



## **YEARLY STATUS REPORT - 2021-2022**

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	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
<b>2.Institutional status</b>	
• 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	<a href="mailto:shaikhiqbaln@gmail.com">shaikhiqbaln@gmail.com</a>				
3. Website address (Web link of the AQAR (Previous Academic Year))	<a href="https://poonacollege.edu.in/iqac-annual-reports/">https://poonacollege.edu.in/iqac-annual-reports/</a>				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://poonacollege.edu.in/wp-content/uploads/2023/07/ACADEMIC-CALENDAR_2021_2122.pdf">https://poonacollege.edu.in/wp-content/uploads/2023/07/ACADEMIC-CALENDAR_2021_2122.pdf</a>				
<b>5. Accreditation Details</b>					
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
Cycle 3	A+	3.27	2022	15/11/2022	14/11/2027
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			<a href="#">View File</a>		
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)	
<p>1. IQAC has promoted quality in the institution at various levels for better academic and administrative support and functioning through dedicated ERP and mobile app. 2. For the benefit of teachers, non-teaching staff and students: Celebration of various commemorative days and events like: Gandhi Jayanti, Samvidhan Din, Online National Science Day Celebrations, Online lecture on cyber security, International Women's Day, etc. were organized. 3. staff development programs were conducted on quality enhancement in accordance with NAAC guidelines. 4. Organizing Student Induction Programme. 5. Strengthening linkages and collaborations by functional MoUs.</p>	
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
Initiating online Teaching Learning Processes	Subscription to G-Suites for teaching learning and Internal Evaluation.
Introduction of Skill Enhancement Courses	Skill Enhancement Courses were introduced for UG classes
Departmental Visits by IQAC	Internal academic audit was completed
To convey the details of IQAC meetings and the action taken report	The minutes of the meetings and ATR have been uploaded on the institutional website.
Quality Audits	The College has successfully conducted an Academic Audit, Gender Audit, Energy Audit and Green Audit
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
College Development Committee (CDC)	20/09/2021

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

Year	Date of Submission
2021-22	20/01/2023

**15. Multidisciplinary / interdisciplinary**

The college is well-prepared to implement the regulations of the National Education Policy (NEP) within its curriculum. The institution's teaching and learning approach ensures a holistic development of students, encompassing intellectual, scientific, emotional, social, and cultural aspects.

In addition to the standard credit-based courses, all graduating students are required to complete a 4-credit course on cyber security/information security, along with 2-credit courses each on environmental studies, democracy, election, governance, human rights, and duties. To further enhance their knowledge, students have the freedom to choose elective papers from any discipline during their final year. Moreover, the college offers a range of value-added courses to enrich students' learning experiences.

A crucial aspect of the college's approach is promoting social service activities through organizations like NSS, NCC, and various clubs and committees. These initiatives play a pivotal role in sensitizing students towards environmental, social, and health issues, instilling a sense of responsibility in them.

The institution aims to provide a flexible and multidisciplinary curriculum that allows students to enter and exit the program at different stages according to their preferences. Collaborative research projects involving students, staff, government agencies, NGOs, and different departments are actively pursued to address the real-world challenges faced by society.

**16. Academic bank of credits (ABC):**

In line with the guidelines of the National Education Policy 2020, the college actively manages faculty and monitors students' earned credits throughout their academic journey. By offering students the option to open accounts in the Academic Bank of Credits, the institution enables multiple entry and exit points during their higher education tenure. This approach significantly reduces the dropout rate as students who discontinue their studies can easily return and complete their courses.

The institution is eagerly looking forward to registering under the ABC system, as it will provide learners with the advantage of flexible entry and exit options within their chosen program, as well as facilitate credit transfer. These initiatives will prove especially beneficial for slower learners and grant all students the flexibility to learn at their own pace and convenience.

At our institute, our ethos revolves around creating an optimal environment for students to flourish and develop their characters. This, in turn, fosters the growth of professionals with exceptional technical and emotional intelligence, making them well-rounded individuals.

### **17.Skill development:**

Poona College in Pune places a strong emphasis on nurturing skill development among its students to ensure they acquire the necessary competencies for their future careers. The college's curriculum and syllabus are thoughtfully designed based on Outcome-Based Education principles, with a sharp focus on skill development and measurable learning outcomes. To further enhance students' abilities, the institution offers capacity building programs and skill inculcation training to all final year Undergraduate and Postgraduate students, guided by the dedicated Placement and Career Counseling Cell.

For undergraduate students, the college provides a diverse range of value-added courses, each tailored to target specific skill areas. These courses cover a wide array of subjects, such as Communication Skills, Soap and Phenyl Making, Business English, Travel and Tourism, Personality Development, Secretarial Practices & Office Management, Programming in Python, Indian Heritage and Culture, C Programming, Mass Media and Journalism, Business Accounting and Financial Literacy, Web Designing, and Business Administration Skills.

Additionally, the college offers four comprehensive vocational programs, namely B.Voc in Software Development, Medical Lab Technology, Banking and Finance, and Travel and Tourism Management. These specialized vocational programs aim to equip students with the practical skills and knowledge required to succeed in their chosen fields.

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

The integration of Indian Knowledge Systems (IKS) through the use of Indian languages, cultural appreciation, and online courses is of utmost importance in the present times. By studying Indian Languages, we can contribute to the significant endeavor of uncovering the treasure trove of ancient Indian knowledge and bridging it with contemporary requirements, leading to societal and national prosperity. In recognition of this importance, our institute celebrates various occasions

like Hindi Divas, National Unity Day, Human Rights Day, Vaachan Prerna Din, and Yoga Day, as an expression of reverence towards Indian languages and culture.

To ensure effective learning, our faculty members are encouraged to deliver their classroom sessions in bilingual mode, using both English and vernacular languages such as Urdu and Marathi. This approach has proven beneficial, as students tend to grasp concepts better when taught in their mother tongue. Moreover, during their bachelor's program, our graduate students have the flexibility to choose from languages like Hindi, Urdu, Arabic, or Persian for further study.

By embracing the richness of Indian knowledge systems and heritage, our institution seeks to create an inclusive and culturally enriched learning environment for all.

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

Our college places a strong emphasis on Outcome-Based Education (OBE), a pedagogical model that goes beyond the traditional credit-based approach. Under the guidelines of the National Education Policy 2020, our focus is on performance-based education, and all courses have been designed within the OBE paradigm, defining clear Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcomes (CO).

During the student induction program, we provide an orientation on the Outcome-Based Education paradigm, explaining the significance of Program Outcomes to our students. The curriculum explicitly states the POs, PSOs, and COs, and our teaching-learning pedagogy is aligned with OBE principles to transform our students into responsible citizens. Each program offers a specialization or discipline degree, encompassing co-curricular and extra-curricular activities to help students achieve predetermined goals and earn their degrees.

#### **20.Distance education/online education:**

Recognizing the flexibility and opportunities it provides, online education has become an integral part of our college's approach. Leveraging Information and Communication Technology (ICT), we enable students to learn at their own pace and according to their requirements. ICT empowers students to explore, assess, share, and present information in an organized manner, and it aligns well with modern learners who are adept at technology.

Our college offers online classes and records lectures using the ERP software MasterSoft. Both faculty members and students have gained experience in utilizing various digital tools like Moodle, OBS (Open Broadcaster Software), G-suite, Google Tools, Online Whiteboards, and YouTube to develop and deliver e-content, short videos, interactive PowerPoint presentations, and other

online content. Students engage in value-added courses, skill-development courses, and explore mobile apps for learning, making education more accessible and engaging.

To further enhance their knowledge and skills, students are encouraged to participate in courses offered by online portals such as Swayam and Coursera. Moreover, our college serves as an active Local Chapter for NPTEL courses, fostering a culture of continuous learning and academic growth. By embracing distance education and online learning, we aim to equip our students with the tools they need to excel.

## Extended Profile

### 1. Programme

1.1

Number of courses offered by the institution across all programs during the year

968

**File Description**

**Documents**

Data Template

[View File](#)

### 2. Student

2.1

Number of students during the year

4251

**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	733
Number of outgoing/ final year students during the year	
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	108
Number of full time teachers during the year	
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
3.2	108
Number of sanctioned posts during the year	
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	36
Total number of Classrooms and Seminar halls	
4.2	177.85
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	288
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

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 institution ensures effective curriculum delivery through a well-planned and documented process.

The annual academic calendar is prepared by IQAC and the same is displayed for the teachers and students. The College has well-qualified teaching staff. Staff members are appointed as per the state Government, UGC, and affiliating university norms. Based on the teachers' expertise and experience, courses are allotted accordingly. Teachers submit their teaching plans before the commencement of classes. Faculty-wise timetable is prepared by the timetable committee. A department-wise practical and theory timetable is prepared to ensure the smooth conduct of lectures and practical sessions. Our teachers make extensive use of modern methods of teaching and ICT tools.

Classroom teaching is supplemented with seminars, workshops, guest lectures, group discussions, tutorials, departmental fest, paper presentations, group assignments, educational tours, field trips, industrial visits, project writing, etc. which are well planned for effective delivery of the curriculum. The Knowledge Resource Centre of our college is well equipped with the necessary learning resources for the effective delivery of the curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The college 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. The academic calendar lays down a very strong foundation for academic delivery.

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. The Institute strongly believes in transparency in its functioning.

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 Examination Committee of the college adheres to the calendar of events which reflects the conduct of the semester as well and internal examinations as per university norms.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

6

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1006

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The prescribed curricula deal with issues related to gender, environment and sustainability, human values, and professional ethics. The teachers create awareness regarding cross-cutting issues. In

addition to this, various co-curricular and extracurricular activities are also organized to superscribe these issues.

**Gender Issues:** Group discussion, debate competition, paper presentations on gender roles, feminism, sexual harassment, street plays on domestic violence and violence against women, poster competition on save girl child, female foeticide, cybercrime against women and how to be safe, are some of the activities organized to sensitize the students on gender issues.

**Environment and Sustainability:** The college has also taken the initiative to sensitize the students to environmental concerns by promoting paper bags instead of plastic bags. The college by all means takes efforts to keep the campus plastic-free. The college observes No Vehicle Day in its efforts to reduce pollution. The college 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:** For the inculcation of values like national integrity, patriotism equality, and brotherhood, etc. the college organizes various extension activities through NSS, the Board of Students Welfare and Development, and NCC.

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.	<a href="#">View File</a>

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

100

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

**1.3.3 - Number of students undertaking project work/field work/ internships****2197**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**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	<b>Nil</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://poonacollege.edu.in/feedbacks/">https://poonacollege.edu.in/feedbacks/</a>

**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**

**1797**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

**1344**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## **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**

Every year, the college provides an orientation session for first-year students. The programme introduces students to the college's curriculum and co-curricular activities, facilities, rules, and regulations. Before classes begin, individual student needs are recognized and addressed as soon as possible using a planned method. The department offers a first-year bridge course. The college has put in place an effective mechanism to assess the learning levels of the students, and thereafter, to organize specific programmes for advanced learners and slow learners.

- Extra practical sessions and revisions are also conducted keeping in view the needs of the students.
- Problem solving sessions and tutorials are organized 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.
- Career Guidance and Counselling.

Needs of advanced learners are fulfilled by giving them current and practical knowledge via different skill enhancement and add-on courses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
4251	108

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

The college has been implementing a student-centric approach of teaching-learning for the overall development of students making them employable and globally competent. 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.



The teachers not only explain and demonstrate but also inspire and motivate students by promoting participative learning. 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	<a href="#">View File</a>
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

Information and communication technology (ICT) has been a part of the educational process. In addition to the talk-and-chalk approach, faculty members use ICT-enabled materials such as PPTs, animated films, and so on. 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). 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	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**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****108**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
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****108**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

1272

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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.

Internal assessment is a continuous process carried out during the teaching session. The main object of internal assessment is to improve the performance of students and to reduce the pressure felt by them with regards to their final exams. It also provides an opportunity to the teachers to evaluate the preparedness of students and find out their weaknesses.

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.

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. Teachers then advice the students on how to improve their performance if they are not doing well in specific areas. This enhances the interest of students regarding their studies and builds their confidence. The exam is conducted on a common schedule and supervised by the junior supervisor.

File Description	Documents
Any additional information	<a href="#">View File</a>

Link for additional information	Nil
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## 2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The procedure of conduct of university examination and reassessment of answer sheets is administered by the affiliating University Ordinances and Statutes. The principal, with the help of College Examination Committee (CEC) and Officer In-charge of the Examination, carryout timely and effective execution of the evaluation reforms and ensures the right and transparent conduct of university examinations and internal assessments. The CEC meets periodically to address effective redressal of the grievances of the students regarding evaluation. 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	<a href="#">View File</a>
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.

The following mechanism is applied for communicating programme outcomes, programme specific outcomes and course outcomes to teachers and students regarding all undergraduate and postgraduate courses run by the college:

- The details of course outcomes, programme outcomes and programme specific outcomes are prominently displayed on the college website for the perusal of teachers and students.

- Hard copies of syllabi are available in every college department for ready reference by teachers and students.
- The importance of programme and course outcomes is conveyed to teachers during college committee meeting.
- At the beginning of the teaching session, teachers convey the significance of learning outcomes to students and encourage the students to attain them.
- 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.
- 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	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The institution has availed robust and resilient mechanisms to evaluate the attainment of program and course outcomes. 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
Upload any additional information	<a href="#">View File</a>
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

1367

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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\\_2021-22.pdf](https://poonacollege.edu.in/wp-content/uploads/2023/07/2.7.1_SSS_2021-22.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)	<a href="#">View File</a>

### 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

30

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
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

To meet the needs of the global marketplace, we continuously work to instil creative thinking and research/observation abilities in our students and employees. The college encourages the faculty members to participate in research activities and hence, there are a good number of research publications, a few of them with decent impact factors. A good number of students have registered for Ph.D. programs. The college has signed two MOUs with organizations for availing their facilities and exchange of ideas.

The management of the college, through its corpus, has taken initiatives for the creation and transfer of knowledge among the faculties to have academic interactions as mentioned below. The college has threerecognized Ph.D centres with 46 Ph.D students. The number of research guides has also increased as IQAC has been motivating eligible teachers to submit documents required for Ph.D recognition to our affiliating University. Research project funded by DST-SERB is ongoing in the college. Innovation & Entrepreneurship Development Cell, aims to foster entrepreneurship, Innovation and develop a culture of taking entrepreneurship as a career option amongst the students. The cell takes care to imbibe the innovation, entrepreneurial skills and overall personality development among the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

46

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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

50

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

45

File Description	Documents

Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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, Celebration of Doctor's Day & Blood Donation Drive, Swachata Pakhwada: Oath taking ceremony, 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, Awareness Program on Health & Hygiene. 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	<a href="#">View File</a>

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

3

File Description	Documents
Any additional information	No File Uploaded

Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

17

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

**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**

1562

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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

75

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 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

5

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

## 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 college campus area is of total 2 acres and the built-up area of the college buildings is 66,235.83 sq. ft. The college maintains 36 spacious well-ventilated and spacious classrooms with modern amenities and comfortable seating arrangements. The college has 25 Laboratories, in different departments, furnished with high standard furniture, equipment, modern gadgets, instruments, and chemicals are in function. The college has four spacious seminar halls adorned

with a luxurious dais and comfortable chairs, in tune with the latest technology available. The college leaves no stone unturned in terms of provisions of contemporary electronic teaching-learning aids. 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 is done.

The college has set up an Audio-Visual Studio for the shooting of lectures equipped with all the technical equipments. An open-air auditorium is the place for entertainment and celebrations. The college has three research centers viz. Commerce, Economics, and Chemistry.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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. The multipurpose open-air auditorium and conference hall are available for cultural activities. The college students participate in various intercollege, State, National, and Inter-university competitions.

#### Gymnasium

- The College provides Diet scholarship and T.A/D.A to students who participate in various levels of tournaments.
- 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, students are inspired to arrange various events and activities including cultural programmes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

49.37

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The Knowledge Resource Centre (Library), which has approximately one lakh books, including some rare collections, is the heart of our university and a source of great pride. The Centre provides the students with a Book Bank resource. The college has a password-based subscription to the NLIST database, which is accessible both internally and remotely. More than 7 lakh e-Books and 6000 e-Journals are available in the database. VIRRIDHI software is being used to automate the library. All library collections' partial bibliographic information is uploaded to the database. Additionally, library processes such as issue/return and reading room attendance employ barcoding technology. Ten web terminals are available for OPAC searches and student use. 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

2.88

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

698

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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 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
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Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

288

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

123.75

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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	<a href="#">View File</a>
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	<a href="#">View File</a>

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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

#### 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
Link to Institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

668

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

668

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

#### 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

124

File Description	Documents
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Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

522

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 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.

18

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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 students' council actively takes part in various activities with the following objectives:

- To develop cordial relations among the students, teachers, principal and non-teaching staff members.
- To stimulate the functioning of various committees.
- To participate institution at intra and university level.
- To act as a catalyst for the noble cause of nation building by working together.
- To inculcate brotherhood.

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	<a href="#">View File</a>

**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**

46

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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 has undertaken various cultural, educational and social activities in the college. 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	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**      **B. 4 Lakhs - 5Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **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.

Prominent renowned charitable trust with vast experience, manages the college affairs. At the apex, is the College Development Committee (CDC) which manoeuvres all the important issues of the 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	<a href="#">View File</a>

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

The college practices the use of participatory, decentralized and inclusive approach leading to its growth and progress. It becomes evident by describing a case study of 'Over to the Virtual Platform' during the Covid pandemic which still has not totally withdrawn.

The much delayed academic, administrative routine of the college ignited the dire need to initiate efforts to normalize it back into rhythm. The need for a planned approach was taken as a challenge and implemented in the following stages:

1. Extensive use of Online Meeting Platforms: This frequency of online communication enabled all the college stake holders into a 'virtual home' making them accelerate the pace of routine work. The facility of online meeting paved the way for all the activities to pace up for meeting the deadlines.

2. Compensation of time loss by saving time: The pending events of the college calendar were identified and the probable dates of completion were finalized during the online meeting deliberations of top decision making authorities.

3. Decentralization of routine issues to speed up for timely 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	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The year 2021 -2022 and the previous year were distinct due to the impact of global pandemic; the strategic plans of the college revolved 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 2021 -2022 included the multipronged approach consisting of the following heads:

- Activation of Institutional Social Responsibility (ISR) cell of 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.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
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	<a href="https://poonacollege.edu.in/wp-content/uploads/2021/09/Organogram.pdf">https://poonacollege.edu.in/wp-content/uploads/2021/09/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 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:

Best performance awards: are offered to boosting healthy competition.

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

**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.

**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	<a href="#">View File</a>

**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**

17

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

26

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 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
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Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

### 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.Capacity Building by effective use of Information Technology for nonteaching staff in July 2021.

3.Understanding Plagiarism for Academic Integrity in February 2022.

#### 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	<a href="#">View File</a>

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	<a href="#">View File</a>

**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)**

**A. All of the above**

**Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

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	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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**

Our college has taken noteworthy strides towards promoting gender equity and empowering women. Several measures were initiated to create a more inclusive and equal environment for everyone. One of the key programs focused on health and hygiene, aiming to address the specific needs of women and girls. Workshops and awareness campaigns were conducted to educate them about reproductive health, menstrual hygiene, and overall well-being.

Another noteworthy initiative was the "Red Dot Campaign," which sought to challenge the stigma around menstruation. The campaign aimed to break the silence surrounding menstruation and to foster a more open and accepting attitude towards this natural biological process.

To promote inter-generational bonding and showcase respect for the elderly, students from our institution paid visits to old age homes. This gesture not only brought joy to the senior citizens but also instilled empathy and understanding among the younger generation. Celebrations were held to mark International Women's Day and International Girl Child Day with enthusiasm, emphasizing the importance of empowering and nurturing young girls.

These initiatives demonstrate our institution's commitment to fostering a gender-equitable environment, where everyone, regardless of gender, feels respected, valued, and supported in their pursuit of a brighter and more inclusive future.

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	<a href="https://poonacollege.edu.in/wp-content/uploads/2023/07/7.1.1_2021-22.pdf">https://poonacollege.edu.in/wp-content/uploads/2023/07/7.1.1_2021-22.pdf</a>
<b>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</b>	D. Any 1 of the above
File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<p><b>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</b></p> <p><b>Solid waste management</b></p> <p><b>Liquid waste management</b></p> <p><b>Biomedical waste management</b></p> <p><b>E-waste management</b></p> <p><b>Waste recycling system</b></p> <p><b>Hazardous chemicals and radioactive waste management</b> The College places a high priority on limiting trash generation and effective garbage disposal/recycling. The College Management, in collaboration with NCC and NSS, achieves the goal of reducing trash output on campus. The following are the methods used by the Institution to treat trash classified as solid, liquid or e-waste.</p>	

Degradable waste paper etc are recycled through 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. 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. Chemical waste generated is treated by applying the concept of Liquid waste management to control pollution. 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	<a href="#">View File</a>

**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**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
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	No File Uploaded



Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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).

To create an inclusive atmosphere, and to foster tolerance, harmony, and understanding for cultural, regional, linguistic, communal, socioeconomic, and other diversity. These are "inclusion initiatives." To create a cohesive, peaceful community that celebrates diversity, these efforts are essential. This goal was achieved through several initiatives:

Swach Wari, Swasth Wari, Nirmal Wari, Harit Wari: This event promotes cleanliness, health and environmental awareness during religious pilgrimages and cultural gathering, uniting people from all backgrounds. International Day of Non-Violence and Peace and Development webinars: Experts and activists discuss and advocate for non-violence, peacebuilding, and sustainable development, promoting mutual understanding and conversation across varied communities.

Gandhi Jayanti: Honouring Mahatma Gandhi's birth anniversary, this celebration promotes non-violence, tolerance, and inclusivity. National Unity Day: Celebrating Sardar Vallabhbhai Patel's birthday encouraged national unity and respect for all communities. Constitution Day and Voter Registration: This event enhanced awareness of the constitution, democracy and civic participation, encouraging people to register, cast vote and participate in democracy.

These activities reflect our institutions' commitment to building an inclusive and harmonious atmosphere that honours and respects society's different identities and opinions. Such initiatives foster understanding, empathy, and acceptance, resulting in a more peaceful nation.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

In today's dynamic world, understanding and upholding constitutional obligations, values, rights, duties, and responsibilities are crucial for fostering a responsible and democratic society. Poona College, as a respected educational institution, recognizes its role in shaping future citizens who are well-informed and actively engaged in their civic duties. To achieve this goal, it is essential to sensitize both students and employees of the college about the significance and relevance of the Constitution and its implications on their lives. Various programs like Celebration of Constitution Day of India, National Unity Day, Doctors day, Blood donation drive, World AIDS day, Awareness Rally on Saaf Suthri Baqr Eid, Swachata Pakhwada, Gandhi Jayanti, Swach Wari, Swasth Wasri, Nirmal Wari, Harit Wari etc were organized.

The sensitization of students and employees of Poona College to constitutional obligations, values, rights, duties, and responsibilities is not merely an educational endeavour but a commitment to nurturing responsible, informed, and engaged citizens. By promoting constitutional awareness and encouraging active participation in civic life, Poona College strives to contribute to the development of a harmonious and democratic society that upholds the principles enshrined in the Constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://poonacollege.edu.in/wp-content/uploads/2023/07/7.1.9_2021-22_C.pdf">https://poonacollege.edu.in/wp-content/uploads/2023/07/7.1.9_2021-22_C.pdf</a>
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
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Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>

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

The College celebrates a wide range of national and international historic days, events, and festivals by organizing programs on a regular basis and taking an active part in the celebration of a wide variety of historic days, events, and festivals. Activities such as lectures, guidance talks, quizzes, discussions, visits, and speech competitions are part of these events.

Events organized include National Reading Day, World Heritage Day, Blood Donor Day, World Down Syndrome Day, World Environment Day, World Veterinary Day, Doctor's Day, International Women's Day, World AIDS Day, Youth Week, Swachata Abhiyan, Constitution Day & Voter Registration, International Day of Parliamentarism, International Day for the Total Elimination of Nuclear Weapons, World Day of Social Justice, World Peace & Understanding Day, International Women's Day, National Panchayati Raj Day, International Day of Democracy.

It is astounding to witness such a wide variety of events covering a variety of topics, including those that are pertinent to society, the environment, politics, and academics. The participation in these activities unquestionably helps to contribute to the development of a community on campus that is well-rounded and well-informed, and they do so in a way that is helpful to the campus as a whole.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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. Admissions using cloud-based ERP Software.

## The Context

All program admissions adhere to SPPU & Maharashtra Government Norms. Admissions are merit-based. Students apply and pay the fees online through cloud-based ERP Software.

## Objectives of the Practice

To provide a platform for online admission and ensure cashless transactions

## The Practice

Our admissions to are solely online and merit-based. We have deployed a cloud-based ERP Software for this procedure.

## Evidence of Success

The online admission process reduced administrative burden and enabled easy information storage.

## Problems Encountered and Resources Required

Challenges include digital access and form-payment integration for students from lower.

## 2.Fostering Active E-Learning Strategies in Teaching-Learning

### The Context:

We have embraced the implementation E-Learning Strategies in teaching-learning processes. We seek to engage students, promote critical thinking and enhance learning experience.

### Objectives of the Practice:

To Promote active participation of students in their education To cater to diverse learning styles, making education accessible and inclusive

### The Practice:

Active E-Learning Strategies encompass interactive multimedia content, online discussions, virtual simulations, gamification, and collaborative projects..

**Evidence of Success:**

Active E-Learning led to increased engagement, better performance and higher retention rates.

Problems Encountered and Resources Required: Challenges faced include faculty training, requirement of high-end technology.

File Description	Documents
Best practices in the Institutional website	<a href="https://poonacollege.edu.in/wp-content/uploads/2021/09/GOOGLE-SITES.pdf">https://poonacollege.edu.in/wp-content/uploads/2021/09/GOOGLE-SITES.pdf</a>
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 has distinguished itself in the area of promoting social inclusion and empowerment through education. With a strong commitment to providing quality education to students from diverse backgrounds, the college has become a beacon of hope for marginalized communities. At the core of its priority and thrust lies the mission to uplift the underprivileged and create a level playing field for all. The college has enrolled students from lower economic strata, offering scholarships, financial aid and additional support services to ensure they can access and excel in education. The College has implemented innovative teaching-learning practices to foster inclusivity within the campus. It has created a supportive environment where students from diverse backgrounds can thrive, nurturing a sense of belonging and community. The impact of the college's distinctive priority is evident in the success stories of its alumni. Many students who graduated from Poona College, despite their humble beginnings, have gone on to achieve remarkable heights in their careers and contribute positively to society. Overall, Poona College's unwavering commitment to social inclusion and empowerment has made it stand out as an institution that not only imparts knowledge but also transforms lives, creating a brighter future for the marginalized communities.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.3.2 - Plan of action for the next academic year**

- 1.To obtain autonomous Status from UGC
2. To obtain better NIRF Ranking.
3. To increase corporate academic involvement through industry-academic interaction.
- 4.To refine Outcome Based Education dynamics in the college
- 5.Uploading and sending AQAR of 2021-2022
- 6.To facilitate Faculty Exchange Programmes with Other Academic Institutions and International Linkage.
- 7.To support various Staff Benefit and Welfare measures.
- 8.To fulfil its Social Obligations, in the manner of providing formal & informal education, dissemination of Knowledge, organizing programmes and activities for the benefit of the Community and Other Stakeholders.
- 9.Promote placement activities and propagate consultancy projects wherever possible.
- 10.Integrate library services on ERP and make it available for all registered users.
- 11.Modernization of laboratories to support practical courses and research.
- 12.To conduct Energy-Green-Environment Audit by accredited agencies.
- 13.Academic Performance Indicator for Faculty.