YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   SAKET GYANPEETH'S, SAKET COLLEGE OF ARTS, SCIENCE AND COMMERCE

- Name of the Head of the institution   Shri. Navnath Kondiba Mule

- Designation   Incharge Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   02512251500

- Mobile No: 8425974445

- Registered e-mail   saketcollege2009@gmail.com

- Alternate e-mail   naac@saketcollege.edu.in

- Address   Saket Vidyanagari Marg, Kalyan East

- City/Town   Kalyan

- State/UT   Maharashtra

- Pin Code   421306

2.Institutional status

- Type of Institution   Co-education

- Location   Urban

- Financial Status   Self-financing

- Name of the Affiliating University   **University of Mumbai**
- Name of the IQAC Coordinator   **Prof. Pooja Siddhnath Pandey**
- Phone No.   **02512251500**
- Alternate phone No.   **7208020258**
- Mobile   **9082276876**
- IQAC e-mail address   **naac@saketcollege.edu.in**
- Alternate e-mail address   **saketcollege2009@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://saketcollege.edu.in/aqar-19-20/

4.Whether Academic Calendar prepared during the year?   **No**

- if yes, whether it is uploaded in the Institutional website Web link: https://saketcollege.edu.in/wp-content/uploads/2022/02/Academic-Calender-rotated-3.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.12**	**2017**	**12/09/2017**	**11/09/2022**

6.Date of Establishment of IQAC   **10/07/2015**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines   **No**

- Upload latest notification of formation of IQAC   No File Uploaded

9.No. of IQAC meetings held during the year   **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

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

* Conducted and organized guest lectures by industrial experts for students, orientation to staff members, * Organized Health awareness sessions for the staff and students. * Conducted placement and career guidance training, * The IQAC organized Faculty Development Programs and conducted training sessions. * The IQAC organised sessions on yoga and meditation for staff and students. * The IQAC organized an E – International Research Conference .

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

Plan of Action	Achievements/Outcomes
Documentation Session	Due to the outbreak of pandemic in this academic year, the staff was trained about the use of Microsoft teams application for the purpose of teaching as well as they were trained on how to continue documentation in online mode. A new email id was created for the purpose of sending reports and records of important events which was scrutinized by IQAC from time to time.
Effective implementation of teaching -learning , Faculty Development Program	The faculties were given the opportunity to participate in FDPs for improving their skills required for online teaching.
Hindi Sahitya Parishad	Various competitions were organized on essay writing, elocution, with participation of all students from various departments.
Marathi Vangmay Mandal	Various competitions were organized on essay Writing, Book Review, Drama, Advertisement, Elocution and certificates were issued to the winners.
To collect feedback from teachers, alumni, students, parents on the curriculum	After analyzing the feedback from all stakeholders, it was decided to implement the suggestions put forward by all stakeholders.
Extra Curricular Activities, Library E- learning Resource, Get online Exam Ready.	The college had organized various intra and intercollegiate online activities during the academic year. The various departments along with cultural committee had taken initiative for involving students in various extra- curricular activities. The students were provided with

	E-notes for all the subjects which was uploaded on teams app in their respective class folders and were also provided with question banks and test series before final examinations.
Career Guidance Sessions and Placement	The Career Guidance and Placement Cell had organized counseling sessions for students to orient them on how to prepare themselves for interviews and placement cell had also conducted online placement drive for students.
Guest Lecture	The Students got an opportunity to get knowledge on concepts used in real world, apart from curriculum which helped them to prepare themselves for better job prospects.

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	16/08/2021

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
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• If yes, mention the amount	

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- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	16/08/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	24/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**13**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1799**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1587**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	512

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	18

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	51

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	43
4.2 Total expenditure excluding salary during the year (INR in lakhs)	14059896.69
4.3 Total number of computers on campus for academic purposes	160

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Being Affiliated to the University of Mumbai, our collegestrictly

adheres to the syllabus regime and guidelines prescribed by the University and the changes, if any discussed in the Board of Studies , University of Mumbai, meeting are implemented accordingly.

Online lectures in lieu of covid-19 pandemic was conducted on licensed Microsoft Teams platform. The Departmental Heads and the Committee Heads for the respective departments and committees prepared the Academic calendar which was then approved by the IQAC Coordinator in consultation with the In charge Principal to ensure 100 percent completion of syllabus.

Teachers prepare teaching plans for their respective subject adhering to the prescribed syllabus and deliver lectures accordingly and follow it for systematic execution of the curriculum. Teaching plans prepared by the teachers are submitted to the Departmental Head. IQAC Coordinator collects the lesson plan from all the Departmental Head and submits it to the Principal which are approved in the IQAC meeting. Teachers are required to maintain academic calendar for their individual lectures and other activities which is monitored by theHOD, and approved by the In charge Principal. On completion of their respective subjects at the end of each semester, teachers submit completion report which is verified by the IQAC and approved by I/C Principal.

The Departmental Heads and Committee Heads conduct meeting and the minutes of the same are recorded

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://saketcollege.edu.in/wp-content/uploads/2022/01/1.1.1-Class-Time-Table-1-2.pdf, https://saketcollege.edu.in/wp-content/uploads/2022/01/1.1.1-Dailiy-Report-Lesson-Paln-1.1.1-.pdf

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

At the beginning of academic year, academic calendar is prepared to complete the 100 percent syllabus by IQAC.Institute follows the internal and external evaluation system as prescribed by

University of Mumbai.

The traditionalB.A, B.Com Courses has an internal evaluation for the First Year and Second Year Students in the subject of Foundation Course and for Third Year Students of B.Comin the subject of Computer Systems and Applications. The Evaluation was conducted online on Microsoft Teams App for the academic year 2020-2021. Internal Evaluation for Self-Financed Courses in our College are based on the following criteria such as Attendance (5 marks), Assignments, overall performance. The Internal Evaluation of Post Graduate Courses (M.com Advanced Accountancy, M.Sc. Information Technology and MA Hindi) was conducted online in Microsoft Teams App. Every subject in PG Courses have 40% weightage in Internal Evaluation consisting of 20 marks for assignment and 20 marks for Viva and presentation. The Students of Information Technology (UG and PG) and Computer Science(UG) had to appear for Practical Examination in addition to the Internal Evaluation. The Practical Examination were also conducted online,due to Covid 19 pandemic situation as per the directions of University of Mumbai.

The Evaluation of respective Subject's Internal Examination was conducted by the concerned Teacher, in accordance with the format sent by the University of Mumbai and submits it for declaration of UG and PG results.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://saketcollege.edu.in/wp-content/uploads/2022/01/1.1.2-It-Exhi-bition-.pdf,https://saketcollege.edu.in/wp-content/uploads/2022/01/1.1.2-Report-of-Extra-Cirricular-rotated-1.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/   C. Any 2 of the above

Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

13

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

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

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

0

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

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

1.3 - Curriculum Enrichment

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

The Institute abides by the curriculum prescribed by the University of Mumbai. The Subject like Foundation Course, Environmental Studies, Business Ethics which covers topics relevant to ethics, gender sensitization and environment sustainability. The students are assigned projects on topics relevant to the themes and are asked to present it using power point presentations. The faculties also organize various competitions like elocution to sensitize students on these issues along with their lectures. The first and second year students of traditional BA, B.Com Courses along with B.Com Self- Finance Courses address these themes in the Foundation Course paper, Environmental Science paper and Business Ethics paper.

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

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

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

1643

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows   **B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3324

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

448

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The Teachers for their respective subject conduct assessment apart from the examination as per the curriculum on Microsoft Teams App. On the basis of the earlier result student those who score less than average marks are categorised as slow learners and students who score more than 75% considered as advanced learner. Extra lectures have been arranged for slow learners as well as advanced learners to simplify the difficult concepts of the subject as well as to understand the subject due to the constraint faced because of online learning.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1799	**18**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

The various departments in the institute organize an orientation program in the beginning of academic year to orient students about the various courses and also motivate them to actively participate in various curricular, co-curricular and extra-curricular activities.

Students participate in inter-collegiate activities and intra-collegiate activities organized by the institute. The institution had organized inter-collegiate event Gyanotssav in March 2021 which included various competitions like solving case study, preparing presentations, Ad-making competitions, essay writings which provided experiential learning and exposed students towards problem approach.

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

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

The academic session for 2020-21 was conducted in online mode. The institute had offered online platform of Microsoft Teams for organizing lectures.Lectures were conducted by the teachers using the Microsoft App and they had made use of various ICT tools i.e. white board, Microsoft Excel, Microsoft PowerPoint to teach the students. Practical demonstration are shown to IT and CS Students. Google forms and Microsoft forms were used for collecting feedbacks.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://saketcollege.edu.in/photos/

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

2.3.3.1 - Number of mentors

17

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

2.4 - Teacher Profile and Quality

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

51

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

18

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File]()

2.5 - Evaluation Process and Reforms

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

Students are informed well in advance about the examination schedule through the website and notice board of the college. The internal assessment of the students was conducted as per the curriculum prescribed. 25% marks of individual subject constitutes of Internal Assessments. While evaluating the Internal Assessments, teachers consider attendance, overall performance and class test of multiple choice questions or assignments while allotting the marks to the respective students. All the information with regards to the examination were made timely available to the students. The students unable to appear for the examination due to any reasons were given an opportunity to appear for the Additional Internal Assessment. The teachers evaluate each student's score on the basis of the evaluation parameters prescribed by the University of Mumbai and submits it to the Head of Department. The Head of each Department verifies the marks entered and submits it to the Exam Committee Chairperson for declaration of result.

File Description	Documents
Any additional information	[View File]()
Link for additional information	**Nil**

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

The examination of 2020-21 were conducted online. The Exam Committee had designated various persons as point of contact and the students were informed about the same to contact them in case of any discrepancies or grievances. The grievances received by the respective contact persons were conveyed to the Exam Committee

Chairperson and adequate steps were taken to resolve the grievances faced by the students and informed to the students. The students unable to appear for the examination due to any reasons were given an opportunity to appear for the Additional examination conducted.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Programme outcomes and the course outcomes are stated in the college website which can be accessed by students as well as the staff.

The course outcomes of all the programmes clearly mention the learning objectives and the learning outcomes. The students are oriented about the courses during their orientation program also.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://saketcollege.edu.in/course-outcome/
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

The program outcomes and course outcomes are evaluated by doing a result analysis after each session and also collecting student's feedback about the courses. The result analysis of each class is submitted to the exam committee and is presented before the Principal for approval or necessary action to be implemented for improvement thereof.

Mentor - mentee system is actively practiced in all the departments. The Head of the department assigns faculty member as a mentor over some students for the entire duration of their

study. The mentor maintains the profile of all the assigned students about their academic performance, co-curricular and extra-curricular activities along with their unique achievements. The mentor monitors the regularity and discipline of the mentee. The overall performance of the student is discussed with the parent in Parents Teachers meeting. The students are free to approach the mentor for academic and non-academic support. The mentor counsels and motivates the students towards their career achievements. The students are encouraged and trained to participate in co-curricular and extra-curricular activities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://saketcollege.edu.in/course-outcome/

2.6.3 - Pass percentage of Students during the year

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

376

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://saketcollege.edu.in/2020-21/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

1

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

010

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institute firmly believes in holistic development centered on quality education .It aims at sensitizing students towards social issues and serving the community as a whole. The Institution is

committed to serve the community through its extension activities by involving students and faculties of all departments and various committees such as NSS.

They have been trained to respond quickly whenever there is a need. They have shown great initiative both in active situations like flood relief and passive ones like traffic safety.

Under the Health and Hygiene activities poster making for Covid 19 awareness, mask distribution, Quiz competition on occasion of World Tobacco day, and webinars on Yoga day, Awareness of AIDS and people with disabilities were conducted. Institute also organized competitions for developing civic sense in students such as poster making, essay writing, reciting poem,and quiz competition.

These experiences have awakened human values in students thereby contributing to holistic development of students.

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

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

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

0

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

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

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

`17`

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`2744`

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

`0`

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Great care is taken in creating and hosting Academic and support facilities for the Students. The physical facilities including Laboratories, Library, Classrooms and Computers, Sports Complex etc., are made, of high quality which are available for the College Students. These facilities are upgraded and augmented periodically. The infrastructure includes Three Computer Laboratories in the college. These labs cater the needs of various departments, they are equipped with advanced computers and accessorized with latest tools and licensed software packages, connected through LAN and Internet with Wi-Fi facility. The College has adequate number of the latest configuration computers with internet connections, Wi-Fi facility, connected through LAN

and the utility software's distributed in different sessions of the college like Office, Laboratories, Library, etc.

The College mainly focuses on class room teaching including all the basic facilities like fans, lighting etc. The classrooms are spacious, properly ventilated, and equipped with adequate quality furniture according to the capacity of class room. They are furnished with good furniture according to the capacity of the class rooms. The College infrastructure embraces of an impressive auditorium with a capacity of 158 seats, equipped with all modern gadgets and it caters to conferences and seminars, at both National and International levels. The institute also has its separate girls and boys common room equipped with adequate facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

The Sports department of the College consists of Gymnasium which can be used by Students and Staff. The facility is adequate for sports like, Indoor games which include Chess, Carom, and Table Tennis etc. Institute also having Yoga Centre with dedicated Yoga instructor These Sports facilities and the other platforms supporting overall development of NSS, NCC students and also open to all College Students. College has its sports in-charge encouraging Students towards Sports and also providing training of various sports to students to enable them to participate in the sports competition at University, national and International level. Our management is providing separate budget for maintenance and purchase of sports equipment.

The institute also conducts a various cultural events throughout the year. This year all the cultural events were conducted online but institute has its own permanent platform with open ground for all the cultural activities. Cultural head innovatively arrange events and students participated in large number. Teachers and management encourage students to participate various inter-collegiate and intra-collegiate cultural events such as quiz, theater, drama, dance, singing, treasure hunt etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

4475347.6

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

4.2 - Library as a Learning Resource

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

Library of Saket college of Arts, Science and Commerce having a collection of Jr. college, Degree college as well as the Master of arts and Master of computer science courses. We have collection of printed notes, textbooks, reference books, periodicals, encyclopedias, dictionaries and other reading materials. College Library has partial automated library software. (E-granthalaya). Library issued smart library cards to all students and faculties for circulation of books. Library has separate reading section for teachers and student. Seating capacity of students reading section is 80. Library has e-zone facility for patrons with internet connected computers.

Name of ILMS software – E-Granthalaya

Nature of Automation – Partial

Version – 3.0 (2007)

Year of Automation - 2016

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the C. Any 2 of the above **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)

204775.5

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

Institute consists of various ICT tools for updating student's teaching-learning process. It includes various computers connecting with Wi-Fi, routers, mobile phones and ICT laboratories.

Wi-Fi-router has placed on every floor and college building has everywhere Wi-Fi connectivity with the speed of 50 MBPS. There is facility of upgrading the configuration of Wi-Fi for maintaining the network bandwidth speedA dedicated IT person is assign for solving queries and maintaining ICT tools of the premises.

The institute having total 120 computers, 3 separate computer labs connected with Wi-Fi connections. Besides computer institute also has EPABX – telephone facility, Raspberry Pi-Kit, Photocopy machine, printers, scanner and note counting machine with regular updating service.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

150

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

4475347.6

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

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.

Procedures & Policies for Maintenance & Utilization of Academic and Support facilities

Academic and Support facilities:

Great care is taken in creating and hosting academic and support facilities for the revered students. The physical facilities including Laboratories, Library, Classrooms and Computers, Sports Complex etc. of high quality are made available for the students those who are admitted in the college. These facilities are upgraded and augmented from time to time.

LABORATORIES: The infrastructure includes 3 computer laboratories in the college. These labs catering to the needs of various department are provided with advanced computers which are sufficiently equipped with the latest tools and licensed software packages, connected through LAN and Internet with wi-fi facility. Every year new computers are purchased and some old ones are being written off. At present there are 120 computers in the college after some having been written off. The computer facility has been supported by On-Line Un-interrupted Power Supply (UPS). In addition, our students have the privilege of availing computer facilities in several specialized sections to have a complete training session. The Lab has a dedicated Lab Instructor. Within this year various software for computer labs have been purchased. It includes licensed copies of OS Microsoft Windows.

COMPUTERS The College has adequate number of the latest configuration computers with internet connections, wi-fi facility, connected through LAN and the utility software's distributed in different locales like office, laboratories, library,etc. Software licenses, for example: Tally has been updated on time. Outlived computers are replaced timely and external parties are hired for maintenance and upkeep. The disposal of hardware junk is being handled through external authorised parties.

LIBRARY The College has a spacious library having a very large collection of Text Books, Reference Books, journals, magazines, etc. under various classifications. The library system has a college owned software on which the library operates. The library is also provided with LAN facility for the computers and they are loaded with the library software having OPAC facility. The college also has facilities like E- Granthalaya. A provision of the budget

for the library maintenance is made by the college management. The activities like keeping library well sorted and clean are done promptly by library staff. The library aims at providing access to its printed resources such as books and journals for the use of faculty and students. The library stock is increasing every year. The library is supervised by the librarian. Faculty of the college may recommend the purchase of desired or relevant book to the librarian. Books from vendors on approval will be available in the library from time to time.

CLASS ROOMS, CONFERENCE ROOM & AUDITORIUM The college highlights on quality class room teaching including all the basic facilities like fans, lightings etc. Space is sufficiently adequate for each student. They are provided with good condition furniture according to the capacity of the rooms. The corridor and staircase walls are mostly tiled and provide a clean and pleasant ambience. The college infrastructure embraces of an impressive auditorium with a capacity of 158, all modern gadgets and it caters to conferences and seminars, at both national and international levels. The auditorium light and sound facility is up to the mark such that the college has hosted an International Research Convention in the same auditorium in this year. The other facilities include separate girls' common room and boys common room. Canteen facilities with proper hygiene and nutrition foods and snacks are made available in the premises. Proper sitting arrangement and ambience is also provided in the canteen. The Civil, Electrical and the Plumbing related maintenance is done promptly with the help of concerned Support Staff. Every class has its own Class Representative/Mentor as well who co-ordinates about various issues existing in class or with the students.

SPORT COMPLEX The sports department of the college is consisting of Gymnasium which can be used by students and staff. The facility is adequate for sports like, indoor games which includes chess, carrom , table tennis etc. A gymnasium facility and equipment are provided in the sports department. Similarly, there is a separate equipped Yoga Centre with a dedicated Yoga instructor These Sports facilities and the other platforms supporting overall development to the students like NSS, NCC is open to the college students. College has its sports in-charge encouraging students for sports. A provision of the budget for the sports equipment and maintenance is made by the college management.

GARDEN OR HORTICULTURE : The college garden is well maintained by the gardeners appointed by the college. The whole premises is full of lush green lawns, trees, plants and flowers aesthetically

planted in various types of attractive flower pots on the ground, and in the corridors. This not only provides a healthy and pollution free air but also gives relaxation to the eyes. In summer days it even gives a feeling of cooling in the premises. Some plants are of medicinal/ Herbal value. It enhances the beauty of the college premises. The college gardens are also adapted for an installed Water Harvesting System and Composting. Apart from this the college has planted medicinal plants during this year such as Bhrami, Neem etc. In all there are varieties of plants which are added every year.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

318

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

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

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

40

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

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

B. 3 of the above

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

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

862

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

862

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	<u>View File</u>
Upload any additional information	<u>View File</u>

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

36

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	*View File*

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	*View File*
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

5

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

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

The college has formed Students Council which includes Office Bearers and members from different committees. This boosts the leadership skills of the students and improve student-faculty rapport. The students are actively involved in the Academic and Administrative activities of the college. Various events were organized successfully by students independently.Anti- ragging Awareness Lecture was organizedbyAnti-ragging and Student Grievance Cell, which imparted about the issues, ragging can cause to students. Information regarding Anti ragging rules and regulations was disseminated. Numerous literary and artistic events and competitions were organized by Students Council in association with Arts Department like Book& Poem Reading competition, Elocution Competition, Essay Writing Competition, Poster Making Competition and so on which enhanced students' literary and artistic skills and brought about an excellence in their linguistic skills. These events helped them improve their listening, reading, speaking and writing skills. Events were also organized to make students remember the important historical events. Various activities were organized by students in association with different departments which inculcated the practical knowledge and functioning of various activities in their respective field. Guest lectures were also organized by different departments which imparted in-depth knowledge on different topics to students. Webinars were organized by NSS in association with student council Waste management, health awareness, constitution which provided the students a platform to gain more knowledge on solid waste management techniques and other social issues. Quiz competitions were conducted by NSS and respective departments in association with student's council to impart knowledge on different topics. Mask making activity wasorganized wherein 800 masks were prepared and distributed to needy people. Cultural committee also organized cultural events like Damdar Actor Activity, Kalam-ki-Kahani, Sahyadri-ki-Shaan - Warli Painting competition, Tal se Tal Mila Dance competition, Talent hunt, the viral voice singing competition which brought about a holistic development from students. Women development cell also conducted various competitions and lectures for students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

6

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

5.4 - Alumni Engagement

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

College is having alumni association which is not registered. Semester wise meeting of the alumni associationis conducted and alumni activity is decided semester wise lecture session of eminent alumina organized to share their experiences and also explained how the students should achieve their goals.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year   E. <1Lakhs

(INR in Lakhs)

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: To develop young citizens into competent, intellectual & committed human beings with a moral and social responsibility, capable of surviving in a competitive world.

Mission:

To equip Students with appropriate knowledge and suitable skills in their chosen discipline.

- **To provide education opportunities to all aspirants and especially to Students from weaker section of the society through need based financial support system.**
- **To provide value-based education to mould them into dutiful and responsible citizens.**
- **To recognize and promote student's potential and offer a platform for their overall development.**
- **To provide integrated learning experiences to equip Students with qualities that will enable to realize their ambition.**
- **To focus on providing vocational education.**

The institution developed its system in providing a restricted autonomy to the operations and academic activities. The academic activities are carried and monitored under the supervision of the principal. The examination system is monitored and controlled by the controller of examination. The IQAC coordinator presents the proposal of prospective plans after collecting it from respective coordinators and committee heads of various departments to the principal for approval. The principal in turn discusses the plans with the management and after the final approval the plan is executed in the form of academic calendar which is uploaded on the website. Inculcating of the best practices in academics in terms of teaching and learning process is taken care of by IQAC. The Placement cell runs by its own without any interference of the any

senior management. It has its own autonomy on the following activities: a. Arranging pre-placement training and programs for the students b. communicating with the potential employers to arrange for the job placement at the campus c. arranging the entire placement event with the necessary requirements. Communicating with the employers on the offers letters to the students and ensure the necessary arrangements are carried over. e. Preparing the students for the process of Job Placement. Head of the departments have full autonomy in operating the department in terms of subject allocation, Assessment preparation, Students activities such as clubs and associations activities, Conferences, seminars and guest lectures. Periodic review of curriculum and assessments, lab arrangements and maintaining of lab in such matters the Heads have full autonomy to operate the department. The controller of examination has the autonomy to operate entire activity related to the assessment such as examination, hall tickets, question papers security, collection of assessments, results declaration, Issue of statement of marks and approving the results in coordination with University of Mumbai Guidelines.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

The management and the Principal always encourages the practice of decentralization in most of the activities of the college. For examples:

1. Decentralization in Teaching Process: This is one main area where decentralization has been observed. Governing Council delegates all Academic and operational decision based on policy to Academic Monitoring Committee headed by Principal. There are a number of departments teaching different types of courses. Each department has been given an internally designated Coordinator, who looks after the affairs of the department. There are separate committees at the College level which take care of the respective functions like Discipline Committee, Purchase Committee, and Timetable Committee, Research Cell, Attendance Committee, Women

Development Cell, Anti Ragging Cell, Cultural, Admission, Students Grievance Redressal, Placement Cell, Staff Recreation Committee, Library Advisory Committee, Nature's Club, Accountancy Association, Management Association and many more. These committees take care of their respective areas. Many a decision related to these activities are jointly taken by such committees. Students are empowered to play active role as leaders in different committees like Cultural Committee, NSS, Sports, Students Council to carry out extra-curricular activities.

2. Participative Management: College Development Committee consists of teaching and non-teaching representative. This committee formulates plans and monitors progress.

The Research Cell had independently organized an international multidisciplinary conference in May 2021on "What Industry 4.0 has in stock for emerging economies"? Which is reflective of the decentralization process followed in the institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

01

Organization of Skill enhancement and capability development activities for students.

02

Organization of IPR seminar by In-house faculty

03

Promotion of Research culture among the students and teachers and organizing Research Conference

04

Acquisition of LMS for online teaching

05

Strengthening of e-governance

06

Continuation of the process of upgrading and updating college website.

07

Implementation of feedback system through a dedicated online mechanism which used separate Google Form to collect the reviews from the stakeholders on curriculum, teaching learning process and overall feedback.

08

Continuation of the Yoga Center

09

Organization of Workshops, seminar, training programs on quality/ subject related themes

10

Creation of facilities for Divyangan(differently abled)

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

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

The organogram of the college describes the structure of the administrative set up and hierarchy. The management team consists of the Board of trustees managed by the

Chairman,Secretary,TreasurerandtheChiefExecutiveOfficer(CEO). CEO bridges the communication gap between management and head of the institute. Academic and administrative decisions are taken by the Head of the Institute. Chief Coordinator takes care of the work distribution keeping Principal in a loop. Book purchase decisions are taken by the Librarian with the approval of the principal. The administration of the college is directed by the principal. The Principal & Vice Principal implement the plans & policies of the college. They ensure that all academic & administration policies function efficiently, for which purpose various committees are constituted. Each department is led by the programme coordinator. Department Heads & teachers of department are responsible to administer their respective department, conduct and organize curricular & co -curricular activities for the students. Full time teaching staff support the department heads in the smooth conduct of programme and course activities. The Librarian is the head of the college library administering & managing the learning resources required for the students & staff. The Office Superintendent is the head of non- teaching & technical staff of the college, with the support staff ensures the administration of various sections under the instructions of the principal & vice principal.

Appointments, Service rule and related procedure college follows as per the norms of University of Mumbai and Government of Maharashtra through our CDC.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://saketcollege.edu.in/organogram/
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching

- **Reimbursement of fees for attending conferences, seminars and workshops.**
- **Free Registration for Publishing Research Paper for Conferences/Workshops organized by the College.**
- **Tea and R-O drinking water Facility.**
- **Felicitating Employees for their achievements**
- **Birthday Celebration and Gifts to employees on their Birthday.**
- **Gifts on Diwali Festival.**
- **100 percent fees is waived off for wards of teaching staff studying in any institute of SaketGyanpeeth.**

Non-Teaching

- **Tea and RO drinking water Facility.**
- **Gifts on Diwali Festival**
- **100 percent fees is waived off for wards of non-teaching staff studying in any institute of SaketGyanpeeth.**

Students

- **Felicitation by Management on their academic achievements and other fields.**
- **Book- Bank Facility to students.**
- **Special coaching for preparation of competitive exams.**
- **Lift and Ramp facility for Divyanjan.**
- **Instalment facility in fees for economically weaker students is provided.**

- **Fees concession is provided to physically disabled/divyangjanstudents.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

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

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

1

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

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

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

0

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

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

The Principal conducts a performance review meeting of the teaching staff on a one to one basis. On the basis of the teachers feedback collected from the students , the Principal suggests improvement if required and submits the reportto the management

thereafter.

A review meeting for non-teaching staff is also conducted by the Principal and report is submitted to the management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

External Audit: The management has assigned the external financial audit work to a professional Chartered Accountant's firm. The Books of Account, Vouchers and receipt books, reconciliation statements and other related documents are verified and audited by the Chartered Accountant's Firm and submits the report along with Income and Expenditure Account and balance sheet on timely basis. The audited income and expenditure account and balance sheet and Auditor's report are placed before the College Development Committee and the Governing Councilofcollegeforconsiderationandapproval. Internal Audit: The management has assigned the responsibility of Internal Audit including verificationofvouchers,receiptsandreconciliationstatementstowell experienced and qualified Accounts Manager. The accounts manager regularly conducts internal checks to ensure proper maintenance of books of accounts and allstatutorycompliance.

Queries raise by the auditor in the audit report are discussed with Principal of the College and Chief Executive Officer of the management and accordingly planning to be made to improve the academic audit for the next year.

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

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

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

0

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

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

The major sources of receipt of funds for the college are:

1. Fees collection for unaided programs as per guidelines laid down by the University of Mumbai and Government of Maharashtra.

2. Library fees, Gymkhana fees, etc. are collected from students.

The college ensures finest utilization of financial resources in the following manner:

1. The IQAC intimates all the department and committees to prepare academic plan of the activities and their requirements. These requirements are based on the activities planned for the current academic year.

2. Purchase committee, IQAC and the Principal discusses the requirements for major academic and physical facilities.

3. Purchase committee, Office Superintendent and accounting staff along with Principal streamline the budget requirement and finalize the budget.

4. The finalized budget is presented in the meeting of College Development Committee where it is discussed and approved.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

1) Initiative of using MST for teaching and learning- The IQAC initiated the proposal of purchasing an online platform for the smooth conduct of teaching and learning process. The management approved the proposal and purchased the licensed version of Microsoft team's application for the academic year 2020-21 till date. The software enables hassle free conduct of lectures, assignments and examination. The management also permitted the use of a separate software for the conduct of examination.

1. Faculty Development Program and Online Admission Process:

The IQAC of the college has always been instrumental in keeping the teachers abeam of the latest developments in different fields including education, technology, finance and research. The IQAC in collaboration with Staff Development Committee had organized a one day workshop on Financial Wellness in association with Board of Industry Academia Partnership(BIAP) .The workshop oriented the staff about the benefits of financial planning and its relevance for a wealth creation. The IQAC in association with Research Cell had organized a one day International Conference on "What industry 4.0 has in stock for emerging economies?" The students and staff benefitted from the conference thereby enhancing their research bent of mind by participating in the conference and developed the research attitude. The IQAC had forwarded a proposal on making the admission process digitalized and in the wake of COVID 19 the proposal was accepted by the management. The students were provided online admission link for filing the form, uploading documents and also payment of fees. The online admission process also saved a lot of time and helped in maintaining records for effectively

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

During the academic year 2020-21, due to the pandemic and the lockdown situation which posed severe challenges, lectures were conducted in online mode using the MST platform. IQAC motivates teachers to attend webinars related to developing e-content for online teaching. The teachers were also provided training from time to time in order to orient them about the use and application of MST for the effective conduct of the lectures and academic activities.

The IQAC conducts regular meetings with the heads of the departments for taking a review on teaching and learning process. The departments plan the academic activity which includes orientation sessions, teaching plan, and daily work report of staff and organizing of extracurricular and co-curricular activities. The departments take the permission of IQAC before organizing any activities and submit a proposal of the same. After the conduct of each activity a detailed report along with feedback analysis is submitted to IQAC. At the end of every semester declaration for completion of syllabus is submitted by each faculty to their coordinators which in turn is reviewed by the IQAC. The IQAC suggest recommendations on improving the conduct of activities as when required. Feedback is also collected from students for the teaching learning process towards end of every semester.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);   **C. Any 2 of the above**

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution has formation of various committees under IQAC which carry out various activities for the promotion of gender equity.

The committees organize various curricular and co-curricular activities and also provide various facilities for girls and women in the campus.

Committees such as Women Development Cell, Cultural Committee, Students council, NSS organize activities such as online webinar on Self Defense, Yoga for Fitness,financial literacy program like App Monetization for enabling students to become financially and physically independent. Lectures by expert on awareness of Rights and Duties of Men and Women and Series of Health Care Webinars were arranged from 5th to 11th October 2020.

Various Facilities for girls and boys are available in the institute such as Girls Common Room and Boys Common Room. Separate Washrooms are provided for maintaining hygiene on each floors.

Sanitary Pads machine is installed in the girl's washroom and in

female staff washrooms as well.

File Description	Documents
Annual gender sensitization action plan	https://saketcollege.edu.in/agar-weblink/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://saketcollege.edu.in/photos/

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

C. Any 2 of the above

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

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

Solid waste management: Solid dry waste including dry leaves and decomposable waste is dumped in the compost pit created in the college garden

Liquid Waste Management: Liquid waste from canteen is dumped in compost pit created in college garden. Manure obtained from the compost is utilized for gardening purpose in the college campus.

Biomedical waste management:NA

E-waste management: E waste generated from the institute is collected and is given to Navkar RecyclingCompany for further processing. The company issues certificate for the waste collected.

Waste recycling system: NA

Hazardous chemicals and radioactive waste management: NA

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://saketcollege.edu.in/wp-content/uploads/2022/02/WhatsApp-Image-2022-02-23-at-3.54.01-PM.jpeg
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **D. Any 1 of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

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

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

C. Any 2 of the above

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

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

diversities (within 200 words).

The institution promotes equity among all its stake holders. The management appreciates and also honors the achievements of the students as well as the staff members at each stage of their progress. The institution provides adequate salaries to all its staff members, provides opportunity for personal and professional development. The institute also promotes the staff to attend workshops and training programs to update themselves.

It also celebrates all the festivals and programs of national and cultural importance thereby ensuring social and cultural inclusion.

The institute also distributes gifts to staff on the occasion of festivals thereby valuing each and every stakeholder for the services rendered.

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

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

The institution celebrates various occasions of National and social importance in the institution. In the wake of Covid-19 also the institution had organized online International Yoga day for students, staff and alumni. The institution celebratesIndependenceDay,Constitution Day, Cleanliness Drive and Republic Day. An online program was organized to celebrate the birth anniversary of Dr. BabasahebAmbedkar, ChhatrapatiShivajiMaharaj Jayanti and his contributions for the Indian society. Several other occasions such as Online Gurupournima and Teachers Day was also celebrated. The students actively participated in all the events which imparted value education and helped them become responsible and organized citizens. The students also organized several activities under NSS serving the cause for the society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	[View File]()

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

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

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

The various committees and departments keep organizing activities of National and International Importance such as International Yoga Day, World Development Information Day, National Unity Day, Legal Service Day, Constitution Day, World Aids Day, International Day of Disabled Persons, Independence Day, Republic Day, International Women's Day. All these activities were organized in online mode in the wake of pandemic.

The activities involved webinars, elocutions, dancing, poster making etc, which involved participation of students in large

number from all streams.

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

7.2 - Best Practices

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

- **Best Practice -I**

- **Title Of the Practice**

Implementation of effective Teaching – learning Process.

- **Goal**
- **Aims and Objectives of the Practice**

  ○ **To prepare a systematic planning of the teaching for the academic year.**
  ○ **To maintain the documentation of the academic, curricular, co-curricular & extension activities.**
  ○ **To help the teachers modify & improve their teaching methodologies/ process through ICT.**
  ○ **To help the teachers & the institution to prepare the record for Career Advanced Scheme.**
  ○ **To monitor the Teaching – Learning Process.**
  ○ **To obtain the feedback on teaching learning deliveries.**

- **The Context**

  ○ **Teaching learning is objective, exhaustive and continuous process not only from the learner's perspective but also from the teachers. So this process needs to be systematically understood, studied, analyzed& unitized in different classified processes/steps. Periodically, it is necessary to make a complete plan of this process, execute**

it for implementation, review it and has a timely feedback about the completion and effectiveness.

- Academic Calendar is very useful in the context of quality teaching -learning .To ensure the planned, timely, efficient and progressive performance of academic, administrative curricular & co -curricular tasks, academic calendar plays vital role as authentic evidence. It is also helpful in preparation & maintenance of all the records.

- **The Practice**

- Academic Calendar is provided to all the teachers which includes personal information, workload, timetable of the faculty ,planning of the workload ,compensation of work against leave ,record of leaves taken , lectures and synopsis of every lecture/practical and account of lectures planned and lectures actually taken .' Every teacher prepares well -designed teaching plan at the beginning of the academic year by unitizing the course content. To prepare a teaching plan, they follow a systematic procedure by taking into account number of teaching days available in the semester, unitization of syllabus of each course into modules, sub – modules and units .Such modules, sub – modules and units are allocated as per available teaching periods. Teachers maintain the record of participation in the extracurricular activities in the academic calendar. Teachers discuss this process in the departmental meetings and incorporate in the academic calendar which is considered to be an authentic academic document.

- **Execution of Teaching Plan**

Every teacher undertakes the sequential steps for the completion of the teaching learning process for its planning and execution such as study of syllabus in detail ,study of the available number of days and lectures available ,individual timetable ,month wise allocation of syllabus (Teaching plan) ,synopsis of the lecture taken , details of regular lecture taken ,details of extra lectures taken ,syllabus completion report ,leave record, academic and administrative responsibilities. In the academic calendar the details of workshop/conference/seminar/orientation and refresher

course, publication of research papers are made.

- ○ **Syllabus completion Report**

At the end of the each semester, every teacher prepares the syllabus completion report in the prescribed format containing the information of month wise syllabus planned, syllabus completed, syllabus remained and remarks.

- ○ **Leave Record**

Every teacher maintains the record of his casual leave, duty leave with nature of work and reference no and date of the concerned letter and other leaves with causes & remarks. It is regularly monitored by the Head of the Department and endorsed by the Principal.

- ○ **Record Of Academic and administrative responsibilities**

Academic calendar also include the work distribution in various committees and Associations at college level, University level and others.

- ○ **Organization& participation in workshops/conferences/ seminars/refresher course, etc.**

- ○ It also contains the information of the respective teachers about the organization and participation of the workshops/conferences/ seminars/refresher course, etc.

- • **Feedback on planning and its Execution**

- ○ Head of the Department/in -charge of the subject, regularly monitor the adherence of teaching plan & checks the academic calendar regularly.
- ○ The Principal conducts periodical meetings of faculty ,department -wise or faculty -wise to take the feedback and check the adherence to teaching plan ,Review of teaching

plan and actual completion of syllabus are taken periodically at least once ibn a semester/ term and if required ,adjustments are suggested accordingly .

- **Evidence of Success**

  - The practice makes the teacher most aware about their academic, curricular, extra- curricular responsibilities, as they are well defined prior to commencement of academic year.
  - Adjustments of teaching learning deliveries are well planned and executed.
  - It is helpful for all the teachers to complete the syllabus and all other activities systematically as per the planning made at the beginning of the academic year.
  - Academic calendar is an authentic evidence of records of all the activities of the teacher which he/she has performed in the academic year.

- **Problems Encountered and Resources Required**

- **Problems Encountered**

  - Sometime because of busy schedule in academic curricular, co- curricular, extra – curricular and extension activities work, the entries in the calendar may not be completed in time to provide the details of the academic calendar.

- **Resources Required**

  - Academic Calendar of College
  - Periodical meetings

Best Practice -II

Title of the Practice

Promotion of E-Learning Culture by developing E-content and use of virtual Library for students during pandemic.

Goal:

Aims and Objectives of the Practice:

The college has set the following aims and objectives for this innovative activity.

- **To provide online access and support to learners, teachers during the pandemic.**
- **To provide students with access to e resources during the pandemic.**
- **To provide students with notes for providing academic support and to bridge the gap as students had relocated to different places where books were not available.**
- **To meet the requirements of students during pandemic as affordability was issue for most of the students.**
- **To maintain continuity in the learning process.**

Context

Students were finding it very difficult to access the library or book stores during the pandemic. Therefore, it was decided to provide a virtual platform to students by making library virtual, providing the course material and other reference material to students for maintaining continuity in their academics. The links to various freely accessible e-resources were shared by the librarian to students. This process enhanced the quality of teaching learning process.

The Practice

Library Resource Management:

The librarian had created a team on MST specially designed for students and teachers where links of freely accessible e-resources were provided to students and teachers.

The links provided were helpful to students for learning and understanding the subject matter as well as for preparing the projects.

User Orientation: The librarian conducted orientation for all first year students for providing the knowledge on how to access the e- resources during the pandemic.

Evidence of Success:

The librarian organized a Book reading competition, essay and quiz competition in order to make students aware of the importance of reading and use of e-resources in the current era. It's important for students to enhance their presentation skills and be updated about the latest developments in order to remain healthy in the competitive environment.

Problems encountered:

Some students who had shifted to rural areas could not access the digital resources due to lack of smartphones and internet connectivity.

Resources Required:E-content Microsoft Teams

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

Vision: To develop young citizens into competent, intellectual & committed human beings with a moral and social responsibility, capable of surviving in a competitive world.

Mission:

To equip students with appropriate knowledge and suitable skills in their chosen discipline.

- **To provide education opportunities to all aspirants and especially to students from weaker section of the society through need based financial support system.**
- **To provide value-based education to mould them into dutiful and responsible citizens.**
- **To recognize and promote student's potential and offer a**

platform for their overall development.
- To provide integrated learning experiences to equip students with qualities that will enable to realize their ambition.
- To focus on providing vocational education.

Some of the initiatives taken by the institution distinctive to its vision are as follows:

- Innovative teaching methodology and best practices like Implementation of Effective Teaching -Learning system and Library E-Resource's is implemented.
- Number of seats have been increased in the courses as and when needed
- Extra classes have been arranged for the slow learners as well as the meritorious students
- More and more teachers have attained higher qualifications and are publishing research papers.
- Better infrastructure including computers and ICT facilities have been provided
- Remedial coaching is provided to slow learners.
- Providing the facility of payment of fees in instalment to needy students.
- Provision of free education for divyangjan(differently abled)

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Being Affiliated to the University of Mumbai, our collegestrictly adheres to the syllabus regime and guidelines prescribed by the University and the changes, if any discussed in the Board of Studies , University of Mumbai, meeting are implemented accordingly.

Online lectures in lieu of covid-19 pandemic was conducted on licensed Microsoft Teams platform. The Departmental Heads and the Committee Heads for the respective departments and committees prepared the Academic calendar which was then approved by the IQAC Coordinator in consultation with the In charge Principal to ensure 100 percent completion of syllabus.

Teachers prepare teaching plans for their respective subject adhering to the prescribed syllabus and deliver lectures accordingly and follow it for systematic execution of the curriculum. Teaching plans prepared by the teachers are submitted to the Departmental Head. IQAC Coordinator collects the lesson plan from all the Departmental Head and submits it to the Principal which are approved in the IQAC meeting. Teachers are required to maintain academic calendar for their individual lectures and other activities which is monitored by theHOD, and approved by the In charge Principal. On completion of their respective subjects at the end of each semester, teachers submit completion report which is verified by the IQAC and approved by I/C Principal.

The Departmental Heads and Committee Heads conduct meeting and the minutes of the same are recorded

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://saketcollege.edu.in/wp-content/uploads/2022/01/1.1.1-Class-Time-Table-1-2.pdf, https://saketcollege.edu.in/wp-content/uploads/2022/01/1.1.1-Dailiy-Report-Lesson-Paln-1.1.1-.pdf

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

At the beginning of academic year, academic calendar is prepared to complete the 100 percent syllabus by IQAC.Institute follows the internal and external evaluation system as prescribed by University of Mumbai.

The traditionalB.A, B.Com Courses has an internal evaluation for the First Year and Second Year Students in the subject of Foundation Course and for Third Year Students of B.Comin the subject of Computer Systems and Applications. The Evaluation was conducted online on Microsoft Teams App for the academic year 2020-2021. Internal Evaluation for Self-Financed Courses in our College are based on the following criteria such as Attendance (5 marks), Assignments, overall performance. The Internal Evaluation of Post Graduate Courses (M.com Advanced Accountancy, M.Sc. Information Technology and MA Hindi) was conducted online in Microsoft Teams App. Every subject in PG Courses have 40% weightage in Internal Evaluation consisting of 20 marks for assignment and 20 marks for Viva and presentation. The Students of Information Technology (UG and PG) and Computer Science(UG) had to appear for Practical Examination in addition to the Internal Evaluation. The Practical Examination were also conducted online,due to Covid 19 pandemic situation as per the directions of University of Mumbai.

The Evaluation of respective Subject's Internal Examination was conducted by the concerned Teacher, in accordance with the format sent by the University of Mumbai and submits it for declaration of UG and PG results.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://saketcollege.edu.in/wp-content/uploads/2022/01/1.1.2-It-Exhi-bition-.pdf,https://saketcollege.edu.in/wp-content/uploads/2022/01/1.1.2-Report-of-Extra-Cirricular-rotated-1.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

13

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

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

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

0

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

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

1.3 - Curriculum Enrichment

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

The Institute abides by the curriculum prescribed by the University of Mumbai. The Subject like Foundation Course,

Environmental Studies, Business Ethics which covers topics relevant to ethics, gender sensitization and environment sustainability. The students are assigned projects on topics relevant to the themes and are asked to present it using power point presentations. The faculties also organize various competitions like elocution to sensitize students on these issues along with their lectures. The first and second year students of traditional BA, B.Com Courses along with B.Com Self- Finance Courses address these themes in the Foundation Course paper, Environmental Science paper and Business Ethics paper.

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

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

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

1643

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3324

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

448

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The Teachers for their respective subject conduct assessment apart from the examination as per the curriculum on Microsoft Teams App. On the basis of the earlier result student those who score less than average marks are categorised as slow learners and students who score more than 75% considered as advanced learner. Extra lectures have been arranged for slow learners as well as advanced learners to simplify the difficult concepts of the subject as well as to understand the subject due to the constraint faced because of online learning.

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

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

Number of Students	Number of Teachers
1799	18

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The various departments in the institute organize an orientation program in the beginning of academic year to orient students about the various courses and also motivate them to actively participate in various curricular, co-curricular and extra-curricular activities.

Students participate in inter-collegiate activities and intra-collegiate activities organized by the institute. The institution had organized inter-collegiate event Gyanotssav in March 2021 which included various competitions like solving case study, preparing presentations, Ad-making competitions, essay writings which provided experiential learning and exposed students towards problem approach.

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

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

The academic session for 2020-21 was conducted in online mode. The institute had offered online platform of Microsoft Teams for organizing lectures.Lectures were conducted by the teachers using the Microsoft App and they had made use of various ICT tools i.e. white board, Microsoft Excel, Microsoft PowerPoint to teach the students. Practical demonstration are shown to IT and CS Students. Google forms and Microsoft forms were used for collecting feedbacks.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://saketcollege.edu.in/photos/

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

2.3.3.1 - Number of mentors

17

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

2.4 - Teacher Profile and Quality

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

51

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

18

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Students are informed well in advance about the examination schedule through the website and notice board of the college. The internal assessment of the students was conducted as per the curriculum prescribed. 25% marks of individual subject constitutes of Internal Assessments. While evaluating the Internal Assessments, teachers consider attendance, overall performance and class test of multiple choice questions or assignments while allotting the marks to the respective students. All the information with regards to the examination were made timely available to the students. The students unable to appear for the examination due to any reasons were given an opportunity to appear for the Additional Internal Assessment. The teachers evaluate each student's score on the basis of the evaluation parameters prescribed by the University of Mumbai and submits it to the Head of Department. The Head of each Department verifies the marks entered and submits it to the

Exam Committee Chairperson for declaration of result.

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

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

The examination of 2020-21 were conducted online. The Exam Committee had designated various persons as point of contact and the students were informed about the same to contact them in case of any discrepancies or grievances. The grievances received by the respective contact persons were conveyed to the Exam Committee Chairperson and adequate steps were taken to resolve the grievances faced by the students and informed to the students. The students unable to appear for the examination due to any reasons were given an opportunity to appear for the Additional examination conducted.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Programme outcomes and the course outcomes are stated in the college website which can be accessed by students as well as the staff.

The course outcomes of all the programmes clearly mention the learning objectives and the learning outcomes. The students are oriented about the courses during their orientation program also.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://saketcollege.edu.in/course-outcome/
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

The program outcomes and course outcomes are evaluated by doing a result analysis after each session and also collecting student's feedback about the courses. The result analysis of each class is submitted to the exam committee and is presented before the Principal for approval or necessary action to be implemented for improvement thereof.

Mentor - mentee system is actively practiced in all the departments. The Head of the department assigns faculty member as a mentor over some students for the entire duration of their study. The mentor maintains the profile of all the assigned students about their academic performance, co-curricular and extra-curricular activities along with their unique achievements. The mentor monitors the regularity and discipline of the mentee. The overall performance of the student is discussed with the parent in Parents Teachers meeting. The students are free to approach the mentor for academic and non-academic support. The mentor counsels and motivates the students towards their career achievements. The students are encouraged and trained to participate in co-curricular and extra-curricular activities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://saketcollege.edu.in/course-outcome/

2.6.3 - Pass percentage of Students during the year

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

during the year

376

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://saketcollege.edu.in/2020-21/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	*View File*
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

1

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	*View File*

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

010

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institute firmly believes in holistic development centered on quality education .It aims at sensitizing students towards social issues and serving the community as a whole. The Institution is committed to serve the community through its extension activities by involving students and faculties of all departments and various committees such as NSS.

They have been trained to respond quickly whenever there is a need. They have shown great initiative both in active situations like flood relief and passive ones like traffic safety.

Under the Health and Hygiene activities poster making for Covid 19 awareness, mask distribution, Quiz competition on occasion of World Tobacco day, and webinars on Yoga day, Awareness of AIDS and people with disabilities were conducted. Institute also organized competitions for developing civic sense in students such as poster making, essay writing, reciting poem,and quiz competition.

These experiences have awakened human values in students thereby contributing to holistic development of students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

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

17

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2744

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Great care is taken in creating and hosting Academic and support facilities for the Students. The physical facilities including Laboratories, Library, Classrooms and Computers, Sports Complex etc., are made, of high quality which are available for the College Students. These facilities are upgraded and augmented periodically. The infrastructure includes Three Computer Laboratories in the college. These labs cater the needs of various departments, they are equipped with advanced computers and accessorized with latest tools and licensed software packages, connected through LAN and Internet with Wi-Fi facility. The College has adequate number of the latest configuration computers with internet connections, Wi-Fi facility, connected through LAN and the utility software's distributed in different sessions of the college like Office, Laboratories, Library, etc.

The College mainly focuses on class room teaching including all the basic facilities like fans, lighting etc. The classrooms are spacious, properly ventilated, and equipped with adequate quality furniture according to the capacity of class room. They are furnished with good furniture according to the capacity of the class rooms. The College infrastructure embraces of an impressive auditorium with a capacity of 158 seats, equipped with all modern gadgets and it caters to conferences and seminars, at both National and International levels. The institute also has its separate girls and boys common room equipped with adequate facilities.

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

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

The Sports department of the College consists of Gymnasium which can be used by Students and Staff. The facility is adequate for sports like, Indoor games which include Chess, Carom, and Table Tennis etc. Institute also having Yoga Centre with dedicated Yoga instructor These Sports facilities and the other platforms supporting overall development of NSS, NCC students and also open to all College Students. College has its sports in-charge encouraging Students towards Sports and also providing training of various sports to students to enable them to participate in the sports competition at University, national and International level. Our management is providing separate budget for maintenance and purchase of sports equipment.

The institute also conducts a various cultural events throughout the year. This year all the cultural events were conducted online but institute has its own permanent platform with open ground for all the cultural activities. Cultural head innovatively arrange events and students participated in large number. Teachers and management encourage students to participate various inter-collegiate and intra-collegiate cultural events such as quiz, theater, drama, dance, singing, treasure hunt etc.

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

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

4475347.6

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

4.2 - Library as a Learning Resource

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

Library of Saket college of Arts, Science and Commerce having a collection of Jr. college, Degree college as well as the Master of arts and Master of computer science courses. We have collection of printed notes, textbooks, reference books, periodicals, encyclopedias, dictionaries and other reading materials. College Library has partial automated library software. (E-granthalaya). Library issued smart library cards to all students and faculties for circulation of books. Library has separate reading section for teachers and student. Seating capacity of students reading section is 80. Library has e-zone facility for patrons with internet connected computers.

Name of ILMS software – E-Granthalaya

Nature of Automation – Partial

Version – 3.0 (2007)

Year of Automation - 2016

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

204775.5

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

Institute consists of various ICT tools for updating student's teaching-learning process. It includes various computers connecting with Wi-Fi, routers, mobile phones and ICT laboratories.

Wi-Fi-router has placed on every floor and college building has everywhere Wi-Fi connectivity with the speed of 50 MBPS. There is facility of upgrading the configuration of Wi-Fi for maintaining the network bandwidth speedA dedicated IT person is assign for solving queries and maintaining ICT tools of the premises.

The institute having total 120 computers, 3 separate computer labs connected with Wi-Fi connections. Besides computer institute also has EPABX – telephone facility, Raspberry Pi-Kit, Photocopy machine, printers, scanner and note counting machine with regular updating service.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

150

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

4475347.6

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

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

Procedures & Policies for Maintenance & Utilization of Academic and Support facilities

Academic and Support facilities:

Great care is taken in creating and hosting academic and support facilities for the revered students. The physical facilities including Laboratories, Library, Classrooms and Computers, Sports Complex etc. of high quality are made available for the students those who are admitted in the college. These facilities are upgraded and augmented from time to time.

LABORATORIES: The infrastructure includes 3 computer laboratories in the college. These labs catering to the needs of various department are provided with advanced computers which are sufficiently equipped with the latest tools and licensed software packages, connected through LAN and Internet with wi-fi facility. Every year new computers are purchased and some old ones are being written off. At present there are 120 computers in the college after some having been written off. The computer facility has been supported by On-Line Un-interrupted Power Supply (UPS). In addition, our students have the privilege of availing computer facilities in several specialized sections to have a complete training session. The Lab has a dedicated Lab Instructor. Within this year various software for computer labs have been purchased. It includes licensed copies of OS Microsoft Windows.

COMPUTERS The College has adequate number of the latest configuration computers with internet connections, wi-fi facility, connected through LAN and the utility software's distributed in different locales like office, laboratories, library,etc. Software licenses, for example: Tally has been updated on time. Outlived computers are replaced timely and external parties are hired for maintenance and upkeep. The disposal of hardware junk is being handled through external authorised parties.

LIBRARY The College has a spacious library having a very large collection of Text Books, Reference Books, journals, magazines, etc. under various classifications. The library system has a college owned software on which the library operates. The library is also provided with LAN facility for the computers and they are loaded with the library software having OPAC facility. The college also has facilities like E- Granthalaya. A provision of the budget for the library maintenance is made by the college management. The activities like keeping library well sorted and clean are done promptly by library staff. The library aims at providing access to its printed resources such as books and journals for the use of faculty and students. The

library stock is increasing every year. The library is supervised by the librarian. Faculty of the college may recommend the purchase of desired or relevant book to the librarian. Books from vendors on approval will be available in the library from time to time.

CLASS ROOMS, CONFERENCE ROOM & AUDITORIUM The college highlights on quality class room teaching including all the basic facilities like fans, lightings etc. Space is sufficiently adequate for each student. They are provided with good condition furniture according to the capacity of the rooms. The corridor and staircase walls are mostly tiled and provide a clean and pleasant ambience. The college infrastructure embraces of an impressive auditorium with a capacity of 158, all modern gadgets and it caters to conferences and seminars, at both national and international levels. The auditorium light and sound facility is up to the mark such that the college has hosted an International Research Convention in the same auditorium in this year. The other facilities include separate girls' common room and boys common room. Canteen facilities with proper hygiene and nutrition foods and snacks are made available in the premises. Proper sitting arrangement and ambience is also provided in the canteen. The Civil, Electrical and the Plumbing related maintenance is done promptly with the help of concerned Support Staff. Every class has its own Class Representative/Mentor as well who co-ordinates about various issues existing in class or with the students.

SPORT COMPLEX The sports department of the college is consisting of Gymnasium which can be used by students and staff. The facility is adequate for sports like, indoor games which includes chess, carrom , table tennis etc. A gymnasium facility and equipment are provided in the sports department. Similarly, there is a separate equipped Yoga Centre with a dedicated Yoga instructor These Sports facilities and the other platforms supporting overall development to the students like NSS, NCC is open to the college students. College has its sports in-charge encouraging students for sports. A provision of the budget for the sports equipment and maintenance is made by the college management.

GARDEN OR HORTICULTURE : The college garden is well maintained by the gardeners appointed by the college. The whole premises is full of lush green lawns, trees, plants and flowers aesthetically planted in various types of attractive flower

pots on the ground, and in the corridors. This not only provides a healthy and pollution free air but also gives relaxation to the eyes. In summer days it even gives a feeling of cooling in the premises. Some plants are of medicinal/ Herbal value. It enhances the beauty of the college premises. The college gardens are also adapted for an installed Water Harvesting System and Composting. Apart from this the college has planted medicinal plants during this year such as Bhrami, Neem etc. In all there are varieties of plants which are added every year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

318

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

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

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

40

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills — **B. 3 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

862

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

862

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

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

36

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

5

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

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

The college has formed Students Council which includes Office Bearers and members from different committees. This boosts the leadership skills of the students and improve student-faculty rapport. The students are actively involved in the Academic and Administrative activities of the college. Various events were organized successfully by students independently.Anti- ragging Awareness Lecture was organizedbyAnti-ragging and Student Grievance Cell, which imparted about the issues, ragging can cause to students. Information regarding Anti ragging rules and regulations was disseminated. Numerous literary and artistic events and competitions were organized by Students Council in association with Arts Department like Book& Poem Reading competition, Elocution Competition, Essay Writing Competition, Poster Making Competition and so on which enhanced students' literary and artistic skills and brought about an excellence in their linguistic skills. These events helped them improve their listening, reading, speaking and writing skills. Events were also organized to make students remember the important historical events. Various activities were organized by students in association with different departments which inculcated the practical knowledge and functioning of various activities in their respective field. Guest lectures were also organized by different departments which imparted in-depth knowledge on different topics to students. Webinars were organized by NSS in association with student council Waste management, health awareness, constitution which provided the students a platform to gain more knowledge on solid waste management techniques and other social issues. Quiz competitions were conducted by NSS and respective departments in association with student's council to impart knowledge on different topics. Mask making activity wasorganized wherein 800 masks were prepared and distributed to needy people. Cultural committee also organized cultural events like Damdar Actor Activity, Kalam-ki-Kahani, Sahyadri-ki-Shaan - Warli Painting competition, Tal se Tal Mila Dance competition, Talent hunt, the viral voice singing competition which brought about a holistic development from students. Women development cell also conducted various competitions and lectures for students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

6

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

5.4 - Alumni Engagement

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

College is having alumni association which is not registered. Semester wise meeting of the alumni associationis conducted and alumni activity is decided semester wise lecture session of eminent alumina organized to share their experiences and also explained how the students should achieve their goals.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year	**E. <1Lakhs**

(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: To develop young citizens into competent, intellectual & committed human beings with a moral and social responsibility, capable of surviving in a competitive world.

Mission:

To equip Students with appropriate knowledge and suitable skills in their chosen discipline.

- To provide education opportunities to all aspirants and especially to Students from weaker section of the society through need based financial support system.
- To provide value-based education to mould them into dutiful and responsible citizens.
- To recognize and promote student's potential and offer a platform for their overall development.
- To provide integrated learning experiences to equip Students with qualities that will enable to realize their ambition.
- To focus on providing vocational education.

The institution developed its system in providing a restricted autonomy to the operations and academic activities. The academic activities are carried and monitored under the supervision of the principal. The examination system is monitored and controlled by the controller of examination. The IQAC coordinator presents the proposal of prospective plans after collecting it from respective coordinators and committee heads of various departments to the principal for approval. The principal in turn discusses the plans with the management and after the final approval the plan is executed in the form of academic calendar which is uploaded on the website. Inculcating of the best practices in academics in terms of teaching and

learning process is taken care of by IQAC. The Placement cell runs by its own without any interference of the any senior management. It has its own autonomy on the following activities: a. Arranging pre-placement training and programs for the students b. communicating with the potential employers to arrange for the job placement at the campus c. arranging the entire placement event with the necessary requirements. Communicating with the employers on the offers letters to the students and ensure the necessary arrangements are carried over. e. Preparing the students for the process of Job Placement. Head of the departments have full autonomy in operating the department in terms of subject allocation, Assessment preparation, Students activities such as clubs and associations activities, Conferences, seminars and guest lectures. Periodic review of curriculum and assessments, lab arrangements and maintaining of lab in such matters the Heads have full autonomy to operate the department. The controller of examination has the autonomy to operate entire activity related to the assessment such as examination, hall tickets, question papers security, collection of assessments, results declaration, Issue of statement of marks and approving the results in coordination with University of Mumbai Guidelines.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

The management and the Principal always encourages the practice of decentralization in most of the activities of the college. For examples:

1. Decentralization in Teaching Process: This is one main area where decentralization has been observed. Governing Council delegates all Academic and operational decision based on policy to Academic Monitoring Committee headed by Principal. There are a number of departments teaching different types of courses. Each department has been given an internally designated Coordinator, who looks after the affairs of the department. There are separate

committees at the College level which take care of the respective functions like Discipline Committee, Purchase Committee, and Timetable Committee, Research Cell, Attendance Committee, Women Development Cell, Anti Ragging Cell, Cultural, Admission, Students Grievance Redressal, Placement Cell, Staff Recreation Committee, Library Advisory Committee, Nature's Club, Accountancy Association, Management Association and many more. These committees take care of their respective areas. Many a decision related to these activities are jointly taken by such committees. Students are empowered to play active role as leaders in different committees like Cultural Committee, NSS, Sports, Students Council to carry out extra-curricular activities.

2. Participative Management: College Development Committee consists of teaching and non-teaching representative. This committee formulates plans and monitors progress.

The Research Cell had independently organized an international multidisciplinary conference in May 2021on "What Industry 4.0 has in stock for emerging economies"? Which is reflective of the decentralization process followed in the institution.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

01

Organization of Skill enhancement and capability development activities for students.

02

Organization of IPR seminar by In-house faculty

03

Promotion of Research culture among the students and teachers and organizing Research Conference

04

Acquisition of LMS for online teaching

05

Strengthening of e-governance

06

Continuation of the process of upgrading and updating college website.

07

Implementation of feedback system through a dedicated online mechanism which used separate Google Form to collect the reviews from the stakeholders on curriculum, teaching learning process and overall feedback.

08

Continuation of the Yoga Center

09

Organization of Workshops, seminar, training programs on quality/ subject related themes

10

Creation of facilities for Divyangan(differently abled)

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

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

The organogram of the college describes the structure of the administrative set up and hierarchy. The management team consists of the Board of trustees managed by the Chairman,Secretary,TreasurerandtheChiefExecutiveOfficer(CEO). CEO bridges the communication gap between management and head of the institute. Academic and administrative decisions are taken by the Head of the Institute. Chief Coordinator takes care of the work distribution keeping Principal in a loop. Book purchase decisions are taken by the Librarian with the approval of the principal. The administration of the college is directed by the principal. The Principal & Vice Principal implement the plans & policies of the college. They ensure that all academic & administration policies function efficiently, for which purpose various committees are constituted. Each department is led by the programme coordinator. Department Heads & teachers of department are responsible to administer their respective department, conduct and organize curricular & co -curricular activities for the students. Full time teaching staff support the department heads in the smooth conduct of programme and course activities. The Librarian is the head of the college library administering & managing the learning resources required for the students & staff. The Office Superintendent is the head of non- teaching & technical staff of the college, with the support staff ensures the administration of various sections under the instructions of the principal & vice principal.

Appointments, Service rule and related procedure college follows as per the norms of University of Mumbai and Government of Maharashtra through our CDC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://saketcollege.edu.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance | A. All of the above

and Accounts Student Admission and Support Examination

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

6.3 - Faculty Empowerment Strategies

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

Teaching

- **Reimbursement of fees for attending conferences, seminars and workshops.**
- **Free Registration for Publishing Research Paper for Conferences/Workshops organized by the College.**
- **Tea and R-O drinking water Facility.**
- **Felicitating Employees for their achievements**
- **Birthday Celebration and Gifts to employees on their Birthday.**
- **Gifts on Diwali Festival.**
- **100 percent fees is waived off for wards of teaching staff studying in any institute of SaketGyanpeeth.**

Non-Teaching

- **Tea and RO drinking water Facility.**
- **Gifts on Diwali Festival**
- **100 percent fees is waived off for wards of non-teaching staff studying in any institute of SaketGyanpeeth.**

Students

- **Felicitation by Management on their academic achievements and other fields.**
- **Book- Bank Facility to students.**
- **Special coaching for preparation of competitive exams.**
- **Lift and Ramp facility for Divyanjan.**
- **Instalment facility in fees for economically weaker students is provided.**

- **Fees concession is provided to physically disabled/divyangjanstudents.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

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

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

1

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

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

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

0

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

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

The Principal conducts a performance review meeting of the teaching staff on a one to one basis. On the basis of the teachers feedback collected from the students , the Principal

suggests improvement if required and submits the reportto the management thereafter.

A review meeting for non-teaching staff is also conducted by the Principal and report is submitted to the management.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

External Audit: The management has assigned the external financial audit work to a professional Chartered Accountant's firm. The Books of Account, Vouchers and receipt books, reconciliation statements and other related documents are verified and audited by the Chartered Accountant's Firm and submits the report along with Income and Expenditure Account and balance sheet on timely basis. The audited income and expenditure account and balance sheet and Auditor's report are placed before the College Development Committee and the Governing Councilofcollegeforconsiderationandapproval. Internal Audit: The management has assigned the responsibility of Internal Audit including verificationofvouchers,receiptsandreconciliationstatementstowell experienced and qualified Accounts Manager. The accounts manager regularly conducts internal checks to ensure proper maintenance of books of accounts and allstatutorycompliance.

Queries raise by the auditor in the audit report are discussed with Principal of the College and Chief Executive Officer of the management and accordingly planning to be made to improve the academic audit for the next year.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

The major sources of receipt of funds for the college are:

1. Fees collection for unaided programs as per guidelines laid down by the University of Mumbai and Government of Maharashtra.

2. Library fees, Gymkhana fees, etc. are collected from students.

The college ensures finest utilization of financial resources in the following manner:

1. The IQAC intimates all the department and committees to prepare academic plan of the activities and their requirements. These requirements are based on the activities planned for the current academic year.

2. Purchase committee, IQAC and the Principal discusses the requirements for major academic and physical facilities.

3. Purchase committee, Office Superintendent and accounting staff along with Principal streamline the budget requirement and finalize the budget.

4. The finalized budget is presented in the meeting of College Development Committee where it is discussed and approved.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

1) Initiative of using MST for teaching and learning- The IQAC initiated the proposal of purchasing an online platform for the smooth conduct of teaching and learning process. The management approved the proposal and purchased the licensed version of Microsoft team's application for the academic year 2020-21 till date. The software enables hassle free conduct of lectures, assignments and examination. The management also permitted the use of a separate software for the conduct of examination.

1. Faculty Development Program and Online Admission Process:

The IQAC of the college has always been instrumental in keeping the teachers abeam of the latest developments in different fields including education, technology, finance and research. The IQAC in collaboration with Staff Development Committee had organized a one day workshop on Financial Wellness in association with Board of Industry Academia Partnership(BIAP) .The workshop oriented the staff about the benefits of financial planning and its relevance for a wealth creation. The IQAC in association with Research Cell had organized a one day International Conference on "What industry 4.0 has in stock for emerging economies?" The students and staff benefitted from the conference thereby enhancing their research bent of mind by participating in the conference and developed the research attitude. The IQAC had forwarded a proposal on making the admission process digitalized and in the wake of COVID 19 the proposal was accepted by the management. The students were provided online admission link for filing the form, uploading documents and also payment of fees. The online admission process also saved a lot of time and helped in maintaining records for effectively

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

During the academic year 2020-21, due to the pandemic and the lockdown situation which posed severe challenges, lectures were conducted in online mode using the MST platform. IQAC motivates teachers to attend webinars related to developing e-content for online teaching. The teachers were also provided training from time to time in order to orient them about the use and application of MST for the effective conduct of the lectures and academic activities.

The IQAC conducts regular meetings with the heads of the departments for taking a review on teaching and learning process. The departments plan the academic activity which includes orientation sessions, teaching plan, and daily work report of staff and organizing of extracurricular and co-curricular activities. The departments take the permission of IQAC before organizing any activities and submit a proposal of the same. After the conduct of each activity a detailed report along with feedback analysis is submitted to IQAC. At the end of every semester declaration for completion of syllabus is submitted by each faculty to their coordinators which in turn is reviewed by the IQAC. The IQAC suggest recommendations on improving the conduct of activities as when required. Feedback is also collected from students for the teaching learning process towards end of every semester.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);	C. Any 2 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution has formation of various committees under IQAC which carry out various activities for the promotion of gender equity.

The committees organize various curricular and co-curricular activities and also provide various facilities for girls and women in the campus.

Committees such as Women Development Cell, Cultural Committee, Students council, NSS organize activities such as online webinar on Self Defense, Yoga for Fitness,financial literacy program like App Monetization for enabling students to become financially and physically independent. Lectures by expert on awareness of Rights and Duties of Men and Women and Series of Health Care Webinars were arranged from 5th to 11th October 2020.

Various Facilities for girls and boys are available in the institute such as Girls Common Room and Boys Common Room.

Separate Washrooms are provided for maintaining hygiene on each floors.

Sanitary Pads machine is installed in the girl's washroom and in female staff washrooms as well.

File Description	Documents
Annual gender sensitization action plan	https://saketcollege.edu.in/aqar-weblink/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://saketcollege.edu.in/photos/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

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

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

Solid waste management: Solid dry waste including dry leaves and decomposable waste is dumped in the compost pit created in the college garden

Liquid Waste Management: Liquid waste from canteen is dumped in compost pit created in college garden. Manure obtained from the compost is utilized for gardening purpose in the college campus.

Biomedical waste management:NA

E-waste management: E waste generated from the institute is collected and is given to Navkar RecyclingCompany for further processing. The company issues certificate for the waste collected.

Waste recycling system: NA

Hazardous chemicals and radioactive waste management: NA

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://saketcollege.edu.in/wp-content/uploads/2022/02/WhatsApp-Image-2022-02-23-at-3.54.01-PM.jpeg
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	**View File**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

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

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

The institution promotes equity among all its stake holders. The management appreciates and also honors the achievements of the students as well as the staff members at each stage of their progress. The institution provides adequate salaries to all its staff members, provides opportunity for personal and professional development. The institute also promotes the staff to attend workshops and training programs to update themselves.

It also celebrates all the festivals and programs of national and cultural importance thereby ensuring social and cultural inclusion.

The institute also distributes gifts to staff on the occasion of festivals thereby valuing each and every stakeholder for the services rendered.

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

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

The institution celebrates various occasions of National and social importance in the institution. In the wake of Covid-19

also the institution had organized online International Yoga day for students, staff and alumni. The institution celebratesIndependenceDay,Constitution Day, Cleanliness Drive and Republic Day. An online program was organized to celebrate the birth anniversary of Dr. BabasahebAmbedkar, ChhatrapatiShivajiMaharaj Jayanti and his contributions for the Indian society. Several other occasions such as Online Gurupournima and Teachers Day was also celebrated. The students actively participated in all the events which imparted value education and helped them become responsible and organized citizens. The students also organized several activities under NSS serving the cause for the society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	View File

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

A. All of the above

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

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

The various committees and departments keep organizing activities of National and International Importance such as International Yoga Day, World Development Information Day, National Unity Day, Legal Service Day, Constitution Day, World Aids Day, International Day of Disabled Persons, Independence Day, Republic Day, International Women's Day. All these activities were organized in online mode in the wake of pandemic.

The activities involved webinars, elocutions, dancing, poster making etc, which involved participation of students in large number from all streams.

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

7.2 - Best Practices

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

- Best Practice -I

- Title Of the Practice

Implementation of effective Teaching – learning Process.

- Goal
- Aims and Objectives of the Practice

  ○ To prepare a systematic planning of the teaching for the academic year.
  ○ To maintain the documentation of the academic, curricular, co-curricular & extension activities.
  ○ To help the teachers modify & improve their teaching methodologies/ process through ICT.

- To help the teachers & the institution to prepare the record for Career Advanced Scheme.
- To monitor the Teaching – Learning Process.
- To obtain the feedback on teaching learning deliveries.

- **The Context**

- Teaching learning is objective, exhaustive and continuous process not only from the learner's perspective but also from the teachers. So this process needs to be systematically understood, studied, analyzed& unitized in different classified processes/steps. Periodically, it is necessary to make a complete plan of this process, execute it for implementation, review it and has a timely feedback about the completion and effectiveness.

- Academic Calendar is very useful in the context of quality teaching -learning .To ensure the planned, timely, efficient and progressive performance of academic, administrative curricular & co -curricular tasks, academic calendar plays vital role as authentic evidence. It is also helpful in preparation & maintenance of all the records.

- **The Practice**

- Academic Calendar is provided to all the teachers which includes personal information, workload, timetable of the faculty ,planning of the workload ,compensation of work against leave ,record of leaves taken , lectures and synopsis of every lecture/practical and account of lectures planned and lectures actually taken .' Every teacher prepares well -designed teaching plan at the beginning of the academic year by unitizing the course content. To prepare a teaching plan, they follow a systematic procedure by taking into account number of teaching days available in the semester, unitization of syllabus of each course into modules, sub – modules and units .Such modules, sub – modules and units are allocated as per available teaching periods. Teachers maintain the record of participation in the extracurricular activities in the academic calendar. Teachers discuss this process in the departmental

meetings and incorporate in the academic calendar which is considered to be an authentic academic document.

- **Execution of Teaching Plan**

Every teacher undertakes the sequential steps for the completion of the teaching learning process for its planning and execution such as study of syllabus in detail ,study of the available number of days and lectures available ,individual timetable ,month wise allocation of syllabus (Teaching plan) ,synopsis of the lecture taken , details of regular lecture taken ,details of extra lectures taken ,syllabus completion report ,leave record, academic and administrative responsibilities. In the academic calendar the details of workshop/conference/seminar/orientation and refresher course, publication of research papers are made.

- **Syllabus completion Report**

At the end of the each semester, every teacher prepares the syllabus completion report in the prescribed format containing the information of month wise syllabus planned, syllabus completed, syllabus remained and remarks.

- **Leave Record**

Every teacher maintains the record of his casual leave, duty leave with nature of work and reference no and date of the concerned letter and other leaves with causes & remarks. It is regularly monitored by the Head of the Department and endorsed by the Principal.

- **Record Of Academic and administrative responsibilities**

Academic calendar also include the work distribution in various committees and Associations at college level, University level and others.

- **Organization& participation in workshops/conferences/**

seminars/refresher course, etc.

- o It also contains the information of the respective teachers about the organization and participation of the workshops/conferences/ seminars/refresher course, etc.

- **Feedback on planning and its Execution**

- o Head of the Department/in -charge of the subject, regularly monitor the adherence of teaching plan & checks the academic calendar regularly.
- o The Principal conducts periodical meetings of faculty ,department -wise or faculty -wise to take the feedback and check the adherence to teaching plan ,Review of teaching plan and actual completion of syllabus are taken periodically at least once ibn a semester/ term and if required ,adjustments are suggested accordingly .

- **Evidence of Success**

- o The practice makes the teacher most aware about their academic, curricular, extra- curricular responsibilities, as they are well defined prior to commencement of academic year.
- o Adjustments of teaching learning deliveries are well planned and executed.
- o It is helpful for all the teachers to complete the syllabus and all other activities systematically as per the planning made at the beginning of the academic year.
- o Academic calendar is an authentic evidence of records of all the activities of the teacher which he/she has performed in the academic year.

- **Problems Encountered and Resources Required**

- **Problems Encountered**

  - Sometime because of busy schedule in academic curricular, co- curricular, extra – curricular and extension activities work, the entries in the calendar may not be completed in time to provide the details of the academic calendar.

- **Resources Required**

  - Academic Calendar of College
  - Periodical meetings

Best Practice -II

Title of the Practice

Promotion of E-Learning Culture by developing E-content and use of virtual Library for students during pandemic.

Goal:

Aims and Objectives of the Practice:

The college has set the following aims and objectives for this innovative activity.

  - To provide online access and support to learners, teachers during the pandemic.
  - To provide students with access to e resources during the pandemic.
  - To provide students with notes for providing academic support and to bridge the gap as students had relocated to different places where books were not available.
  - To meet the requirements of students during pandemic as affordability was issue for most of the students.
  - To maintain continuity in the learning process.

Context

Students were finding it very difficult to access the library or book stores during the pandemic. Therefore, it was decided

to provide a virtual platform to students by making library virtual, providing the course material and other reference material to students for maintaining continuity in their academics. The links to various freely accessible e-resources were shared by the librarian to students. This process enhanced the quality of teaching learning process.

The Practice

Library Resource Management:

The librarian had created a team on MST specially designed for students and teachers where links of freely accessible e-resources were provided to students and teachers.

The links provided were helpful to students for learning and understanding the subject matter as well as for preparing the projects.

User Orientation: The librarian conducted orientation for all first year students for providing the knowledge on how to access the e- resources during the pandemic.

Evidence of Success:

The librarian organized a Book reading competition, essay and quiz competition in order to make students aware of the importance of reading and use of e-resources in the current era. It's important for students to enhance their presentation skills and be updated about the latest developments in order to remain healthy in the competitive environment.

Problems encountered:

Some students who had shifted to rural areas could not access the digital resources due to lack of smartphones and internet connectivity.

Resources Required:E-content Microsoft Teams

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Vision: To develop young citizens into competent, intellectual & committed human beings with a moral and social responsibility, capable of surviving in a competitive world.

Mission:

To equip students with appropriate knowledge and suitable skills in their chosen discipline.

- To provide education opportunities to all aspirants and especially to students from weaker section of the society through need based financial support system.
- To provide value-based education to mould them into dutiful and responsible citizens.
- To recognize and promote student's potential and offer a platform for their overall development.
- To provide integrated learning experiences to equip students with qualities that will enable to realize their ambition.
- To focus on providing vocational education.

Some of the initiatives taken by the institution distinctive to its vision are as follows:

- Innovative teaching methodology and best practices like Implementation of Effective Teaching -Learning system and Library E-Resource's is implemented.
- Number of seats have been increased in the courses as and when needed
- Extra classes have been arranged for the slow learners as well as the meritorious students
- More and more teachers have attained higher qualifications and are publishing research papers.
- Better infrastructure including computers and ICT facilities have been provided
- Remedial coaching is provided to slow learners.
- Providing the facility of payment of fees in instalment to needy students.
- Provision of free education for divyangjan(differently abled)

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

7.3.2 - Plan of action for the next academic year

Future plans for the institute

1. **To establish Digitalized library with latest software's, e-learning resources and use of updated software's for administrative work.**
2. **Upgradation of institutional website.**
3. **To upgrade teaching learning resources like classrooms equipped with LCD projectors and internet facilities.**
4. **To establish guidance center for competitive exams like MPSC, UPSC, banking etc**
5. **To establish incubation center.**
6. **To establish Effluent Treatment Plant (ETP) for treatment of laboratory waste.**
7. **To increase the number of Skill Development Courses, Certificate Courses and Faculty Exchange Programs.**
8. **To increase the number of Faculty Development Programs and Research Conferences.**
9. **Training program on Microsoft Office Certification Course for teaching and non-teaching course.**