



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		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		IQAC@saketgyanpeeth.org
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		private			
Name of the IQAC co-ordinator/Director		Prof. Priya Mandar Nerlekar			
Phone no/Alternate Phone no.		02512250951			
Mobile no.		9867161995			
Registered Email		saketcollege2009@gmail.com			
Alternate Email		IQAC@saketgyanpeeth.org			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://saketcollege.in/wp-content/uploads/2019/12/Saket-College-of-Arts-Science-Commerce-AQAR-2017-18-15.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://saketcollege.in/wp-content/uploads/2019/12/Academic-Time-Table-1.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	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		

Collection of self-assessment report from faculty and departmental evaluation report.	14-Apr-2019 1	39
1st International Research Conference on	30-Mar-2019 1	150
Faculty Development Program	01-Feb-2019 27	39
Career Guidance and JOB Fair	24-Jan-2019 1	173
Marathi Vangmay Mandal	01-Jan-2019 15	127
Remedial Coaching for Slow Learners and Providing Question Bank to students, Preliminary tests.	20-Mar-2019 4	67
Remedial Coaching for Slow Learners and Providing Question Bank to students, Preliminary tests.	16-Sep-2018 6	72
Hindi Sahitya Parishad	15-Sep-2018 15	36
Plastic ban exhibition	15-Aug-2018 1	44
Excel File Uploaded	18-Jun-2018 49	5127
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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	2019 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 :

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional

Yes

website							
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)							
<p>Conducted and organized guest lectures by industrial experts for students, orientation to staff members, Parents meetings. Organised guidance lecture for girls regarding health and hygiene and training session for learning self defence. Conducted placement and career guidance training , Organized industrial visits and educational tours. It was also decided to felicitate the faculties and students for their outstanding performance by the Management. The IQAC organized conference at the international level and conducted an exhibition on "No use of plastics to Save Environment" The IQAC organised sessions on yoga and meditation for staff and students. In addition to this as institutional social responsibility the IQAC along with Kalyan -Dombivali Municipal Corporation promoted the use of Swachhata APP for cleanliness in the surroundings.</p>							
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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							
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Plan of Action</th> <th style="width: 50%;">Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>Excel File Uploaded</td> <td>Excel File Uploaded</td> </tr> <tr> <td colspan="2" style="text-align: center;">View Uploaded File</td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	Excel File Uploaded	Excel File Uploaded	View Uploaded File	
Plan of Action	Achivements/Outcomes						
Excel File Uploaded	Excel File Uploaded						
View Uploaded File							
14. Whether AQAR was placed before statutory body ?	Yes						
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Development Committee</td> <td>27-Nov-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Development Committee	27-Nov-2019		
Name of Statutory Body	Meeting Date						
College Development Committee	27-Nov-2019						
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	2018						
Date of Submission	31-Dec-2018						

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college has successfully designed and implemented an MIS to optimize distribution of resources and services to yield maximum benefits to 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 in college which help in fast decision and execution. Various summaries and required information is available over the dashboard which benefits various depts. in the college.</p>

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

Our college is affiliated to University of Mumbai. So, we need to strictly follow syllabus regime and guidelines prescribed by University of Mumbai. 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 required. Teachers make lesson plans from the syllabus and deliver lectures according to this plan and adhere to it properly. Lesson plans are prepared and submitted to the Head of the Department and then Head of the department submits it to Principal. This process is followed by all departments of college for all the courses. Every teacher has to prepare and submit lesson plan to Head of the department timely and strictly adhere to the plan. The teachers are also required to maintain a daily record of the lecture plans on which is monitored by the Principal in staff monthly meetings. The teaching staff also submits a declaration after completion of their syllabus for classes allotted to them at the end of each semester which is monitored by IQAC and submitted to Principal. All the information regarding syllabus, revision plans, presentation, practicals slots etc is mentioned in lesson plans. An academic calendar is prepared by IQAC and each department submits their plans and activities which is incorporated in the academic calendar. The teachers use innovative teaching methods and techniques to make learning interesting. They also give remedial coaching to slow learners and guidance to advanced learners to help them score better. The college also organizes panel interviews for the selection and appointment of qualified teachers in various subjects. A committee of senior teachers and the Principal decide the workload of the teachers. The IQAC records and takes a feedback from students on various aspects of curriculum and teaching methods and after doing an analysis incorporates the necessary changes. The feedback is also communicated to the teachers and the management by the Principal. At the end of academic year each teacher is required to do a performance appraisal for themselves which is then submitted to the Principal and the management. Each department is required to

do a result analysis after examination and submit a proposal on actions to be taken for result improvement.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	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
Nil	NIL	Nil
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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	06/06/2018
BCom	Accounting & Financial Management	06/06/2018
BSc	Chemistry	06/06/2018
BCom	Accounting & Finance	06/06/2018
BCom	Banking & Insurance	06/06/2018
BCom	Financial Management	06/06/2018
BCom	Investment Management	06/06/2018
BCom	Bachelor of Management Studies	06/06/2018
BSc	Information Technology	06/06/2018
BSc	Computer Science	06/06/2018
MA	Hindi	06/06/2018
MCom	Advanced Accountancy	06/06/2018
MSc	Information Technology	06/06/2018

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	Nil	0
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Business Management Studies	59
BCom	Banking & Insurance	46
BCom	Accounting & Finance	49
BSc	Information Technology	77
BSc	Computer Science	55
MSc	Information Technology	18
MCom	Advanced Accountancy	33
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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
<p>Feedback is regularly collected from all stake holders like students, parents, employers, 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 scale of 1 to 10 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 every aspect. Tally marks are used for tabulation of data. Generally average score is found more than 70 of all the aspects for which feedback is taken. After analysing the feedback forms, all the aspects whose average score is low, they are being reviewed and are tried to improvise. Feedback collected from students is implemented for further improvement. Feedback is also taken from parents who are collected through their interactions with college teachers through 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 Yes and No criteria one question is subjective in nature. Around 70 parents were contacted to collect data taken feedback from them. The data is 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 annexures of this AQAR.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled
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Programme	Specialization	available	Application received	
MCom	Advanced Accountancy	60	60	60
MA	Hindi	60	18	18
MSc	Information Technology	30	30	30
BSc	Chemistry	120	0	0
BSc	Computer Science	120	64	36
BSc	Information Technology	60	74	25
BCom	Bachelor of Management	60	65	42
BCom	Investment Management	60	2	0
BCom	Financial Management	60	19	0
BCom	Banking & Insurance	60	38	23
BCom	Accounting & Finance	60	60	50
BA	Hindi, History & Economics	120	108	73
BCom	Accounting & Financial Management	480	414	240
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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
2018	1616	179	36	0	7

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	Number of smart classrooms	E-resources and techniques used
43	43	5	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 reliable counsellor. Our college believes that Teachers as Mentors play a role model in shaping the future of students. 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 mentormentee sheets are reviewed by the IQAC once in every term. Within the college premises, we provide direct support to the students having senior faculty as a Mentor who care about them as a talented person, make them excited about learning and encourage them to pursue their dreams. The mentors keep first hand record of all the students attached to them and data like parent's contacts are also kept and regularly used for communication. We believe in developing a strong relationship with our students and alumni in which more experienced faculties help to guide our students. We wish to bring in positive effect by sharing ideas, expertise and by offering support to the students. The students are encouraged to keep contacting their mentors for guidance, sharing their problems etc. for finding solutions, improving in their studies and grades etc. Also our college acknowledges the vital role played by the senior students who act as Mentors to first and second year students. In doing so they provide invaluable help in facilitating all students in their studies assignments, extracurricular activities, cultural and sports activities also. Their work is much appreciated. They are benefited as they learn leadership skills, improvise their studies, and have all round personality development. The mentors are seen as the medium for making the time of the students more useful and fruitful.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1795	36	1:50

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	39	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	Prof. Pooja Siddhnath Pandey	Assistant Professor	Best Research Paper award in International Conference Organized by Saket College, Kalyan
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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
Nil	File Attached	Nil	Nil	Nil
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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 important component of the total evaluation of the

student performance. There is no internal evaluation for traditional B.A , B.Com courses except for Third Year students of Commerce for the paper in Computer Systems and Applications. Internal Evaluation for SelfFinanced 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 SelfFinance courses as per the weightages prescribed by the University. Every Subject has 100 marks out of which 25 is given internally by every department for every subject. The criteria of Internal Evaluation are usually 20 marks for Internal Test, 5 marks for Assignment, Class Performance and Attendance. The Department of BSc in Computer Science conducts online internal examination. If any student is absent on the day of test, and then there is a provision for Retest also. The Internal Evaluation is prepared by the concerned subject teacher which is further submitted to the Head of Department. The Internal Evaluation process is done very carefully by the teachers and they are also verified and checked by Head of the Department and Exam Committee. At last the Internal Evaluation which is prepared by every 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 SelfFinanced courses and B.Com, B.A is conducted as per the Time table given by University Of Mumbai

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

Academic calendar is prepared in the college combined for two academic semesters, June October and NovemberApril every year. Classes are scheduled Monday to Saturday between the hours of 7:30 am and 12:00 pm. Some extra classes and other programs may also be scheduled beyond this time. Every Department prepares its own academic calendar. The academic calendar is prepared by the Heads of the Departments (HODs) of different departments which is further submitted to Principal for final approval. A centralized academic calendar is then prepared at college level afterwards by integrating all these departmental calendars. The academic calendar contains important dates and activities that keep students, faculty and other staff members of the college informed in advance and aligned to the calendar. The academic calendar also serves as a planning document for students, faculty, staff, and departments as well as outside campus. This calendar includes registration dates, session start and close dates, exam dates, industrial visits and other students and faculty development programmes etc. followed in the departments.

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://saketcollge.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	File Attached	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)

<https://saketcollege.edu.in/f-2018-19/>

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
Nil	00	NIL	0	0
No file uploaded.				

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
Scratch Program	B.Sc. IT/CS	24/09/2018

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	Nil	0
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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	Nil
No file uploaded.					

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
NIL	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	5	5.5
National	Bachelor of Commerce	17	5.5
National	Bachelor of Science	6	5.5

No file uploaded.

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
NIL	0
No file uploaded.	

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	Nil	0	000	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	Nil	0	0	0
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	31	0	0	31
Presented papers	29	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
Nil	Excel File Upload	Nil	Nil
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
Blood Donation Camp	Maximum number of blood donors	Lions Club	45
Road safety	Maximum number of students (Participation	NSC -- MC, Castrol	35

	award)		
LTP Camp	1st Rank, Best LTP Award	Vedanta college, vithhalvadi	1
State level camp (Nagpur)	Participation award, Best Leader of group	Nagpur University	1
State level camp (Ratnagiri)	Participation award	Mumbai University	3
State level camp (Amravati)	Participation award, selected in thane district	Sant Gadge Baba University	1
District level workshop (International Yoga Day)	Participation award	Mumbai University	1
District level workshop (waste to compost)	Participation award	Adarsh college, Kulgaon Badlapur	2
District level workshop (Organ Donation)	Participation award	S.I.A College	2
Traffic awareness programme	Participation award	Maharashtra Police	60
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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 activities	Number of students participated in such activities
	Excel File Uploaded	Nil	Nil	Nil
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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	NIL	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	Nil	Nil	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
NIL	Nil	NIL	0
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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
2000000	1472461

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Existing
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	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 partially)	Version	Year of automation
EGranthalay	Partially	4.0	2017

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	3363	440811	1192	186761	4555	627572
Reference Books	325	90408	123	48677	448	139085
Journals	27	38000	35	49552	62	87552
Others(s pecify)	10	11531	393	56316	403	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 is developed	Date of launching e-content
NIL	NIL	NIL	Nil

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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	1	120	0	11	1	0	4
Added	0	0	0	0	0	0	0	0	1
Total	120	3	1	120	0	11	1	0	5

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

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 incurred on maintenance of physical facilities
912000	670293	795000	632721

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: 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 wifi 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 OnLine Uninterrupted 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. 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. SPORT COMPLEX The sports department of the college is consisting of Mini Gym 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 incharge encouraging students for sports. A provision of the budget for the sports equipment and maintenance is made by the college management.

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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	000	0	0
Financial Support from Other Sources			
a) National	Scholarship Frees hipSC/ST/NT/SBC/OBC	267	3000000
b) International	0	0	0
No file uploaded.			

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	Date of implemetation	Number of students	Agencies involved
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enhancement scheme		enrolled	
Excel File Uploaded	Nil	Nil	Nil
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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 passed in the comp. exam	Number of students placed
2018	Arts Study Circle and Placement Cell	67	62	1	8
No file uploaded.					

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		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Excel File Uploaded	Nil	Nil	Nil	Nil	Nil
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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	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	Nil	Excel File Uploaded	Nil	Nil	Nil
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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	1
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	Nil	Nil
View File		

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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	000	Nil
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. It provides opportunities to students to experience leadership 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 International conference organised 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?

No

5.4.2 – No. of enrolled Alumni:

140

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Yes

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 encourage 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 various 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 organising 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 Time Table 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 nonteaching 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 time table 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 postgraduation 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. This year too our college had organised an International conference on 30th March 2019 on "Quality Enhancement of Higher Education in India, Trends and Challenges: Vision 2025"

Library, ICT and Physical Infrastructure / Instrumentation

The college has provided one of the best infrastructures in terms of quantity and quality. The college hosts 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 EGranthalaya 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 wifi 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. Water harvesting system is in place and piped fire hydrant system as well as fire extinguishers has been installed at every place.

<p>Human Resource Management</p>	<p>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 nonteaching staff to enhance their knowledge and application of ICT tools. FDPs and Workshops are also organised for the benefit of the staff.</p>
<p>Industry Interaction / Collaboration</p>	<p>Students are encouraged to take up an Internship during their summer break. The Students of final year from Information Technology department had taken up internship program for 15days from 2nd Feb - 07th March 2019 in association with a firm Decode Tech. There were also sessions on Ethical Hacking by Mr. Pratik Triodkar and session on "Careers in IT" by Director of Decode Tech. Guidance lecture by Mr. Shivam Chaurasiya - system engineer from TCS was also arranged for students of Information Technology.</p>
<p>Admission of Students</p>	<p>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.</p>

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

E-governance area	Details
<p>Planning and Development</p>	<p>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.</p>
<p>Administration</p>	<p>A number of activities have been brought under the surveillance scope of e-governance and the process is still in Programmes. The recruitment applications of the teaching and nonteaching 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</p>
<p>Finance and Accounts</p>	<p>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.</p>
<p>Student Admission and Support</p>	<p>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</p>

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. At the Time of Admission Our Staffs gives Guidance Counselling to Students on Selection of Right Programmes.

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 halltickets.

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
Nill	Nill	Excel File Uploaded	Nill	Nill
View File				

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)
2018	Emerging Ideas Strength on How to Develop Personality in the 21st Century.	Nill	27/02/2019	27/02/2019	31	Nill

2018	Use of ICT in Administration	Nil	23/02/2019	23/02/2019	Nil	8
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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
FDP on Train the Trainer	1	12/12/2018	16/12/2018	5
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	36	7	20

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Employee Welfare Trip on 1st May, 2019. • Duty Leave and reimbursement of fees for attending conferences, seminars and workshops. • Free Registration for Publishing Research Paper for Conferences/Workshops organized by the College. • Tea and RO drinking water Facility. • Felicitating Employees for their achievements • Birthday Celebration and Gifts to employees on their Birthday. • Gifts on Diwali Festival. • P.F. Facility • CL Maternity • Doctor on Call 	<ul style="list-style-type: none"> • Tea and RO drinking water Facility. • Gifts on Diwali Festival • Employee Welfare Trip on 1st May, 2019 • P.F. Facility • CL Maternity • Doctor on Call • Uniform 	<ul style="list-style-type: none"> • Reimbursement of fees for Cultural Sports. • RO drinking water facility • Felicitation by Management on their academic achievements and other fields. • Fee concession and freeship to needy students • Book Bank Facility to students. • Special coaching for preparation of competitive exams. • Lift and Ramp facility for Divyanjan. • Group Insurance • Doctor on Call

6.4 – Financial Management and Resource Mobilization

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

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 compliances.

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
No file uploaded.		

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 Experts	Yes	Internal Audit Committee
Administrative	Yes	External Experts	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)

- Blood Donation Camp for all staff members was organized in the college.
- Training on Documentation process for filing of AQAR by IQAC coordinator.
- Training for ICT use and Techniques maintenance of Accounts and Issue of Bonafide Certificate

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

- Renovation of Block A in the campus along with upgradation of infrastructure facilities like LCD and Computers.
- Increase in the number of approved teaching faculties in the college.
- Organized International Research Conference in the college by IQAC.
- Organized Students Development Program to motivate students for a progressive career.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No

		community					
2019	1	1	29/01/2019	1	Use of Swatchhta App in association with KDMC	Cleanliness inside and outside college campus	258
2018	1	1	26/09/2018	1	Road safety Drive	Created awareness among all to drive safely using Helmets and other safety measures while walking on roads.	50
2019	1	1	22/02/2019	1	Awareness Program on Cyber Crime	Created awareness on precautions to be taken to prevent and identify cyber crime	100
2018	10	10	14/09/2018	11	Traffic Management During Ganpati Festival	Managed Traffic for reducing congestion on roads.	100
2018	1	1	28/09/2018	1	Voting Awareness and Voter ID	To make people aware of the importance of Voting Rights.	52
2018	1	1	27/10/2018	1	First Aid CPR Training	To teach essentials of workplace safety to students	50

No file uploaded.

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	06/06/2018	Code of conduct for students: 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: 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
Yoga and Meditation	21/06/2018	21/06/2018	300
MahaparinirvanDiwas	06/12/2018	06/12/2018	78
Mahatma Gandhi	02/10/2018	02/10/2018	39

Jayanti			
Mahatma Phule Jayanti	11/04/2019	11/04/2019	45
Savitribai Phule Jayanti	03/01/2019	03/01/2019	39
Dr. Babasaheb Ambedkar Jayanti	14/04/2019	14/04/2019	109
Marathi Bhasha Diwas	27/01/2019	27/01/2019	57
Hindi Bhasha Diwas	14/09/2018	14/09/2018	29
AkhandRamayan Path and Bhandara	14/02/2019	14/02/2019	100
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Using Solar Panels on the terrace.
- Water Harvesting Systems in the college.
- Awareness program on No use of Plastic.
- Composting using dry leaves.
- Replacement of CFL by LED tubelights.
- 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 and Staff 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 teaching and non teaching faculty for achieving excellence in their field apart from their regular duties. The Practice: Any faculty who clears any competitive exams like NET/SLET or completion of Doctoral Program is felicitated by the management on Annual Day. Any student who wins award or prize at any intercollegiate event is also felicitated by Management and Principal on annual day. Evidence: Two teachers were awarded in the academic year 201819 which has provided motivation to other teachers as well.

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. 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 class teams. After qualifying rounds, teams played in the semifinals 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 Second Year (Banking and Insurance) won the final round of the match. Best Practice: 4

Title: "Earn and Learn" Goal: (a) To train students on developing their entrepreneurial skills. (b) To support financially weak students Context: (a) 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. (b) The proposal of earn and learn was implemented in the college with the intension to support students who are financially weak by providing part time job opportunities to them. The Practice: (a) 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 nonteaching 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. The Practice: (b) In this scheme, two students who are studying in TYBBI but were facing financial problem in continuing their education were appointed as teachers in Primary section of "Saket Vidhya Mandir English High School". These students are now continuing their studies satisfactorily. Evidence: Students were on the verge of discontinuing their education but are now earning and learning together. 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 benefitted 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

https://saketcollege.in/?page_id=135

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

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

https://saketcollege.in/?page_id=140

8.Future Plans of Actions for Next Academic Year

To organise workshop on Intellectual Property Rights in our institute. To sign MOUs with industries for internship and placements of our students. To encourage more participation of students in intercollegiate events To organise students research conferences along with faculty conference. To set up an incubation center. To introduce short term value added courses. To Introduce Yoga Certificate Programmes To Introduce Online Payment System for Collection Fees