SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

KHADKI EDUCATION SOCIETY'S TIKARAM JAGANNATH ATRS, COMMERCE AND SCIENCE COLLEGE

www.tjcollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

October 2017

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The roots of Khadki Education Society run deep, which were sown by a few restless minds in the shape of Alegaonkar Brothers, who hailed from Daund and were toiling in the Ammunition Factory at Khadki. The illiteracy of the masses was the stumbling block in the prosperity of the people and Alegaonkar Brothers were quick to pounce upon this dreaded enemy. This was precisely the driving force of the foundation of the Khadki Education Society. Navigating the cross-currents of the British regime, the establishment of the Alegaonkar School in 1913 was indeed an auspicious beginning of the academic movement with strong native moorings at the helm. Khadki Education Society has now grown into a big tree. The motive of Khadki Education Society has been to provide quality education to those who are deprived of education.

The growing educational family needs strong shoulders, professional attitude and great dynamism to keep pace with the changing milieu.

Tikaram Jagannath College of Arts, Commerce & Science was established in the year 1983 to provide the higher education facility to the disadvantaged classes of the society. The College is located in Khadki Cantonment area. The Khadki Cantonment area has produced 5 Hockey Olympic players during last 50 years. The faculty of Commerce was introduced first and then gradually the faculty of Arts & Science was initiated. The College has undergone the A & A 1st Cycle on 8th January 2004 and the 2nd Cycle on 28th March 2010.

Vision

- To enable our students for facing challenges of globalization.
- To make them self-sufficient, self-reliant and encourage them to become self-employed.

Mission

1. To empower the students of the disadvantaged classes of society.

2. To create health and environmental awareness among the students.

3. To nurture the scientific and technological aptitude in the students.

4. To cultivate moral, ethical, social and cultural values among the students.

5. To inculcate the principles of Democracy in the students for the national development.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Leadership is dynamic & management is participative
- Well equipped Computer Laboratories for B.Sc., M.Sc., B.B.A. (C.A.), B.B.A. & B.Com. Courses. Well equipped Language Lab., Commerce Lab. & Geography Laboratory
- ICT enabled class rooms, laboratories & AV Hall
- Well equipped E-Library with CDs, VCDs for students & staff
- Gymkhana Hall with indoor game facilities
- Inter-Collegiate Hockey Champions in Pune District Group consecutively for 30 years
- College Office & Department of Examination are fully Computerized
- Online Admission system is successfully executed since last 2 years

- No cut off points for admission. First cum first serve is the policy.
- Fee waiver for players & fee installments for the needy.
- Staff members are qualified & experienced. 10 teachers are Ph.D. holders.
- Mentorship system for the students exists.
- College Canteen with hygienic food at reasonable price

Institutional Weakness

- Dependency on the Khadki Cantonment Board's Playground for the Sports activities
- Library Automation needs to be implemented
- Mobilization of funds & resources are restricted due to limited revenue generation through only the prescribed fee collection
- Due to economical constraints the students are unable to contribute the additional fees for the vocational & other courses
- Due to lack of numerical abilities & lack of language skills students are lagging behind
- Non grantable course fees are collected in the installments hence difficulties are faced for the recovery
- Due to financial constraints of the students the progression in higher & professional education is affected
- Placement Cell and Competitive Examination Centre needs to be strengthened

Institutional Opportunity

- Post-graduate courses in the faculty of Arts can be introduced
- Courses like Diploma in – Taxation Law, Labour Laws, Travel & Tourism, Computerized Accounting, Marketing & Salesmanship can be introduced
- Open University Centre can be introduced for the working class
- Night College can be introduced for the working community
- Basic course in the field of Health, Hygiene, Nutrition, Home Science, Yoga, Naturopathy can be introduced
- Open Library facility to enhance the awareness of the Society about Social & Health problems and Home Management

Institutional Challenge

- Less employability is observed through the conventional courses like B.A., B.Com. hence the students migrate towards the professional courses
- Basic infrastructure has the limitations due to the rigid rules of the Cantonment Board hence the students prefer to migrate to the Colleges with better infrastructure in the City
- 3 years integrated courses are less preferred by the students over the short term courses and hence the course strength is affected
- Campus drive for the placement needs to be strengthened

1.3 CRITERIA WISE SUMMARY

Research, Innovations and Extension

The College supports the Research & Extension activities and it is evident through the number of Research Paper presentations and Ph.D. holders on the campus. Our institution has 5 research guides (for Ph.D. and M.Phil.) affiliated with SPPU. Under their able guidance 18 students have completed their M.Phil. & Ph.D. works. 5 research projects have been successfully completed during last 5 years by our faculty members. These projects were funded by UGC , BCUD and US state department. Similarly our staff members have published 65 research papers in the last 5 years in ISBN/ISSN numbered journals and proceedings. The college faculty members have published 16 research based & text books to contribute to the subject knowledge. Three faculty members of this college have been awarded for their contributions in the respective fields. The activities of NSS, Jagar Janivancha Abhiyan, Bahishall etc. cultivate moral, ethical, social & socio-cultural values among the students. All these activities help to sensitize the students to understand the community issues, gender disparities & social inequity etc. It also helps to inculcate values & commitments towards

the society. The research and extension activities enable our students to face challenges of globalization.

Governance, Leadership and Management

College tracks the need for the Best Quality standards through the regular follow-up with the Management for all the stake holders of the College with keeping student on the top priority. The leadership is provided by the Management to implement the various College activities. The participative Management is also observed in the decision making procedure. Human resource, recruitment policies, procedures, rules & protocols are followed through the appropriate mechanism. The planning of the allocation of the financial resources is done. There is transparency in these fields. The Internal and External Audits are conducted periodically. The IQAC is also functional and always tries to inculcate the Quality Benchmarks in Academic & Administrative Aspects.

Institutional Values and Best Practices

College displays sensitivity towards Environmental issues and College tries to follow the green initiatives on the College campus. Photovoltaic Solar Panel installation was initiated through this. Almost 300units of electricity is generated per month by this process. No vehicle day, use of environment friendly resources, paperless activities, Ozone day and other initiatives are undertaken to support the Green Initiatives.

Teaching-learning and Evaluation

Teaching & Learning process has been strengthened in the last 5-6 years. The College has availed many UGC schemes through which ICT enabled classrooms and Laboratory facilities are established. Such new interactive teaching & learning methods adopted enable the participative learning for the students. The College gives wide access to the students of different socio-economic & cultural, educational backgrounds. The disadvantaged classes of the society (reserved category students) are admitted in more numbers than the sanctioned strength. College teachers have the high qualifications as required. College has the continuous assessment mechanism. Examination grievance mechanism is also effective. The Learning outcomes of all the Courses and Programmes are identified and the students' attributes are assessed accordingly.

Infrastructure and Learning Resources

Adequate learning resources and Infrastructure facilities are created in the College. College has enough infrastructure to conduct Curricular, co-curricular and extra-curricular activities on the campus. ICT facilities are adequate in number. Other teaching and learning aids are also made available in last few years. The maintenance and upkeep of the College facilities is regularly done.

Student Support and Progression

Student support facilities are provided such as Placement Cell, Grievance cell, ICC and Anti-ragging committee. Counseling cell is also in place. Government Scholarships & Free ship are provided to the needy and eligible students. Remedial coaching is conducted for those who lag behind in some subjects/ courses. Fee waiver is given to the outstanding sports champions. Various activities are conducted for the students to enhance their knowledge in different fields.

Curricular Aspects

College has effective mechanism to implement the curriculum of the University. The teachers regularly participate in the syllabus designing workshops. Some of the teachers are working as a member on Board of Studies. Choice based Credit Systems are introduced to provide the academic flexibility at P.G. level. Cross cutting issues have been introduced in the syllabus (like gender, equality, human values & professional ethics). Supplementary enrichment programmes and value added courses are organized. There is an effective feedback procedure to collect the feedback from the various stake

holders.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Khadki Education Society's Tikaram Jagannath Atrs, Commerce And Science College
Address	
City	Pune
State	Maharashtra
Pin	
Website	www.tjcollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	ARUN SARJERAO MOKASHI	020-25811491	7588030024	020-25818246	admin@tjcollege.org
IQAC Coordinator	VINAYAK PETER TUJARE	020-25819003	9422363497	-	vinayak.tujare@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	13-06-1983

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

Details of UGC recognition	
Under Section	Date
2f of UGC	09-05-1994
12B of UGC	08-08-1998

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

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area		Urban	4.3	9073.79

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Marathi	36	HSC	Marathi	120	19
UG	BA,Hindi	36	HSC	Hindi	120	24
UG	BA,Economics	36	HSC	Marathi	120	11
UG	BA,Geography	36	HSC	Marathi	120	23
UG	BCom,Commerce	36	HSC COMMERECE	Marathi	396	396
UG	BBA,Bba	36	HSC	English	88	86
UG	BCA,Bca	36	HSC	English	80	74
UG	BSc,Computer Science	36	HSC SCIENCE	English	80	72
PG	MCom,Commerce	24	B COM	English	60	37
PG	MSc,Computer Science	24	B SC COMP SCI	English	30	19

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				13				8
Recruited	0	0	0	0	7	6	0	13	4	2	0	6
Yet to Recruit				0				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				16
Recruited	0	0	0	0	0	0	0	0	2	14	0	16
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				18
Recruited	14	3	0	17
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				16
Recruited	6	10	0	16
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				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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	4	0	1	1	0	10
M.Phil.	0	0	0	3	5	0	0	1	0	9
PG	0	0	0	2	0	0	2	2	0	6

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	14	0	16

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	0	0	0	0	0	1

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	3	3	0	6

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
PG	Male	52	0	0	0	52
	Female	52	0	0	0	52
	Others	0	0	0	0	0
UG	Male	774	0	0	0	774
	Female	782	0	0	0	782
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	379	449	341	345
	Female	285	293	233	350
	Others	0	0	0	0
ST	Male	47	39	46	54
	Female	26	34	35	34
	Others	0	0	0	0
OBC	Male	80	103	62	74
	Female	40	45	30	54
	Others	0	0	0	0
General	Male	359	368	537	383
	Female	203	251	349	305
	Others	0	0	0	0
Others	Male	72	84	62	61
	Female	46	50	26	32
	Others	0	0	0	0
Total		1537	1716	1721	1692

3. Extended Profile

3.1 Programme

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

Response : 230

Number of self-financed Programmes offered by college

Response : 5

Number of new programmes introduced in the college during last five years

Response :

3.2 Student

Number of students year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1692	1721	1716	1537	1410

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

2016-17	2015-16	2014-15	2013-14	2012-13
889	889	889	889	889

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

2016-17	2015-16	2014-15	2013-14	2012-13
131	94	138	132	181

Total number of outgoing / final year students

Response : 676

3.3 Academic

Number of teachers year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
38	37	38	36	36

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

2016-17	2015-16	2014-15	2013-14	2012-13
37	36	37	35	35

Number of sanctioned posts year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
40	40	40	38	38

Total experience of full-time teachers

Response : 564.4

Number of teachers recognized as guides during last five years

Response : 5

Number of full time teachers worked in the institution during the last 5 years

Response : 36

3.4 Institution

Total number of classrooms and seminar halls

Response : 21

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

2016-17	2015-16	2014-15	2013-14	2012-13
47.750523	65.56394	53.60416	41.48582	23.81923

Number of computers

Response : 216

Unit cost of education including the salary component(INR in Lakhs)

Response : 30766

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 2822

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institution aim to develop and deploy various plans for effective implementation of the curriculum in which first step is taken in the beginning of academic year; teaching plans are prepared by the teachers of all the faculties. Time tables are prepared for all the classes of the respective programs. Allocations of lectures of all the subjects are planned according to Savitribai Phule Pune University rules and regulations. All the teachers follow teaching schedule as per the time table.Our teaching faculty update themselves by attending refresher courses, orientation programs and workshops, conferences, seminars organized by various colleges & UGC HRD centers of Universities which help them for implementation of their subject delivery & curriculum more effectively . All the teachers use various teaching methodology to make learning process more effective. The subject teachers   arrange regularly study tours, field visits, practical sessions for enhancing their fundamental concepts and knowledge of the respective subjects. The college always support and organize study tour, guest lecture, group discussion, practical session and industrial visit etc. for students to understand the curriculum more effectively. To organize study tours and field visits in concerned subjects, the college provides financial assistance. Departments use modern teaching aids, ICT devices for effective delivery of curriculum. The institute provides all necessary infrastructural facilities to our teaching staff such as Audio Visual Hall, Language lab, Educational Software and material such as CD's, reference books in library and e-library facility, which helps them in their routine teaching of curriculum.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 3.91

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	00	02	02	02

File Description	Document
Any additional information	[View Document](#)
Details of participation of teachers in various bodies	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 4.78

1.2.1.1 How many new courses are introduced within the last five years

Response: 11

File Description	Document
Any additional information	[View Document](#)
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Details of the new courses introduced	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 20

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 2

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)
Any additional information	[View Document](#)

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

Response: 4.84

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

2016-17	2015-16	2014-15	2013-14	2012-13
72	87	85	92	56

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The Environment Awareness is the compulsory subject for the students of the Second Year B. A., B. Com. B. Sc. Programs.All programs have various subjects which has cross cutting issues like Gender, Environment Awareness and Sustainability, Human Values and Professional Ethics. Also the college creates awareness among the students by organizing different programs in which the resource persons are invited to deliver lectures on cross cutting issues. The teachers and students of the college participate in seminars and conferences on cross cutting issues such as gender and environment awareness. Equal Opportunity centre organizes short term course on positive discrimination in our college for first year students of all the faculties under UGC schemes. The college had organized different programmes to address cross cutting issues such as gender and make awareness among female students few of them are listed below.   Academic Year : 2014-15, 2015-16 Jan Jagruti Rally " Jagar Janivancha" Survey on women's health , computer literacy & (Prime Minister's Jan Dhan Yojana) Poster Exhibition on Women Empowerment. Female students has watched Marathi Path Natya on the topic   "Mulagi Jhali Ho!!" and "Mahila Sabalikaran". Seminar on "Women Security" Intercollegiate Essay competition Guest lecturers women security and Gender Discrimination College has been celebrating 'Vasundhara Din', 'No Vehicle Day', 'Earth Day', 'Ozone Day' to create environment awareness among students with the support of the staff and the NSS Department. College organizes various activities for environment awareness few of them are listed below. E Waste collection Drive Poster exhibition on Zero Waste Concept Film Screening and Guidance on Environmental issues. Road Safety and Plastic Waste Free Campaign. Visit to Science Express – Biodiversity Special

File Description	Document
Any Additional Inormation	[View Document](#)

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 10

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during last five years

Response: 10

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 4.99

1.3.3.1 Number of students undertaking field projects or internships
Response: 77

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

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise
A.Any 4 of the above **B.Any 3 of the above** **C. Any 2 of the above** **D. Any 1 of the above** **Response:** A.Any 4 of the above
1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website **B. Feedback collected, analysed and action has been taken** **C. Feedback collected and analysed** **D. Feedback collected** **Response:** C. Feedback collected and analysed

File Description	Document
Any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrolment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.1

2.1.1.1 Number of students from other states and countries year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	3	3	1	1

File Description	Document
Institutional data in prescribed format	View Document
List of students (other states and countries)	View Document

2.1.2 Average Enrolment percentage (Average of last five years)

Response: 65.66

2.1.2.1 Number of students admitted year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1692	1721	1716	1537	1410

2.1.2.2 Number of sanctioned seats year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2460	2460	2460	2460	2460

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 67.87

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

2016-17	2015-16	2014-15	2013-14	2012-13
605	557	651	609	595

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

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Elementary knowledge of English language is tested by Objective type of Language Tests for First Year students. Bridge courses are conducted at the entry level. On the basis of previous year's marks and class interaction, advance learners' are identified. Short term course conducted to develop English communication skill. Individual help is rendered as when required by respective teachers. Peer support is also motivated by the faculty members. Remedial courses are conducted by the various departments to enable the students to cope up with the programme Facility of Internet and Reference material are provided. Advanced learners are guided and motivated to participate in Savitribai Phule Pune University Project Competition called as 'AVISHAKAR' They are motivated and trained to participate in seminars, workshop, paper presentation etc. in other institutions.

2.2.2 Student - Full time teacher ratio

Response: 40.58

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

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.26

2.2.3.1 Number of differently abled students on rolls

Response: 4

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.3 Teaching- learning Process

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

Response:

Participative learning is used while introducing a topic, explaining basic concepts and providing the latest information on the topic. Renowned personalities are invited to deliver expert lectures on selected topics. However, emphasis is also laid on student participation in the teaching-learning process. Interaction facilitates, in-depth understanding of the subject enables teacher to obtain a positive response from the students. Students are encouraged to ask and get their doubts clarified. The topics from syllabi are chosen and allotted among students for presenting seminars. The students themselves study the topics and take the help of teachers to prepare the seminar paper and also power point presentations. The students in a class are divided

into groups of 5-6 students. Each group has assigned the topic as per their choice and they ask to study the topic, collect the background information on the topic and prepare their views. The teachers asked to take the help of newspapers, magazines, internet, books etc. It develops their knowledge of the subject, communication skill, leadership qualities and also other soft skills. Students learn better by doing and observing themselves as they are able to grasp the subjects effectively. So the College practices it by following ways: Students' study tours are arranged to visit financial institutes, industrial units, Stock Exchange, cooperative societies, etc. to interact with the personnel and collect first-hand information. Students are encouraged to prepare charts, posters and models In order to develop the entrepreneurial qualities, the Business Entrepreneurship Department guides students for preparation of business plan and execution of the same. Students also visit the business fairs like 'BHIMTHADI' which provided an opportunity for innovative business idea generation, business plan preparation and presentation. Practical of various subjects of Science, Commerce and languages developed technical skills among students. Projects of students develop their understanding of the processes of scientific research within their particular discipline. These projects give chance to the students to solve authentic problems and produce results. It also develops higher level thinking. Environment Awareness, Business Environment and Entrepreneurship undertake the activities like field visit report, writing business plan, market survey, costing, record keeping etc. Project work done by students of B.Com.,B.A.,BBA, BBA (CA), M.Com. B.Sc.(Comp.Sc.), M.Sc.(Comp.Sc.) has importance in the evaluation process of the University. Students also perform group activities like mock interviews, role plays. It emphasizes to combine natural and social sciences. It also develops communication and social skills. Earn and Learn Scheme helps our students to have an actual work experience and apply their acquired skills in practical situation. Internship of M.Sc.(C.S.) students in various software organizations is one of the experiential method of learning enhanced the learning experience. It increases their industry knowledge. Interaction with eminent personalities and alumni in the fields business, social work, software technology etc. enhances students' learning experience.

2.3.2 Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 76.32

2.3.2.1 Number of teachers using ICT

Response: 29

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 192.75

2.3.3.1 Number of mentors

Response: 8

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

The following innovative and creative activities are designed to teach the students managerial skills, communication skill and team building. Students are actively involved in organizing the following events. This enhances their interpersonal skills. They also learn to deal with group hostilities, denials, failures and criticism with a positive attitude The Annual cultural events the Annual sports event, Chart making, Poster making Annual Magazine 'TIJAM', students' magazine Technocrat and Phoenix, E-Magazine like 'Online

Tarunai(Youth)','Save Water' and Wallpapers are some of the innovative methods to inculcate the research values among students Departmental associations organize various co-curricular activities such as Seminars, Workshops, Exhibitions, various competitions of projects and essay writing, Quiz. Department of Computer Science annually organizes TechFest it includes C programming competition and JAVA. These creative and innovative methods to deal with respective topics also provide students an opportunity to share their experience and knowledge with peers/ faculty, develops leadership qualities, and enhances their potential in the respective subject areas Similarly participation in 'Project Work' undertaken by students in various subjects in UG and PG programmes, encourages them to develop scientific temper and critical thinking and enhance their knowledge of the specific topics. Participation in Inter-collegiate project competitions is also one of the teaching-learning methods of self-learning and also develops independent thinking In order to promote innovative thinking, students are motivated to participate in Inter-Savitribai Phule Pune University research festival-"Avishkar". Participation in such programmes is also a teaching method where students think differently and carry out research. The outreach activities like NSS also teaches very essential life skills among students .The participation of students in NSS activities provides lot of real life experience and develops democratic values among young generation. These real life experiences inculcate social values and soft skill among students. Students who enrolled in NSS programmes are engaged in following social outreach activities. You Tube lectures of our faculty members of some of the subjects are also freely available for students. Webinar and Video conferencing lectures were also used to enhance teaching-learning.

2.4 Teacher Profile and Quality

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

Response: 91.84

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 22.78

2.4.2.1 Number of full time teachers with Ph.D. year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	8	8	8	8

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Average teaching experience of full time teachers in number of years

Response: 14.85

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

| 2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years |

Response: 1.1

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	1	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

| 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years |

Response: 2.55

2.4.5.1 Number of full time teachers from other states year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

| 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level |

Response:

Following reforms are initiated by the institution on its own: The College has formed the Internal Vigilance Committee for internal examinations and frequent visits of the committee are arranged during examination to check the transparency in the functioning. Pre examination meetings of junior supervisors are conducted. Examination committee of the College is responsible to ensure effective implementation of the evaluation reforms: SPPU has given the responsibility of conducting of examination and declaring the results of F.Y.B.Com., F.Y.B.A., F.Y.B.Sc. (Comp. Sc.), F.Y.B.B.A .and F.Y.B.C.A to the colleges. The examination committee follows all the rules, ordinances etc. to ensure the sincere implementation of the system; the College has implemented CAP for first year courses. Assistant CAP Director is appointed by the College to monitor the smooth conduct of Central Assessment Programme. An advanced photo copier machine is installed in the Examination Control Room. Pre examination and Post examination meetings of the Examination Committee, make it possible to ponder over and evaluate the functioning of examination. Special examination is conducted for the students who are engaged in respective events of sports, NCC, NSS at the time of examination

schedule.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal assessment is considered to be the most important aspect, the College undertakes following for transparent and robust mechanism: College Examination Officer is appointed as per the rules of Savitribai Phule Pune University. The Principal form the Examination committee to assist CEO. CEO and examination committee monitors internal assessment related activities throughout the year. The records of internal assessment are kept in the examination department and respective academic departments. Important circulars and notices regarding the evaluation process are displayed on the College notice boards. The prospectus of the College provides the details about evaluation process. In-semester examination Class test We conduct term end examinations and semester examinations as per S.P.P.U. rules. In addition to this, informal instructions about evaluation process are given in the class from time to time. For first year courses, Central Assessment Programme (CAP) was undertaken as per the rules and regulations of SPPU. To maintain transparency, the assessed answers books and marks of Term end Examination are displayed to students in classrooms. The model answers are discussed with the students. LABORATORY PRACTICAL Practical of various subjects of Computer Science, Commerce and languages assess the understanding and applications of those subjects. Regular and timely submission of the practical journals is mandatory. The defaulters have to complete additional practical. The students are informed about the system beforehand. The overall performance is reflected in their practical marks. While no weightage is assigned specifically to different aspects of student development, aspects such as communication skills get tested through written tests as well as viva voce. Masters Programmes like M.Com. And M.Sc.(Computer Science) have Choice Based Credit System as per SPPU. . The distribution of Internal marks are as follows   Course College   Distribution of College Marks   Mid Term Test : 20 Presentation :   10 Tutorials :   10 Assignment :   10 M.Sc. (Computer Science)   Open Book Test : 10 Mid Term Test : 10 Assignment   :   20 Seminar   : 05 Surprise Test :   05   Internal assessment of the subjects like Human Rights, Cyber Security and other Skill Development subjects like Robotics, Renewable Energy are done for every Semester. Multiple Choice Questions, PPT, Chart making etc. are internally assessed for the above subjects.

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

Response:

The students are the main stakeholders in our Institute for imparting education. It is our endeavour to make all efforts to ensure transparency in all the activities at different stages The college examination committee and all the members of it are always alert and careful to handle examination related grievances of students. Details on grievances received and correction mechanisms are as follows: Grievance mechanism: Discrepancies in name and subjects are resolved by examination committee Discrepancies in mark sheets are are looked after by examination cell Photocopies of answer sheet are given to the students and the answer sheets are reassessed on demand For first year courses, Central Assessment Programme (CAP) was undertaken as per the rules and regulations of SPPU. College follows the guidelines given by SPPU for redressal of grievances. The college examination committee addresses the grievances regarding evaluation of First year annual examinations. It is similar to the system for revaluation adopted by SPPU. A time bound redressal mechanism suggested by SPPU. It includes display of the schedule for photocopy, verification and revaluation of marks. The assistance is provided by the office staff in this revaluation process The aggrieved students are given the opportunity for submission of application for photocopy of their answer books. If the students would desire, they may apply for verification and revaluation. To maintain transparency, the assessed answers books and marks of Term end Examination are displayed to students' in classrooms. The model answers are discussed by the teachers. The College has also a separate unfair means and malpractices committee. The committee always has a reformative approach towards the students.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The academic calendar of the Institution mention the period of Term End / Semester Examinations. There is always a maximum effort to strictly adhere the time schedule. Each Course and that respective Teacher of it

has his /her own pattern of Internal Examination like Practical, Group discussions, Seminar, Presentations, and Projects etc. So as per their teaching plans, each Teacher has liberty to schedule their own Internal Evaluation. Two Home assignments/ Tutorials are conducted in every semester.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

PO 's are displayed at the notice board At the time of counselling for admission process PO's are conveyed to the students At the beginning of every academic year, every subject teacher conveyed CO at the introductory lecture of respective subject / course. The college has clearly specified the learning outcomes for its programmes on College website. Every course has specific set of objectives which are approved by the Board of Studies of the Savitribai Phule Pune University. Course Outcome of the respective subject designed by considering these Objectives. The copies of the syllabi are kept in the College library for students. The students are made aware of the learning outcomes through the Principal's address in the beginning of the academic year in the form of induction programme The faculty of every subject explains course objectives, evaluation pattern, marking scheme etc. to the students. The induction programme and the website also highlight the same.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Students attainment of CO, PO and PSO are assessed by customized evaluation pattern to suit the Course and its COs.:   Evaluation includes:-- Seminar presentation, Short quizzes or objective questions Home assignments, tutorials Extension Work Open Book Test Research Project by an individual student or a group of students, Role playing Workshops The college provides opportunities to students to exhibit their understanding through the medium of expression i.e. oral or written. The outcome of the entire exercise is that the evaluation method does not become a hurdle while evaluating students' attainment of CO, PO and PSO of specific Course. Students can optimally express their knowledge and this enhances their confidence. The college follows the evaluation pattern prescribed by the Savitribai Phule Pune University. This type of evaluation includes, term end, semester, practical and annual examinations conducted at the end of course. These examinations and results also measure the attainment of CO, PO and PSO.

2.6.3 Average pass percentage of Students

Response: 43.09

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

Response: 131

2.6.3.2 Total number of final year students who appeared for the examination

Response: 304

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 1.42

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1.42	0	0

File Description	Document
e-copies of the grant award letters for research projects sponsored by non-government	[View Document](#)
List of project and grant details	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 13.16

3.1.2.1 Number of teachers recognised as research guides

Response: 5

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

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0.14

3.1.3.1 Number of research projects funded by government and non-government agencies during last five years

Response: 5

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

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Our institution has taken various initiatives for creation & transfer of knowledge to the students. M.Sc. students get an opportunity to update their knowledge for recent technologies in their field by participating in special workshops in collaboration with industry & experts conducted by the college. M.Sc. students also have internship in the industry which updates them for latest work expertise in their field. M.Com. students also have project work in the last semester which exposes them to the latest knowledge applications in their field. The college has organized Research Methodology workshop to train the students in conducting scientific research. The college also invites eminent personalities from various branches of subjects for workshops and lectures. Our undergraduate students also have project work according to the curriculum which helps them to get basic applied knowledge. The college also motivates the students to prepare wall-papers, posters, exhibits to transfer the knowledge on recent issues. College subscribes to free subject journals, e-journals and other online resources. College also arranges industrial visits & study tours to impart subject knowledge to the students. College has soft skill development program for the final year students which improves their communicative abilities. There is no separate incubation centre but college provides e-resources through e-library & Internet connected computers. Courses like - Free computer training course, Technology in Banking, Survey of Computer literacy are conducted occasionally.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 48

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
07	03	13	14	11

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

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	[View Document](#)

3.3.3 Number of Ph.D.s awarded per teacher during the last five years	
Response: 1.2	
3.3.3.1 How many Ph.Ds awarded within last five years	
Response: 6	
File Description	**Document**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years				
Response: 0.35				
3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years				
2016-17	2015-16	2014-15	2013-14	2012-13
13	12	15	15	8

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

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years				
Response: 0.09				
3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during last five years				
2016-17	2015-16	2014-15	2013-14	2012-13
1	8	3	3	1

File Description	**Document**
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The College conducts neighborhood community activities through NSS dept., Bahishall, Jagar Janivancha Abhiyan, Equal Opportunity Centre, Swachhata Abhiyan etc. The extension activities organized by the College, enhance the students'academic learning experiences and inculcate the values and skills in them. The expected impact from these activities can be summarized as below - · Through these activities the students get socialized and learn to think beyond individual interests and for social welfare. · The theoretical knowledge got in the classroom can be applied for the benefit of society. · Teamwork, Leadership Skills, Time Management, Effective Communication Skills, and Effective Decision Making are just a few things students learn while participating and organizing various Projects and programmes under extension activities. · The students get a wonderful platform to mingle with each other and learn about culture, traditions and values of people. Extension activities help the students to contribute in national development and social integration. The Extension activity also inculcates value of male –female equality, humanity and notion of equal rights. Some of the extension activities also create awareness about bad social practices in a society and prepares them for eradication of it. Extension activities also impart the students expected new social values and norms. The Extension activities are useful in sensitizing social issues like Dowry system, Andhshraddha (Superstition), Digital divide, caste based divide Gender inequality etc.

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

Response: 3

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	2	1	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 145

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
27	30	30	31	27

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<u>View Document</u>

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 34.3

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
348	500	1012	549	383

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

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 3

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	01	00	00

File Description	Document
Copies of collaboration	<u>View Document</u>
Number of Collaborative activities for research, faculty etc.	<u>View Document</u>

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 9

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

2016-17	2015-16	2014-15	2013-14	2012-13
3	2	2	1	1

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Any additional information	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college is sufficiently well equipped in terms of physical infrastructure for existing academic programs and administration. With the growth of the institution, it is imperative to develop the infrastructure. To keep pace with growing demands of higher education, the college has significantly enhanced the infrastructure. The entire classrooms are optimally utilized from 8.00 a.m. to 5.00 p.m. (Mon to Sat). The academic session is so framed that our classrooms, laboratories and computing equipment are occupied from morning till evening. Regular campus activities ensure that our Audio visual hall and seminar hall are utilized around the year. The college has the adequate infrastructure facilities for conducting Arts, Commerce, Computer Science and BBA (UG and PG) with spacious furnished laboratories. Infrastructure Facilities: Infrastructure Available Number Total area in Sq.Ft. Seating Capacity Rooms Equipped With PC, Internet, Book Rack, Meeting Space etc General Classrooms 13 7800   120 White / Green / Black Boards., Benches Special Subject Classrooms. 06   1600 Marathi=40 Hindi=40 Economics=40 Geography=40 Commerce=15 BBA=12   ICT (Internet facility and Projectors) Laboratory 08   4600   Lange-Lab= 30 BCA=25 BSC=25 MSc=25 BBA=10 Elect & Math = 20 Geo = 06 Commerce-Lab=15 Total=156   PC, ICT with Internet, Audio Video class room, Audio Visual Hall/Seminar Hall 01 600 72 PC, ICT with Internet, Audio Video class room, Principal Office 01 600 20 ICT enabled. Vice-Principal Office 01 100 05 Computer with internet connection. Total Number of Computers/LCD 216 -- -- All computers have internet connection. Library 01 2400 100 9 computers, scanner, printer, and Xerox machine each one and well managed seating capacity with chairs, tables, and fan etc.   All the HODs have their office rooms with a computer with internet facility, for the girl's students college has separate common room. College Building Ground Floor NSS Office, NAAC Office, Ladies Room, Electronic and Math's Dept, Staff Room, Principal Office, Examination Department, Vice Principal Office, Gym Hall, History Department, Psychological Dept, Sport Office, Health Centre, Parking, Canteen First Floor Laboratories (4) with HOD and Server Room, Language Lab (1), General Class Rooms (5), HOD Dept with General Class Rooms (4), Commerce HOD Dept and Commerce Computer Lab (1), MSc, BCA and B.Sc Faculty Room (1), Ladies Toilet, Notice Board (03). Second Floor Central Library Department (1), Audio Visual Hall (1), General Class Rooms (02), Notice Board (02). Third Floor General Class Rooms (07), BBA Lab (1) Notice Board (2).

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

Response:

Adequate infrastructure has been provided for students to take part in sports, games and cultural activities. The college has made provision for a multi activity hall at ground floor in this hall indoor game and cultural activity always inducted when this hall is free. Whereas according to requirement remaining teaching room also utilize for conducting different activity after over the teaching session. The new spacious auditorium is under construction to conduct various activities.   Khadki Cantonment ground is also utilized for sports activity as an when college needs it. This facility has been provided by the cantonment on the basis of MoU between college and cantonment.

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

Response: 61.9

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 13

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 4.49

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
.30	1.70	5.20	.30	2.10

File Description	Document
Any additional information	View Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

Library Working: Timing: 9am to 5pm for the students as well as staff members. Library Timing during Examination: 8am to 6pm. Seating Capacity: 80 E-Learning facility with 10 Computers with internet connection for browsing for the students. Adequate number of Text Books & Reference Books for the students are available in the Library and all are in good condition. Book Bank facility is available for the needy & poor students. College is not having the full fledged ILMS. We use partial Library Management using Accession Register and Excel sheets. The Library does not have automated Integrated Library Management System (ILMS). Accession books register, Issuing book register, Students physical attendance register and E-library attendance register are maintained in different forms manually. The College Library has succeeded in transmitting all the physical list of books in electronic form and even the new records are updated. The College library maintains its day to day records by total four library staff members. In the current academic year (2017-18) Library has signed a contrac with Software for University Libraries (SOUL2.0).

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Encyclopedia   Sr ACC.NO. LANG T/R TITLE PUBLISHER AUTHOR Price 1 5893 ENG Ref Encyclopaedia of INDIAN CULTURE Sterling Saleture.R,N 400 2 5894 ENG Ref Encyclopaedia of INDIAN CULTURE Sterling Saleture.R,N 400 3 5895 ENG Ref Encyclopaedia of INDIAN CULTURE Sterling Saleture.R,N 400 4 5896 ENG Ref Encyclopaedia of INDIAN CULTURE Sterling Saleture.R,N 400 5 5897 ENG Ref Encyclopaedia of INDIAN CULTURE Sterling Saleture.R,N 400 6 8200 ENG Ref STUDENT'S BRITANNICA Ency.Bri(India)pvt.ltd Dale Hoiberg 3995 7 8201 ENG Ref STUDENT'S BRITANNICA Ency.Bri(India)pvt.ltd Dale Hoiberg 8 8202 ENG Ref STUDENT'S BRITANNICA Ency.Bri(India)pvt.ltd Dale Hoiberg 9 8203 ENG Ref STUDENT'S BRITANNICA Ency.Bri(India)pvt.ltd Dale Hoiberg 10 8204 ENG Ref

STUDENT'S BRITANNICA Ency.Bri(India)pvt.ltd Dale Hoiberg 11 8205 ENG Ref STUDENT'S BRITANNICA Ency.Bri(India)pvt.ltd Dale Hoiberg 12 8206 ENG Ref STUDENT'S BRITANNICA Ency.Bri(India)pvt.ltd Dale Hoiberg 13 6686 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 16500 14 6687 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 15 6688 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 16 6689 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 17 6690 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 18 6691 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 19 6692 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 20 6693 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 21 6694 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 22 6695 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 23 6696 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 24 6697 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 25 6698 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 26 6699 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 27 6700 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 28 6701 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 29 6702 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 30 6703 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 31 6704 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 32 6705 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 33 6706 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 34 6707 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 35 6708 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 36 6709 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 37 6710 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 38 6711 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 39 6712 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 40 6713 ENG Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 41 6714 Eng Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood 42 6715 Eng Ref UNIVERSAL ENCYCLOPEDIA: 21st Century Regency L.Collingwood   Total 22495

4.2.3 Does the institution have the following:

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**

A. Any 4 of the above
B. Any 3 of the above
C. Any 2 of the above
D. Any 1 of the above
Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in lakhs)

Response: 1.7

4.2.4.1 Annual expenditure for purchase of books and journals year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
.71434	2.48	2.31	2.22	.78977

File Description	Document
Audited statements of accounts	[View Document](#)
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Details of remote access to e-resources of the library	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 6.08

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 96

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT Service Management The college adopts best practices for scalable and sustainable implementation of all IT services. It provides computing and networking services such as desktops, laptops, internet for all the departments, library and office. Appropriate standards are followed for selection, purchase, setup and maintenance of all computing and networking equipment is done by the Technical Committee. Information Security The College provides necessary training to the users through the Technical Committee. Antivirus Internet connected computers for the students & teachers and computer terminals where the pen drives are required to be connected , have been installed with the Anti-virus software. The computers having no antivirus protection are not allowed for internet and the pen drive connection. Procurement of computing and networking equipment are made through a Technical Committee comprising of the Principal, Head of the Electronic Science Dept., IQAC Coordinator, Office Superintendent, Laboratory Assistants and Heads of the various Departments. College strictly adheres to the Terms & conditions of license agreements of IT resources software usage. It insists upon use of licensed (Microsoft Windows and Microsoft Office) or open source software and strictly prohibits the usage of pirated and unlicensed software. Licenses of all software are maintained by the Technical Team and Office Superintendent.

4.3.2 Student - Computer ratio

Response: 7.14

File Description	**Document**
Student - Computer ratio	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS **5-20 MBPS** **20-35 MBPS** **35-50 MBPS** **Response:** >=50 MBPS

File Description	**Document**
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	**Document**
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 3.28

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

2016-17	2015-16	2014-15	2013-14	2012-13
1.76	0.50	1.25	1.82	1.25

File Description	**Document**
Audited statements of accounts.	[View Document](#)
Details about assigned budget and expenditure on physical facilities and acadmic facilities	[View Document](#)

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

Response:

Local management committee assesses every year the physical academic and support facilities in the college. As per the requirement, new facilities are provided. IQAC of the college reviews all facilities available in the college it takes feedback from all the heads of academic and non academics departments regarding facilities required. The IQAC makes the proposal to update the required facilities and present it the LMC for final approval. Principal and Maintenance committee reviews AMCs to be regularized and as per the requirement AMCs are done with various agencies regarding maintenance.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 30.3

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

2016-17	2015-16	2014-15	2013-14	2012-13
395	474	434	572	537

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
upload self attested letter with the list of students sanctioned scholarships	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.42

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	17	12	0	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above
B. Any 6 of the above
C. Any 5 of the above
D. Any 4 of the above
Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

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

Response: 10.83

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

2016-17	2015-16	2014-15	2013-14	2012-13
44	344	76	208	192

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

5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) during the last five years

Response: 13.66

5.1.5.1 Number of students attending VET year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
177	210	399	163	166

File Description	Document
Details of the students benifitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document

5.2 Student Progression

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

Response: 1.66

5.2.1.1 Number of outgoing students placed year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	5	1	3	0

File Description	Document
Self attested list of students placed	View Document
Any additional information	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 23.66

5.2.2.1 Number of outgoing students progressing to higher education

Response: 31

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 20

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	1	0

5.2.3.2 Number of students who have appeared for the exams year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	2	2	1

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 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) during the last five years.

Response: 58

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 last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	20	23	1	8

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college has a Student Council from academic year 2010 to 2016. In academic year 2016-17 student council was not formed because Maharashtra Universities Act 1994 was cancelled and new act was not implemented. The student council is constituted as per Savitribai Phule Pune University guidelines, (as per Maharashtra Universities Act 1994). The members of the student councils are as followes:- Rank holder students of each class as a class representative , NCC representative NSS representative SPORTS representative Cultural representative, Ladies representative   These representatives elect the secretary of student council, who represents college   as University representative at University Student Council.   The student representatives are also nominated by the Principal on following committees such as,   IQAC, Anti ragging committee, Student grievance redressal cell, Annual college magazine, College canteen committee, LibraryCultural committee, NSS, Sports, Student Development Committee Student council helps to maintain discipline in the college. Student council members identify students in sports, cultural activities and motivate them to get involve in various activities & competitions and to participate   in organizing   Annual Social Gathering, Republic Day, Independence Day, Excursions,

Tournaments, Sport Events etc. It is the council member's responsibility to report the teacher in-charge of the student council about any indiscipline happened in any activity or department.They help the college authorities in organizing and managing various curricular and co-curricular activities in the college.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 14.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	14	14	16	12

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The alumni association of the college is not registered.The several departments of the college organize the alumni meet. Role played by past students: They help present students for i.Projects   ii.Career Guidance iii.Interview Techniques iv.Placement activity, Software Training, Provide internship, industry academia association.   v.They work as resource person at workshop and seminars, Guest Lectures, Judges for Competitions organized by the department and provide their guidance to the students.

5.4.2 Alumni contribution during the last five years

<1 Lakh
1 Lakh - 3 Lakhs
3 Lakhs - 4 Lakhs
4 Lakhs - 5 Lakhs
Response:

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision: To enable our students for facing challenges of globalization. To make them self-sufficient, self-reliant and encourage them to become self-employed. Mission: 1. To empower the students of the disadvantaged classes of society. 2. To create health and environmental awareness among the students. 3. To nurture the scientific and technological aptitude in the students. 4. To cultivate moral, ethical, social and cultural values among the students. 5. To inculcate the principles of Democracy in the students for the national development. Leadership of the Governing Council of Khadki Education Society (KES) is keen on imparting the higher education in and around Khadki area to economically and socially backward classes of the society and is bound to uplift the downtrodden in the Society since its inception in 1913. KES has imparted the basic education to the first generation learners in the local area over the years. KES has witnessed the change and gauged the need of the society and industry today and hence revised the Vision & Mission statements of the College by taking into consideration the suggestions by the Teachers in IQAC & LMC/ CDC. Nature of Governance is 100% participative and the decision making is immediate. Our teaching faculty is involved actively in CDC/LMC(College Development Committee/ Local Management Committee) & IQAC which are the major decision making bodies. Principal of the College is also a member of Governing Council of the KES through which various policy making decisions are taken for the College development & other College activities. As per the Perspective plan of the College the various decisions focusing on the Vision-Mission statement are taken through IQAC & LMC/ CDC E.g.: The up gradation of the various laboratories (like Computer, Electronics, Commerce, Geography, Language etc.), Use of ICT devices in Teaching-Learning, use of Teaching Aids, Academic M.O.U.s, Use of Online Admission process, Purchase of required Software &/or Licenses as well as Computer systems, Installation of Solar system as a green initiative, Cyber Security awareness programs, Renewable energy programs, Digital payment awareness programs etc. are executed after the discussions in the respective committees and the decsions are taken for the implementations.

6.1.2 The institution practices decentralization and participative management

Response:

College follows the decisions taken in the Governing Council and CDC/LMC (College Development Committee) meetings along with IQAC meetings where the teachers' participation is involved. In LMC/ CDC & IQAC major College related decisions are taken and the various sub-committees are formed under the respective Heads/ Experts to complete the decided task, exhibiting the decentralization & participative management. LMC/ CDC has also given the right of decision to IQAC which takes the student centric decisions time to time as per the need. All such IQAC decisions are communicated to LMC/ CDC & Governing Council time to time. Decentralization & Participative Management of IT & technical facilities on the College Campus: A case study: Background/ History: When the number of Computers & gadgets was less the required maintenance and upkeep of the Laboratories and Office computers was within the limit of one laboratory assistant and the Head of the Electronic Science Department. Eventually the number of Computers & gadgets had to be increased as per the demand of the syllabus as well as the number of students and hence the Head of the Department of Electronic Science asked for the permission of the additional Laboratory assistant. As per the IQAC Resolution the Technical Committee has been formed for the maintenance & upkeep of the gadgets and computers on the College campus. Implementation: KES Chairman instructed to form a Committee to 1)purchase, 2)maintain and 3)upgrade --- the Computers & gadgets in the College and also give all the technical support needed by the College for the smooth functioning of the various Computers and ICT devices. For the Purchase & maintenance of the new gadgets and Computers Technical Committee should take the permission from the IQAC/ LMC/ CDC or the Chairman of KES or the Vice-Chairman of KES or the Secretary of KES or the Principal as per the need and the availability keeping the hierarchy of the respective organizational priority and the financial part involved.   Technical Committee : Chairman (Principal), Head (Head of the Department of Electronic Science), Members --- Office Superintendent as Office Head, Laboratory Assistants as technical support working staff and Head of all the Departments . This Committee shall be undertaking all the technical

support, purchase, maintenance and up gradation and upkeep of all the hardware, software, ICT devices, gadget, Laptops, Tablets, Projectors, Networking and Internet service including License Management etc. on the College premises. This committee shall review the needs and requirements from the various departments and then take the required permission from IQAC/ LMC/ CDC. Functionality: The various Heads of the Departments of the College shall inform the need/ problems related to the technical support and the Head of the Technical Committee shall get the work done through the team and the proper channels. Summary: This assures the decentralization of the Technical issues and participation of all the concerned to solve these issues.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Strategic Plan to increase the number of intake of Non-Grantable courses: Due to change in the name of the respective faculty of Computer Science from BCS to BSc Computer Science and also due to the decentralized admission process implementation by Savitribai Phule Pune University since last few years, the College deployed the task of Non-grant intake (admissions) to the respective faculty members of the College.This initiated the Strategic Plan to increase the number of intake of Non-Grantable courses like BSc Computer Science, MSc Computer Science, BBA-CA and BBA. Through the admission committee meets the yearly plans are designed and implemented successfully to attract the candidates to the respective First Year classes of the different Non-Grantable faculties. Plan: To gather the data of the 12th Standard (appeared) students from the nearby Junior Colleges and TY students from the nearby Senior Colleges (periphery of 6-7kms from our College) To call the respective telephone numbers gathered of the prospective candidates and give the counselling regarding the college courses telephonically. To arrange the Career Counselling lecture for these students after their Board/ Savitribai Phule Pune University Examination. To design the attractive leaflet/ handbill and distribute the same at the respective Junior Colleges/ Senior Colleges and the nearby residential area through the newspapers. To collect the addresses of the prospective candidates from various sources mentioned and send the College information and the information regarding the Free vacation course/ career course to them by post. To arrange & execute the Free Course (7-15 days) on the College campus imparting the knowledge related to subjects like Computer Basics, Android, Career & Personality Development, Tally, Accounting, Entrepreneurship development etc. to the students who have appeared for the Board exam and awaiting for their result. To design the write-up of the College and get it published in the local newspaper/ magazine. To design the banners/ flex/ hoardings and get it installed at the various locations around the College periphery of 6-7km mainly at the junctions, crossings and the nearby Junior Colleges before the declaration of the Board/ Savitribai Phule Pune University Results. To visit the nearby Junior Colleges at the time of result distribution and deliver a short promotional lecture regarding the College courses and also handover the hand-outs/ leaflets to them. To design the advertisement for the newspaper and try to release it at least once in the new admission session. Use sms pack for the promotion of the non-grant courses of the College. Advertisement of the College courses on the local cable TV. To conduct the free aptitude test for the TYBSc students free of cost. To allow the students to pay the College Fees in the convenient instalments. All the data so gathered is filed/ saved for the further analysis and upgrading the strategy for the next academic year.

File Description	Document
Any additional information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Principal of the College is the head of the institute. A council of staff members which includes all Heads of Departments gives suggestion to the Principal on all academic matters including the maintenance of discipline. The Management representatives visit frequently and discuss the issues related to college development, administration, appointment and infrastructural needs. The Principal and staff provide information and suggestions regarding academic and infrastructural development with the Local Management Committee (LMC) / College Development Committee (CDC). In the meeting of CDC the responsibilities are defined and communicated to the staff through the principal. The principal communicates the responsibilities to head of the departments and chairman/ coordinator of various committees. The instructions and responsibilities given by the top Management. The College has a team of leaders in all the departments. The decisions and policies related to students, academic as well as co-curricular, are mutually discussed by the team, and decisions are immediately taken and implemented for the benefit of the students. Faculty members conduct various development activities, seminars, workshops, industrial visits for the direct development of the students, and report for the same is submitted to the principal and head of the department. College has grievance redressal mechanism for the staff members. Internal Complaints Committee is also functional. All the procedures, rules and regulations related to recruitment, promotional policies as well as grievance redressal mechanism are well defined and are maintained at the College office and IQAC office.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above
B. Any 4 of the above
C. Any 3 of the above
D. Any 2 of the above
Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

As per the Minutes of LMC/ CDC of the College dated 26th September 2015, it was mutually decided to conduct the State Level Seminar on 'Marathi Language in Media & Technology'. This activity was funded by UGC (Rs.75000). In the academic year 2015-16 it was not possible to conduct the seminar due to the non-clearance of some UGC accounts and hence the same propsal was re-submitted. After getting the approval from CDC and IQAC, Principal instructed the Head- of MArathi Department ot execute the Seminar soon in 2016-17 This seminar was successfully executed accordingly in 2016-17 (3rd to 4th Feb. 2017) in the College by the Department of Marathi with the help of all other College Departments. The response from the participants of the other Colleges was satisfactory.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

College initiated welfare measures are : Health Check-up for Teaching & Non-teaching staff (Health Spring Family Health Expert. Dr. Sanjit Awate 21-01-2016) Health Awareness Programme for Lady staff and girl students (28,29-08-2012—by Dr, Neena Sathe of ONP Tulip Hospital) Art of Living Programme by Mr.Deepak Keskar for staff members 'Sahaj Shwasatuun Anandi Jeevan' Physical Fitness Testing Report of staff 2013-14 (Health Related Physical Fitness)

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

Response: 53.47

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 last five years

2016-17	2015-16	2014-15	2013-14	2012-13
17	21	17	19	22

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

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

Response: 1.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
03	01	04	00	01

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 8.4

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	04	06	03

File Description	Document
Details of of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Teaching staff: The College office maintains the Service Book of every teacher. Apart from this College also circulates and gets the form of Self- Appraisal / Academic Performance Indicator (API) duly filled by the respective teachers in every academic year. The said forms are kept in the file maintained by IQAC in its office. IQAC further analyses the same and prepares its own report for the individual teacher. Non-Teaching staff:College office maintains the CR (Confidential Report) file in which the Confidential Report of the performance of the non-teaching staff prepared by the Principal is maintained.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

College conducts the internal as well as external financial audits regularly. The internal financial accounting is completed by 10th of every month. The internal auditor appointed by the College cross checks and verifies these calculations and also finds out the shortcomings/ errors and rectifies the same. These errors and/ or shortcomings are explained tot the College Accountant and the Office Superintendent by the Internal Auditor. The errors/ shortcomings in the accounts are rectified as per the instructions of the Internal Auditor immediately. The internal auditor submits his report to the Governing Council of KES periodically. The external auditor visits the College office twice every year and checks the books of accounts and then prepares his Report & Audited statement which is presented in the Governing Council Meeting conducted in the month of June every year. The Report is approved by the Governing Body of KES. The short comings and errors/ rectifications in the audit are enlisted in the report of the external auditor's report as follows (for example) 1. 31st March 2014 (Report Dt. 20-6-2014) Shortcoming/ Remark by the Auditor: Certificate of Physical Cash Verification not produced. Suggestion by the Auditor: 1. Physical Cash in hand should be verified on the last day by the Head of the Dept. and same should be duly signed by the Head of the Unit. 2. Daily cash records should be maintained in the Cash book to keep the control on Cash. 3. There should be no difference in the Institutional Balances hence reconciliation and confirmation must be properly done. Implementation: O.S. (Office Superintendent) & Principal instructed the respective clerks to follow the instructions on immediate basis. 2. 31st March 2015 (Report Dt. 20-6-2015) Shortcoming/ Remark by the Auditor: Certificate of Physical Cash Verification not produced. Suggestion by the Auditor: 1. Physical Cash in hand should be verified on the last day by the Head of the Dept. and same should be duly signed by the Head of the Unit. 2. Daily cash records should be maintained in the Cash book to keep the control on Cash. 3. There should be no difference in the Institutional Balances hence reconciliation and confirmation must be properly done. Implementation: O.S. (Office Superintendent) & Principal instructed the respective clerks to follow the instructions on immediate basis. (This year Rs.3892.11 was the cash in hand as compared to Rs.9798.11 for the last year) 3. 31st March 2016 (Report Dt. 20-6-2016) Shortcoming/ Remark by the Auditor: Certificate of

Physical Cash Verification not produced. Suggestion by the Auditor: 1. Physical Cash in hand should be verified on the last day by the Head of the Dept. and same should be duly signed by the Head of the Unit. 2. Daily cash records should be maintained in the Cash book to keep the control on Cash. 3. There should be no difference in the Institutional Balances hence reconciliation and confirmation must be properly done. Implementation: O.S. (Office Superintendent) & Principal instructed the respective clerks to follow the instructions on immediate basis. (This year Rs.696.11 was the cash in hand as compared to Rs.3892.11 for the last year).

File Description	Document
Any additional information	View Document

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

Response: 2

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	1	0	0

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

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

Response:

Mobilization of Funds: The regular fees are deposited by the students directly in the Bank Account of the College. Scholarships & Freeships from the Governemnt are periodically received and the share of Tution Fees & other College fees get deposited in the Bank Account of the College. As the College is recognized by UGC under 2F and 12B, College gets the general development grant in every five year plan. College also receives the other grants under various schemes of UGC time to time. Individual donations are also received from the eminent personalities of the Soceity. Khadki Education Society (KES parent body) also receives funds and donations from various sources which is utilized for the College development time to time.   Optimal utilization of Resources : The College property (class rooms etc.) is rented out for the variuos Government Exams on College Holidays/ Sundays etc. (NCL Exam, SET/ NET/ CSIR Exam, Ammunition Factory Entrance Exam, Bank Officers' Exam, Cooperative Housing Management Exam, Railway Entrance Exam etc.) The revenue generated through these activities is mobilized through Khadki Education Society. The Commerce faculty of the College having the expertise in accounting help the College staff as well as the College office by giving the valuable suggestions time to time as per the requirement. The teaching and non-teaching staff of the Department of Computer Science always extends the hand towards the non-Computer staff in the College by helping them in their Computer related queries. Technical team helps all other departments by sharing the required gadgets time to time.

6.5 Internal Quality Assurance System

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

Response:

Participative functioning of IQAC.: Planning of all 7 criterias with reference to its constituent members, a good combination of grantable and non-grantable staff with at least one Computer savvy member. Full fledged separate IQAC office with ICT devices and internet is also established. Apart from this IQAC has significantly contributed towards the institutionalizing the strategies & processes for assurance of quality on the College campus through its various steps taken. IQAC monitors all the activities of the College. 1. To keep up with the latest trends in the various curricular aspects, IQAC continuolsy supports and encourages the participation of teachers in various Syllabus Upgradation/ Implemetation workshops/ seminars at different levels like University, Colleges etc. This gives the hands on experience of the latest trends, issues, technologies etc. to the teachers and the same can get implemented through the new syllabus designed by the team for the respective subjects in the new academic year to come. IQAC supports the Intenral choice/ Elective subjects, so that the students get to learn the subject of their own choice on the college campus. 2. IQAC has drastically changed the scene on the College campus regarding the Teaching & Learning. Throught the continuous followup with LMC/ CDC and Governing Body of KES, IQAC has successfully implemented the maximum new teaching & learning aids including ICT. 3. IQAC supports strongly the Research & Extension activities. It is evident through the number of Research Paper presnetation and Ph.D. holders on the campus. 4. Infrastructure & Resources of the College are kept up to date through the IQAC Quality standards and initiatives over the last few years. 5. IQAC takes the followup of the Scholarships to be received by the SC/ ST students on regular basis and also ensures that the College and the students get their respective share in time. Placement Cell also is made active through IQAC initiatives. 6. IQAC tracks the need for the Best Quality standards through the regular followup with the Management for all the stake holders of the College with keeping student on the top priority. 7. IQAC strongly follows up to keep the green initiatives ON throught out the campus. Photovoltaic Solar Panel installation was initiated through this. Almost 300units of elctricity are generated per month by this process. No vehicle day, use of enviornment friendly resources, paperless activities, Ozone day and other initiatives are undertaken to support the Green Initiatives.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

IQAC reviews its teaching-learning process, structures & methodologies of operation annually. It also verifies the learning outcomes periodically through student feedback and departmental meetings.   IQAC found that the teaching method must be made more interactive and more visual in the benefit of the students. IQAC has initiated the purchase of the Teaching & Learning Aids through LMC (Local Management Committee) in the year 2015 (March '15). Educational CD s were purchased. Inflibnet software is purchased. Interactive software for teaching & learning was purchased. Purchased Laptops for the Departments to assist teaching and learning process. Distributed Tablets for the Departments to assist teaching and learning process for the students. LCD projectors were installed in the Laboratories and Departments for assisting teaching. Internet provided to all the departments for online Video lectures. Speakers also were installed for the decentralised audio visual programmes at the respective lab.s and the departments for the students. Number of Books are regularly purchased along with the periodicals. BBA department has started the mentoring for the students. Separate ICT enabled spacious IQAC office was established. Separate and spacious Examination department was introduced.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	00	03	00	00

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above
B. Any 3 of the above
C. Any 2 of the above
D. Any 1 of the above
Response: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made for the preceding five years with regard to quality *(in case of first cycle)* **and post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

IQAC has initiated Quality enhancement initiatives over the last few years. Skill oriented courses like Android & i-phone programming, Tally, ASP dotNet, Hardware Networking, Herbal product manufacturing, Soft skill development, Web designing were condcuted. Language Laboratory was established with 30 Computers and Spoken English Programme was conducted using Licensed 'Orell' software. College has received UGC grant in XIth and XIIth Plan for general development, remedial coaching assistance, to strenghten teaching & learning process and under various merged schemes. All the grants reeived are properly utilized for the respective goals. College received the grant of Rs.4000000 as additional assistance for strenghtneing teaching, learning process. Rs.300000 grant is also snactioned from UGC to establish IQAC. ICT enabled teaching and learning Aids were purchased, installed and are being used. Projector & Screen with Computer and loudspeaker sets are also used for interactive learning experience. White boards are installed wherever possible and necessary to create chalk-dust-free and clean laboratories and class rooms. (Electronics Lab., Commerce Lab. cum Class room etc.) Internet connectivity is extended to all the Computers in the Departments as well as Laboratories for ease of access to information related to the respective subject of interest. Microsoft Windows as well as Microsoft Office License copies are upgraded twice as per the need at the various departments and office. Wherever required the independent Scanner cum Printers are installed with the latest Computer configuration for fast and easy operations of the various departments. Solar panels are installed on the terrace of the College and annually approx. 3000kWh energy is coupled to the State Electricity Board's Grid. Display boards as well as soft boards are installed as per the need at various departments. Clean water dispensing machines are installed at the convenient locations in the premises. Online UPS is installed for NAAC office as well as Electronics Laboratory. Online Admission process is successfully implemented by the College since 2 years for all the classes and faculties of the College. Independent Examination Department is developed with the state of the Art technology. Video Lectures are prepared by our Computer Science Department for the various subjects and uploaded on YouTube channel.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 25

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	7	5	4	7

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
    1. **Safety and Security**
    2. **Counselling**
    3. **Common Room**

Response:

Over the past three decades, workplace has become a much more diverse environment. personal security has become central to their physical, intellectual, emotional, economic and spiritual well-being. Gender equality must become a lived reality and how better to do it than ensure that women are safe at the workplace, by creating an atmosphere conducive to increased participation of women, positively encouraging and supporting them. The suggested guidelines for the safety for women at the workplace are broadly categorized under four heads: Safety and Security for female staff and students: Round the clock security at gate. Common room for girl students. The College premises, laboratories and corridors are under video surveillance. Programme arranged with NGOs like Lokayat group,Abhivyakti Group and khadki police. Principal and Vice – Principals had a meeting with Senior Inspectors of Khadki Police Station . Under Police-Your Friend scheme, a Police man is assigned for the College student assistance. Lady Police squad viz.: Damini Squad visits College premises regularly. Mentorship Regular parents and students meetings are conducted department wise and if a student is irregular the root cause of the problem is deciphered. In all Industrial visits, excursions, study tours, female teachers accompany the students and take care of them very affectionately. Counselor Our College has trained counsellor for the students. Students discuss their problems with the counsellor. Students are counselled on stress and anger management. Counselling offers assistance in: Identifying and clarifying issues. Sometimes people who seek counselling are not sure what is wrong, but they know that they are not happy. Counsellors are skilled at helping people understand themselves and their feelings. Deciding what to do. Feeling stuck and uncertain is common when people are having difficulty determining alternatives. Usually, there is more than one choice in how to behave. Counsellors are adept at helping people uncover and discover options and benefit from talking to someone about if and when to "come out" to family or friends, and how to do it. Girl's Common Room: The girls' common room is near the college office and is a place for girl students to relax. It is well ventilated, has washrooms, dressing mirrors, news papers. A separate suggestion box is kept in college

premises There are three female attendants who ensure safety of girls and also maintain cleanliness in the girls' common room. Ladies common room is located in on ground floor. College having lady attendant, Newspaper, notice board, complaint box, first aid box. The College office is situated on the same floor so staff members, authorities and office staff members are always available for help due to their close proximity.

7.1.3 Alternate Energy initiatives such as:

   1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 8.22

7.1.3.1 Annual power requirement met by the renewable energy sources (In Kilowatt)

Response: 3000

7.1.3.2 Total annual power requirement (In Kilowatt)

Response: 36506

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (In Kilowatt)

7.1.4.2 Annual lighting power requirement (In Kilowatt)

Response: 36506

File Description	Document
Details of of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid Waste Management: Municipal Solid wastes: Solid wastes include college garbage, rubbish etc, e.g. paper in classrooms and offices, soiled tissue and disposable cups in the canteen, tin cans, and peelings in the kitchen of canteen. Dry waste and wet waste collected separately and deposited into garbage van for further recycling procedure are managed by municipality. Reusability of Used papers: Students make newspaper bags to avoid use of plastic bags. Students also make the poster exhibition with recycled Papers. Magazine was promoted by college in order to reduce the use of paper. Anti-plastic drive: It is conducted in the college campus and surrounding area of Khadki. E-waste Management: Working computer monitors and electronic materials donated to school and junior college. The hazardous E-waste materials like Cables, cd's, Lan

cables, Printer cap, SMPS, Monitor stand, RAM, Hard disk, mother board donated to KOEL. Sanitary Disposal: We kept red dot basket in ladies room. Sweeper takes care of it.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain Water harvesting: Due to Ground Level water in the College premises is consistently high the frequent water logging is experinced on the College ground. Because of this there is a little scope for independent rain water harvesting. But College has ocntructed a water recharge pit near the bore well on the college ground so that the excess water collected on the college groundcan be diverted safely in the bore well catchment area. College also educates the students regarding rain water harvesting and other activities through different programmes like Vasundhara Day, Ozone Day, Save Water etc.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Green Practices: The College is situated in the central location of PCMC and PUNE area. Public transportation facilities easily available like PMT Bus station and Railway Station. Students also stay nearby area. Initiatives like Ozone day, Earth day, No vehicle day taken by Comp Science department and environment awareness department for energy saving, Pollution free ,minimize traffic problems. Staff members and students use the bicycles, carpool, share vehicle as well as those who are staying nearby use the bicycles and prefer walk. No Vehicle Day: Earth Day: Environment awareness department offers saplings to all teaching and non teaching staff to promote tree plantation. Some of the Students use the bicycles Some of the big trees which are obstacles to the building area so they moved to the open space. Medicinal Garden maintained in college area. To make awareness for green initiative, College offer Sapling. Footpaths are available surrounding the college so pedestrians are using friendly roads. Plastic Free campus: Anti-plastic drive: It is conducted in the college campus and surrounding area of Khadki. Waste material was sent to PMC for recycling."SWACHH BHARAT ABHIYAN"conducted on 2nd October.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.21

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	.40	0	.04	.08

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above
B. At least 6 of the above
C. At least 4 of the above
D. At least 2 of the above
Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 8

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	4	3	0	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 14

7.1.11.1 Number of initiatives taken to engage with and contribute to local community during year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	3	1	6	3

File Description	Document
Report of the event	[View Document](#)
Details of initiatives taken to engage with local community during the last five years	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 30

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

National Festivals are celebrated with enthusiasm. Our students are on a mission towards better India. They come together breaking the boundaries of religion and caste. Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programmes conducted on these days. Every year our institute organizes the national festivals and birth / death anniversaries of the great Indian personalities Sr. No. Birth /Death Date (2012/13-2016/17) Anniversary 1 3 January Savitribai Phule Birth anniversary 2 12 January Swami Vivekananda Birth Anniversary Youth Day Rajmata Jijau Birth anniversary 3 23 January Netaji SubhashChandra Bose Birth Anniversary 4 26 January Republic Day 5 3 February National "Suryanamskar" Day 6 19 February Chhatrapati Shivaji Maharaj Birth Anniversary 7 26 February International Maths Day 8 27 February Marathi Day 9 28 February National Science Day 10 8 March Women's Day 11 12 March Yashwantrao Chavan Birth anniversary 12 14th March ""Vi. Da. Karandikar" death anniversary" 13 15 March Chhatrapati Shivaji Maharaj Birth Anniversary 14 14 April BharatRatn Dr.Babasaheb Ambedkar Birth Anniversary   15 1 August Balgangadharv Tilak Death anniversary Annabhau Sathe Birth Anniversary 16 21 June International Yoga Day 17 15th August Independence day 18 23rd August "Vi. Da.Karandikar" birth anniversary 19 5th September Dr.Sarvpalli RadhaKrishnan Birth Anniversary 20 14 September Hindi Day 21 2nd October Mahatma Gandhi Birth Anniversary 22 15th October Dr. APJ Abdul Kalam Birth Anniversary

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Our institution believes in maintaining complete transparency in its financial, academic, administrative & auxiliary functions. Considering the financial matters institute appoints internal & external auditors every year. This decision is always taken unanimously in the general body meeting (Governing Council meeting) of Khadki Education Society. Audited statements regarding financial activities are circulated to all the concerned members of the Governing body. Through internal Academic & Administrative Audit (AAA) the transparency is maintained. All the stake holders are involved in A & A Audit. The information regarding the College is freely made available to the public through our website viz.: www.tjcollege.org. As the College is under RTI all the information is made available to the public. We always take care of our students from their enrollment to their overall development. Recruitment of faculty & all necessary procedures are practiced as per the guidelines given by higher education department, University & UGC. All circulars regarding, students, teaching staff & non teaching staff are circulated & displayed on the notice boards. Local management committee (LMC) is the highest decision making authority. Which consists of members from the management, teaching staff   & non-teaching staff. Planning & execution of different auxiliary functions are discussed & decided in this committee which are communicated to all stake holders of our stakeholders.

7.2 Best Practices

7.2.1 State at least two institutional best practices (as per NAAC template)

Response:

7.2.1 Autonomous courses to cater diverse needs of various Industry Context: Now a day's employers expect from the graduates to make value addition to the organization in terms of knowledge, skills and competencies for problem solving. Improving the quality in all respects to increase the productivity of the organization . The aim of the college is to mould students of Arts, Commerce and Science faculty to serve need of various Industries. These courses help students to acquire skills sets required to match the need of Industries. These courses equip students with global competencies so that they could face the changing trends of Industry successfully. The courses are designed in response to the current realities and emerging trends. These Certificate courses provide all these students the opportunity to inculcate extra inputs. Objective: To provide adequate learning opportunities to diverse learners. Help them to grow holistically. Skills and a broader overview in other areas of their interest. To acquire skill set that would make them employable or self employed. Promoting academic enrichment Developing self reliant individuals Practice: Committee of faculties from different departments has been formed in depth study of current trends in various industries. Taking this study into consideration different courses has been designed. Each Certificate course is of maximum 30 hours duration and courses offering practical sessions are for 3 hours. All the courses are optional. The courses range from Certificate course in Android and I phone, Web Designing, DOT Net, Foreign Language German, Basics of Computer Total of 15 courses have been designed for students to choose from. All the above courses

are Self financed and most of them are conducted by Alumni which are working in various reputed organization. In order to ensure that classes do not clash with regular working hours, these courses are conducted in the mornings prior to the commencement of regular classes, or on weekends and holidays. All courses are expected to culminate alongside each semester. Obstacles --faced / Problems encountered Due to busy schedule of students it is difficult to manage lecture for the students. As B.SC(CS),M.SC(CS) ,BBA(CA),BBA faculty students have different practical slots. Commerce & Arts students also have different timing slots due to this it are difficult to run these courses. Need for more financial resources. Mobile repairing, Jewellery designing, Tally, Import Export, Hardware and Networking, Spoken English, Certificate courses under fine Arts are Painting, Music(Guitar), Mehandi design, Beauty Parlour have been designed but due to lack of students response they have not yet started. Evidence of Success Learning has become interesting for students. Meaningful learning is initiated through expert from industry assignments, group discussion,

seminars, debates, quiz, viva.etc Co-operative learning is facilitated through project work, on-the-spot study, practical, assignments etc. Total of 27 students have placed as trainee employees in different IT companies. Specific measures have been taken by the institution more use of ICT tools. Introduction of different Autonomous courses has facilitated flexibility in the choice of courses and promoted horizontal mobility. Maximum learning is promoted in the form of knowledge and understanding, application and problem solving, creative thinking practical and productive skills, attitudes and values. Resources Required Separate financial aid for Autonomous courses.   7.2.2 Short-Term Course on Positive Discrimination 1.   Goal: Equal Opportunity Centre was established in the academic year 2011-12 under UGC Scheme in 11th Plan (2007 -2012) The college had started 'Short-Term Course   on Positive Discrimination' for First Year Students of all Faculties, under this centre as per UGC guidelines. Since higher education is as tool for social and economic equality, the UGC has been addressing national concerns of access, equality, while ensuring the standard of quality and relevance of education by implementing policies of the Government of India and promoting several schemes and programs for the disadvantaged groups that would help in eliminating social disparities. The course on 'Positive Discrimination' is very useful and relevant for our students. Most of the students, admitted in our college belong to disadvantaged classes of society. 40% (approximately) students belong to SC category and we have 36 %(approximately) girl students. The college has been organizing the course regularly since 2011. The course disseminate the detail information about laws, rules, regulations and various scholarships and schemes for disadvantaged classes by organizing lectures of eminent personalities in this field 2.   The Context   The syllabus of course was designed by forming an expert committee. The committee prepared the syllabus for this course as per the guidelines and need of the students of our college. The syllabus contains all the policies and programs of Government of India and State of Maharashtra.   3. The Practice   Equal Opportunity Center displays notice at various places about Short Term Course on Positive Discrimination. The Advisor and members of the committee personally interacts with the first year students and provide detail information about EOC and the short term course in the beginning of every academic year. 70 students (approx.) are admitted in the course. The advisory committee visited the concerned government offices and NGOs working in this area to collect information and it invited resource persons from these agencies. Then the schedule of the course was prepared as per the availability of experts. The course was conducted in the month of September and October every year. The course consist of the following topics - Positive Discrimination and the concept of Equality, Indian Constitution, the concept of caste, gender, class, religion and minorities, various policies, schemes, and programmes of state and central government regarding positive discrimination, information about various departments, agencies and NGOs for example BARTI Pune, Yashda Pune, Social Welfare department, Women and Child Welfare Department, Lokayat, Adivasi Vikas Sanstha, Documentaries and films on social issues.   Equal Opportunity Center has designed and edited a booklet providing information about various rules, regulations for all disadvantaged classes. It also contains information about various government office bearers and their contact nos. The booklet is distributed in beginning of the course.   4.   Evidence of Success   The course created awareness about policies of government and positive discrimination among student participant. It motivated student to visit various offices to make inquiries about different schemes. Some of them also participated in the training courses conducted by these govt. agencies 5.   Problems Encountered and Resources Required
We find that the course is really useful for the students as most of students belong to disadvantaged classes and their parents are not well informed about these policies and programmes of government. Due to space and financial constraint, we cannot accommodate al l the students of the college in the course.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Our Vision: "To enable our students for facing challenges of globalization". Our institute believes that 21st century is an era of globalization and all countries are under its umbrella. Globalization has specific quality norms and expectations from its stake holders. Our institute has started traditional courses such as B.COM. in 1983and B.A. in 1988. By considering future demands in the field of business and software industry, we have taken special efforts to establish B. Sc. Computer Science (1998), M. Sc. Computer Science (2001), BBA (Bachelor of Business Administration) & BBA(CA) ((Bachelor of Business Administration & Computer Application) in 2006 to meet the expectations of globalization. We would like to share the performance of the institution in last 5 years to fulfil our vision statement and thrust area. We have tried our best to reach the students to acquire such professional and skill oriented education in computer science and business administration. Courses have started with only 10 to 12 students in the beginning and now we have reached to the sufficient intake. We have organized basic autonomous certificate courses such as Android and I-phone Web Designing Foreign Language (German) Dot Net Robotics For B.A., B.Com department Tally Proficiency in English Banking, Insurance courses were organized. All these courses help the students to acquire skill-sets required to match the need of the Industries. These courses equip students with global competencies so that they could face the changing trends of Industry successfully. We also organized activity such as project competition every year which encourage to develop software and use of programming languages to the students of computer science department. We published student magazines on various topics every year which gives an exposure to understand new current IT related issues."Technotrends","Emerging Trends in computer science"(Research Papers by students), published by Computer Science department. Students from BBA department published magazine "Phoenix" every year which included the topics like Recent trends in management Success stories of TATA Management thinkers Historical overview of Management in Indian perspective Successful women entrepreneur and CEOS in India Make in India Exhibitions are also organized by BBA department. Students participated and prepared exhibits on following topics International Currency Exhibition Top International Companies in India Top Successful Indian Entrepreneurs Creativity and Innovations Indian Industrial Sectors Project Make in India Marathi Udyojak Students have participated in the intercollegiate, zonal level competitions, Special workshops and seminars such as "Career Guidance.", "Path of success", "Tension free success" pre-placement activities and soft-skill programmes for their overall development.

5. CONCLUSION

Additional Information :

Auditorium is under construction in full swing. LED lighting is being installed on the campus.

Concluding Remarks :

College is making the sincere efforts towards the students' benefits as a whole. College is looking forward towards the students' preparation for Digital India. Skill based courses are also required to be initiated.

Through the existing setup, College is definitely proving to be a strong Learning centre for the Community around.