



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		SINHGAD COLLEGE OF COMMERCE, KONDHWA, PUNE
Name of the head of the Institution		Dr.Makarand Wazal
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02026933634
Mobile no.		8411887372
Registered Email		mh_scocpune@sinhgad.edu
Alternate Email		principal.scoc@sinhgad.edu
Address		Sector No.40/4, Near PMC Octroi post, On Kondhwa-Saswad Road
City/Town		Pune
State/UT		Maharashtra
Pincode		411048

2. Institutional Status																			
Affiliated / Constituent		Affiliated																	
Type of Institution		Co-education																	
Location		Urban																	
Financial Status		private																	
Name of the IQAC co-ordinator/Director		Asst.Prof.Jayashree V.Patole																	
Phone no/Alternate Phone no.		02026933634																	
Mobile no.		9637414682																	
Registered Email		mh_scocpune@sinhgad.edu																	
Alternate Email		aqar_scoc@sinhgad.edu																	
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)		http://www.sinhgad.edu/sinhgad-institutes-ACS/college-pages/SCOC_Sr/pdfs/AQAR/2016-17.pdf																	
4. Whether Academic Calendar prepared during the year		Yes																	
if yes,whether it is uploaded in the institutional website: Weblink :		http://www.sinhgad.edu/sinhgad-institutes-ACS/college-pages/SCOC_Sr/pdfs/AQAR/AQAR_2017-18/Academic_Calender_for_A_Y_2017-2018.pdf																	
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.36</td> <td>2011</td> <td>16-Sep-2011</td> <td>15-Sep-2016</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.36	2011	16-Sep-2011	15-Sep-2016
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.36	2011	16-Sep-2011	15-Sep-2016														
6. Date of Establishment of IQAC			09-Jan-2012																
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
No Data Entered/Not Applicable!!!		
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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
MAHA DBT	MAHA DBT	State Government	2017 365	129060
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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 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)

No Data Entered/Not Applicable!!!

[View File](#)

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	Achievements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory

Yes

body ?					
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>Management</td> <td>23-Oct-2020</td> </tr> </table>		Name of Statutory Body	Meeting Date	Management	23-Oct-2020
Name of Statutory Body	Meeting Date				
Management	23-Oct-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	2018				
Date of Submission	15-Jan-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)	The MIS used for preparation of Fee receipt, Benefice Certificates (Both Indian and Foreign Students), Transcripts and Leaving Certificate of Students. "Aspire" Software is used for generating Fee Receipts. "Pay whiz" software is used by the Accounts Department to prepare Salary Sheet of the employees. "Tally ERP 9" is used for Accounting. AutoLib software is also used by the Library to maintain online records of students, staff members and the books issued.				

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

The institution has the mechanism for well-planned curriculum delivery and documentation. The college is affiliated to Savitribai Phule Pune University (SPPU). The courses offered for B.COM, BBA, BBA (CA) and M.Com are designed by the University. The affiliated college is essentially a teaching unit which depends on a larger body namely University for legitimising its academic and administrative processes. Each year a meeting is held at the beginning of each academic year to evaluate the achievements & failures of the past year and fresh modalities are chalked out for the upcoming new academic year. For well planned curriculum delivery, IQAC prepares Academic Calendar. The academic calendar is prepared keeping in mind all the curricular aspects. Before the start of the academic year the heads of the departments start collecting information about the syllabus revision in their respective courses. Time-Table committee frames the time-table at the beginning of the semester/academic year

as per the guidelines of the board of studies of the affiliated University. Teaching faculty members prepare their own plan of action according to the syllabus and the time available. The faculty maintains the documents and records like attendance, internal marks, practical records, project work. Innovative process adopted in the institution includes class room teaching through Computer Applications through well facilitated Computer Lab, use of LCD projector in addition to seminar, problem solving method, group discussion, extra lectures and study materials to students. Faculty members actively participate in the syllabus reframing workshops, seminars, and Conferences. As per the changed syllabus new text books, reference books and journals are added to the Library periodically. A well-structured evaluation system involving assignments, tutorials, internal assessment test have been in place. The examination committee plans the internal exam schedule at the beginning of every academic year. The institution also encourages and provides opportunities to the students to participate in various competitions and cultural activities held in other colleges. Departmental review meetings are arranged regularly to discuss about the completion of syllabus. Departments maintain the detailed record of the classes, assessments, project reports and all the necessary information.

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
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
MCom	Accounts and Taxation	01/07/2018

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
Skill Development : Direct Tax Counselor for M.Com. students	01/07/2018	22
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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BBA	Business Exposure	133
BBA	Human Resource Management	18
BBA	Marketing Management	53
BBA	Finance	45
BCA	Computer Application	76
MCom	Accounting and Taxation	22
BCom	Environmental Studies	194
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
The institution did not take feedback for the year 2017-18.

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
MCom	Accounting & Taxation	60	25	22
BCA	Computer Application	160	123	100
BBA	Marketing Management, Financial Management, HRM	160	200	185
BCom	Cost & Works Accounting	240	300	270

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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

2017	1314	44	16	0	10
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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
16	16	7	4	0	0
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. Students mentoring and counselling is done at the institutional level. They are guided as to how their approach towards the study should be. The members of the Tutor-Ward help the students to seek and solve their problems. Students are satisfied with the efforts of the Tutor Ward provision. A batch of approximately eighty students is assigned to one faculty member who would be officiating as a mentor/counsellor. As soon as the students take admission to our institution he/she would have a faculty-counsellor assigned. Approximate thirty students from first year are allotted to one faculty with the existing higher semester students. Every student will be counselled at least once by the faculty -counsellor every semester. Issues which can be resolved at the faculty level would be taken care of and those beyond their capability will be referred to higher authorities for resolutions. Through counselling session, students are identified and according to their interest areas they are guided by the mentor, which leads to their overall development. To develop specific skill sets in students various guest lectures are provided to students for better career prospects apart from any specific personal issues which might be affecting their progress, which includes topics like, GST, Career guidance opportunities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1358	16	1:85

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
18	16	2	2	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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
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No Data Entered/Not Applicable !!!

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Following reforms are initiated by the institution on Continuous Internal Evaluation System : 1. Bar coding and online question paper delivery system has been introduced by SPPU and is implemented by the college successfully. The college has created necessary infrastructure facility for this. 2. Under CBCS all the Post graduate courses conduct examination in the form of ? Open Book Test ? Multiple Choice Test ? Presentations ? Assignments ? Quiz ? Seminars

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

Coordinator of every stream prepares an academic calendar at the beginning of the academic year. This includes the academic activities at the college level. The same draft calendar is approved in Principal's and HOD's meeting. A schedule of internal assessment is designed in the academic calendar and all the internal assessment tests are conducted at the college level accordingly. Formative and summative feedback is administered as per the schedule. All other activities like NSS, Sinhgad Sports Karandak ,Sinhgad Curtural Karandak, birth anniversaries of legends of India , Cultural week are celebrated as per the plan. Guest Lectures, Work shop, Seminars, Self - Defence activities , Students Traning Programme, IQAC Meeting, NAAC Meeting etc. are conducted as per the plan . In case of any eventuality/emergency a particular event may be rescheduled with the permission of the head of the institution.

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)

http://www.sinhgad.edu/sinhgad-institutes-ACS/college-pages/SCOC_Sr/pdfs/Progar m-Outcomes-Course-Outcomes-and-Program-Specific-Outcomes.pdf

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
BCom	BCom	Cost & Works Accounting	152	87	57.24
BBA	BBA	Marketing Management, Financial Management, HRM	115	92	80
BCA	BCA	Computer Application	85	60	70.59
MCom	MCom	Accounting & Taxation	22	18	81.81

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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)

http://www.sinhgad.edu/sinhgad-institutes-ACS/college-pages/SCOC_Sr/pdfs/AOAR/AOAR_2017-18/Student_Satisfaction_Survey_A_Y_2017-2018.pdf

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	SPPU	1	0
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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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!					
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
No Data Entered/Not Applicable !!!	

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)
International	BBA	13	4.51
View File			

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
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[View File](#)

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
No Data Entered/Not Applicable !!!						
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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!			
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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
0.45	0.41

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
View File	

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
Autolib-Library management System	Fully	1.0.0	2009

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	154	4	2	1	0	6	5	3	0
Added	0	0	0	0	0	0	0	0	0
Total	154	4	2	1	0	6	5	3	0

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

3 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
No Data Entered/Not Applicable !!!	

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
6.15	1.5	0.45	0.41

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)

laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) The physical facilities including Laboratories, Classrooms and Computers etc. are made available for the students. Physical facility- • Class rooms- Regular cleaning of the classroom is done by the nonteaching staff of the college. Cleanliness of the classroom is monitor by the class teachers, in case of any complain regarding classroom , class teachers inform to the staff secretary, major problems are discuss with principal and necessary action is taken Academic facility- • Library - Regular dusting and cleaning of library ambience and books is done . The annual purchase books and journals are done with the input given by the subject teachers. • Sports Room and Gym- A well equipped sports room attached with Gym is available in campus for the students. College gets the SPPU grand for sports equipments. Physical director takes charge of students sports need and grievances if any. Our students took participation in various intercollegiate spots competition. • Computer Labs - College have 4 computer labs. Students of BBA (CA) are provided with the well equipped labs.

In case of any technical problem subject teacher inform the issue to Lab Instructor .Maintenance and support are carried out by system administrators. Regular upgradation is carried out for computers and software. To maintain computer literacy among B.Com. and BBA students computer labs are available.

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	-	0	0
Financial Support from Other Sources			
a) National	MAHA DBT	7	129060
b) International	-	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 enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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 passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
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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
1	1	10

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
No Data Entered/Not Applicable !!!					
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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
No Data Entered/Not Applicable !!!					
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
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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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 student council under Student Development Cell at SPPU level it consists of 4 students as members who work as representative of student council. These members are selected on the basis of their academic and co-curricular performance at the college level throughout the year. The put forth the problems of the student's in the meetings organized in the institute. In addition to this one student member is nominated in IQAC and three Student members in Internal Complaint Cell.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

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 various departments of the college operate in a decentralized manner to function at ease and in smooth manner.
- Administration Department of the college also has autonomy to operate.
- There are various committees formed and run at the institutional level, where the members of each committee, participate right from planning to the execution so as to achieve the desired objectives.
- Every staff member of the college, both teaching and non-teaching are given an opportunity to perform their task in an open environment where the institution encourages their innovative ideas which lead to achieve efficiency.

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
Admission of Students	(a) Admissions of students is carried out as per the norms of Savitribai Phule Pune University. (b) The details of the Admission Process is available to the students on the Website of the Institute. (c) The Students are Counseled by the College Authority, Admission Committee and also by the Faculty Members which help them choose appropriate course /combination of subjects.
Industry Interaction / Collaboration	(a) College had organized an Industrial Visit to Hyderabad for the S.Y.BBA students to acquaint them with the working and functioning of the different industries. This lead the students to gain a better understanding of the functions and processes. (b) Guest Lectures were organized and Eminent Personalities from organizations were invited for the same.
Human Resource Management	(a) The staff members contribute their knowledge and skills to achieve excellence at academic and administrative level. (b) The Performance Appraisal of the faculty members is carried out annually. The feedback of the same is also communicated to the respective staff members. (c) The college encourages the faculty members to attend various Seminars and Workshops.

Library, ICT and Physical Infrastructure / Instrumentation	? Library, ICT and Physical Infrastructure / Instrumentation (a) The college library is well-maintained, which benefits the students as well as staff members. There are 5079 text-books, 2897 Reference books, and 420 CD's in the library. (b) The college also has well-equipped sports department, where facilities and equipment's are available for indoor games/sports. Various sports kits and sports material is also given to students to encourage their participation in the outdoor games and events. The college also possesses a well-equipped gym for its students and staff members.
Research and Development	a) Research Cell motivates and encourages the Faculty members to write research papers and present the same in the National and International Conferences. (b) The research papers of the Faculty Member are also published in the reputed Journals and Conference Proceedings. (c) One minor research project is under process.
Examination and Evaluation	<ul style="list-style-type: none"> All Examinations are conducted as per SPPU norms and guidelines. The students were evaluated on the basis of their performance in different components of Student Training Programme such as Case-Studies, Aptitude GKCA Test, Group Discussions, Personal Interviews, evaluation of Project Reports based on Research Methodology etc. The students of M.Com. are also given field work in which the students are expected to collect data from banks, financial institutions and companies as a part of their project. The students make the presentations on their projects.
Curriculum Development	There is an active participation of faculty members of our college who participate in various Workshops in the Restructuring of the Syllabus at University level.
Teaching and Learning	(a) Both Conventional and ICT methods are adopted for teaching- learning purpose. (b) The concepts were taught with the help of renowned Case studies for few subjects like Finance, HRM, and Marketing etc.

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

E-governance area	Details
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Planning and Development	GEMS software is used for Planning and Development.
Administration	Various software and other ICT tools are adopted and utilized by the college for administering and functioning the college activities efficiently. CCTV cameras are also installed for better security and surveillance.
Finance and Accounts	Various software's viz. Aspire" Software is used for generating Fee Receipts. "Pay whiz" software is used by the Accounts Department to prepare Salary Sheet of the employees. "Tally ERP 9" is used for Accounting.
Student Admission and Support	Aspire " Software is used for admission purpose.
Examination	The Examination Department uses various ICT tools for smooth functioning of the exam related activities with the help of LAN, Networking. It also makes use of various tools for Result Preparation of First Year Bachelor Courses. The University sends the Question papers in the Online form by sending the OTP to the Principal and College Examination Officer.

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
No Data Entered/Not Applicable !!!				
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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)
No Data Entered/Not Applicable !!!						
No file uploaded.						

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	Number of teachers who attended	From Date	To date	Duration
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development programme				
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	2	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Gratuity, Medical Insurance, Group Insurance Scheme and EMBF are applicable to the Teaching Staff.	Non-Teaching Staff is entitled to Provident Fund, Medical Insurance, Group Insurance Scheme, Gratuity and EMBF.	Medical Insurance , Earn and Learn Scheme under which 4 students availed the benefit and carried out the college related work given as per the University Rules.

6.4 – Financial Management and Resource Mobilization

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

The institution has a three-tier audit system to audit all the financial transactions by external, internal as well as Statutory auditors. The books of accounts and the supporting evidences are subjected to external, internal and statutory audit. The internal audit practices are carried out to monitor financial management of the institution to ensure sound financial position. Every year, the External audit and Statutory Audit is carried out to ensure total compliance with statutory requirements and obligations.

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
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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	Nill	Nill	Yes	Head of Institution
Administrative	Nill	Nill	Yes	Head of Institution

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

Regular feedback of student’s performance is given to the parents through

telephone conversation as well as face to face interaction. Individual Parent Teacher Interaction is practiced.

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

The Non-teaching staff i.e. staff from Accounts section attended the Training Programme on Tally ERP 9. The admin staff had also attended a Training Program for Eligibility Criteria for Students at SPPU.

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

• Regular meeting of Internal Quality Assurance Cell was conducted. • Student Training Programme for all streams were designed and implemented effectively.

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
No Data Entered/Not Applicable !!!					
View File					

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
No Data Entered/Not Applicable !!!				

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
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	68

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
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No Data Entered/Not Applicable !!!

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)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2017	21/06/2017	120
Teachers Day celebration	05/09/2017	05/09/2017	83
Mahatma Gandhi Jayanti celebration	24/09/2017	24/09/2017	69
Samarth Bharat Abhiyan	02/10/2017	02/10/2017	58
Rashtriya Ekta Din (142rd Birth Anniversary of Saradar Vallabhai Patel)	31/10/2017	31/10/2017	52
Aids Awareness Day	01/12/2017	01/12/2017	65
Youth Week celebration	12/01/2018	18/01/2018	112
Village cleanliness drive	03/02/2018	03/02/2018	75
Speech on: Human Rights Indian Women during NSS camp at Askarwadi	01/02/2018	01/02/2018	75
International Forest Day celebration	21/03/2018	21/03/2018	56

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

A proposal to install 10 KW Solar Panel under QIP was sent to SPPU.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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

http://www.sinhgad.edu/sinhgad-institutes-ACS/college-pages/SCOC_Sr/pdfs/AOAR/AOAR_2017-18/Best_Practices_for_AY_2017-18.pdf

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

We have a demographic diversity at our institute as the students as well as faculties come from diverse regions, religions and socio-economic backgrounds. We have students from different states as well as International students coming from Asian and African countries who add up to diverse culture. At our institute, we are trying to maintain 'uniqueness' by inculcating the value of 'togetherness' among all the members of this institution. Every year college organizes International Student Meet" in which head of the institution interacts with the students to understand their problems related to academics. The parent organization i.e. Sinhgad Technical Education Society has a separate "International Cell" to facilitate all issues related to international students. The Sinhgad Technical Education Society also organizes separate "Sinhgad Sports and Cultural Activities" only for all International students of STES's. At our Institute, we run semester-wise Student Training Programme (STP) for BBA, BBA (CA) and B.com which include Group discussions, Aptitude test, GKCA Quiz, IIM cases, Harvard Business Review Article Quiz, Business Communication module, Excel module, Technical Modules, Subject specific Quiz to enhance competitiveness and skills among students.

Provide the weblink of the institution

8. Future Plans of Actions for Next Academic Year

1) To install solar panel in order to make campus Eco-friendly 2) To motivate faculty members to do more research. 3) To organise guest lectures on recent topics 4) To organise activities for women empowerment.