Yearly Status Report - 2019-2020

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	**Dr. Raju Krishnama S.**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02512250951**
Mobile no.	**9869659973**
Registered Email	**saketcollege2009@gmail.com**
Alternate Email	**naac@saketcollege.edu.in**
Address	**Saket Vidyanagari Marg, Kalyan East**
City/Town	**Kalyan**
State/UT	**Maharashtra**
Pincode	**421306**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Prof. Pooja Sidhanath Pandey**
Phone no/Alternate Phone no.	**02512250951**
Mobile no.	**9082276876**
Registered Email	**saketcollege2009@gmail.com**
Alternate Email	**naac@saketcollege.edu.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://saketcollege.edu.in/f-2018-19/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://saketcollege.edu.in/academic-calendar-2019/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
1	**B**	**2.12**	**2017**	**12-Sep-2017**	**11-Sep-2022**

6. Date of Establishment of IQAC	**10-Jul-2015**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation to Teaching	**30-Jun-2019**	**28**

and Non-teaching staff.	1	
Hindi Sahitya Parishad	14-Sep-2019 15	196
Remedial Coaching for Slow Learners and Providing Question Bank to students, Preliminary tests.	13-Sep-2019 1	57
Remedial Coaching for Slow Learners and Providing Question Bank to students, Preliminary tests.	20-Feb-2020 1	44
Marathi Vangmay Mandal	03-Jan-2020 12	338
Womens week celebration	03-Mar-2020 5	477
Collection of self-assessment report from faculty and departmental evaluation report.	10-Jun-2020 1	39
Faculty Development Program	21-Aug-2019 1	39
Faculty Development Program	24-Aug-2019 1	63
[View Uploaded File]()		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link]()
10. Number of IQAC meetings held during the year :	**6**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**

Upload the minutes of meeting and action taken report	[View Uploaded File](#)

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

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

1) Conducted and organized guest lectures by industrial experts for students, orientation to staff members, Parents meetings. 2) Organised guidance lecture for girls regarding health and hygiene and training session for learning self defence. Conducted placement and career guidance training, 3) Organized industrial visits and educational tours. It was also decided to felicitate the students for their outstanding performance by the Management. 4) The IQAC organized Faculty Development Programs and conducted an exhibition on "Medicinal Plants for Fitness and Wellbeing" 5) The IQAC organised sessions on yoga and meditation for staff and students. In addition to this as institutional social responsibility and to promote environmental awareness, the IQAC along with NSS organised Youth Connect ELearning program and Vriksh Dindi Program (Rally for Tree Plantation Save Tree)).

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

Plan of Action	Achivements/Outcomes
Documentation Session	The Departments were informed about the process to be followed for documentation which resulted in proper maintenance of academic and administrative records.
Faculty Development Program	The faculties were motivated to work with enthusiasm and gained momentum to learn new things.
Hindi Sahitya Parishad	Various competitions were organized on essay writing, elocution, kavisammelan 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.
To collect self assessment report from faculties and departmental evaluation	Reports from all faculties were collected and analyzed. The

report.	consolidated report is placed before the management and communicated back to the faculty. The departmental evaluation report from each department were placed before the management and communicated back to the department. This helped faculties to adopt innovative teaching methods.
Extra Curricular Activities, Environmental Safety Awareness Programs, Get Exam Ready.	The College organized Saket Premier League for the second time for encouraging students to participate actively in sports activity, Inter departmental sports was organized and intercollegiate and intra collegiate co-curricular activities were organized. The college also organized a Rally on Environmental Awareness. It created awareness among all regarding the need to save and protect the environment. The Exam dept. conducted prelims, provided practice sets to students for preparing better for exams.
Career Guidance Cell and Placement	The Arts department has initiated a Study Circle through with students are oriented about competitive exams, and various career options available by conducting guest lectures every weekend. The Placement cell provided a platform to students to test their aptitude and get placed.
Parents Meeting	It helped us communicate and get parents feedback on various parameters which could be implemented for improving students academic performance.
Guest Lectures and Field Visits	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.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Development Committee	19-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**17-Jan-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The College has successfully designed and implemented an MIS to optimize distribution of resources and services to yield maximum benefits for Students, Teachers and Management. Since its implementation, it has over the years increasingly grown to include almost all the areas of management and services like admission, examination, placement, courses etc. MIS information is centralized, which helps the College, in quick implementation of the decisions and their executions. Detailed information and Summaries are available over the dashboard of website, which benefits various Departments. in the College.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Being Affiliated to the University of Mumbai, our college strictly adheres to the syllabus regime and guidelines prescribed by the University. Various meetings are held regarding syllabus in the university and modifications are accordingly done from time to time as directed by the Board of Studies. The Board of Studies gives their recommendations and accordingly changes are incorporated as and when required. A committee of senior teachers and the Principal decided the workload of the teachers. The workload was distributed appropriately by the committee and the timetable was made available to the Teachers of all the departments, accordingly they prepared their lesson plans for each semester from the prescribed syllabus as a parameter and adhered to the plans and measured their progress accurately . Lesson plans so prepared by the Teachers were submitted to the Head of the Department and Head of the department then submitted it to Principal for future references. All the information regarding syllabus, revision plans, presentation, practicals slots etc were mentioned in lesson plans. In addition to the semester wise lesson Plan prepared, the Teachers of all the departments maintained a daily record of the lecture plans which was regularly monitored by the Principal in the monthly staff meetings. At the end of each semester after the completion of the syllabus, the teaching staff submitted a declaration for the classes allotted

to them which was monitored by the IQAC and was submitted to the Principal. Various departments and associations prepared plans and activities to enhance the capability and ability of the students and submitted these plans and activities to the IQAC. On receipt of the plans and activities, the IQAC department incorporated these in the academic calendar. Along with the traditional method of teaching, the teachers used innovative teaching pedagogies and techniques to make the learning process more interesting. The Head of the Department prepared the result analysis after the semester examination and a proposal on actions to be taken for result improvement was submitted. Tests and Viva were taken on a periodical basis after completion of a section of the syllabus and periodic review of performance of students was undertaken. Remedial coaching was delivered to slow learners and guidance to advanced learners to help them score better. The college also organized panel interview for the selection and appointment of qualified teachers in various subjects. The IQAC recorded and took a feedback from students on various aspects of curriculum and teaching pedagogies and an analysis was prepared to incorporate the necessary changes. The feedback so taken was communicated to the teachers and to the management by the Principal. At the end of the academic year each teacher submitted the self-appraisal evaluation to the Principal and the management.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIl	NIl	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	HIndi, HIstory Economics	06/06/2019
BCom	Accounting & Financial Management	06/06/2019
BSc	Chemistry	06/06/2019
BCom	Accounting & Finance	06/06/2019
BCom	Banking & Insurance 06/	06/06/2019
BCom	Financial Management	06/06/2019
BCom	Investment Management	06/06/2019
BMS	Business Management Studies	06/06/2019
BSc	Information Technology	06/06/2019
BSc	Computer Science	06/06/2019
MA	Hindi	06/06/2019

MCom	Advanced Accountancy	06/06/2019
MSc	Information Technology	06/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nill	0

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BMS	Business Management Studies	57
BCom	Banking & Insurance	59
BCom	Accounting & Finance	56
BCom	Financial Management	31
BCom	Investment Management	31
BSc	Information Technology	41
BSc	Computer Science	36
MSc	Information Technology	26
MCom	Advanced Accountancy	52

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback is regularly collected from all stake holders like Students, Parents, Alumni and Teachers. A good number of the respondents are selected in each category of stakeholders from the College through Convenience Sampling Technique to collect feedback from them. There are various questions covering various aspects on which, feedback is taken from them separately. Rating scales are created to measure the intensity and frequency of responses. Average score is calculated for each aspect which is examined through questions and overall average score is calculated by analysing each and every aspect. Tally marks are

used for Tabulation of Data. An average score of 70 is found generally, in all the aspects in which the feedback is taken. After analysing the feedback forms, all the aspects whose Average score is low, they are being reviewed and are undertaken for Improvisation. Feedback collected from Students are implemented for further improvement and improvisations. Feedback is also taken from parents, though interactions done by them with College Teachers during the meetings etc to know their ward's progress in college. Various questions are prepared for Parent's feedback of which majority questions are measured on the basis of Yes and No criteria one question is subjective in nature. Parents were contacted to collect data feedback are taken from them. The data is than analysed and overall score is calculated. Similarly, questionnaires have been created and used for the feedback purpose for Alumni, and Teachers. They are created by including the relevant aspects pertaining to each category of respondents. The analysis of each feedback is provided in the annexure of this AQAR.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
Nill	Excel FIle Uploaded	Nill	Nill	Nill
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1655	199	38	0	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
41	41	6	12	0	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentor is an intelligent and trustworthy counsellor. Our college believes that Teachers as Mentors play a very crucial role model in shaping the future of students. In order to maintain the successful Mentor- Mentee model, the IQAC makes provision for training the less experienced faculties for mentoring program and guides about the mentoring system to be followed. The records of the mentor- mentee sheets of both the semesters of the academic year were reviewed by the IQAC. Within the premises of the college, the senior faculty members were entrusted with the responsibility to provide direct support to the students, take maximum care about them and

consider them as a talented person, make them excited about learning and encourage them to pursue their dreams. The mentors kept a first-hand record of all the students assigned to them and the contact number of parents and other relevant information were kept which was used for communication. We believe in developing a strong bond with our students and alumni in which more experienced faculties help to guide the students and alumni. We wish to bring in positive effect by sharing ideas, expertise and by offering support to the students. The students are encouraged to keep maintain a regular contact with their mentors for guidance, sharing their problems etc. for finding solutions, improving in their studies and grades etc. Also, our college acknowledges the influence of the senior class students who played a vital role who acted as Mentors to first- and second-year students. In doing so they provide invaluable help in accustoming all students in their studies assignments, extracurricular activities, cultural and sports activities also. Their work is much appreciated. The students were benefited as they learned leadership skills, improvise their studies, and have all round personality development. The Mentors are seen as the medium for making time useful and fruitful for the Students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1854	38	1:49

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
41	41	0	41	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Mr. Prakash Jadhav	Assistant Professor	Excellence in OSM paper assessment for Financial Accounting- VII by BOS, University of Mumbai.
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Nill	Excel File Uploaded	Nill	Nill	Nill
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal evaluation forms an essential component of the total evaluation of the student performance. As per the Mumbai University Examination norms set up, there is no internal evaluation for traditional B.A , B.Com courses except for Third Year students of traditional B.com for the paper in Computer Systems and Applications. Internal Evaluation for Self-Financed Courses in our college is based on the following criteria such as Attendance, Assignments Class

Performance, and Internal/class test. Internal marks are given by the college for every subject in Self Finance courses as per the weightages prescribed. Every Subject has 100 marks out of which 25 is given internally by every department for each subject. The criteria of Internal Evaluation are usually 20 marks for Internal Test, 5 marks for Assignment, Class Performance and Attendance. The paper for the internal class test was prepared as per the guidelines prescribed by the Mumbai University. The Department of BSc in Computer Science conducts an online internal examination. If any student is absent on the day of test, then the College gives a provision for Retest. The Internal Evaluation was prepared by each teacher for their respective subjects which was further submitted to the Head of Department and then to the Exam Committee. The Internal Evaluation process was done very cautiously by the teachers and was also verified and checked by Head of the Department and Exam Committee. The Internal Evaluation of the students prepared by each department is sent to the University of Mumbai for compilation of final results for students of final year under UG courses. The examination for First and Second years of undergraduate course are conducted by the college Examination committee and result is declared by the college. The External examination for Self-Financed courses and B. Com, B.A was conducted as per the Timetable given by University Of Mumbai

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The draft Academic calendar was prepared by the Head of the Departments (HODs) and incharges of various departments and associations for both the semesters i.e- June- October and November-April for the academic year. The draft consists of important dates, plans which are to be adhered by the students, faculties and other staff members. The activities received by the IQAC department from the HODs and incharges was then consolidated into a centralized academic calendar at the college level and was submitted to the Principal for the final approval. The academic calendar serves as a planning document for students, faculty, staff, and departments as well as outside campus. This calendar included registration dates, session start and close dates, exam dates, industrial visits and other students and faculty development programmes etc. to be followed in the departments. The Lectures were scheduled from Monday to Saturday between the hours of 7:30 am and 12:00 pm. Some extra lectures and other activities were also be scheduled beyond this time.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://saketcollege.edu.in/course-outcome/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	Nill	Excel File Uploaded	Nill	Nill	Nill
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	University of Mumbai	38000	28500

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Robotics	B.Sc. IT/CS	20/08/2019
Workshop on Robotics	B.Sc. IT/CS	21/08/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Bachelor of Arts	1	6.23
International	Bachelor of Commerce	1	7.36
International	Bachelor of Arts	1	7.36
International	Bachelor of Arts	1	5.5
International	Bachelor of Arts	1	7.36

International	Bachelor of Management Studies	1	7.36
International	Bachelor of Arts	1	7.41
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
0	0
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	0	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	42	3	16
Presented papers	7	0	0	0
Resource persons	0	0	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Excel File Uploaded	Excel File Uploaded	Nill	Nill
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIl	NIL	NIL	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	0	0

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	0	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nidan Technologies Pvt. Ltd	14/11/2019	Impart Education and training as per Tally Courseware	147

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4200000	3973420.18

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments	Newly Added

purchased (Greater than 1-0 lakh) during the current year	
Others	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E-Granthalay	Partially	4.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
e-Books	135000	Nill	Nill	Nill	135000	Nill
Text Books	3363	440811	1192	186761	4555	627572
Reference Books	325	90408	123	48677	448	139085
Journals	27	38000	35	49552	62	87552
e-Journals	6000	Nill	Nill	Nill	6000	Nill
Digital Database	0	Nill	Nill	Nill	0	Nill
CD & Video	123	Nill	12	Nill	135	Nill
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	0	2450	Nill	Nill	0	2450
Others(specify)	10	11531	493	56316	503	67847

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-

			is developed	content
NIL	NIL	NIL	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	120	3	120	120	0	11	1	50	4
Added	0	0	0	0	0	0	0	0	0
Total	120	3	120	120	0	11	1	50	4

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	[NIL](NIL)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1200000	1079497.18	3000000	2893923

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Academic and Support facilities: Utmost importance and care were 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 advanced and improved from time to time. LABORATORIES: The infrastructure includes 3 computer laboratories in the college. These labs catered to the needs of various department and were provided with advanced computers which were sufficiently equipped with the latest tools and licensed software packages, connected through LAN and Internet with wifi facility. Every year new computers are purchased, and some old ones are written off. For the academic year 2019-20 there were 120 computers in the college excluding the ones written off. The computer facility has been supported by OnLine Uninterrupted Power Supply (UPS). In addition, our students had the privilege of availing computer facilities in several specialized sections to have a complete training session. The Lab has a dedicated Lab Instructor to provide assistance. Within this academic year various software for computer labs have been purchased, it included licensed copies of OS Microsoft Windows. LIBRARY: The College has a capacious library having a very large collection of Textbooks, Reference Books,

journals, magazines, etc. under various classifications. The library operates on a college owned software system for monitoring all the issues and returns. . The computers in the library are also connected with LAN facility and are loaded with the library software having OPAC facility. The college also provides online facilities such as E Granthalaya. The college management has created a provision budget for the library maintenance. The staffs of the library ensure to keep the library well sorted and clean on a regular basis. Our college library aims to provide access to the printed resources and journals for the faculty and students. The library increases the resources for every academic year. The library is supervised by the librarian. The Faculties gave their recommendation to the librarian for the purchase of desired printed resources or reference book. Books from vendors on approval are made available in the library from time to time. SPORT COMPLEX The sports department of the college consists of a Mini Gym which were used by the students and staff. The facility is equipped with equipment and facilities and also provide a room for indoor sports like chess, carrom , table tennis etc. Similarly, there is a separate fully equipped Yoga Centre with a dedicated Yoga instructor. These facilities and the other platforms support overall development to the students in sports. College has its sports incharge encouraging students for sports. The college management has a provision in the budget for the maintenance of the Mini Gym and sports facilities. NSS, NCC is open to all the students.

https://saketcollege.edu.in/procedures-for-maintenance/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Concession of Fees	30	261286
Financial Support from Other Sources			
a) National	Scholarship Freeship -SC/ST/NT/ SBC/OBC/SEBC	303	2821520
b)International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Excel File Uploaded	Nill	Nill	Nill
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed

2019	Arts Study Circle and Placement Cell	67	62	0	6

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Chola MS General Insurance	32	6	NIL	0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	Nill	Excel File Uploaded	Excel File Uploaded	Nill	Nill

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
GATE	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	0

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants

Excel File Uploaded	Excel File Uploaded	Nill

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	World Book of Record -2020	International	1	Nill	Nill	Mr. Rohit Bhore
2019	International Book of Record- 2020	International	1	Nill	Nill	Mr. Rohit Bhore
2019	India's Shining Star Award - 2019	National	1	Nill	Nill	Mr. Rohit Bhore
2019	Asia Book of Re cord-2020	International	1	Nill	Nill	Mr. Rohit Bhore
2019	Limca Book of Re cord-2020	International	1	Nill	Nill	Mr. Rohit Bhore
2019	India Book of Re cord-2020	National	1	Nill	Nill	Mr. Rohit Bhore
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has formed a Students Council which includes Office Bearers like General Secretary, Class Representatives, Lady Representatives, Sports and Cultural Representatives and other members from various committees. Which provides Students the opportunities to experience leadership roles and encourages student, faculty and community relationships. The College always tries to include Students in various Academic and Administrative activities of the College. Students are included in the IQAC committee also. In fact some of the activities have been handled by the Students themselves. These activities are like: 1. Birth Anniversary of National Leaders. 2. Awareness march in College to follow the Code of Conduct. 3. Registration and Hospitality during various programs organized in the College. 4. Maintaining discipline during College cultural fest and annual day celebration. 5. Celebration of Republic Day, Independence Day, Teachers Day, Gurupurnima.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, we do have an Alumni association but we are in the process of registering

it soon. We hold meeting of the members of alumni association twice in a year and also invite them for College fest, Annual day and to deliver guest lectures also. The alumnus of I.T department also visit College and conduct guidance lecture on practical sessions. The alumnus also visit the N.S.S residential Camp organized by the N.S.S unit of our College and boost values of team spirit among the Students. We also take feedback from alumnus to incorporate the necessary changes in the College from time to time.

5.4.2 – No. of enrolled Alumni:

58

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

2 Meetings

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The management and the Principal always encourages the practice of decentralization in most of the activities of the college. To name the two for example are: 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. Each department holds separate meetings and decides about their needs, plans and required resources, including teaching requirements, funds for organizing activities in the department etc. There are separate committees at the College level which take care of the respective functions like Discipline Committee, Purchase Committee, and TimeTable Committee, Attendance Committee, etc. 2.Decentralization in Activities and Student Support The other activities of the College apart from the teaching process also witness quite decentralization. There are a large number of committees at College level to look after various activities like 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. Participative Management: College Development Committee consists of teaching and non-teaching representative. This committee formulates plans and monitors progress.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details

Curriculum Development	The College is affiliated to University of Mumbai. The College is bound to follow the curriculum developed and prescribed by the University. Our Teachers attend workshops conducted on revised curriculum and contribute in the form of suggestions for coverage of topics and the topics to be included in the next revision of syllabus. Some of our Teachers contact the concerned Chairperson of Board of Studies and give suggestions on curriculum development. Our Principal is member of Board of Studies in Commerce and he is Chairperson of Syllabus Revision Committee for various programs in Commerce Faculty.
Teaching and Learning	The curriculum for each subject is prescribed by the affiliating university . At the beginning of each semester the timetable is prepared and all Teachers prepare their Lesson Plans for each subject. There are provisions for assignments and one class tests in each semester for each subject. The Teachers use the white boards and green boards for teaching. The teaching is supplemented by presentations and group discussions, PPT competitions, lab work, industrial visits, personality development classes, workshops, career counselling, cultural activities, extra classes by Teachers for the weak and meritorious Students and also by external experts from industry etc.
Examination and Evaluation	The College is affiliated to University of Mumbai. The fundamental responsibility and authority of examining and corresponding evaluation lies centrally with the University itself. However, the university has developed some system of partial decentralization of examination and evaluation of the Students. This is in the form of internal evaluation. Normally out of 100 marks of each subject the university conducts each semester examination for 75/100marks. The balance 25 marks are left for the (affiliated) College to be awarded and submitted to the university for each semester for each of the subjects as per the designed curriculum. This 25 includes the weightage of Internal class tests, attendance, assignments and class performance. Every Teacher

	conducts class tests to periodically evaluate the student performance. All Teachers keep record of these activities and based on the performance of each student the internal evaluation marks are sent to the university to be further included in the final result.
Research and Development	The College is an under graduate College with few courses running at post-graduation level also. However, research is encouraged for the faculty members and Students both. The College also encourages the staff and the Students to take up research projects. Also the Students are encouraged to take up Academic level research projects as a part of the curriculum as well as through preparation and presentation of their research papers in seminars and various competitions organised at college, district, state and national levels in and outside the college. The College organises seminars and conferences at national and international levels for the faculty and invites participants from outside also for presentation and/or attending the same. Our Teachers also participate in such platforms provided by other institutions or agencies for which the College provides generous funds and Academic leave for such faculty members for presenting their research papers. The IQAC has also organised Faculty Development Program for promotion of Research culture among the staff members
Library, ICT and Physical Infrastructure / Instrumentation	The College has provided one of the best infrastructures in terms of quantity and quality. The College host's a library with text books as well as reference books totalling 21,043. Also a large number of subscribed journal, magazines and newspapers are available to the readers. The library is computerized with in house developed software and also has OPAC and E-Granthalaya facility. There is also a Book Bank facility provided to meritorious Students and Students who are financially not sound to help them in studies. The College has its own servers with the facility of websites. There are 3 computer labs. The computer labs, admin. Offices and other offices are equipped with a total of 10

	computers. All the class rooms are well lit and have good ventilation. All corridors are mostly tiled and CCTV Camera systems are integrated installed in every nook and corner to enhance safety and security. A dedicated auditorium with a seating capacity of 158 and Wi-Fi enabled environment. The whole campus is filled with green plants and flower pots. New Plants of general Medicinal (herbal) nature are added every year. There is UPS system with proper panel room having the capability to provide nonstop back up supply to the college. The College has sufficient number of sweepers for keeping the premises clean and hygienic. Drinking water and toilet water is supplied through the storage tanks. Separate toilets for boys, girls, staff have been provided. Rain water harvesting system is in place which helps maintain ground water level and there is roof top solar panel which meets one third of the electricity requirements of college and piped fire hydrant system as well as fire extinguishers has been installed at every place.
Human Resource Management	Faculty and staff are recruited with best of the care regarding qualification, experience, proficiency etc. A fair chance for competing is provided to all aspirant candidates for being selected. Faculties are selected with due advertisement in the newspaper and then organising interview by panel of subject experts, Principal and the Management. The faculty is encouraged to undertake quality research work in their respective fields. Faculties are oriented about the nature of leaves and their job profile. Special training sessions are organized for the teaching and non-teaching staff to enhance their knowledge and application of I.C.T tools. F.D.P's and Workshops are also organised for the benefit of the staff.
Industry Interaction / Collaboration	Students are encouraged to take up an Internship during their summer break. Student from Third Year Bachelor of Commerce (Investment Management) Course has completed internship Program in Finance Department of JSW Steel as an Intern from 10th December 2019 to 10th January 2020.
Admission of Students	Admission of fresh Students as well

as to higher classes are carried out as per the policies and procedures presented by the affiliating university. The University portal provides the facility of choosing preference wise colleges and the courses. Sufficient provisions are given for the reservation policies of the government for the minority class, SC/ST and other backward classes. The application fee is quite nominal and even concession is provided to some Students. Finally, the College prepares and submits the finally admitted Students' details to the affiliating University. The Students are required to select the College by filling up online form available on the University portal and submit it along with relevant documents in College general office.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Many of the developmental activities are planned and mooted by the College IQAC. The College has developed its own MIS system. Also there are installed servers in the college. The various functional departments. (like teaching, library, accounts, building, other infrastructure etc. Of the College prepare their semester wise and annual plans of activities and keep the IT cell and the administration apprised of the plans. The departments take approval of the respective committees and the Principal for their planned activities. The College has a Biometric system where teaching and nonteaching staff have to punch in and out while entering and leaving the Campus. This ensures scheduling and time management for various activities.
Administration	A number of activities have been brought under the surveillance scope of e-governance and the process is still continued. The recruitment applications of the teaching and non-teaching staff are covered under the system. Complete student records are electronically stored and retrieved. University communication and various functions like e mail, using university portals for information and data exchange has been adapted already with continuous improvements every year. Examination

	forms and Hall-tickets of Students are received online from the University portal. The marking and record keeping of attendance of the staff is also digital and is processed electronically. Most of the data regarding Accounts and Administration work is stored and retrieved electronically. Urgent messages are flashed through bulk SMS etc
Finance and Accounts	The Finance and Accounts department keeps its records in the electronic form in the computers. All the payments and receipts, salary processing etc. Are processed and recorded in the computer software.
Student Admission and Support	The student admission system for the last few years has been partially computerized. The Students have to apply online for taking admissions for the First Year and then have to submit the required documents for confirming admission at the College office along with payment of the fees. There is a system of sending mass messages through SMS to Students for information notices. The library operation is computerized. A number of information regarding Students and their concerns is made available on the College website.
Examination	The College has the separate Examination department with equipped ICT tools necessary for examination purpose. As per the requirement of Examination department all the necessary equipment's are provided by the College such as Strong Room, Separate Desktop, Internet Facility for online procedure of Paper Downloading, and the like. Online Examination Facilities available include: Online revaluation forms for Third Year Students, Online Examinations forms and hall-tickets.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Prof. Grishma Nair	Re-defining Business in Digita Era:	S.M.Shetty College, Powai	500

2019	Prof. Pooaj Pandey	"Women Empowerment: Transcending Social Horizon"	Sasmira Institute, Worli	700
2019	Prof. Pooaj Pandey	Workshop on Filling AQAR under New NAAC Process	P.N.Doshi College Of Arts, Science And Commerce, Ghatkopar	800
2019	Shalakha Chavan	"Changing Perspectives in Commerce ,Management, Economics Technology"	Pragati College,Dombivli.	1200
2019	Shalakha Chavan	Role of Economy And Ecology in Sustainable Development	Arts and Commerce College Phondaghat, Sindhudurg, Maharashtra.	1000
2019	Prof. Shalakha Chavan	"Women Empowerment: Transcending Social Horizon"	Sasmira Institute, Worli	1500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	The Art of Investment	Nill	24/08/2019	24/08/2019	42	19
2019	Cyber Crime Awareness	Nill	01/03/2020	01/03/2020	33	17
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nill	Nill	0

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	39	7	20

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Duty Leave and reimbursement of fees for attending conferences , seminars and workshops. • Medical leave and sick leaves for faculties. • 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.	• Medical leave and sick leaves for non teaching staff. • Tea and RO drinking water Facility. • Gifts on Diwali Festival	• Reimbursement of fees for publishing research papers. • RO drinking water facility • Felicitation by Management on their academic achievements and other fields. • Fee concession and free-ship to needy students • Book-Bank Facility to students. • Special coaching for preparation of competitive exams. • Lift and Ramp facility for Divyanjan.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts internal and external financial audits regularly 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 Council of college for consideration and approval. Internal Audit: The management has assigned the responsibility of Internal Audit including verification of vouchers, receipts and reconciliation statements to well experienced and qualified Accounts Manager. The accounts manager regularly conducts internal checks to ensure proper maintenance of books of accounts and all statutory compliance.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIl	0	NIL
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External Expert Audit Committee	Yes	Internal Audit Committee
Administrative	Yes	External Expert Audit Committee	Yes	Internal Audit Committee

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Parents are cordially invited for Orientation Programme of their wards on their first Day of College every year. We conduct regular meetings with parents each semester. Apart from this the class teacher meets the parents whenever necessary. • Feedback from the parents are taken during these meetings. • Class Teachers also interacts with parents after preparing Defaulter list attendance Every Month. • Feedback from parents is given due consideration. Parents are always invited for Appreciation Ceremony of Meritorious Students on annual day. • On Recommendations of parents the attendance committee sends SMS on parents mobile no if their ward has poor attendance.

6.5.3 – Development programmes for support staff (at least three)

• Free Eye Check-up for all staff members. • Blood Donation Camp for all staff members was organized in the college. • Fitness Awareness Program and HIV AIDS Awareness for all staff member • Training on Documentation process for filing of AQAR by IQAC co-ordinator.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Increase in the number of approved teaching faculties in the college. • Organized Faculty Development Programs in the college by IQAC. • Organized Students Development Program to motivate students for a progressive career. • 10 KW Roof top Solar Panel which meets one third of electricity requirements. • Organized Sports League. • Initiated Certificate Courses for Students.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nill	Excel Filed Uploaded	Nill	Nill	Nill	Nill

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
HIV AIDS Awareness Program	30/08/2019	30/08/2019	24	27
Youth Connect E-Learning Program	17/01/2020	17/01/2020	30	24
Ubharta Bharat and YuvaYogdan	23/01/2020	23/01/2020	105	84
Constitution Day Celebration	26/11/2019	26/11/2019	29	15

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
• Energy saving natural resources and equipments are used that operate with solar energy. Led lights are used to save energy. • Environmental Consciousness about energy saving, reducing plastic usage, planting more trees, saving water resources have been promoted in the College. • 10KW of electricity generation from roof top solar panel is supported by natural resource.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	No	Nill
Scribes for examination	No	Nill
Any other similar facility	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nill	26/06/2019	1	Tree Plantation	Cleanliness inside and outside	45

2019	Nill	1	26/06/2019	1	Street Play on Kargil Vijay Diwas	To create awareness on social responsibility and duties.	46
						college campus	
2019	Nill	1	26/06/2019	1	Street Play on Kargil Vijay Diwas	To create awareness on social responsibility and duties.	46
2019	1	Nill	16/07/2019	1	Voting Awareness and Voter ID	To make people aware of the importance of Voting Rights.	23
2019	10	Nill	01/09/2019	5	Traffic Management	Managed Traffic for reducing congestion on roads.	100
2019	Nill	1	02/10/2019	1	Shantata Rally	To spread peace and happiness in the community.	45
2019	1	Nill	30/11/2019	1	Road safety Drive	Created awareness among all to drive safely using Helmets and other safety measures while walking on roads.	155
2019	1	Nill	20/12/2019	7	NSS Residential Camp	To Revive the poor and downtrodden people and support them to live happily.	90
2019	1	Nill	03/01/2020	1	Awareness	Created awareness	147

| | | | | | | Program on Cyber Crime | on precautions to be taken to prevent and identify cyber crime | |

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Students	Nill	The College has not only created the duties for specified some common rights for them. This code of conduct is conveyed to the Students by their class mentors and displayed on the notice boards. The College provides them rights to be used for their positive development and necessary freedom on the premises, at the same time they are prevented from indulging in negative, destructive or dysfunctional activities. There are committees for regulation and control mechanisms for helping the Students in distress as well as checking the actions and behaviour of any misconduct according to the code of conduct.
Code of Conduct for teachers	Nill	The College has created a code of conduct for Teachers too, which is conveyed to them by their respective Heads of the Department. The Teachers are expected to follow the code for themselves thereby creating a positive environment for Students as well. There are also certain regulations and control mechanisms to for enforcing the code of conduct.

7.1.6 – Activities conducted for promotion of universal Values and Ethics			
Activity	Duration From	Duration To	Number of participants
Excel File Uploaded	**Nil**	**Nil**	**Nil**
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- **o Roof top Solar Panels on the terrace. o Rain Water Harvesting Systems in the college. o Awareness program on No use of Plastic. o Composting using dry leaves. o Replacement of CFL by LED tubelights. o Tree plantation during Sravan Maas by NSS volunteers and other students and staff.**

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice : 1 Title:" Student Appreciation Award" Goal: To motivate and appreciate the efforts of staff for Academic excellence. Context: The proposal was put forward by the IQAC before the management and Principal to appreciate the Students for achieving excellence in extra curricular activities along with academics. The Practice: Any student who wins award or prize at any intercollegiate event is also felicitated by Management and Principal on annual day. Evidence: Rohit Bhore was felicitated for his outstanding performance. Best Practice : 2 Title: Campaign on "No use of Plastic to Save Environment" Goal: To create Environmental Awareness and reduce the use of Plastics" Context: The proposal was put forward by the Economics Department to IQAC which was further placed before Principal and management to organise an exhibition by the Students on environmental issues due to plastic use, and to create consciousness among others to save the environment. The Practice: Students of each class had made models to exhibit their ideas on Environment Safety and Disastrous effects of Plastic Use. Students, parents and the other staff members visited the exhibition and joined hands in this campaign thereby reducing use of plastics in their day to day life as it is not disposable. Use of disposable paper bags is now used instead of plastic bags. Evidence: The exhibition was open to all Students, parents and outsiders to visit. Best Practice : 3 Title:" Encouraging Sports Activities" Goal: To motivate and enhance participation of Students in sports. class teams. After qualifying rounds, teams played in the semi-finals and finals. The team included both girls and boys and the winner team was awarded with cash prize and certificate. The activity also included faculties match so as to provide them relaxation from the routine schedule. Evidence: The team from First Year B.Com won the final round of the match. Context: The proposal was put forward by the Sports Department to IQAC which was further placed before Principal and management to provide a platform for Students to sharpen their skills in sports and to build team spirit among Students. The Practice: Sports Department organised a new event named "Saket Premiere League" to provide encouragement to Students in sports. Students of each class had a team of members and the Class mentor was the leader of the team which had cricket match against other Best Practice: 4 Title: "Earn and Learn skills" Goal:To train Students on developing their entrepreneurial skills. Context: It aimed at developing entrepreneurial skills among Students and at the same time support to those who wish to earn by developing such ideas in the College premises by organising sales event or exhibition. The Practice: In this practice Students, organize sales and exhibition in the College premises by developing ideas on new and innovative products. These products are offered for sale to all teaching and non-teaching staff and Students. The money earned by this practice is utilized by the Students for their personal development and sometimes to pay for their

educational expenses. Evidence: Students have developed entrepreneurial skills and are now offering their services to people outside the College premises, thus expanding their business ideas. Best Practice: 5 Title: "Get Exam Ready and Innovative Teaching Methods". Goal: To train Students for exam by providing them practice set booklets, conducting prelims, special guidance lectures and using innovating techniques for teaching and learning. Context: The proposal was put forward to by all Heads of Department to the Exam Committee to provide a practice booklet for all Students in their respective subjects towards the end of the semester which would include question papers in the university format for Students revision and improving results prepared by respective subject teachers. The committee made provisions for conducting preliminary exams for Students and special guidance lectures. The innovative techniques included the use of rangoli by Students to exhibit their understanding of the subject of Economics. The Students made use of rangolis to explain the law of demand, consumption theory, etc, thereby making learning more experiential. The Practice: In this practice, the Students are provided with an opportunity to solve question papers before the commencement of university exams. They can prepare themselves by solving these questions which will enable them to judge their preparation for exam. Students benefited by use of innovative techniques as it made learning more interesting for them. Students were able to prepare themselves rigorously due to prelims and practice tests provided. Evidence: Students found this practice useful as they could prepare themselves in a better way with proper time management.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 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 Get Exam Ready 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.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. To increase students strength. 2. To sign MOU's with industries for internship and placement of our students. 3. To improve research output among students and staff. 4. To encourage increased participation of students in

extension activities and intercollegiate sports and cultural events . 5. To set up incubation centre for students to initiate their innovative ideas. 6. To initiate more number of value added and certificate courses in order to improve placements.