



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**NASHIK SHIKSHAN PRASARAK MANDAL'S ARTS AND
COMMERCE RATRA MAHAVIDYALAYA, NASHIK
ROAD**

SANE GURUJI NAGAR, JAIL ROAD, NASHIK ROAD, NASHIK, MAHARASHTRA

422101

422101

<http://nspmnightcollege.in>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The college started functioning in the academic year 2018-19. The college has started a movement of education in the areas of Nashik Road for working students. The main purpose of college to provide educational opportunities to the student who work during the day and hence, deprived of higher education. The college has affiliation with the Savitribai Phule Pune University Pune. The college has specialization in 03 Programmes. They are B. Com. (Commerce), B. A. History and B. A. Political Science. With able and visionary guidance of the office bearers of the Nashik Shikshan Prasarak Mandal, its hard working, committed staff and needy students, college is making mark in every sphere of academic and extra-curricular aspects of all the stake holders.

The college has been running various student centric activities. Competitive Examination Guidance Workshop, Certificate Course in Development Soft Skills, Certificate Course in Basic English Grammar, Basic Certificate Course in Communicative English, Basic Computer Course, Nirbhay Kanya Abhiyan and are among these activities. The college is trying to develop green campus system for environmental conservation and sustainability.

Vision

To provide quality education for Developing Academic Excellence & Personality Of Working Students

Mission

1. To provide educational opportunities to the students who work during the day and are hence, deprived of higher education.
2. To provide educational facilities to women who are unable to pursue higher education because of their domestic duties and responsibilities.
3. To inculcate ethical values among students with moral, mental and physical strengths.
4. To Nurture Human values and sensitivity about socially relevant issues through education and research.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Well qualified and dedicated teaching staff.
2. The college caters to the need of higher education for working students.
3. Women deprived of education due to household duties and responsibilities get the chance to complete higher education.
4. The college provides Higher Education opportunities to the drop outs.

Institutional Weakness

1. Being Night College there is a time constraints for the college to organize extracurricular and social extension activities.
2. As the college functions in the evening it is difficult to conduct various additional courses.
3. There is little scope for expansion as less number of students seeks admission in Night College.
4. It is difficult to organize Campus Placement and run Competitive Examination Guidance Center.
5. No patents, no international linkages and collaborations.

Institutional Opportunity

1. There is scope for extension of Post Graduate Programs like M.A & M.COM for working students.
2. The number of Special / Major Subjects like English, Marathi and Economics may be increased.
3. To increase MoU /Collaborations with the industries.
4. To strengthen the network with neighborhood industry & community for learning considering to do more practical curricular and extra co-curricular activities.

Institutional Challenge

1. Majority of the students belong to weaker and deprived community. Hence, it is a challenge to bridge the gap between their knowledge base and digitalization of higher education.
2. As no grants are received from UGC, Fund Mobilization for conducting extra- curricular activities for the students is a challenge.
3. As the college runs in the evening, the teaching staff changes frequently.
4. It is difficult to encourage students' participation in Sports and Cultural Activities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college ensures effective curriculum delivery through term-wise teaching. All the plans are included in the academic calendar. The faculty uses various student centric activities related to academics. Even co-curricular activities are organized for the development of insight learning and learning by doing among students. Academic diary is maintained by the teaching faculty in which the syllabus covered, reading material, extracurricular activities and research profiles are mentioned. To enhance the learning and reading habit among students the college has signed MoU' s for collaboration with Libraries of other colleges. The teachers are encouraged to use ICT tools and even the students are given task of doing presentation on PPT. The guest lecturers of experts are organized to acquaint students with recent trends in their subjects. The college has introduced courses like Certificate Course in Development Soft Skills, Certificate Course in Basic English Grammar, Basic Certificate Course in Communicative English, Basic Computer Course etc. UG programs in the college are Choice Based Credit System. The college has conducted various transferable and life skills workshops and courses. Few students have undertaken field projects. The college has received feedback from students, teachers, alumni and parents. The feedback is collected and analyzed. The college conducts activities on gender related issues, human values and professional ethics. The college has also conducted activities and workshops for personality development.

Teaching-learning and Evaluation

The college adopts the student – centric and experiential learning as its cornerstone. The college follows a transparent admission policy to integrate economically and socially backward students, first generation learners, the differently-abled and outstanding sports persons, educationally deprived. Fee structure is available in the prospectus and students are admitted by the admission committee. The college ensures equity of access by reserving seats as per the government regulations. The academic process caters to diverse range of learners. The academic annual plans are showcased through the academic calendar. The lecture method is used predominantly. The use of ICT is integrated into the teaching-learning process. The college encourages the staff to undertake research activities and to enhance their academic qualifications. 03 faculty members are PhD holders, More than 90% of the teaching staff is SET/ NET qualified and 02 teaching faculties are pursuing Ph. D in their respective subjects. The student- teacher ratio is 12:1. Regular assessment of students is done through assignments, tests and preparatory tests. Class teachers (Mentors) monitor the progress of students and maintain a constant interaction with the students. The students are counseled for their academic improvements and personal problems by the teachers. The result analysis is carried out and remedial measures are adopted. Advanced learners are guided to face competitive examinations to pursue higher levels of education. Conducive support of the teachers assists students with the vision/mission/goals/ objectives and rules/regulations of the college. The student-centric methods followed in teaching and learning process ensures interactive, participative and experiential learning in academic, co curricular and extracurricular activities. Participation/presentation of papers in seminars/conferences/workshops enhances the quality of the teachers and the students. Feedback is collected from students and teachers for overall development of the college.

Research, Innovations and Extension

The college promotes research culture among the students and the faculty alike. In order to develop research culture and aptitude, research projects are allocated to the students. Faculty members are actively involved in research. The college supports research & extension activities and it is evident through the number of research papers presented and published. 02 faculty members are PhD holders, 02 teaching faculties are pursuing Ph. D in their respective subjects. The students and the faculty are encouraged to publish their findings in reputed journals, seminars & conferences. During the last five years eminent scholars have visited the college. The students are encouraged for research by providing infrastructure and guidance. The facilities of research resources such as internet/Wi-Fi, and Student Support Centre are provided for encouraging the students. The outreach programmes like Water Conservation work and These activities contribute to the good citizenship and holistic development of the students. The faculty conducts camps, campaigns, rallies and industrial visits for the students. The college has 05 functional MoUs with various institutes and organizations for research, job training and various educational purposes. The research and extension activities enable our students to face challenges of globalization.

Infrastructure and Learning Resources

The college constructed area is 7700 sq. m with 10 classrooms, 1 ICT based Seminar Hall, 1 Sports Room and 04 departmental cubicles. The college also has adequate facilities for sports, games and cultural activities. Parking facility for the students and staff. The library has nearly 674 books. In addition, it includes volumes of books, and database in Excel worksheets. The college has management software through it library started automation process. Average number of teachers and students using library is 20 per day. The college provides

a Student support Centre with photocopier (Xerox) and internet facility. College has signed an MOU with LBRD Arts, Commerce and Science Mahila Mahavidyalaya for using their computer laboratory which has 20 computers. They are available for the students between 06.00 pm to 9.00 pm. Students computer ratio is 1:10. Internet bandwidth used is 5 to 20 MBPS in the college. The non-teaching staff is responsible for maintaining the physical facilities. For maintenance the concerned departments submit their requirements to the principal along with the tentative budget. Principal verifies the requirements and forwards it to the Management for sanction. In utilizing the physical and other facilities of the college, a register is maintained to keep the record regarding the use by the faculty or department.

Student Support and Progression

The college has provided information about scholarship of Central and State government, University, Institute level scholarships, freeships etc. in prospectus and on website. Around 60% students obtain government grants.

Savitribai Phule Pune University has provided four types Scholarship to the college students which are as follows:

- 1) Pune University Gunwant scholarship
- 2) Kranti Jyoti Savitribai Phule Scholarship
- 3) Scholarship for Economical Backward Class
- 4) Rajashree Shahu Maharaj Scholarship

The college organizes various workshops on career guidance and lectures every year. For the career enhancement of the students the college organizes soft skills training programme, and Yoga training. Personal Counseling is provided to solve the problems of students with direct interaction and also through group counseling sessions. The college has a transparent mechanism of student grievances for sexual harassment and anti-ragging. Awareness is created through the workshops and guest lectures about sexual harassment and anti-ragging. On an average 10 students are placed in various organizations. Many students have progressed to Higher Education from our college. On an average sports and cultural activities & competitions have been organized for the students.

Governance, Leadership and Management

The College Development Committee (CDC) includes management representatives. CDC and IQAC monitor the college administration. IQAC suggests programmes and activities that are approved by CDC. HODs and committee Coordinators help the Principal in implementation of the decisions. Autonomy in work, initiatives and suggestions from faculties are considered and encouraged. Management Information System (MIS) for governance- communication with Management, University, UGC and MHRD is used. There are a few welfare activities for teaching and non-teaching staff. Teachers were given financial support to attend the conferences/workshops. On an average 5 teachers participate in workshops/conferences yearly. The non teaching staff attends the professional development and administrative training programmes. Management does the internal audit of the college. Human resources of the college are optimally utilized for the Institutional activities. The IQAC contributes significantly by monitoring all the committees and departments, the

performance of teaching & non-teaching staff through feedback and its analysis. The college undertakes quality initiatives by IQAC for promoting quality culture.

Institutional Values and Best Practices

The ultimate driving force of the institution is to provide responsible citizens to the society who are confident to face challenges both at the professional and personal front. Quality Education is provided by organizing guidance talks on gender sensitization, Environment awareness programmes, Swachha Bharat Abhiyan and maintaining Plastic Free Campus, inculcating human values, Tree Plantation, nurturing and sustaining the trees, participation in rallies and, conducting various programmes/activities leading to inculcation of core values and quality improvement. The best practices include:

Best Practice 1 : Yoga and Meditation for All The Ratra Mahavidyalaya has taken efforts for welfare of the society. It provides hall to Yoga trainer who will organized various Yoga and Meditation activities in the hall for people. The college has signed MoU with Sahajyg Dhyankendra , Nashik Road The college organized this activity every Friday free of cost. After the session of yoga many people express their experience of Yoga and how they feel relax after the meditation. The college takes care about the peaceful atmosphere within families of such people. It's a kind of social activity in the college contribute.

Best Practice 2 : Staff Academy Arts and Commerce Ratra Mahavidyalaya is working for the empowerment of man & women In every sense of the word 'empowerment'. Keeping in view that teachers need exposure in teaching Techniques, skills and system in planning of teaching activity throughout the year, this academy works for the same. The objective of Staff Academy is to organize innovative activities for teaching, non-teaching Staff and students by inviting experts to conduct lectures or workshops on various topics that it will Augment their knowledge and help them pursue higher academic and professional skills.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NASHIK SHIKSHAN PRASARAK MANDAL'S ARTS AND COMMERCE RATRA MAHAVIDYALAYA, NASHIK ROAD
Address	Sane Guruji Nagar, Jail Road, Nashik Road, Nashik, Maharashtra 422101
City	Nashik
State	Maharashtra
Pin	422101
Website	http://nspmnightcollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Ashok Bhika Bodake	02532-2465967	9011988636	0253-246596 7	nspmncnaac@gmail.com
IQAC / CIQA coordinator	Sriram Uttamrao Badawane	0253-2465968	9765685763	0253-246596 7	bsram632@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

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	Sane Guruji Nagar, Jail Road, Nashik Road, Nashik, Maharashtra 422101	Urban	1.37	2493.71

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,Commerce	36	HSC	English,Marathi	240	45
UG	BA,B A,History	36	HSC	Marathi	120	10
UG	BA,B A,Political Science	36	HSC	Marathi	120	33

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				13			
Recruited	0	0	0	0	0	0	0	0	9	4	0	13
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	5	0	0	5
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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	2	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	7	4	0	11
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	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		Total
		0	0	0	

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	105	0	0	0	105
	Female	31	0	0	0	31
	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	37	46	38	35
	Female	10	10	11	1
	Others	0	0	0	0
ST	Male	9	15	10	6
	Female	1	4	2	3
	Others	0	0	0	0
OBC	Male	33	45	46	28
	Female	9	6	5	3
	Others	0	0	0	0
General	Male	25	37	28	30
	Female	2	5	9	13
	Others	0	0	0	0
Others	Male	26	30	23	14
	Female	2	2	1	5
	Others	0	0	0	0
Total		154	200	173	138

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>Our college is affiliated to Savitribai Phule Pune University, Pune where in Academic programmes are designed to include Multidisciplinary /Interdisciplinary courses as electives and college has started offering these electives to students. In order to provide the holistic academic growth among students, the University has proposed Inter-disciplinary curriculum which shall give freedom to the student to choose their preferred options from the range of programmes offered by the colleges. All the courses offered by the college are Choice Based Credit System (CBCS). Few of (them also include value based and environment-based subjects like Environmental Studies, Value Education,</p>
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	Democracy, Election and Governance, etc.
2. Academic bank of credits (ABC):	Our institution preparedness in implementation of Academic Bank of Credits conforms to the guidelines of the affiliated university i.e., Savitribai Phule Pune University, Pune. SPPU being state university is an official member of the National Academic Depository which is a government Endeavour to offer an online repository for all academic awards under the Digital India Programme. SPPU will formally register in the ABC portal as soon as the resolution is being approved by the higher academic bodies. For this purpose, college is in the process of creating centralized database of the college students. Through this database, where in the academic credits earned by the student from various courses will be digitally stored so that the credit earned by student previously could be forwarded when the student enters the program again.
3. Skill development:	Course in Development of Soft Skills, Certificate Course in Basic English Grammar, Basic Certificate Course in Communicative English, Basic Computer Course , Yoga and Meditation Training, etc are provided by the college to enhance the required skills among the students.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	In order to promote /integrate the local language, art, and culture, it is the regular practice at college that all College activities conducted are compulsorily executed in the local Marathi language. The teachers give examples that exemplify Indian Knowledge and culture as and when possible while teaching their subjects. The Marathi Language and Hindi Language are celebrated in the college to promote Indian Language in the students.
5. Focus on Outcome based education (OBE):	The college, being affiliated to Savitribai Phule Pune University, Pune follows the guidelines of the University in teaching Learning process like lectures, seminars, tutorials/workshop/practical and project based learning field work, research work, etc. All the programmes are offered as outcomes-based educations (OBE) which are designed keeping in mind the regional and global requirements. Course outcome of every subject is well defined in the curriculum itself by SPPU. The college has stated and displayed all the POs and COs on the college website as well.

6. Distance education/online education:	The teachers participate in online training workshops. As the college runs in the evening time students need to learn technology. The interest among students regarding online education is meager. However the college tries its best to motivate the students for online education through MOOC, SWAYAM etc.
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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. Students' co-coordinator and co-coordinating faculty members are appointed by the College and the ELC is functional. No. The ELC is not representative in character.
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 college conducts a number of activities to create sensitization among the students and employees by conducting constitutional activities like Constitutional Day, Youth Day, Voter's Awareness Program, celebrating Voter's Day and Voters' registration drive is organized in the college for adopting the values, rights, duties and responsibilities of citizens. The Constitutional Day is celebrated in the college every year on 26th and a pledge is taken by all students and staff members. Voter Awareness Programs are organized by the Electoral Literacy Club (ELC) of the college highlighting the importance of the value of casting the vote and how it helps in protecting the constitutional obligations under the ELC. Systematic Voters' Education and Electoral Participation program is organized in our college to create awareness about the value of vote among the students and the staff.
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.	Voters' Day is celebrated in the college every year. Voters Awareness programme is also conducted in the college every year. The Constitutional Day is celebrated in the college every year on 26th and a pledge is taken by all students and staff members. Voters' registration drive is organized in the college for adopting the values, rights, duties and responsibilities of citizens.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by	Voters' registration drive is organized in the college every year and the students above 18 years are

ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.

provided with support facilities for filling out the Voter registration forms and guiding them regarding the necessary documents to be attached.

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
153	200	173	138	33
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: 14

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
13	13	13	10	10

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
391187	142957	215286	194293	892070

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 college has developed a systematic mechanism to organize the teaching-learning. Each teacher prepares a term-wise teaching plan in view of the total teaching days available in the academic session. Each department prepares its annual plan for the curricular, co-curricular and extra-curricular activities. There is an Annual calendar committee which prepares the academic calendar taking the individual department's plans into consideration. After discussing this plan in the staff meeting the committee prepares final annual calendar. At the commencement of the course the students are given subject orientation and the activities are defined, planned and executed.

The Academic calendar is prepared giving priority to the student centric activities. Most of the learning includes group discussion, group tasks, paper presentations, power point presentations, seminars. Co-curricular activities like competitions- Elocution, Poster Presentation, Paper Presentation, Group Discussion, Book Review, etc. are organized. Few Departments and the subject teachers conduct Students' Academy throughout the year. Besides, teachers form discussion groups and consign projects to these groups and allot home assignments.

Academic Diary is maintained by individual teacher which is checked by the Principal. The implementation of the annual plan of the department is reflected in the diary. The syllabus covered and the total number of lectures conducted for each subject is also mentioned in the diary. Value orientation to the learning process is added through prayers, awareness campaigns and projects. The teachers are encouraged to use ICT tools in the teaching learning process through training sessions. Special sessions are arranged to introduce the use of internet and computer to the students. The students, then, are encouraged for power point presentations through LCD projector and undertake project work or assignments by making use of the information on the internet and resources available in the library. Some departments also use the techniques like screening of movies & documentaries and make learning resource material available in the form of YouTube videos. Special study visits are arranged by many departments and subject teachers to make students aware of the new developments in their respective fields. Besides, many departments invite experts from various fields for the guest lectures. This helps students to know about the changing scenario in the respective subjects. The teachers, every year, participate in workshops, seminars and conferences at University, State, and National & International level.

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: 19

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

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: 71.31

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
120	124	0	148	105

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:

Provide educational opportunity to Women, Nirbhay Kanya Abhiyan, Health Checkup Camp, Yoga demonstration, Suryanamaskar, Prayer, Meditation and Omkar. The Water- Elixir of Life, Gender Sensitivity, Health Awareness Guidance, District Level Workshop on Social Sensitivity & Awareness, Observation of International Women's Day, Women's Grievance Redressal Cell, Anti- Ragging Cell takes care of prevention of ragging and relevant issues like sexual harassment and other women grievances. The following courses are conducted for the Human Values and professional Ethics related issues: Course in Human rights, Soft Skills Development Programme, Business Management (CSR), Marketing Management, Social Psychology, Industrial Psychology, Business Ethics and Professional Values, Introduction to Sociology, Population and Society, Consumer Protection and Business Ethics. Environment and Sustainability: The following activities are conducted under Course in Environmental awareness, Environmental Awareness course has been introduced by the University in the Curriculum for Second Year students of Arts & Commerce faculty which includes Theory, Field Visit & Project Work. Students participated in the rally 'Save Trees Save Environment' and Save Petrol was observed by the entire staff. Tree Plantation was also done on the College Campus. Students participated in the No Plastic Rally.

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

1.3.2

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

Response: 69.28

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

Response: 106

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

1.4 Feedback System

<p>1.4.1</p> <p><i>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</i></p> <p>Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website</p>	
File Description	Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	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: 29.42

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
56	77	76	111	33

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
240	240	240	240	240

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](#)

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: 44.33

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
44	63	64	73	22

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
120	120	120	120	120

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

2.2 Student Teacher Ratio

2.2.1

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

Response: 11.77

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 college promotes a student centric academic environment in the campus. The student centric learning approach is integrated in the teaching plan and in all the activities of the college. At the commencement of the course the students are given subject orientation and the activities are defined, planned and executed. The Academic calendar is prepared giving priority to the student centric activities. Most of the learning includes group discussion, group tasks, paper presentations, seminars. To develop the knowledge management skills every year workshops related to the development of study skills, communication skills and specific subjects are arranged for students with the assistance of Savitribai Phule Pune University of Pune.

Each department incorporates applied dimension of the subject matter by organizing field trips, competitions, campaigns etc. Value orientation to the learning process is added through prayers, awareness campaigns and projects. The teachers use ICT aids in teaching through power point

presentations, YouTube videos. Experiential- Field Visit, Industrial Visit, Demonstration, conducting experiments, Mock Parliament, Advertisement, Dialogue Writing, Workshops, etc. Participative- Case studies, Seminar, Group Discussions, Students Academy, Publication of Wall Paper, Presentation of Research Paper, etc. Problem Solving- Group Discussion based on Current Issues, Academic and Personal Counseling, Case Studies on Banking, Disaster Management, Best from Waste Activity, etc.

File Description	Document
Upload Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

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

Response: 100

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
13	13	13	10	10

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: 86.44

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
10	11	11	10	9

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
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 Academic Calendar is prepared by the college at the beginning of each year after the Principal conducts meetings with IQAC, HODs and Coordinators, the Examination Committee, the Library, and the Sports Committee. Examination dates were decided by Savitribai Phule Pune University and intimated to the colleges, which were incorporated in the academic calendar as and when provided. The College was obliged to follow these dates for examinations. The dates for internal examinations conducted by the college are decided well in advance and displayed on the notice board. Unit tests, Assignments, Case Studies, seminars/Ppt, are conducted wherever applicable for internal evaluation. This method was followed for both terms. After every examination, the last date for submission of internal marks was declared. After the declaration of results, the dates are fixed for revaluation and communicated to the students. Declaring the last dates for submission of mark sheets has proved a very good method to ensure that the results are declared within the stipulated time given by the university. The schedule of the examination is conveyed to the students and teachers through timely issued notices which are also displayed on the notice boards of the college as well as on the website of the college. Students' grievance regarding examination, if any, are taken care of by the examination committee within stipulated time.

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:

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

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:

The COs, POs and PSOs are displayed on the website of the college. Program-specific outcomes are measured through both academic and non-academic performances of the students. The level of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using various indicators throughout the semester of the academic year. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. The faculty provides home assignments to students, conducts internal tests, viva voce, open book tests, quiz, projects etc. in order to assess the Programme Outcomes and Programme Specific outcomes attained by each student. Close awareness of cross-cutting issues, basic conceptual clarity, life skills, practical exposure and their behavioral change are a few of the parameters to recognize or evaluate the attainment of their course outcomes. The participation of the students in various activities Cultural activities, Workshops on Yoga and Meditation help them to develop and achieve competencies such as teamwork, communication, adaptability, reliability, motivation, integrity, decision making, initiatives, work standards, problem-solving and stress tolerance.

File Description	Document
Upload Additional information	View Document

2.6.3

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

Response: 99.12

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
30	63	20	0	0

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
30	64	20	0	0

File Description	Document
Institutional data in the prescribed format	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:

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: 0

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
0	0	0	0	0

File Description

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:

The college in order to motivate faculties for research and innovations allows them to attend and organize various seminars/ workshop or visit industries / organization / institutions to develop background for linkages/ collaborations. The college also organizes on-campus programmes to facilitate interaction with academicians and experts from the (Research Area) in formal as well as informal way. The IQAC, CDC are involved in the guiding for establishment of new linkages. Suggestions regarding strategy for new linkages are discussed by the faculty and stakeholders. Strategies are planned in IQAC meetings. The college provides support for linkages in terms of finance by organizing meetings of the concerned staff. The students are guided by the faculty of different department promoting easy inclusion of interdisciplinary aspects in research. The college has established Incubation Center and IPR cell.

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: 4

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
03	01	0	0	0

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: 1.46

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
05	04	03	05	02

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the 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

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: 0.29

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
01	01	02	0	0

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
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:

Various activities are conducted by the college to sensitize the students to social issues for their holistic development.

The students of the college participate in Swachcha Bharat Abhiyan every year. AIDS awareness programme was organized by the college in order to create awareness regarding HIV and AIDS. These activities conducted by the college in the neighborhood community have helped in creating a positive impact on society. It has also helped in sensitizing the students to social issues for their holistic development.

File Description	Document
Upload Additional information	View Document

3.4.2

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

Response:

One faculty member recieved the award from local bodies.

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: 13

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
08	01	01	01	02

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
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: 07

File Description	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 constructed area is 7700 sq. m with 10 classrooms, 1 ICT based Seminar Hall, 1 Sports Room and 04 departmental cubicles. The college also has adequate facilities for sports, games and cultural activities. Parking facility for the students and staff. The library has nearly 674 books.

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: 4.53

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
9604	250	2200	18950	52205

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

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:

Library in order to provide access to quality and timely resources to teachers and students runs a (Student) Support Centre whereby 2 Personal Computers are installed with net and printing facility. Library also offers place/s for the self-study/ reading rooms. Further, the Library works as a learning resource center as it offers information sources. It allows the students and teachers to have learning experiences through the educational resources such as encyclopedia, reference books, prescribed books, journals, newspapers, audio/visual materials, CD ROMs, library software and electronic information resources through Internet. The library provides reference and clipping services.

The Facilities offered by the Library:

Reading room facility	Yes
Periodical services	Display / Reading facilities
Reference services	Yes
News Paper Section	Yes
Working hours of Library	4 Hours
Working days of the library	200 Days
Student Support Centre	2 PC with Net and Printing Facility.

Furthermore, the Library is partially automated using Integrated Library Management System (I.L.M.S) The details are: Software Name : EMse Campus iT Software Developers (Integrated College Management iT Software)

File Description	Document
Upload Additional information	View Document

4.3 IT Infrastructure

4.3.1

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

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

Response:

The college updates the IT facilities regularly. The bandwidth available for internet connection between 5 to 20 mbps. There is Computer Lab with 20 computers available for students which are updated and upgraded regularly. The campus is Wi-fi enabled.

4.3.2

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

Response: 6.38

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

Response: 24

File Description	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: 0.7

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
2918	660	3550	0	5679

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: 58.25

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
97	125	107	63	14

File Description

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

Document

[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

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)

Document

[View Document](#)

Report with photographs on ICT/computing skills enhancement programs

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.3

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

Response: 9.9

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
18	17	18	16	0

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
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: 16.81

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
16	3	0	0	0

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
30	63	20	0	0

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](#)

5.2.2

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

Response: 0

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
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

5.3.1

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

5.3.2

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

Response: 81.8

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
83	117	102	85	22

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 alumni association is not registered but it is functional in the college. On an average every year the alumni meet is organized for two times whereby the feedback regarding campus infrastructure facilities, campus environment is collected.

College Development Committee and Internal Quality Assurance Cell also has a representative from the Alumni Association and they actively participate in the regular meetings of these committees. Further, the suggestions about the development of the college and would be progress of the forth coming students are sought.

The alumni also suggest new courses and other infrastructural requirements. Depending on the need in the market the alumni address the students. They also help in placement of the student.

The online feedback system is made available for the alumni. The alumni are instrumental in bringing the community together and in feeling the community involved in the development of the college.

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:

The governance is reflective of an effective leadership which is tuned to college's vision.

A. By incorporating objectives like empowerment of poor and needy section, promotion of research and information-technology, nurturing values of citizenship and humanity, the mission and vision of the college reflects the spirit of National Education Policy derived from 1985,1992 & modified in 2007.

B. Establishment of the college in the evening time itself was the beginning of translating the vision and mission of the college. The socio-economic profile of the students enrolled in the college shows that the majority of the students enrolled are from socially and economically backward classes. Students from educationally or socially backward classes are approximately 90% in the last two academic sessions. The college has created the system of collective decision making through formation of committees in which all concerned constituents, including students, are represented. The college also prepares an academic calendar in which activities translating mission and vision of the college are planned and then executed. The college is marked for its unique activities like prayer and meditation, ICT enabled teaching, competitions, etc.. These activities are ultimately meant for nurturing responsible and sensitive citizens, which eventually enables the college to translate the vision and mission into action and also reflects the national values enshrined in the National Policy of Education. The head of the college has been given a free hand in defining and distributing responsibilities. However, the views and suggestions of the College Development Committee are taken into consideration while defining responsibilities. The Principal then officially issues letters of appointment on various committees to the individual members at the beginning of the academic year. The responsibilities are communicated to the individual members through the College Development Committee as well as staff meetings.

File Description	Document
Upload 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:

Yes, Perspective/Strategic Plan and Deployment documents are available in the college. The Management plays important role in the overall development of the college. The code of conduct strictly followed by the college and uploaded on the college website.

The Academic Calendar is the evidence of the argument. After consultation with every Department and Committee Head, the Academic Calendar is finalized so as to implement the plans effectively. The timelines are set in accordance with the Calendar.

By and large, these plans are first presented in the CDC Meetings. The IQAC, too, has a fair role to perform here. Once the CDC approves the plan the organization of the activity/ programme is implemented. The organizational structure of the institute is really effective as it works on the basis of decentralization of work and on transparency.

Most of the decisions are taken up by the CDC. However, the same is recommended to General Management. As the college is affiliated to the SPPU recruitment procedures as per the University Law 2016 are followed. The standard procedures of recruitment lay down by the UGC and the University is followed.

File Description	Document
Institutional perspective Plan and deployment documents on the website	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: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	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:

i. Teaching:

There are two mechanisms to assess the performance of faculty namely the self-appraisal method and evaluation by students. The institution does use these evaluations to further improve teaching as well as research of the faculty. The principal engages one to one discussion with the individual faculty member. If needed, the counseling is provided to the individual faculty member. Besides, strategies are devised in the staff meeting.

ii. Non- Teaching:

As for the non-teaching staff, their performance is assessed formally by the head of the institution and the feedback is given to the concerned in the one-to-one meetings with the head. If need be, the staff is occasionally deputed to undergo training. The IQAC of the College is instrumental in the Performance Appraisal System.

The IQAC endeavors to:

1. Maintain and improve the performance
2. Assist teaching and non-teaching staff in knowing what is expected of them in terms of job performance.
3. Provide corrective instruction/ counseling in order to promote effective teaching
4. Self Appraisal forms are filled by the faculty and assessed by the IQAC.
5. Letter of Appreciation is given to the teaching and non-teaching staff for their achievements.

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: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

6.3.3

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

Response: 14.49

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
0	02	08	0	0

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
02	02	02	02	02

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

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:

Policy for Mobilization of funds:

The research funds received from the SPPU are informed to CDC. The faculty as per his need applies for the funds to the Principal and then it is disbursed to the concerned faculty. The funds for various programmes, training, workshops and seminars are given provision in the Budget for permission to utilize college funds till the university funds are received.

Utilization of resources: Human Resource:

Optimum use of human resource, involving them not only in college committees but also in the resource person for institutional Schools, Junior Colleges, Senior Colleges, Management programmes, trainings, functions, Annual Sports Day, Late V.S. Purohit State Level Play competition and Late R.K. Yardi Lecture Series.

Internal Audit Year wise Internal Audit is done by the Chartered Accountant (CA) appointed by the Management. Annual audit is done by the management through Internal Audit Committee.

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:

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. The action plan prepared by the each department in the college and academic diary also maintained by the faculty members. The examination committee look after the internal exam time table which displayed on the notice board as well as college website.

Selected students are appointed on various internal committees of the college like Prayer Committee, Discipline Committee, Sports Committee, Cultural Committee, Alumni Association is formed in the college which is run by the Ex-students of the college. Students' feedback is taken at the end of every academic year regarding the teaching of the teachers. The analysis of these feedback forms help in improvising the teaching methods and employing new strategies regarding teaching of the subject.

At the end of every academic year a Farewell Programme is organized for the students of the Final Year B.A. & B.Com. In which the students give their feedback orally and openly share their experience regarding the college, teaching, facilities provided etc.

The students are permitted to give their feedback/ suggestions or complaints anonymously through complain/ suggestion box. This box is opened every month and the feedback/ suggestions or complaint is considered seriously for the improvement of the academic & administrative functioning of the college.

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: B. Any 3 of the above

File Description	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:

The college is located in a residential area which in itself ensures the security and safety of the students.

- The institution has installed **CCTV** cameras inside the premises of the college for security, especially for girls and women.
- The security guard is appointed for the college.
- College Dress Code and Identity Cards are compulsory for all the students on the college premises.
- Various committees like Anti Ragging Committee, Women's Grievance Redressal Cell, Discipline Committee, University Representative and Class Representatives are elected through Students' Council.
- Student Support Center with 2 computers (internet facility), printer and Xerox copy is available in the college premises.
- Vending Machine installed in ladies washroom.
- The teachers provide counseling to the needy students on daily basis during college hours.

Guest Lectures and Guidance talks are organized for the students on Career Opportunities, Health, Laws for Women, Sexual Harassment, Pre- Marital and Post Marital Counseling, etc. The institution offers various programmes to highlight women-related issues. Various Women Empowerment Programmes are organised by the college like Nirbhay Kanya Abhiyan, etc.

Common Room There is a separate Staff room for the Ladies Staff. There is a Ladies/ Rest Room for the students in the college (which has a bed and a dressing table) for personal and resting purposes.

File Description	Document
Upload Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

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

Response: A. 4 or All of the above

File Description	Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document

7.1.3

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

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

Response: A. All of the above

File Description	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

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:

- International Yoga Day: 21st June
- Independence Day: 15th August
- Kranti Din: 09th August
- Generosity Day: 21st August
- Teachers' Day: 05th September

- Hindi Din: 14th September:
- Birth Anniversary of Mahatma Gandhi: 02nd October
- Birth Anniversary of A. P. J. Abdul Kalam from 2016- 2017: 15th October
- Guru Pournima: 05th September
- Indian Constitution Day: 26 November
- Birth Anniversary of Swami Vivekanand & Jijamata: 12th January
- Birth Anniversary of Savitribai Phule: 23 January
- Republic Day: 26th January
- Birth Anniversary of Chhatrapati Shivaji Maharaj: 19th February
- Death Anniversary of Veer Savarkar: 26th February
- Death Anniversary of Shaheed Bhagat Singh: 23rd March
- Birth Anniversary of Dr. B. R. Ambedkar: 14th April
- Maharashtra Din: 01st May

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Best Practice No.1

1. Title of the Practice: Yoga and Meditation for All

Objectives of the Best practice 1. To create awareness about mental and physical health.2. To motivate the localise for regular yoga and meditation practice. 3. To arrange such activities which helpful for their mind to became strong.

The Context of the practice is Arts and Commerce Ratra Mahavidyalaya is established to give opportunity for those students who unable to attain day college. The college also take efforts to maintain the academic and social balance. It signed MoU with Meditation centre which organised yoga practices in the college campus for society. Yoga is very necessary for any age group and yoga practice always helps to cope with difficult situation in the life.The college has taken this initiative to arrange such useful activity for society and to contribute in social responsibility. The trainer in the mediation centre devoted to give two days for this session.

The purpose this program is to create awareness about mental health and yoga along with mediation among people near college campus. The faculties and students may participate in this Yoga activity. The college organized such activity in the college hall and allow the trainer to practice Yoga.The people in

the locality will learn to meditate and perform various Yogasanas and understand the need of mental health. It helped the people to maintain the mental and physical strength equally.

Evident of Success: The Ratra Mahavidyalaya taken efforts for welfare of the society. It provides hall to Yoga trainer who will organized various Yoga and Meditation activities in the hall for people. The purpose of this activity to promote Yoga, Health and Mediation for mental health. The college organized this activity free of cost. After the session of yoga many people express their experience of Yoga and how they feel relax after the meditation. The college take care about the peaceful atmosphere within families of such people. It's a kind of social activity in the college contribute.

Problem Encountered and Resource 1. Availability of the convenient time is also a major problem. 2. Many of the participants fail to attain the Yoga activity regularly.

Best Practice No. 2

1. Title of the Practice: Staff Academy

2. Objectives: 1. To expand the horizons of the teacher's knowledge in the different fields. 2. To motivate the staff for undertaking Minor and Major research projects. 3. To arrange visits of the faculty to enhance and update their social and academic awareness. 4. To arrange such activities as would acquaint and update the staff with the changing academic Scenario

The Context Arts and Commerce Ratra Mahavidyalaya is working for the empowerment of man & women. In every sense of the word 'Empowerment'. Keeping in view that teachers need exposure in teaching Techniques, skills and system in planning of teaching activity throughout the year, this academy works for The same. The Staff Academy organize innovative activities for teaching, non-teaching Staff and students by inviting experts to conduct lectures or workshops on various topics that it will Augment their knowledge and help them pursue higher academic and professional skills. The implementation of National Education Policy 2020 is needed to enhance the technical skills of the Teaching and Non-Teaching Staff.

The Practice An online lecture was organised by the Staff Academy regarding Health Issues And Problems in collaboration with Untraded Remedies Pvt. Ltd. All the Teachers and Non-Teaching staff participated in this online lecture organised on Google Meet. The teachers are insisted to use Google Meet for online lectures. The practice is useful for those teachers who insisted upon the traditional lectures and try to adjust with online lectures. When teachers tried to learn new things and enhance their skills for better understanding of the subject. This lectures helps to improve their performance in the teaching field.

Evident of Success: An online lecture was organised by the Staff Academy, NSPM's Arts & Commerce Ratra Mahavidyalaya , Nashik Road on 06/05/2022 using Zoom Meeting Platform for Financial Literacy & Investment Planning in collaboration with Bank of Maharashtra, Bytco College Branch, Nashik for the teachers. Deputy Branch Manager, Ms. Shipra Sinha was Invited as the Resource Person. Teachers and Non- teaching staff attended this online session.

Problem Encountered and Resource 1. Availability of Resource Persons as per the convenient time is also a major problem. 2. Many of the participants face Internet connectivity issues and technical problems During the online programs.

File Description	Document
Best practices as hosted on the Institutional website	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:

Cultivating Reading Habit :

The college has initiated the very unique activity for the parents. '**Cultivating Reading Habit**' of the current students. To enhance the reading culture among the parents and provide various books for reading is the main purpose of the college.

The college maintains the register for the book distribution for the parents. The Librarian of the library distributes the books and maintains that record carefully. The parents issued the books on their name read it carefully and returned it in the stipulated time. The parents need to be carefully handling the books. The parents are not allowed to write anything on the books.

Parents play an important role in the nurturing of the individual students. The students follow their parents most of the time and so it's important very important that parents carry the positive attitude in the house. It is necessary that parents need to obtain such attitude through reading habit in day to day life.

The college will increase the books for this activity and give opportunity for parents to enjoy reading more variety.

Objectives of the Activity:

- To increase reading culture in the parents
- To motivate parents for reading various kinds of books
- To create awareness regarding society and culture.

5. CONCLUSION

Additional Information :

03 faculty members are PhD holders, 02 members pursue PhD in their respective subjects and around 90% members are NET/SET qualified. The college runs various certificate courses for the overall development of the students. The college organises best practices like Yoga and Meditation for the betterment of the society. The Staff Academy is organised for the teaching staff in which eminent speakers are invited to share their knowledge and experience in various fields of education for developing the expertise among teaching staff. The college runs unique and distinguished activity " Cultivation of Reading Habit" for the parents. The college organised various Industrial visits, Field visits and MoU collaboration to enhance the practical knowledge of the students.

Concluding Remarks :

Nashik Shikshan Prasarak Mandal's Arts and Commerce Ratra Mahavidyalaya is the only Night College in the vicinity of Nashik Road. The college is affiliated to Savitribai Phule Pune University but runs on permanent non-grant basis. The college does not receive any financial support from the University as well as UGC. Yet the college is committed to provide quality education to the undergraduate students who are deprived of higher education opportunities due to weaker social and economical background with demands them to work during the day time. With its dedicated staff the college works in every sphere for the holistic and overall development of its students by conducting curricular, co-curricular and extra-curricular activities. Under the able visionary guidance of the Management of Nashik Shikshan Prasarak Mandal the college is striving to provide educational opportunities to working students, married women who cannot complete their education due to family responsibilities and college drop outs. The evening college time is best suitable for them. The college is trying its best to achieve its goals and objectives by providing quality education to all.