is provided to the staff for availing loan facilities.

Best performance awards: are offered to boosting healthy competition.

Recognition and felicitation: of staff members for their impressive achievements.

Medical Leave: is offered to Staff members who are unwell even by short intimation.

Maternity Leave: is offered to female staff members as per the government norms.

Reimbursement of Medical expenses: incurred by the aided staff members is reimbursed from the State Government bodies.

Duty leave and financial assistance: is offered to teaching staff for attending professional development programs.

Interest-free Loan: is offered to the needy staff to be repaid back from salary deductions.

Advance salary: is released on the first of every month without waiting for release from government treasury.

Cultural get-togethers: are organized for promotion of strong bonding.

Bidding impressive farewell: is organized for those superannuating.

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

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

5

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

43

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The college has an effective Staff Performance Appraisal System to review their performance by critical evaluation process followings all the rules, regulations and guidelines of the UGC, State Government and the affiliating university.

1. Performance Based Assessment System (PBAS): is scrutinized by the college on the basis of duly filled-in performance appraisal reports. The report contains three parts namely

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

At the end of each academic year, this form is filled up by staff members for submission to the HOD who evaluates it before forwarding it to the IQAC. The IQAC then assesses and validates the report before submission to the Principal. These performance appraisals are also used for Career Advancement Scheme (CAS) as applicable.

2. Confidential Report (CR): pertaining to staff providing information regarding:

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

The CRs with HOD and Principal's comments are submitted to the college management post the year end.

3. Annual Performance Index (API): forms of teachers are scrutinized before forwarding them to the affiliating university/competent authority for final evaluation and certification.

4. Students feedback: of teachers is collected for performance evaluation which is duly analysed and action taken, if necessary.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college conducts Internal and External audits regularly.

Internal Audit: is a continuous process ensued after every financial transaction by an Internal Auditor appointed for the same.

- It is done at two levels namely receipts and payment.
- The concerned official documents are scrupulously checked.
- At payment level the accounts are entered in the system, vouchers are created under various ledgers.
- The payment vouchers are verified before issuance of cheques to the concerned parties.
- Salary, deductions, Tax deducted at Source (TDS) is verified.

External Audit: is done by External auditor (C.A) after completion of the financial year taking 15 to 30 days.

The nature of the payment is categorized into

- 1) Revenue Expenditure
- 2) Capital Expenditure

All the concerned documents of the revenue expenditure is checked and those of the capital expenditure is also checked and verified.

The audited statements and accounts are submitted to the Governing Body/Board of Trust to be merged these with those of sister concerns before submission to the Government authorities. The Income Tax Returns along with those related to PF, Prof. Tax etc. are also duly filed.

Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by the State Government authorities periodically.

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

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

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

0

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

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

The College has well-functioning mechanism for mobilization of funds and optimum utilisation of resources.

The IQAC assesses, plans, implements and supervises the activities for fund mobilization based on the CDC guidance.

The avenues for major sources of funds are:

- Grants from the State Government.
- Managing Trust contributes major capital.
- Collection from student fees.
- Financial grants/assistance from different schemes of UGC, DST and affiliating University.
- 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 of various agencies.
- Alumni Contribution received.
- Sponsorship received from general public, well-wishers and philanthropic institutions on humanitarian appeal.

Optimal utilization of resources

The implementation of financial and infrastructural policy ensures effective use of financial resources adopting a systematic mechanism.

For any expenditure of college constituent, a systematic approach ensures timely approval, release and audition process.

The college budget prepared every year is approved and departments are intimated about their budgetary approval. The College Accountant maintains all the accounts.

Financial grants/assistance received from various agencies are utilized as per applicable guidelines. The audited utilizations are submitted and NOC taken.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC, first constituted in 2003 to develop awareness for consistent quality improvement in all spheres of performance has institutionalized practices which are:

Practice 1: E-Content development for enhancement in the teaching learning process

The well-known advantages of E-content have necessitated teacher empowerment in E-content development, for which the following major events was conducted by IQAC:

1. Week long National Level Webinar entitled "Development of Real-Time E-Content for Virtual Teaching" was organized by the IQAC during 2020 for training of teacher.
2. Two-day National Level FDP on "Electronic-Content Development for Effective Teaching" during December 2018 to familiarization with E-content development techniques.
3. Workshop on "Developing E- Content" was organized in association with EMMRC of affiliating University during January 2016.

Practice 2: Audit Practice

The following audits have reinforced the audit practice:

1. Academic and Administrative Audit (AAA): was conducted twice since 2015 to maintain quality.
2. Green Audit: The Green Audit was carried out to review the overall environment management systems.
3. Gender Audit: was attempted to assess gender balance, needed for women upgradation. It also identified the impact of gender policies on gender equality.

IQAC analyses gender related policies and their implementation using the data provided by the Gender audit.

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

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

The IQAC of the college undertakes periodic reviews to facilitate outcome based reforms.

Incremental improvements made for the preceding five years

- Augmentation of infrastructure, learning resources (Library)
- Subscription to INFLIBNET
- Establishment of institutional linkages.
- Appointment of full-time teachers.
- Upgrading of laboratories.
- Conduct of FDPs.

Post accreditation quality initiatives

- Compliance of Recommendations of previous Peer Team Report
- Conduct of Academic and Administrative Audit
- Augmentation of ICT-enabled Teaching Learning Infrastructure
- Enhancement of Teaching Learning process
- Establishment of Innovation and Entrepreneurship Development Cell (IEDC)
- Introduction of new skill based programs
- Analysis of feedback from stakeholders
- Strengthening linkages/collaborations by functional MoUs facilitating student/teacher exchanges
- In-house training for staff
- Setting up of effective ERP system
- Designing IQ tests for learner identification
- Registration of Alumni Association
- Capacity building and skill enhancement initiatives
- Workshops on Employability Skills
- Environment friendly green initiatives
- Extension and outreach programmes

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

Attainment levels of COs, PSOs and POs were measured by IQAC using systematic approach.

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

Since ICT has transformed society in general and education in particular, the IQAC spearheaded the efforts for transformation.

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

6.5.3 - Quality assurance initiatives of the institution include:
Regular meeting of Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for improvements
Collaborative quality initiatives with other institution(s)
Participation in NIRF any other quality audit recognized by
state, national or international agencies (ISO Certification,
NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Over the last year, we have taken significant measures to promote gender equity and empower women through various initiatives. Celebrating Women's Day and International Girl Child Day served as key moments for highlighting the importance of gender equality and raising awareness about the challenges faced by women worldwide.

On Women's Day, we organized events and workshops that emphasized the contributions of women in various fields. we aimed to inspire and empower women within our institution and the broader community. Similarly, on International Girl Child Day, we focused on advocating for the rights and well-being of young girls. By nurturing their potential and ensuring access to education and equal opportunities, we aimed to create a more inclusive society.

Furthermore, a comprehensive program on health and hygiene was initiated, targeting women and girls specifically. This program aimed to address the unique health challenges faced by women and promote proper hygiene practices.

These measures represent our institution's commitment to fostering gender equity and creating an environment where all individuals can thrive irrespective of gender. We believe that by empowering women, we are not only building a stronger community within our institution but also contributing to a more just and equitable society at large.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://poonacollege.edu.in/wp-content/uploads/2023/07/7.1.1_2020-21.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above
--	-----------------------

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management

Liquid waste management

Biomedical waste management

E-waste management

Waste recycling system

Hazardous chemicals and radioactive waste management

Limiting the generation of waste and proper disposal 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 wastes are given to external agencies where they are segregated and disposed of according to the nature of waste. Separate dustbins are provided to collect wet and dry waste.

E-Waste Management

The college conducts E-waste Donation Drives to collect e-waste and donate the same. In order to reduce the amount of E-waste, efforts are taken for prolonged use of existing electronic items by timely maintenance and up-dation. Computers that are outdated at the college level but usable at the school-level are donated to orphanages/schools.

Liquid chemical waste management

Chemical waste generated is treated by applying the concept of Liquid waste management to control pollution.

Waste recycling system

A vermicomposting pit has been created for systematic decomposition . It is processed to serve as manure for the garden in the institute.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	<p>C. Any 2 of the above</p>								
<table border="1"> <tr> <td data-bbox="91 304 1442 373">File Description</td> <td data-bbox="1442 304 2110 373">Documents</td> </tr> <tr> <td data-bbox="91 373 1442 432">Geo tagged photographs / videos of the facilities</td> <td data-bbox="1442 373 2110 432" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="91 432 1442 496">Any other relevant information</td> <td data-bbox="1442 432 2110 496" style="text-align: center;">No File Uploaded</td> </tr> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	View File	Any other relevant information	No File Uploaded			
File Description	Documents								
Geo tagged photographs / videos of the facilities	View File								
Any other relevant information	No File Uploaded								
7.1.5 - Green campus initiatives include									
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	<p>C. Any 2 of the above</p>								
<table border="1"> <tr> <td data-bbox="91 943 1570 1011">File Description</td> <td data-bbox="1570 943 2110 1011">Documents</td> </tr> <tr> <td data-bbox="91 1011 1570 1070">Geo tagged photos / videos of the facilities</td> <td data-bbox="1570 1011 2110 1070" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="91 1070 1570 1129">Various policy documents / decisions circulated for implementation</td> <td data-bbox="1570 1070 2110 1129" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="91 1129 1570 1193">Any other relevant documents</td> <td data-bbox="1570 1129 2110 1193" style="text-align: center;">No File Uploaded</td> </tr> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Various policy documents / decisions circulated for implementation	No File Uploaded	Any other relevant documents	No File Uploaded	
File Description	Documents								
Geo tagged photos / videos of the facilities	View File								
Various policy documents / decisions circulated for implementation	No File Uploaded								
Any other relevant documents	No File Uploaded								
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution									
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	<p>A. Any 4 or all of the above</p>								

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

A. Any 4 or all of the above

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

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

Institutional takes efforts to create an inclusive environment promote tolerance, harmony, and appreciation for cultural, regional, linguistic, communal, socioeconomic, and other differences. These efforts are necessary to create a harmonious community that recognizes and celebrates its differences.

Events play a crucial role in promoting inclusivity. On the International Day of Non-Violence and Peace and Development, experts and presenters explore nonviolence, peacebuilding, and diversity's

role in growth and advancement in webinars. Such events highlight the need of accepting different viewpoints and working together for a better future.

Cultural festivities help celebrate diversity. Gandhi Jayanti was celebrated to honour the father of our nation who was a nonviolent and an inclusive leader. National Unity Day was celebrated to emphasize that we are one nation despite our differences.

Another critical aspect of inclusivity is ensuring political participation and representation. Celebrations of Constitution Day was coupled with voter registration drives to encourage citizens from all backgrounds to participate in the democratic process. This empowers diverse communities and ensures their voices are heard in decision-making processes.

In conclusion, institutional efforts like webinars, cultural festivities, and political engagement were instrumental in promoting tolerance, unity, and respect for all diversities. These activities strengthen and unite society.

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

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

Promoting awareness and sensitizing students and employees of Poona College to their constitutional obligations, values, rights, duties, and responsibilities as citizens is essential for building a responsible and informed society. To achieve this the college organizes a variety of events. Blood Donation Camp was organized to educate the students and employees about the importance of blood donation and how it aligns with their duty as responsible citizens to help those in need. Gandhi Jayanti was celebrated to promote Gandhian principles like non-violence, truth, and communal harmony. National Unity Day was Celebrated by organizing activities that promote unity, integrity, and a sense of belonging among the students and employees. Swachhata Pakhwada (Oath Taking) a pledge-taking ceremony where students and employees pledged to maintain cleanliness, not just in the college premises but also in their surroundings and Constitution Day and Voter Registration Drive was organized to ensure maximum eligible students and employees are registered to vote.

Poona College seeks to contribute to the establishment of a harmonious and democratic society that follows the ideas stated in the Constitution. To this end, the college encourages active engagement in civic life and works to raise constitutional knowledge among its student body.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://poonacollege.edu.in/wp-content/uploads/2023/07/7.1.9_2020-21_C.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

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

The College organizes programs on a consistent basis and participates enthusiastically in the celebration of a wide variety of national and international historic days, events, and festivals. On these sorts of occasions, the presence of each and every member of the workforce is required.

Th college celebrated Bird Week, International Biodiversity Day, World No Tobacco Day World Statistics Day, International Day of Living Together, International Web Symposium on Maulana Azad, National Reading Day, Web Talk on Netaji Subhash Chandra Bose, Doctor's Day, Gandhi Jayanti, International Women's Day, National Unity Day, NSS Foundation Day, World AIDS Day, International

Yoga Day, Constitution Day, International Day for Natural Disaster Reduction, International Day of the Girl Child.

Academic Guidance Talks were organized on the eve of National Anti-Terrorism Day, International Day of Parliamentarism, International Day for the Total Elimination of Nuclear Weapons, International Day of Non-Violence, Indian Air Force Day, Human Rights Day & International Minority Rights Day.

It was wonderful to see such a diverse range of events being organized, covering topics related to the environment, social issues, national and international days and academic guidance talks. These activities promoted awareness, education, and engagement among students and the broader community on crucial issues.

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

7.2 - Best Practices

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

1. Swift transition to online teaching- learning

The Context:

This practice focuses on how our college has effectively tackled the challenges and harnessed opportunities during the transition to online education.

Objectives of the Practice:

To adopt online teaching-learning practices with ease

The Practice:

This involved upgrading digitaltools, conducting faculty training and online assessment methods. Communication via Google Classroom and WhatsApp kept students engaged. Evidence of Success:

The success was evident through continuous learning aligned with SPPU calendar, positive student feedback and faculty adaptability.

Problems Encountered and Resources Required:

Challenges included inadequate internet connectivity and device access, necessitating IT expertise for training.

2. Distribution of necessary supplies during Covid

The Context:

The Lockdown made daily wagers jobless they struggled to have two meals a day and were unable to go to their home state.

.Objectives of the Practice:

To cater to the needs of the Migrant workers and Poor affected by lockdown.

The Practice:

Staff and students contributed for groceries, cooking meals and making sanitizers. Students cooked and distributed food daily for 52 days.

Evidence of Success:

The college's efforts were praised by the Maharashtra Governor and appreciated by local authorities.

Problems Encountered and Resources Required:

Government imposed lockdown and financial restrictions.

File Description	Documents
Best practices in the Institutional website	https://poonacollege.edu.in/wp-content/uploads/2023/07/7.2.1_2020-2021_C.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Poona College's exemplary performance in online teaching and learning underscores its commitment to providing quality education through virtual platforms. With a focus on innovative and student-centric methodologies, the college emerged as a leader in the online education landscape during the pandemic-induced shift. Swiftly adopting digital technologies, learning management systems, and video conferencing, the college ensured uninterrupted academic progress for students despite campus closures. Faculty members played a crucial role, undergoing comprehensive training to deliver engaging virtual instruction effectively. Distinctive in its approach, Poona College redesigned course content to include interactive elements, virtual labs, and e-assessments, encouraging active learning beyond traditional classrooms. Prioritizing student support services, the institution offered technical assistance and counseling to address challenges, fostering a conducive learning environment. Emphasizing academic integrity, the college implemented secure online assessment strategies, ensuring fair evaluations. Additionally, the Department of Chemistry contributed to the community's health and safety by preparing sanitizers. In conclusion, Poona College's exceptional performance stems from its unwavering dedication to quality education, making it a trailblazer in online learning, inspiring others in the field.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- 1.Continue with activities for slow and advanced learners as formulated by the departments (subject specific).
- 2.Train non-teaching staff in efficient use of google drive/one drive and other such tools for managing work from home.
- 3.Expansion of infrastructure by construction of classrooms and laboratories for additional courses and additional sections of existing courses
- 4.Optimum use of Learning Management System including proctored examination portal.
- 5.To develop a platform for the development of new ideas in the humanities.

6.To organize various student and faculty development programmes.

7.Setting up an E studio.

8.Strengthening extra and co-curricular activities.

9.Planning of Teaching-Learning and evaluation Process for online and offline mode.

10.Increasing number of ICT enabled rooms.