SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

HARIBHAI V. DESAI COLLEGE OF ARTS, SCIENCE AND COMMERCE, PUNE

DESAI BROTHERS VIDYA BHAVAN 596 BUDHWAR PETH PUNE
411002

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Poona Gujarati Kelvani Mandal established Haribhai V. Desai College of Arts, Science and Commerce in 1984. It started as an organization to cater the educational needs of the Gujarati minority students and students from traditional business sections of the society. The college is located in the prime business area of Pune city with a high population density in its vicinity. Due to the prime loaction and easy accessibility by all modes of public transport, the number of girl students is always on the higher side in the institution. The College was housed in RCM School and Junior College initially. The College relocated into the new premises in 1987 and was a single faculty college until 1993. The college is affiliated with Savitribai Phule Pune University, Pune.

Over the years, the college has grown significantly, evolving into one of Pune's premier co-educational institutions, recognized for its academic excellence and dynamic environment. With over 80 faculty members and 3,500 students from diverse backgrounds, it offers courses in Humanities, Science, and Commerce, supported by well-equipped laboratories and a comprehensive library. The college actively promotes co-curricular and extracurricular activities, including NSS, Kala Mandal, and research projects.

Facilities on campus include covered parking, a spacious library, canteen, seminar rooms, and computer facilities. Situated centrally and well-maintained, the campus fosters a conducive environment for learning and personal growth. The college's commitment to providing leadership and direction is evident in its recognition as the "Best College" by Savitribai Phule Pune University in 2012 and its 'B+' grade reaccreditation by NAAC. Faculty members contribute to various university bodies, ensuring the college's active participation in academic governance.

Known for its quality master's program and alumni achievements, Haribhai V. Desai College continues to uphold its legacy of excellence, preparing students for success across diverse fields.

Vision

We intend to transform lives of the students through right skills, values inculcated through higher education in conducive environment to make them at par with global, responsible, competent citizens who will lead their lives happily and successfully.

Mission

- To create a centre of academic excellence in the field of higher education and for the development of the right skills oriented towards self-improvement, self-employment and life.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Located in the heart of the city with well connectivity of conveyance facilities.
- Qualified and experienced teaching and non-teaching staff.
- Student centric management.

The strengths of the college are as follows:

Physical Resources:- Physical resources of the college includes:- Three multi-storeyed buildings and a separate floor for administration, spacious and well ventilated classrooms with ICT facilities, Generator back up, Conference Hall, Seminar Hall, CCTV coverage for the entire campus, Spacious library and reading room, Girls' and Boys' Common Room, office for the IQAC and NSS, Separate Research and Development Cell, Offices for Vice Principals and Head of the Departments, Computer Laboratories, LCD Projectors, Smartboards, Well-equipped Science Laboratories, Examination Control Room, adequate Parking Space.

Human Resources:- Governing body; The Poona Gujarati Kelawani Mandal, Principal, Vice Principals, Head of the Departments. Majority of teachers with NET, SLET and Ph.D qualification. Few teachers are M. Phil. and Ph. D. guides. Teachers work with various bodies of the university and autonomous colleges in the capacity of Dean, Member and Chairman of Board of Studies etc. Present student strength of the college is 3438. Committed Support staff.

Learning Resources of the college comprises of well stocked library with number of reference books and textbooks, periodicals and e-learning resources. Computer laboratories with internet access, Language laboratory with necessary software, Wi-Fi access to all classrooms with laptops and projectors.

Institutional Weakness

- Limited space.
- Creating research culture in the younger generation of teachers.

Institutional Opportunity

- Good Scope for Industry Linkages.
- Online courses and diploma programmes can be started.

Institutional Challenge

- A large number of colleges in the vicinity.
- The surrounding supports business and trading as compared to the academics.
- Funding's for research and startups.
- Creation of more space within the campus is one of the major challenges that the college has to deal with a sense of urgency.
- Getting permission from the government to fill up the vacant posts of the teachers and administrative support staff is a significant challenge.
- Strengthening of industry-institute interaction.

- Number of placements to be increased.
- Encouraging students for competitive examinations and higher studies.
- Networking and strengthening relationship with stakeholders.
- More focus on industrial training for faculty and students.
- Necessity of more space and infusion of latest technology for library and other learning resources.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Haribhai V. Desai College of Arts, Science and Commerce was established in 1984 and it is affiliated to Savitribai Phule Pune University(SPPU), Pune. The college follows the 2019 -2020 CBCS syllabus pattern, and from the academic year 2023-24 it is shifting to the new NEP 2020 pattern as per SPPU guidelines.

The institution has its curriculum delivery in a planned way. The institution has an academic calendar functional at multiple levels with internal examination as the base at college level and department level. It is linked with teaching and is annually audited by IQAC at regular intervals through academic and administrative audits. The timetables, teaching plans, lesson plans are in place. Every department conducts meetings regularly to keep the academic planning properly implemented.

CO-PO mapping and attainment make up the backbone of the evaluation system and Blooms Taxonomy helps us design the internal examinations effectively.

Institution has designed 30 plus need based short-term courses in the past five years and has a very good participation from the students. These courses help student excel in regular academics and promotes careers.

Students were regularly sensitized for gender, environment, sustainability and professional ethics through various programs and during teaching.

Students enjoy experiential learning through internships, field work and projects, which are a part of syllabus. Projects offer hands on application of theoretical knowledge fostering critical thinking and problem-solving skills through real world experiences. It also allows students to collaborate with industry professionals. Research spirit is inculcated among the students by participation and presenting research projects in Avishkar Research project competition, various National and Interntional seminars/conferences.

Students receive consistent exposure to gender awareness, environmental consciousness, sustainability principle and professional ethics through a diverse array of programmes and instructional methods which are included in practical examples integrated in their course-work.

Institution regularly collects feedback on curriculum through various stakeholders such as students, teachers, employers and alumni. Their valuable feedbacks are discussed in the apex body meetings and are implemented. Information regarding feedback and action taken is available on the institutional website.

Teaching-learning and Evaluation

The institution is renowned for its outstanding academic prowess, consistently setting benchmarks in

education.This reflects in excellent admission status and results. The teaching learning and evaluation process is rigorously followed. The admission process is streamlined. The institution support students' diversity though it is a Gujarati minority institute. The admissions are done as per the rules and regulations of affiliating university and Government of Maharashtra.The institution offers sixteen UG, PG and research (Ph.D.) programmes. The teachers are qualified as per the norms of UGC and affiliating university. Teachers use diverse teaching methodologies, keeping in mind the student diversity and the best teaching method that applies to the topic. Participative learning methods such as live interactions, games, street plays, quizzes, seminars are common. The experiential teaching includes projects, internships, hands on training, volunteering, simulations etc. Tours and visits make learning interesting. The problem solving methodologies includes discussions, case studies, specific assignments etc. Mentoring, Bridge and remedial courses support the learning process. Teaching is associated with technology. During Covid-19 , online teaching methodologies using Microsoft teams, Google meet were used. Classroom teaching involves PPT presentations. Students are promoted to use various apps and tools that enhance learning. The course outcomes are designed by every teachers using Blooms Taxonomy. The programme outcomes are designed by the IQAC. CO-PO mapping is used and question papers, evaluations are done keeping in mind CO and Blooms Taxonomy. The CO-PO mapping is followed by attainment which helps us in making learning more personalised and interesting experience. The student evaluation is associated with attainments. Necessary action is taken to improve the results. The results are discussed in apex body meeting and teachers are guided to improve their teaching. IQAC actively conducts student satisfaction survey every year which helps the institute to understand the thought process of the students. The survey results are communicated to apex body for their suggestions.

Research, Innovations and Extension

The institution provides a connect between the young teachers and industry for research funds.This enables young faculty to submit project proposals and approach industries and various funding agencies for mobilizing resources for research.

The institution encourages staff to engage in interdisciplinary and interdepartmental research activities and resource sharing. It creates interest among students regarding research in various ways, including literature review, data collection. The institution is actively working for Indian Knowledge System and has conducted more than 100 activities in association with the industry to understand the ancient heritage of the city.

The college has dedicated IPR Cell that works for IPR awareness amongst students. IPR workshops are conducted every year. The institution conducts ideation activity and promotes an incubation centre by organizing trade fairs, exhibitions and expert talks on start-ups. The institution also conducts conferences and workshops online and offline for variety of purposes along with various partners.

The institution provides research ecosystem that has resulted into publication of more than 175 research articles in various UGC Care, SCOPUS, Web of Science indexed journals. The teachers have also participated in ISBN numbered books and chapter writings.

The institution has received a number of recognitions from government agencies for their work in community service. Modi-Lipi Courses, Electoral Work, Social Work from the Panchayats are some examples. The range of social work includes Cleanliness Drive, restoration of Ram Nadi (River), Blood Donation, Surveys etc.

The institution has created a large number of collaborations, linkages and 13 MoUs with various academic and industries in diverse fields.

Infrastructure and Learning Resources

The college campus sprawls across 0.8 acres of meticulously planned land, harmonizing nature with architecture. Anchored by three distinct buildings—namely the Central Building,the innovative Computer Department hub, and the bustling Competitive Examination Centre.With a combined Floor Space Index (FSI) totalling 150,000 square feet, The crown jewel of the campus, the seven-storeyed Central Building stands tall as a beacon of academia and innovation. Within its lower basement, ample parking facility accommodates up to 200 two-wheelers, ensuring convenient access for students and staff.
Adjacent to this, the esteemed Shantaben Auditorium with seating capacity of 200 people.The basement also has a functional gymnasium and a 'well' ingineously collecting roof-top water as a part of sustainability and a responsible resource management.

The mezazine floor has a vibrant student facility centre,a canteen ,a sports department office and national service scheme office.It also has a library with reading hall,issuing section and a storage area .The ground floor has administrative section with the principal's cabin ,the management office and the administrative block.

The conference hall,the IQAC and the examination section make-up the administrative block.The Chemistry department also exists on the same floor with its UG and PG section.The second,third and foruth floor have the classrooms for the academic discourse.Each floor has staff-rooms and separate washroom blocks.The first floor has Physics Department The third floor has Micro-biology and Environment Science Department.The fourth floor has Zoology and Botany Department .The Arts faculty operate on the fourth floor.The staircases is broad and support the flow of students.The central section has staircase and two functional elavators.The terrace has a botanical garden that supports the needs of the department.It also has solar panels which are attached to the grid.

The IT infrastructure has 50 mbps lease line ,servers and more than 300 computers.The institution maintains and upgrades its infrastructure regularly.A small open multi-purpose ground and an open auditorium is present.

Student Support and Progression

The college is keen about providing various facilities to the students for their overall development and a pleasant learning experience. The college functions as an instrument to provide the students with the scholarships and free ships awarded by the university and the state government. The college also seeks scholarships from industries for meritorious students. The college implements various capability enhancement schemes for students, which include guidance for competitive examinations, career counseling, soft skill development, remedial coaching, language laboratory, bridge courses etc. The college has a competitive examination guidance centre. Many students have achieved high ranks in the state and central government administrative services. The computer science department organizes vocational training programms for students. The college has a 'Grievances Redressal Cell' where students can register their complaints. The college has a functional 'Placement Cell'. The cell regularly organizes placement drives with the help of reputed organizations. Graduates of the college join Savitribai Phule Pune University or other institutes for higher studies. In addition to this many students have been qualified in state/ national/ international level examinations during the last five years.

The college organises sports and cultural events to ensure overall development of students.The students have won awards for outstanding performance in sports/cultural activities at national and international level. The college has an active alumni association which organises and supports several functions and activities..Teachers across all the faculties regularly organise alumni meets.The college also has a functional Student's Council which organizes and actively participates in all major events of the college. College publishes annual magazine 'Drishti' to provide a platform to the students to express themselves and sharpen their creative writing skill.

Governance, Leadership and Management

The organization has a well-defined vision and mission statements. It serves as guiding principles for the college to conduct various events for the development of all stakeholders.

 The institute is committed to decentralization and delegation of powers at each level. This promotes equal opportunity to individuals within the system and contributes to the overall growth of the college.

A perspective plan is in place and provides a systematic approach to achieving goals; the institution has the Governing Body, College Development Committee, Principal, IQAC, Vice Principals, and Heads of Departments to ensure   effective governance. The institution has e-governance through a dedicated ERP "Vriddhi" for administrative efficiency.

The staff welfare measures are in place including maternity leave, provision for bank loans, CAS etc.

A robust performance appraisal system for both teaching and non-teaching staff, coupled with regular internal and external financial audits, underscores the commitment to transparency.

The internal quality assurance cell monitors teaching –learning processes, conducts academic audit, faculty development programmes and continually devises innovative methods to enhance overall performance, contributing to the college's ongoing success.

Institutional Values and Best Practices

The institution values its stakeholders and designs a variety of activities and programs that promote value-based life. It includes activities such as gender sensitization where annual gender sensitization activities are planned and implemented.Activities such as short-term course on gender and women sensitization empowers both young men and women to make a gender-neutral society. Gender audits support and helps the institution to understand the gaps in gender sensitization.

Environment consciousness includes use of energy resources such as solar energy and natural light in the institution. The solar panels of 20 kw/Grid capacity are connected to the grid.

The waste is segregated into degradable, non-degradable, and disposed safely. College has strong green campus initiative with botanical garden, energy saving, electrical fixtures, minimum use of recycle paper. The entire campus is friendly and barrier free for the physically abled people.

The institution has conducted energy audit and green audit. The campus has a large numbers of green initiatives. It also has participated beyond campus environmental activities such as Ram Nadi (River)

restoration, river-bed cleanliness,etc.

The best practices includes the green initiatives of the college and environment supporting activities. The second best practice is the heritage walk conducted by the organization continuously for more than 104 Sundays to make people aware about the heritage structure in the city.

The institutional distinctiveness lies in the success for training students of competitive examinations such as UPSC and MPSC. A good number of students have made their way in government in positions of authority.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HARIBHAI V. DESAI COLLEGE OF ARTS, SCIENCE AND COMMERCE, PUNE
Address	Desai Brothers Vidya Bhavan 596 Budhwar Peth Pune
City	Pune
State	Maharashtra
Pin	411002
Website	www.hvdesaicollege.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Rajendra Govindrao Gurao	020-69086271	9699197848	-	principal@hvdesaicollege.edu.in
IQAC / CIQA coordinator	Sagar Shankar Jagtap	020-69086251	9637742328	-	iqac@hvdesaicollege.edu.in

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

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority_Certificate_PGK_Mandal_Combined.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Gujarati
Any Other	

Establishment Details

State	**University name**	**Document**
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	24-07-1996	View Document
12B of UGC	24-07-1996	View Document

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

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Desai Brothers Vidya Bhavan 596 Budhwar Peth Pune	Urban	0.8	3243.7

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,B Com,Marketing Management Cost Accounting	36	H.S.C. Commerce and Science		480	480
UG	BA,B A,English History Political Science	36	H.S.C.		240	139
UG	BSc,B Sc,Chemistry Microbiology Physics	36	H.S.C. Science		120	102
UG	BSc,B Sc Computer Science,Computer Science	36	H.S.C. Science with Mathematics		160	160
UG	BBA,B B A,	36	H.S.C.		80	80
UG	BBA,B B A Computer Application,Computer Application	36	H.S.C.		80	78
UG	BCA,B C A Science,Science	36	H.S.C. Science		80	80

PG	MCom,M Com,Costing Business Administration	24	B.Com BBA BBACA		60	20
PG	MSc,M Sc Computer Science,Computer Science	24	B.Sc. Computer Science		60	31
PG	MSc,M Sc Analytical Chemistry,Analytical Chemistry	24	B.Sc. Chemistry		24	14
PG	MSc,M Sc Environmental Science,Environmental Science	24	B.Sc.		24	11
PG	MSc,M Sc Microbiology, Microbiology	24	B.Sc. Microbiology		48	32
PG	MSc,M Sc Organic Chemistry,Organic Chemistry	24	B.Sc. Chemistry		24	10
PG	MSc,M Sc Physics,Physics	24	B.Sc. Physics		24	10
PG	MSc,M Sc Computer Application,Computer Application	24	B.Sc. BCA Sci. B.Sc. Comp. Sci.		30	10
Doctoral (Ph.D)	PhD or DPhil,Ph D,Commerce Physics Microbiology Environmental Science	36	Post Graduation with NET or SET or PET		88	27

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	11				10				20			
Recruited	5	6	0	11	7	3	0	10	5	2	0	7
Yet to Recruit	0				0				13			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				56			
Recruited	0	0	0	0	0	0	0	0	15	41	0	56
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				25
Recruited	16	1	0	17
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				22
Recruited	17	3	0	20
Yet to Recruit				2

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				2
Recruited	2	0	0	2
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	0	0	0	0
Yet to Recruit				2

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	5	6	0	4	3	0	5	1	0	24
M.Phil.	0	0	0	2	1	0	1	0	0	4
PG	0	0	0	0	0	0	3	7	0	10
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	9	35	0	44
UG	0	0	0	0	0	0	0	0	0	0

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	1	0	0	1

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1509	8	0	0	1517
	Female	1360	1	0	0	1361
	Others	0	0	0	0	0
PG	Male	146	1	0	0	147
	Female	165	0	0	0	165
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	10	0	0	0	10
	Female	17	0	0	0	17
	Others	0	0	0	0	0

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

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	167	184	166	117
	Female	183	203	168	156
	Others	0	0	0	0
ST	Male	17	13	11	10
	Female	13	16	18	14
	Others	0	0	0	0
OBC	Male	329	357	329	289
	Female	265	261	277	226
	Others	0	0	0	0
General	Male	1103	1349	1287	1154
	Female	964	1107	1216	1147
	Others	0	0	0	0
Others	Male	211	204	215	161
	Female	186	173	149	130
	Others	0	0	0	0
Total		3438	3867	3836	3404

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The institution is affiliated to Savitribai Phule Pune University. The NEP Process has been initiated by the university and is being implemented at the post graduate programme from the current year. The institution is multi-faculty and is providing a multidisciplinary approach. The components of Major, Minor, Skill-based courses, AEC, IKS and related components will be implemented by the academic year 2024-25. The necessary provisions for multiple entry and multiple exit will be implemented as per the guidelines set by the university. All the subjects with a specialization at final year will be major subjects. The institution aims to have courses like Chemistry, Physics, Microbiology, Commerce

	and Computer Science up to 4th year where the institution already has post graduate programmes. For multiple entry and exit, university guided policies will be complied with.
2. Academic bank of credits (ABC):	The Academic Bank of Credits has been set by the university. The students have their academic bank of credits credentials. The entire process has been done through Digi-locker. The data is available with the college and with the university. The college is anticipating further guidelines for implementation from the university.
3. Skill development:	The institution offers thirty two skill development courses. These courses are being carried out currently in Non- NEP format as a part of extra credits. These courses will be aligned with NEP. The institution has tie-up with "Career Katta" under Government of Maharashtra initiative which offers a considerable number of short-term courses. The institution has applied for NSDF to establish skill-based and vocational courses.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The institution has a dedicated IKS cell, which is functional for the past five years. Currently the IKS cell is working on heritage buildings of Pune City. The college conducts short term course in Modi Script (Modi Lipi). This helps Government of Maharashtra to understand the historical documents of the ancient time by the Maratha and British Empire. Our Botany department works on identification of regional plants and has created a database in the form of e-herbaria.
5. Focus on Outcome based education (OBE):	The institution promotes outcome based education since 2020. All the courses have course outcome statements framed as per Bloom's Taxonomy. These courses have been evaluated and finalized. The institution has designed its programme outcomes. These programme outcomes have been designed based on the skills, values and knowledge. The question papers, assignments and summative assessments are evaluated and mapped as per the course and programme outcomes. The entire process is carried out using excel and the system helps the institution to identify the student capacity and they also plan activities, short-term courses and events needed to upgrade the students.
6. Distance education/online education:	The institution is affiliated to Savitribai Phule Pune

University. The institution on its campus has a separate distance learning unit affiliated to Yashwantrao Chavan Maharashtra Open University, IGNOU, and SOL(School of Open Learning) by SPPU which independently offers multiple programmes. This is a facility provided to the students who cannot be full time learners. The institution has a dedicated online platform for teaching-learning and evaluation. During Covid-19, Microsoft Teams and Google Suite were used for online learning. Various online tools are used by the teachers, making teachers more of mentors by providing additional time for the process of teaching and learning. The teachers are technologically sound and have been trained and equipped with the necessary knowledge of technology for the effective teaching, learning and evaluation.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes .Electoral Literacy Club (ELC) has been set up in the college.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	YES. The college has appointed a committee consisting of the Principal, Nodal Officer, Campus Ambassador (Student), Chairman (Student), Vice-Chairman (Student) and 15 ELC Members (Students). Vice-Principal of Arts faculty Prof. (Dr.) Neeta Bokil is appointed as the Nodal Officer. ELC is functional.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The Electoral Literacy Club (ELC) at our institution has undertaken various innovative programs and initiatives to promote democratic participation and electoral awareness among students and communities. Two notable initiative were , organizing of Short-Term Course on Model Youth Parliament and Participation in Inter-Collegiate Mock Parliament Competition held at Abasaheb Garware College, Pune in March 2023. This event provided students a platform to engage in parliamentary debates and understand the nuances of democratic processes. In March 2023, Mr. Vinayan Waghmare, a student from our institution, actively participated in the State-level 'Prerna Camp' organized by the Ministry of Higher & Technical Education,

	Government of Maharashtra, and NSS Unit, Savitribai Phule Pune University. This camp aimed to foster leadership skills and civic engagement among students. Recognition of our efforts came in the form of three awards received at the Felicitation Ceremony held at the District Collector Office, Pune. These included the Best Campus Ambassador award to Mr. Vinayan Waghmare, the Best College Award, and the Best Volunteers Award conferred upon 25 students, highlighting our commitment to inculcate awareness about voting and democracy. In April 2023, ELC organized a community reading of Dr. B. R. Ambedkar's biography at the library, emphasizing the importance of inclusivity and celebrating the contributions of leaders to our democratic ethos. Participation in workshops and events such as the 'Role of Bureaucracy in Rural Development' by Padmashree Dr. Popatrao Pawar and the LGBTQ+ Pride Rally showcased our dedication to promote social justice and equality in electoral processes. Furthermore, initiatives like the Voter's Registration Meeting & Camp at the District Collector Office, Pune, and the New Voters Registration Drive facilitated the registration of nearly 250 students of our college, enhancing their participation in the electoral process. Our engagement extended beyond campus borders as seen in our involvement in street plays, blood donation camps, and internships such as the District Legal Aid Services Internship Programme, reflecting our holistic approach towards community development and democratic participation.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Our institution has actively pursued socially relevant projects and initiatives in the realm of electoral-related issues, contributing significantly to the advancement of democratic values and participation in electoral processes. The participation of our students in the Model Youth Parliament and Inter-Collegiate Mock Parliament Competition not only garnered recognition with a 2nd rank, but also fostered a deeper understanding of parliamentary procedures and democratic principles. Through Mr. Vinayan Waghmare's participation in the State-level Prerna Camp, organized by esteemed institutions, we emphasized the importance of youth leadership and civic engagement in shaping the future of our democracy. The accolades received at the Felicitation

	Ceremony underscored our institution 's commitment to excellence in civic education and community service, reinforcing our role as catalysts for positive change in society. Initiatives like the community reading of Dr. B. R. Ambedkar's biography and participation in events promoting LGBTQ+ rights and rural development highlighted our inclusive approach towards electoral awareness and social justice. Our engagement in voter registration drives and campaigns further exemplifies our dedication to empower marginalized communities. We also ensure that their voices are heard in the democratic process. In addition to these initiatives, our institution has actively collaborated with external organizations and experts, hosting workshops and lectures on pertinent topics such as rural development and drug awareness, expanding the discourse on electoral issues beyond the confines of the campus. Through these endeavors, our institution remains steadfast in its commitment to promoting democratic values, fostering civic engagement, and contributing meaningfully to the electoral landscape of our nation.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The college has initiated Voter's Registration Meeting & Camp; at the District Collector Office, Pune.The Existing and New Voters Registration Drive is initiated at the college level. The existing voters are helped out to change their constituency and new voters are encouraged to participate in the electoral process.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3438	3867	3836	3404	3362

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

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

Response: 152

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
99	95	84	96	86

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
133.82	50.58	38.96	111.21	136.60

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

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

Response:

The institution is affiliated to Savitribai Phule Pune University. The institution has its curriculum delivery planned accordingly. The institution has an academic calendar functional at multiple level. It is linked with teaching and is audited at regular intervals. Academic and administrative audit is carried out at the end of academic year. The timetables, teaching plans, lesson plans are functional. Every department conducts meetings regularly to keep the academic planning properly implemented. Teaching –learning process is supported with technology aids. The classroom governance includes continuous interactions with students.

CO-PO mapping and attainment build up the backbone of the evaluation system and Bloom's Taxonomy helps us in designing the internal examinations effectively. The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of the academic calendar by the university, the institute incorporates the necessary changes accordingly.

Institution regularly takes feedbacks on curriculum through various stakeholders such as students, teachers, employers and alumni. Their valuable feedbacks are discussed in the apex body meetings and are implemented.

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

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 27

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Other Upload Files	
1	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 40.95

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
689	3196	2616	391	441

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

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

Response:

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. The Board of studies of S.P.P.U. decides the syllabus and college follows prescribed syllabus. Various co-curricular activities are organized throughout the academic year that boosts cross-cutting issues relevant to gender, human values and professional ethics, environment and sustainability which enrich value-based overall progress of students. Various programmes on Women Empowerment, Laws for Women's, International and National Women's Day's are organised. A special one week program on Gender Sensitization was organised through online mode from 10.05.2021 to 14.05.2021 (05 days). Environmental Science Department along with life science departments organize environment based programmes to create awareness about nature, biodiversity, environment and sustainability. World Environment day is celebrated every year on 5th June. Science day is also celebrated by organising various science related activities on 28th February each academic year.

Environment promotion and sustainability activities such as tree survey, Quiz competitions, environment based visits, street plays, poster presentations, etc are organised regularly by various departments every academic year.

To create scientific temper and social awareness among the students, Road safety Campaign, Voter's awareness and registration campaigns, Blood donation camps, Corporate Week , Soft skills, programs on human values and ethics etc. are organised. The college integrates cross cutting issues associated with community. It helps learners to enrich their daily life, strengthen their societal connect and understand their duties towards community effectively. Discussing these issues with students by correlating the syllabus, help develop strong relationship between community and nature. It culminates into effective curriculum delivery.

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

1.3.2

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

Response: 48.69

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

Response: 1674

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 87.39

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
1319	1398	1288	1497	1542

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

2022-23	2021-22	2020-21	2019-20	2018-19
1654	1630	1600	1600	1576

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 66.73

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
569	570	521	507	519

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

2022-23	2021-22	2020-21	2019-20	2018-19
825	814	799	799	788

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

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

Response: 34.73

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The institution has a strong academic culture. The institution practices various teaching and learning strategies. The teaching is more andragogical. Students experiences count for teaching and learning process. The teaching process is broadly categorised as Experiential learning, Participative learning and Problem solving. These methods help in enhancing the learning experiences. Lecture method remains the main teaching-learning method implemented by the faculty members. It facilitates the teacher to interpret, explain and revise the content for better understanding of the subject topic. However, the teaching-learning activities are made more effective by various methods.

These methods include group discussion, role-play, subject quiz etc. Every department offers a platform for the students to upskill themselves through various activities. Departments conduct innovative programmes with the aim to stimulate the creativity amongst students.

Experiential learning comprises of field work, industry projects, simulations, workshops, surveys,volunteering and internship. Events like mock parliament and trade fair are effective examples of experiential learning. Activities such as tree census at Karjat, Parvati hill and Ram nadi restoration provide unique learning experience. Department of Environmental Science, Computer Science and Commerce have internships for better learning experience. The experienced faculty members also take efforts to make the learning activities more interactive and interesting. Institute has actively conducted participative learning methods such as group discussions, street plays, power point presentations, and poster presentations. The departments encourage and impart skills to the students for effective public speaking to make them competent. The institute also provide them a platform to cultivate their problem-solving skills. The institute has developed several skill development courses. During COVID lockdown, the college has used online platform for teaching. Various ICT tools like Microsoft Teams, Google Meet were used. Teachers have prepared online video lectures for ECDLIC Savitribai Phule Pune University. Department of English has created syllabi based e-content posted on YouTube.

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

2.4 Teacher Profile and Quality

2.4.1

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

Response: 88.63

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
111	108	103	101	96

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

2.4.2

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

Response: 63.7

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

2022-23	2021-22	2020-21	2019-20	2018-19
60	60	59	59	55

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	**View Document**
Institution data in the prescribed format	**View Document**
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

2.5 Evaluation Process and Reforms

2.5.1

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

Response:

The institution has a dedicated examination section with College Examination Officer (CEO) in place. An examination committee is functioning and monitors all examinations. The academic calendar is displayed on the website and on the notice board. The academic calendar informs the students about the internal examinations in advance. The subject teachers prepare the internal examination question papers in multiple sets. The pattern of question paper is informed to students in advance. The Bloom's Taxonomy is adopted for setting the question paper. Along with question paper, model answer keys and marking scheme is prepared. The assessment work of answer sheets is completed within the stipulated time. The marks are displayed on the notice board for students' information. The evaluated answer books are shown to students. Any query related to marks is adressed to and resolved. In case of grievances, students are allowed to apply for the same. The query for internal examination is resolved within two working days. The entire process is transparent and time bound.The external examinations are conducted as per the schedule provided by Savitribai Phule Pune University (SPPU). The answer sheets of the said examinations are dispatched at the respective centralized assessment programme (CAP) centres. After declaration of examination results by SPPU, students are allowed for grievances. We mentor students through the procedure of applying for grievances on SPPU portal.

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

2.6 Student Performance and Learning Outcomes

2.6.1

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

Response:

The Learning Outcome based Curriculum Framework Approach is envisioned to provide outcome-based syllabus. The institution has prepared Programme Outcomes, Programme Specific outcomes and Course Outcomes keeping with the vision and the mission statements. Institution had organized a special Faculty Development Programme to train teaching faculty on course and programme outcomes. These have been drafted as per inputs from NAAC, Affiliated University, IQAC and by various HODs.

The programme outcomes are aimed at improvising the overall learning experiences of the student. Hence, the UGC mandate and Bloom's Taxonomy are referred to while designing the course outcomes.

The college proactively engages with the formulation and circulation of Learning outcomes, beginning with departmental holding meetings to draw up teaching plans optimally. With changes/revisions in existing syllabi, HODs and teachers chalk out teaching strategies and evaluation methods in alignment with these outcomes. Teachers convey the learning outcomes in the classroom to achieve POs, PSOs and

COs, at the beginning of each session.

The Student Satisfaction Survey (SSS) and result analysis are the instrument by which the college takes feedback on the extent of student attainment of learning outcomes. Thus, college uses multiple channels to make students and teachers aware of learning outcomes of courses and programmes. Institute has mapped course outcomes with programme outcomes. Outcome mapping facilitates the alignment of courses with level outcomes and programme outcomes.The Head of the Departments check the course outcomes prepared by the concerned faculty. These course outcomes have been displayed on website.The course outcomes are evaluated and levels are determined. These course outcomes are used during formative assessments.

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

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Institution has mapped course outcomes with programme outcomes. Outcome mapping facilitates the alignment of courses with level outcomes and helps the institution know how courses contribute to the achievement of programme level. It helps in understanding the curriculum gaps and take necessary actions to make the learning effective.
The process designed by the institute is as follows:

1. The institutional level programme outcomes are decided in consultation with IQAC, staff and management.
2. The course outcomes are decided by respective course faculty in discussion with head of the departments.
3. The course outcomes are evaluated and levels are confirmed.
4. A correlation matrix is created between all the programme outcomes versus the course outcomes on a scale basis (1 to 3)
5. The course outcomes are applied to internal evaluations and the question papers are mapped as per the levels. The assessment of papers helps us to understand the scoring at each level.
6. Each level is bench marked at 60% to know the difficulty level achievement. This includes all internal examination conducted and an average of level based benchmarking is set up (formative assessment).
7. The overall percentage of summative assessment is counted.

8. The extracurricular and co-curricular /exit surveys too are counted and its mapping is done with the programmes. The process is exhaustive and helps us understand the exact gaps.
9. The programme wise mapping and level of attainment are understood.This helps us plan better and decide the teaching and assessment methods for the process of teaching-learning evaluation.
10. Computation is done by using software such as MS Excel with the help of Result Analysis Cell (RAC).

Thus,the POs and PSO's are assessed and analyzed with the help of course outcomes of the relevant courses. The assessment is based on direct examinations or observations of student knowledge or skills against measurable course outcomes. Regular internal examinations, home assignments, projects, case studies, problem solving methods, group discussions are conducted in addition to university examinations for mapping of the knowledge and skills expected under the course outcomes. At the end of each semester, the university conducts examinations and based on the results published by the university, the course outcomes are measured. Outcome mapping facilitates the alignment of courses with level outcomes with programme outcomes. It helps the institution know how courses contribute to the achievement of programme level. It helps to understand the curriculum gaps and take necessary actions to make the learning experience more effective.

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

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 82.56

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

2022-23	2021-22	2020-21	2019-20	2018-19
825	1265	1161	700	593

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

2022-23	2021-22	2020-21	2019-20	2018-19
1063	1435	1228	892	886

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.56

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 4.9

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

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	2.00	2.00	0.90

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Institution has initiated an ecosystem for Innovations,Indian Knowledge System(IKS),including awareness about IPR by organizing various co-curricular activities such as conferences, workshops, competition, films, documentaries, day's celebration etc. The institution is actively working for Indian Knowledge System and has conducted more than 100 activities in association with the industry to understand the ancient heritage of the city. Ganesh Khutwad, a student of a B.A. (History) has completed course in Modi Script, organized by Government of Maharashtra. He has conducted Modi Script course for senior citizens and readers of Maharashtra Times through online and offline mode. The fees earned through course were shared by him and college as the space to conduct the course was provided by the college. In addition to this, field visits are arranged to civil courts, government offices, and historical places to study and understand moral and democratic values and to analyze day-to-day implementation of constitutional provisions. Cultural programs like Bhondala, Rangoli competition are organized as well to integrate Indian culture. Further sessions on value education and Yoga are also

arranged for the students.

The College provides proper exposure to students for creation and transfer of knowledge by engaging them in activities like trade fairs. They learn various dimensions of a business by simulation of business activities. In addition to this, students develop an insight about entrepreneurship as a career option. It includes acquisition of knowledge of economic aspects and financial literacy. The college links the academics with the industrial sector through industrial visits and guest lectures by eminent industry personnel. Industrialists and professionals are invited to interact with learners thereby facilitating learning. The faculty & students are encouraged to take up research & development activities by utilizing the existing resources. The college invites entrepreneurial alumni to share their success stories which motivate students. MOU's are made to ensure for innovation and transfer of knowledge.The institution provides a connect between the young teachers and industry for financial assistance. This enables young faculties to submit project proposals and approach industries and various funding agencies for mobilizing resources for research.

The institution encourages its staff to engage in interdisciplinary and interdepartmental research activities and resource sharing. It creates interest in students regarding research in various ways, including literature searching and data collection.

The college conducts IPR awareness workshops to create awareness amongst students. The institution conducts ideation activities and promotes an incubation cell by organizing exhibitions and expert talks on start-ups. The institution also conducts conferences and workshops online and offline for variety of purposes along with various partners.

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

3.2.2

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

Response: 51

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

2022-23	2021-22	2020-21	2019-20	2018-19
19	08	07	11	06

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

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

Response: 1.3

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

2022-23	2021-22	2020-21	2019-20	2018-19
42	45	54	22	35

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

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

Response: 1.06

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in**

national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
36	75	24	20	06

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

To foster sensitivity about social issues among the students, the college organizes various programmes through the National Service Scheme (NSS) along with a team of faculty members and students' community. The college conducts extension activities for the neighborhood community as a part of its responsibility through the help of NSS and NGOs. Some of the following activities are regularly conducted.

1. Environmental Awareness: Students come to know about various issues associated with the environment and how these problems can be effectively addressed. Environmental activities include tree plantation, river cleaning, *nirmalya* collection and its processing by vermi composting, River restoration,identification of plants in localities, visits to ecological gardens,tree census,*Vruksh Dindi* etc.
2. Programmes on Women Empowerment: It creates awareness among girl students of their rights, and among boys a sensitivity towards problems of women, leading to decreasing gender bias and patriarchal prejudices.
3. Health Awareness Programs -College conducted activities for community such as *Mata Surakshit Tar Ghar Surakshit*, Anti-Drugs Awareness Program. Medical Check-Ups in NSS camp -Special Check-Up for women during Covid-19, Preparing Masks and donating them in various areas, free supply of sanitizer prepared by our chemistry department, Vaccine Awareness and Vaccine Drive

etc.

4. The social activities included *Swachhata Abhiyan*, Voters' Awareness Programmes with Election Commission Office Pune, Don't Drink and Drive, Legal Rights Camps,Gender Sensitization Programmes for women, etc.

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

3.4.2

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

Response:

The Environment Science Department has been acknowledged for actively organising fund raising campaign and contributing a donation in kind and cash for the flood affected people in Kerala by the Sayli Foundation.

Further, department has been recognised and awarded with certificate by Karjat Municipal Council for participation and playing an important role in conducting tree census for Karjat Municipal Council under 'Majhi Vasundhara Abhiyan'. This programme was initiated by Maharashtra Government which resulted in recording total 56,981 trees of various species.. During this census, students were also involved and trained for instrumentation handling like GPS and Range Finder.

The college has been recognised for its outstanding efforts in establishment of the 'Electoral Literacy Club'. The club has helped student's engagement in electoral and democratic processess resulting in the maximum registration of students in the voters list. The establishment of the 'Electoral Literacy Club commits to foster informed citizenship amongst students.The innovative activities of these club have effectively instilled democratic values amongst students.

College has also been recognised with certificate by Pune Municipal Corporation for actively participating in cleanliness and restoration drive of Mula-Mutha River under Nature Walk and Happy Youth Fest.

The college has been appreciated for actively contributing in ' International Day of Clean Air for Blue Skies' under the theme -Together for Clean Air organised by Pune Municipal Corporation.

The college has participated in tree plantation activity at Vandevi Tekdi organised by Worship Earth Foundation in association with the Collector and District Collector Office,Pune and received appreciation letter for the same.

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

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 39

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

2022-23	2021-22	2020-21	2019-20	2018-19
06	03	08	12	10

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

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

Response: 8

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college has adequate physical and academic facilities required as per University Grant Commission guidelines to run the different programmes. The various departments in Arts, Science and Commerce streams are placed in the separate blocks. The Classrooms, Laboratories and Seminar Halls are well equipped along with computing system and Internet facility. The college is well-equipped with the physical and technology-enabled infrastructure that supports smooth functioning of the existing academic programmes and administration.

The institution gives utmost importance to the overall development of the students and organizes various sports and cultural activities.

The college further ensures that the infrastructure is upgraded and made available as and when new courses / divisions are introduced.

Key features of the infrastructure are as follows:-

Spacious and sufficient number of Class Rooms to accommodate students in a comfortable manner.

Well ventilated classrooms to save excessive utilization of electricity.

Generator back up in case of power failure.

Class Rooms are equipped with ICT facility.

Spacious and well ventilated canteen.

The Conference room is fully equipped with Air Conditioning and ICT facility.

Well equipped Auditorium and Seminar Hall.

Well- stocked Library with necessary digital infrastructure.

Entire campus is under the vigilance of CCTV.

Smart interactive panels with high speed internet connectivity.

Reading Room.

Green and Clean campus.

Girls Common Room.

Boys Common Room.

Computerized and well equipped administrative office.

Separate office for the IQAC.

Office for the 'Director – Physical Education'.

Office for the Programme Officer – National Service Scheme (NSS).

Cubicles for office staff

Separate offices for IQAC, Head of the Departments, Vice Principals and Principal.

Office for representatives of governing body of the management.

Computer Labs with adequate number of computers and Internet Facility

Wi-Fi enabled campus

Fire Fighting System

Well for internal water supply

Competitive examination Centre with adequate facility

LCD Projectors

Public Address System with Microphones, cord less microphones and Portable speakers

Specious Staff rooms.

Well-equipped laboratories for science faculty with ultra modern equipments.

Language laboratory with required software.

Computers with Internet connectivity for the Teachers

Printers and other ICT equipment for the Teachers

Xerox Facilities in the Administrative office

Well-equipped Examination Control Room with internet and photocopying facility.

Purified Drinking Water

Solar system for internal power generation

Adequate parking space

Separate lavatory blocks for females and males on each floor.

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

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 28.17

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
46.04	7.90	4.59	24.94	49.27

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The College has a central Library and departmental libraries for Physics, Chemistry, Microbiology and Environmental Sciences. Library is enriched with more than 17500 books which includes textbooks, reference books, general books and books for competative examinations. Library is automated by using multilingual and multiuser software with the following details.

Sr. No.	Particulars	Details
1.	Name of the Software	Vriddhi
2.	Developer	Hindustan Computers
3.	Version	2.0 Build 232.3

Function with Library Software :

1. Acquisition of Books, Journals, Periodicals and CD's
2. Classification of library resources with exact location.
3. Cataloguing
4. Barcoding
5. Circulation of resources
6. Summary Reports
7. Accession Register
8. Register for Members
9. Book Verification Process
10. Book Reports by Author, Title, Subject, Publisher, etc.

For optimum utilization of the library : it works on moto *'Jo Je Wanchil To Te Laho'* (i.e. As per user wish) and, it also takes effort and provides :

1. Open Access to all the students and faculty members.
2. Balanced and up-to-date collection of books.
3. User orientation programme for new students and faculty members
4. Collection of General books in English, Marathi, Hindi, and Gujarati Language.
5. 10 different newspapers available in English, Marathi, Hindi, and Gujarati Language.

6. Separate collection for Competitive Examination.
7. Use of Barcode for circulation and tracking of the user record.
8. Separate and well-equipped reading hall for the students and faculty members.
9. Separate Research Cell for Research Scholars
10. Display of New Resource Arrivals
11. Display of notices regarding Career Guidance.
12. Institutional repository of college annual magazine 'Drishti'.
13. Online Public Access Catalogue.
14. Organisation of various programs for the readers such as Book Exhibitions, Author-Reader Meet, Essay Writing Competitions, Invited talks etc.
15. Celebration of various days such as *Wachan Prena Din, World Book Day,* Readers day.

The library has a subscription to (National Library and Information Services Infrastructure for Scholarly Content} N-LIST to access e-resources. The library provides membership of N-LIST to every teaching faculty, PG student, and Research Scholar. Users can access the e-resources remotely.

The report of usage statistics is forwarded to the IQAC and Principal. Regular user awareness programmes are organized by the library to promote the use of e-resources.

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

4.3 IT Infrastructure

4.3.1

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

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The Institute regularly updates the internet connection every year .The available internet bandwidth is 50 mbps.Institution has more than 300 computers for students and staff. All computers have anti-virus and are regularly renewed. Wi-Fi connectivity is available. CCTV covers the entire campus. Seminar Halls and Conference Room have been installed with LCD Projector.Attendance of faculty members is captured by Biometric Scanner.The institute has dedicated team for monitoring the IT facilities

periodically.

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

4.3.2

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

Response: 12.11

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

Response: 284

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

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

Response: 30.77

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

2022-23	2021-22	2020-21	2019-20	2018-19
34.55	14.54	15.53	40.75	39.59

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 13.27

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
438	562	526	446	405

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.3

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

Response: 26.65

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

2022-23	2021-22	2020-21	2019-20	2018-19
1095	26	864	1210	1578

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

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

Response: 4.42

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

2022-23	2021-22	2020-21	2019-20	2018-19
62	114	13	10	2

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

2022-23	2021-22	2020-21	2019-20	2018-19
825	1265	1161	700	593

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.62

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

2022-23	2021-22	2020-21	2019-20	2018-19
12	03	05	05	02

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3 Student Participation and Activities

5.3.1

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

Response: 8

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

2022-23	2021-22	2020-21	2019-20	2018-19
00	04	01	03	00

File Description	Document
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

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

Response: 12

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

2022-23	2021-22	2020-21	2019-20	2018-19
14	10	1	20	15

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

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

Response:

The college has registered alumni association (Date of Registration – 23 September 2020).

Members of the alumni association are involved in various activities of the college.

Support of alumni has always been a key factor for the college.

The alumni extend its support to the college in monetary as well as non-monetary ways.

Revenue received from the subscription of Alumni Association is a major source of income.

Alumni is actively involved in following activities-

- Alumni of microbiology department is instrumental in delivering lectures for the final year students.
- Alumni of Microbiology also provide guidance for entrance examination for admission to post graduate courses.
- Alumni of Department of Commerce guide the students on branding and salesmanship at the time of Trade Fair and Carnival.
- Members of the alumni are also nominated on college development committee (CDC) to provide their inputs to make the academic and administrative process effective and efficient.
- Members of the Alumni Association also work as a source person during the seminars conferences and workshops organised by the college.
- Alumni of Department of Commerce deliver sessions on career guidance.
- Members of the alumni association who are involved in their own business or enterprise provide an opportunity to the existing students for internships.
- Alumni work as coach for sports activities organised by the Department of sports and physical education.

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Institutional governance and leadership play pivotal roles in shaping the direction, values, and practices of an organization. When aligned with the institution's vision and mission, governance structures and leadership behaviours can nurture an environment conducive to growth, innovation, and fulfilment of organizational objectives. This alignment is visible at our institution through various institutional practices, including decentralization and participation in governance processes. Institutional leadership is committed to the Vision and Mission statements as it has helped the leadership to continue and move towards sustained growth with inclusivity and diversity as its institutional culture.

The vision and mission statements of the institution are communicated to all and are displayed on the website and college campus. Our leadership focuses on engagement of the staff, teachers and students through effective communication. Institutional culture encourages participative management and decentralization and is exhibited through few representative cases such as 'Sports and Cultural Prize Distribution', 'Purchasing of MS Teams', 'Arambh: Cultural Fest'. Decentralization has endorsed accountability and caters to professionalism of the institution.

Participation in institutional governance is another manifestation of alignment with the institution's vision and mission. It involves engaging stakeholders of the organization, including management, faculty, students, parents, and alumni in decision-making processes that shape the direction and policies of the institution. Participation in governance has promoted transparency and trust, as decisions are made collaboratively and with inputs from all. This inclusive approach not only enhances the legitimacy of governance structures but also strengthens the institution's social capital by nurturing a sense of belonging among its members. By promoting open communication and dialogue through College Development Committee, Student's Council and the College Committees, participation in governance has cultivated a culture of mutual respect and accountability.

Decentralization promotes flexibility, autonomy and innovation. The process includes three kinds of decentralization - **Academic, Administrative and Financial**.

Academic decentralization has promoted the teaching staff to create **teaching plans**, design **short-term courses**, adopt new teaching methodologies, link project-based learning through research competitions like Avishkar, and environmental learning activities as enrichments. The implementation of **NEP** at the PG level emphasises the academic decentralization and has encouraged the multidisciplinary approach. The **Quality Policy** of the IQAC states that the institution is committed to promote quality in every process of Academics, Administration, and Governance for the welfare of the organization and its stakeholders.

Administrative decentralization has promoted better administration, quicker and effective decision making and its implementation. The Management, Principal, Vice Principals, Departmental Heads, Staff Members, Committee Heads, IQAC, Office Superintendent, Librarian, Sports Faculty etc., are the channels of decentralization and they function as per the defined roles and responsibilities.

Financial decentralization has promoted revenue collection, expenditure control, and accountability. It has helped the institution to formulate and implement its budget.

Participative management: the participative governance pattern has promoted faculty involvement in departmental planning, and its functioning. It has ensured staff engagement, and through student council, the student engagement. It has helped us to understand the diversity of working and attain sustained growth of our institution.

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

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Effective and efficient functioning of institutional bodies is essential for the smooth operation of any organization and is reflected in various aspects of the institution's structure, plans, policies, and processes.

Our institution has its working setup and functions as per the rules of the Government of Maharashtra, UGC, Maharashtra Public University Act, 2016, its affiliating University - Savitribai Phule Pune University and the policies of its management.

Policies: The Institution has designed comprehensive policies that governs all the key areas of working such as, Internal Quality Assurance, Academics, Research, Extension, Student Support and Progression, Governance, Environment, etc. These policies outline the organization's objectives, values, and procedures for decision-making and implementation in addition to the scope, compliance, responsibilities, enforcement methodology, communication and mechanism to improve. The policies have a policy number which implies its implementation and revision years.

Standard Operating Procedures: Institutional working also includes standard operating procedures (SOP's) for efficient working. These SOP's are functional and help the stakeholders to be consistent in

quality control, training, teaching, safety, problem solving, and accountability for the efficient working of the institution. Regular review and refinement of SOPs has enabled the institution to adapt to changing circumstances.

Administrative setup: the institution has a well- defined organizational setup. The Poona Gujarati Kelavani Mandal's top management includes the Trustees, members of the elected management, the middle management includes the College Development Committee of elected and nominated members as per the guidelines of Maharashtra Public Universities Act, 2016 and also includes fulltime Principal on a proper post. The academic governance is facilitated through Academic Co-ordinator, Vice Principals, Head of the department, staff members, office, laboratory attendants, librarian and necessary staff.

The staff appointments are as per the rules and regulations of the Government of Maharashtra. The sanctioned posts are recruited with proper sanctions from the affiliated university. For self-financed section, management sanctioned posts are recruited as per the guidelines of the Government. The floating posts such as Clock hour appointments are done with proper advertisement. The appointed staff is registered on the university portal with their designation after their appointment.

The institution has the statutory committees and cells: SC/ST cell, ICC, IQAC, OBC Cell, Grievance Redressal Cell, Minority Cell, etc. The institutional governance works through various committees that are operational for a fixed duration. Ad-hoc committees are also created for a specific purpose and duration whenever required.

Service Rules: the service rules setup by the Government of Maharashtra are followed. Recruitments, Qualifications, Pay Scale and benefits, leave policies, promotions and career advancements, grievance redressals, retirement benefits, discipline and conduct are applicable to the appointed staff. The self-financed unit draws benefits as declared by the Government of Maharashtra and the Management.

Code of Conduct: the policy on Code of Conduct for students, employees, management and visitors is prepared by the IQAC. It is available on website and is informed to stake holders from time to time.

Perspective Plan: the institutional Perspective Plan 2018 - 2023 is operational since 2018 and is effectively deployed for institutional growth and success.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. Administration

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

Response: C. 2 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

An institution's effectiveness is often measured not only by its academic achievements but also by its commitment to the welfare and development of its staff members.

An effective welfare and performance appraisal systems are crucial components of any higher education institution, ensuring the well-being of its teaching and non-teaching staff while promoting excellence and accountability.

- **Competitive Salary and Benefits:** The institution ensures that both teaching and non-teaching staff receive competitive salaries based on government standards and local cost of living. It also provides a comprehensive benefits package, including medical expenses reimbursement, retirement plans, provident funds, pension schemes, maternity leaves, medical and other leaves, and, other perks that contribute to overall financial well-being.
- **Professional Development Opportunities:** The College offers opportunities for continuous learning and professional development by encouraging participation in workshops, conferences, and courses that help the staff members to enhance their skills and stay updated on industry trends. Institution has conducted Faculty Development Programmes / Short Term Courses / Training Programmes on various relevant topics.
- **Health and Wellness Programmes:** Health and wellness programs that promote physical and

mental well-being are conducted by the college. These programmes include Yoga and meditation sessions, gym and recreational facilities, wellness workshops, counselling services, and health check-ups thus, promotes a healthy work-life balance.

- **Recognition and Rewards:** Our institution recognizes and rewards outstanding performance through a formal recognition program. Awarding the 'Best Teacher' and 'Best Non-Teaching Staff' is the perennial activity of the institution which includes awards, certificates, or other forms of acknowledgment that motivates employees to strive for continuous growth and development.
- **Inclusive and Supportive Culture:** The institution fosters an inclusive and supportive work culture that values diversity. It implements policies and practices that promote equality, respect, and collaboration amongst staff members.
- **Employee Assistance Programs:** The Management and the college provide access to employee assistance programs that offer counselling services, financial assistance, and support for personal challenges.
- **Facilities and Infrastructure:** Ensures the physical working environment is conducive to productivity and well-being. This includes comfortable workspaces, necessary equipment, and amenities.
- **Communication Channels:** The institution has established effective digital communication channels to keep the staff informed about important matters and create a sense of transparency within the organization. All the staff members have their institutional email id for official communications.
- **Community Engagement:** Encourage staff participation in community engagement activities through National Service Scheme (NSS), Voters Awareness Programmes, Environment Conservation Activities, etc. This fosters a sense of purpose and contribute to the overall well-being of the staff.
- **Career Advancement Scheme:** The institution emphasises transparent performance evaluation criteria linked to career advancement. Regular performance assessments are done by IQAC which helps staff understand their strengths and areas for improvement, aligning their efforts with organizational goals.

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

6.3.2

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

Response: 7.61

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

2022-23	2021-22	2020-21	2019-20	2018-19
13	1	0	14	7

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3.3

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

Response: 30.24

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

2022-23	2021-22	2020-21	2019-20	2018-19
47	25	103	26	01

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

2022-23	2021-22	2020-21	2019-20	2018-19
43	45	39	40	41

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Institution maintains and follows a well-planned process for the mobilization of funds and resource. The process involves Management, College Committees, Staff Members, and Accounts Office. The college has designed some specific rules for the fund and resource utilization.

Mobilization of Funds is done through following sources:

- Tuition fee of the students is the major source of income for the college.
- Salary grants received by the government.
- Financial contribution by the management for several purposes.
- Various government and non-government agencies sponsor events like seminars and workshops.
- Alumni Association contributes to the institute by raising registration and contribution funds.
- Sponsorships are sought from individuals and corporates for cultural events and fests.
- Conduct of competitive examinations of state and central government like MPSC, UPSC, NET, SET etc.
- Letting out of college auditorium on holidays for various social programs.
- Charging nominal amount of fees for issue of various certificates such as bonafide and transfer certificate, etc. to the students.
- Moderate charges paid by the students of other colleges to use equipments in the Science laborotories.
- Microbiology department carries out water testing for other institutions on paid basis.
- Local Area Development Grants (in the form of equipment – computer and printers) from Members of Parliament/ Legislative Assembly.
- Jointly sponsored academic activities / exchanges.
- Grants /donations /funds /memorial prizes/ endowments from staff / management members/

alumni/ parents.

Utilization of Funds is carried out towards expenses on the following items:

- The institutional budget includes recurring expenses such as salary, water, electricity and internet charges, stationary & other maintenance costs.
- Expenses on lab equipment purchases, furniture, and other development expenses.
- An accounts section monitors the optimum utilization of funds for various recurring and non-recurring expenses.
- The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.
- The quotations are scrutinized by the purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The Principal and purchase committee along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.
- Statutory auditors / CAs are also appointed who certify the financial statements every financial year.
- The grants received by the college are also audited by certified auditors.

Optimal utilization of Physical and Human Resources:

- Promoting research, development, consultancy and other such activities, involving the faculty at various levels.
- Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians and system administrators.
- The optimal utilization is ensured through encouraging innovative teaching-learning practices.
- The available physical infrastructure is optimally utilized beyond regular college hours and working days to conduct co-curricular and extra-curricular activities.
- The college terrace is used for developing Botanical garden and installation of Solar system.

- Creative use of unused storage space into different cabins, labs, etc.
- Use of parking space for organising exhibitions, lunch during seminars/ conferences
- Efficient use of college porch for organising competitions and days celebrations.

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

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the

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

Response:

IQAC ensures quality assurance strategies through different activities. Various committees have been formed to work in coordination with IQAC. Through such committees IQAC ensures smooth and efficient implementation of plans through pre-set procedures. IQAC continuously monitors the execution of work and provide suggestions for improvement. Teachers diary, a comprehensive handbook of activities prepared by IQAC contains information about conduct of lectures and practicals, result analysis, extra curricular and Co curricular activities, social acivities etc. organized by teachers. The comprehensive nature of the diary allows a teacher to record all the activities in one book. The information is to be filled in a tabular form. This makes the process easy and user friendly. The diary is reviewed and approved of by the IQAC coordinator at the end of each month as a part of the academic audit.

The Digitization of documentation is another important contribution of IQAC which helps to retain all documents related to activities for a longer period.

Significant contributions made by IQAC:

Sr. No.	Initiative
Quality assurance strategies and processes	
1	IQAC Policy
2	Perspective Plan
3	Formation of College Committees
4	Organogram
Review of Teaching learning process	
5	Teachers Diary
6	Academic and Administrative Audits (AAA)
7	Best Teacher Awards to recognize an honour exceptional contribution of faculty members towards promoting excellence in education.
Structures & methodologies of operations and learning outcomes	
8	FDP on ICT for Educators
9	Training to all teachers on learning management system in collaboration with Savitribai Phule Pune University
Incremental improvements in various activities	
10	Short-Term Course on "NAAC Process, Feedback, SSS, Distinctive Practices and PTV"
11	Organized workshops on Outcome Based

	Education, Program Outcome (PO), Program Specific Outcome (PSO) and Course Outcome (CO)
12	Webinar on Intellectual Property Rights
13	Registration of Alumni Association
14	Webinar on Fundamental Duties and Professional Ethics
15	Research Incentives for publishing research work in UGC Care Listed Journal
16	Online training session on MS team
17	Online training on institutional mail ID Google Scholar Account and GPS camera
18	One-day workshop on NEP-2020
19	One-day workshop on impact of NEP-2020 on teachers
20	Interactive session of IQAC team members with Dr. S. Badrunnisa, Quality Head, Kripanidhi group of institutions, Banglore
21	Environment, Green and Energy Audits
22	Gender Audit
23	Feedback Mechanism, Analysis and Action taken report

IQAC continuously reviews and monitors teaching learning processes and methodologies throughout the year. The teacher's diary designed by the IQAC based on NAAC Peer team guidelines allows IQAC to monitor and evaluate various kinds of curricular and co-curricular activities carried out by them along with teaching learning process. The IQAC conducts periodical meetings of all the committees and conducts a review of all committees collecting information on activities organized by each committee.

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

6.5.2

Quality assurance initiatives of the institution include:

  1.**Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement**

initiatives identified and implemented

2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Yes, the institute conducts Gender Audit as per the Gender Policy of the college.

Gender equity & sensitization in curricular activities

All the PG programs have a subject of Extra credits called Human Rights I and II in the first year of PG programs.

Measures for the promotion of gender equity:-

Gender equity besides being a fundamental right is also important for the overall wellbeing of the person and the Society.

To promote Gender Equity, the college undertakes various activities like workshops, seminars, guest lectures and competitions. These activities helped in elucidating concept of gender equity and increasing awareness about gender related issues and sensitising students to importance of gender equity. Guest lectures are conducted which emphasis on gender equity as prerequisite for peaceful, prosperous, and sustainable world.

The college acknowledges the need to address gender related issues comprehensively. The college take initiatives to conduct activities where students are engaged in interactive sessions, real world case studies, role play and open discussions. They are encouraged to challenge stereotypes and biases related to gender roles and identities. These activities encourage students to critically examine their attitude and beliefs regarding gender issues, fostering empathy and understanding.

- Workshop on Domestic violence and prevention Act (2005),
- Gender equality and sensitisation and workshop about raising awareness about sexual harassment have been conducted.

Women Empowerment Cell of the college aims to empower the girl students and faculties. It is instrumental in providing a safe environment for girls and providing equal opportunities for girls for unleashing their fullest potential. Women Empowerment Cell organised short term course on Gender Sensitization issues i.e. Women Safety, Sex education and Sensitivity.

Savitri Mahotsav event was organized to express the gratitude towards Kranti Jyoti Savitribai Phule,

torchbearer for the education of girls and social reforms in India. The event consisted of various activities such as poetry recitation, lectures, drawings and rangoli competition and street play.

International Women Day is celebrated in the college to recognise the achievements and appreciate the contribution of authoress in the college.

Nirbhay Kanya Abhiyan program was conducted to empower and educate girls on issues related to self-esteem, health, and self-defence.

A workshop on "Anaemia" for girl students was conducted. This program aimed to create awareness about anaemia which is a major health concern affecting young girls.

Facilities for Women

- Ladies Common room.
- Sanitary napkin vending machine.
- Sanitary napkin incinerator machine
- CCTV surveillance
- Female Security Guards as and when required.
- Recreation Centre

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

7.1.2

The Institution has facilities and initiatives for

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

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.3

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

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

To promote an environment of inclusiveness programs like the Indian traditional food festival was organized where students participated and prepared Indian traditional foods from various regions of the country reflecting the diverse culture of India.

The Institute meticulously designs various workshops, guest lectures to sensitize students and create awareness about social justice and human rights. It provides a platform to promote discussions on issues related to inequality, discrimination, and protection of human rights.

Students can voice their opinions, share their perspectives, which in turn helps them to reflect on their individual role in promoting social justice and human rights in the society.

One of the guest lectures emphasized on the Gandhian core principles of Satyagraha and Ahimsa which are aligned with the fundamental principles of International Human rights including dignity, equality and non- discrimination. This has reinforced the relevance of Gandhian philosophy in the pursuit of Human rights.

The college is committed to the holistic well-being of the students which encompasses various dimensions of wellness including physical, mental, emotional, spiritual, and social well-being. The institute understands the importance of mental health support within the academic environment. Programs are conducted which helps the students to cope with various kinds of stress and challenges.

Workshop on Business and professional ethics was conducted which emphasized the importance of ethics in personal and professional life.

Workshop on Value education was conducted in association with a renowned organization, Sri Sri Ravishankar foundation (Art of Living). The sessions conducted in the workshop were about Importance of breathing exercises, value for excellence in life, time management and concentration and meditation which are the need of the hour and enhances inner peace and outer dynamism and brings out the highest potential in the student.

E-content on value education was compiled and provided to students in the form of a booklet which included various topics like business ethics, character building, Universal human values, importance of empathy and importance of meditation.

National Voters Day is celebrated on 25th January every year to commemorate the foundation day of the Election Commission of India. The objective is to inculcate political consciousness amongst the students. It raises awareness among students to participate in the electoral process in a free and unbiased manner.

National Voters Day celebration included seminars by officers like Deputy Collector and Tahsildar of Pune City. The highlights of the program were active participation of students in

- Essay competition.
- Drawing competition.

- Poster making competition.
- Rangoli Competition.
- Slogan writing competition.
- Poetry writing competition.
- Memes competition.

These efforts of the institute are in alignment with the motive of the Election Commission of India to make elections inclusive, accessible, and participative. These programs have been instrumental in inculcating the democratic principles amongst the students and making them responsible citizens of the nation.

Initiatives by the college in providing inclusive environment tolerance and harmony towards	Programmes/ Events
Cultural	Desai Karandak , Traditional Days
Regional	Traditional Food Festival
Linguistic	Marathi Divas, Wachan Prerna Din, Hindi Diwas/ English language Day.
Community	Mahatma Basaveshwar Jayanti, Maharishi Valmiki Jayanti, Sadbhavna Divas.
Values	Workshop on Value Education, Participated in EduYouth Meet, Mental Health Awareness programs
Rights, Duties, and Responsibilities of Citizens	Constitution Day Celebration, National Voters Day, Mock Parliament, Film screening on Mahatama Gandhiji Philosophy

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

7.2 Best Practices

7.2.1

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

Response:

Best Practice # 1

1. Title of the Practice: 'Heritage Walk'

2. **Objectives**

The department of history organises Heritage walk every year for the citizens of Pune. Pune is the city which is having a glorious historical background. It is necessary to make the citizens of Pune aware about the historical significance of Pune, various events that took place in the past, impact of these events on the development of the city, and the significance of this event on citizens.

The objectives of Heritage walk are as under: -

1. To create awareness about the places of historical importance and to inform the participants about the importance of historical places in the overall development of the city.
2. To explain the role of the contemporary eminent personalities in the history of the city and the state.
3. To elaborate the role of the historical places in the development of a person as a responsible citizen.

3. **The Context**

The heritage walk activity is important in following ways

Pune is the 9th most populous city in India and one of the largest in the state of Maharashtra. The history of the city is closely related to the rise of the Maratha empire from the 17th–18th century. During the 18th century, Pune became the political centre of the Indian subcontinent; as the seat of the Peshwas, who were the prime ministers of the Maratha Empire. After the fall of Peshwa rule in 1818, the British East India Company made the city one of their major military bases. Prior to the British takeover, the city was confined to the eastern bank of the Mutha river. Since then, the city has grown on both sides of the river. In the 19th and early 20th century, Pune was considered by the British as the centre of political unrest against their rule. The post-independence era saw Pune emerging as a major manufacturing centre.

There are many places of historical importance in Pune but the citizens are not aware about the same.

Contextual features

1. History is one of the important subjects in every school curriculum. the subject can be taught more effectively if the students are made to visit the particular place and are explained to them about its significance.
2. Non-Maharashtrian pepole or people from abrod need to understsnd the rich heritage of Pune and the role of Pune city in the development of the country.

4. **The Practice**

The Heritage walk is carried out by inviting the citizens of Pune across all age groups. A tour of the citizens is organized to the places of historical importance in Pune. These places include Shaniwar Wada, Parvati, Lal Mahal and Agakhan Palace and many more. Dr Ganesh Raut, Head, Department of History explains the historical importance of every place to the citizens / participants.

5. **Evidence of Success**

The activity is well received by the citizens of Pune. The increasing number of participants is evidence of its success. The activity has received wide coverage in national and local dailies.

6. Problems Encountered and Resources Required

1. It is a prerequisite that the participants have some basic knowledge about the history of Pune.
2. In some exceptional cases, language problems pose a threat to inculcate the right message.

Best Practice 2

Title of the Practice: Green College Clean College (GCCC)

The institute is situated in densely populated, original core part of the city. The students primarily come from adjacent areas, which does not promote a green culture. It is this reason that the institute thought of creating a green initiative called Green College Clean College (GCCC) for this purpose.

Objectives of the Practice:

1. The primary objective of the institute for "Green College Clean College (GCCC)" is to promote environmental awareness, encourge environmental participation and promote and implement green activities.

2. Creating an environment for the students to work for the cause of "Green College Clean College (GCCC)" both on and off the campus.

3. Estabilishing connection of students and institution with entrepreneurs, NGOs and individuals working in the field , to encourge students to pursue carrier in these area over time.

4. Conducting Activities in the areas such as visits, tours, indoor activities, plantation to promote the environment sustainability.

5. Creating the institution as a brand as an important stakeholder in Green Practices.

The Context: The institution is working with Green Practices for a long time. Every department conducts some activities that relates to the environment. Teachers includes and relates the Green Practices in their academic regularly. The institution in 2017 thought of linking itself as a Green Institution through its activities and therefore land to work with various organization. It also had the objectives of creating awareness through participation, promotion and implementing Green Practices in the young minds.

The Practice:

The Green College Clean College (GCCC) includes diverse kinds of activities that promotes environment sustainability. Various departments work independently and in a coordinated way to promote the cause. All departments conduct different activities like Academic tours, "Plant of the week", where more than 400 plants have been showcased with their information. Botanical Garden, Terrace Garden are being practiced in the college. "Bee Day", "Earth Day", "Science Day", "Environment Day"

and various other days are celebrated by the institution. Water analysis, Plastic –free campus and cleanliness (Swachata Abhiyaan), Cloth Recycling, Collection of old clothes drives etc. helps us to bring awareness in the college.

Major projects have been conducted "Trees Census" for Municipal Council Karjat, Ahemadnagar, Floating Bed Project of Ram Nadi restoration mission in association with Kirloskar Vasundhra Foundation.

Evidence of Success:

Green College Clean College Competition (GCCC) has been organised by Kirloskar Vasundhara foundation, Pune and received ranks and awards consistently for the last many years.

Sr. No.	Year	Rank/Prize received
1	2018-2019	Second Rank
2	2019-2020	Participation
3	2020-2021	Third Rank
5	2022-2023	First Rank
6	2023-2024	Second Rank

Problems Encountered and Resources Required

1.Limited open spaces for greening on campus

2.To imbibe a culture in the minds of the youth from densely populated urban area is a challenge.

3.To take the youth to actual fields and creating a sense of belonging

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

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

Response:

H.V. Desai Competitive Exam Centre

Preamble

The competitive Examinations play a pivotal role in facilitating fair and organized testing processes. These examinations are conducted by autonomous bodies of State and Central Government such as Union Public Service Commission and Maharashtra Public Service Commission.

Youth who are selected through these examinations are trained to face various challenges and are equipped with skills like effective leadership, team building, decision making, presence of mind etc. These officers are a crucial segment of the overall development of a country. They can transform the future of the country through their contribution through administration.

The Poona Gujrati Kelvani Mandal's H.V. Desai Competitive Exam Centre was started in the year 2014, to induct young minds into administration and eventually nation building. The institute aimed at imbibing the young minds into examinations like M.P.S.C and U.P.S.C. To provide examination-oriented coaching at an affordable price was the need to initiate the idea of establishing the Centre.

The initial years needed a lot of input before the H.V. Desai Competitive Exam Centre started giving results. The students who come for undergraduate courses and during their learning period need appropriate guidance towards such leadership programs. On successful completion of their graduation, they join the rigorous training which involved learning ethics, values and developing leadership.

The H.V. Desai Competitive Centre is centrally located and is accessible from all corners of the city. It is 4 km away from the railway station. The local area provides ample space for hostels and P.G. at affordable rates. The Centre offers a library facility round the clock. The college canteen is also very useful to the aspirant.

The institute provides excellent infrastructure which includes:

- 24 classrooms with 1000 seating capacity.
- 4 Audio-visual Classroom with 350 Seating capacity.
- A well-stocked separate library, books, CDs, and online materials.
- The Centre conducts various mock tests through Mobile Apps like NiravDa App (developed by the Centre).

The Competitive Examination Centre continuously update the program through live-session, qualified faculties, experts from industries, guidance from their immediate leaders, by testing themselves through online test series, multiple paper-pencil test, experts guidance improves their performance and builds next generation leaders. User-friendly environment for promoting the students to study for various competitive examinations like U.P.S.C, M.P.S.C and other competitive examinations.

The institute has earned a reputation because a very large number of students, especially those coming for the Arts, come from various parts of Maharashtra. They first take admission to the H.V. Desai competitive examination Centre then take admission for Arts faculty. This gives the institute its distinctiveness. Our success stories help us Brand our institution and make a distinct.

Currently, 1000 plus students are working for their careers with the career guidance cell. Existing bureaucrats also join H.V. Desai competitive Centre to get higher positions in administration. The institute is funded and sponsored by the State and Central Government in terms of scholarship and fee concession for the benefits of the students.

Year-wise details of successful candidates of the institute in UPSC CIVIL SERVICES EXAMINATION of last 5 years:

Examination	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
UPSC (Civil Services) final result	8	18		9	17	8	60

Examination	2015	2016	2017	2018	2019	2020	Total
MPSC (State Services) successful candidates	3	10	29	24	16	20	102

Examination	2016 2017	2017 2018	2018 2019	2019 2020	2020 2021	2021 2022	2022 2023	Total
Number of successful candidates of the Coaching Institute in	14	10	33	35	15	Result Not Declared		108

the result of MPSC (GROUP B and							

Our Vision: Vision, Mission, Goals, and objectives of the college collectively aim to provide an environment that promotes a holistic approach towards life. The college acknowledges delivery of quality education as an instrument to prosper in all walks of life. H.V. Desai Competitive examination centre is one such initiative that aids college to fulfil the core objectives.

Salient features of the study centre:

- The Centre is centrally located.
- The Centre gives personal attention and Counselling to the aspirants.
- The timing of the Centre is convenient.
- Highly qualified and experienced faculties are invited to deliver lectures.
- Well stocked libraries with e-facilities are maintained.
- Mock tests and Mock interview sessions are conducted by professionals.
- Regular Psychometric test and Training for Physical Test is conducted.
- Use of audio-visual aids for effective teaching learning process.
- Extensive study material is provided.
- Comfortable seating arrangements for long hours of study,
- On-site food arrangements
- Convenient accommodation facility
- State of the art Infrastructure
- Interaction with qualified candidates
- Conducive environment
- Sessions on soft-skill, Personality development and Yoga

1. PRIORITY:

- To boost up the inborn talent of the students for the benefit of the society.
- To contribute to the society by providing it with young and dynamic leadership
- To provide the alumni with a better option to choose a career.

1. THRUST:

- To strengthen the Linguistic minority community in academics and in administration. Development of scientific temperament for competitive examinations
- Inculcation of values like professional integrity, honesty, and a sense of trusteeship.
- Being an instrument in nation building.
- To construct a bridge between the haves and have nots.
- To provide a platform for individual development of youth across varied strata of the society.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

The institution is working on following lines

1. Applied for the Centre of National Skill Development Fund to start with skill based courses and will promote NEP.
2. Courses on use of high-end laboratory equipments of 4 credits has been designed and is being implemented for the current year.
3. Instittution has applied for Rashtriya Uchchatar Shiksha Abhiyan (RUSA).
4. A new ICT based library unit is being developed to upgrade the library.
5. The institution has applied for Autonomy.
6. The NEP implementation has begun from the current year.

Concluding Remarks :

The institution has a good academic culture. The students strength is satisfactory and consistent. The institution has 16 programmes from Arts,Science and Commerce. The institution has more than 50% of its teachers as Ph.Ds. The institution is student centric and conducts a considerable number of activities for the students. The student progression is good and placements activity has taken up speed. The institution has an excellent connect with respect to environmental activities.Some of the notable ones being the Ramnadi Restoration Project.The institution has a dedicated competitive examination cell with excellent placements in UPSC and MPSC.

The infrastructure is adequate and has an excellent utilization.The office has been renovated recently .The institution is technologically sound .The institution has all necessary AMCs.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
2.4.2	*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)* 2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>63</td><td>62</td><td>60</td><td>64</td><td>64</td></tr></table> Answer After DVV Verification : <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>60</td><td>60</td><td>59</td><td>59</td><td>55</td></tr></table> Remark : Input edited excluding highest degree awarded in the same academic year
3.1.1	*Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)* 3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>19.00</td><td>00</td><td>2.00</td><td>2.00</td><td>0.90</td></tr></table> Answer After DVV Verification : <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>00</td><td>00</td><td>2.00</td><td>2.00</td><td>0.90</td></tr></table> Remark : Input edited considering grants from SPU and UGC only
3.3.1	**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years** 3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>

| 51 | 50 | 61 | 25 | 39 |

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
42	45	54	22	35

Remark : Input edited excluding research papers not listed on UGC care

3.3.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years** 3.3.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
36	89	27	25	06 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
36	75	24	20	06 | Remark : Input edited excluding Duplicate claims on title of the book/chapter year-wise
---	---
3.4.3	*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.* 3.4.3.1. **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
08	06	08	15	13 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
06	03	08	12	10 | Remark : Input edited excluding programs like Online/guest lectures, awareness programs and report presentation
3.5.1	*Number of functional MoUs/linkages with institutions/ industries in India and abroad for*

internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Answer before DVV Verification :
Answer After DVV Verification :8
Remark : Input edited as MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research can be considered only

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
56.30	24.19	18.98	60.71	56.83

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
34.55	14.54	15.53	40.75	39.59

Remark : Input edited excluding routine recurring/administrative expenditure

| 5.3.1 | **Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years** |

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
08	08	02	11	2

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
00	04	01	03	00

Remark : Input edited excluding Intercollegiate awards

| 6.2.2 | *Institution implements e-governance in its operations* |

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : Input edited as per supporting documents

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
59	74	153	81	01

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
47	25	103	26	01

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
43	45	39	40	41

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
43	45	39	40	41

Remark : Input edited excluding IQAC efforts of quality promotion, Vridhi Software and NAAC related internal

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations