Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**Sinhgad College of Commerce,Kondhwa(Bk.)**
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

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/Academic_calender_2018_2019_SCOC.pdf

5. Accrediation Details

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

A Guest Lecture on,	04-Feb-2019 1	82
Nirbhay Kanya Abhiyan- Workshop on Self-Defence	21-Jan-2019 1	85
Nirbhay Kanya Abhiyan	15-Jan-2019 1	72
Guest Lecture on Career Opportunities after Graduation	22-Jan-2019 1	45
Guest Lecture on GST and its implications	10-Jan-2019 1	63
IQAC Meeting: Planning the academic term	04-Dec-2018 1	12
IQAC Meeting: Half yearly review of the Academic Term	01-Sep-2018 1	12
Workshop on	12-Sep-2018 1	145
Guest Lecture on Leading a Team and Developing Team Work Culture	31-Aug-2018 1	45
IQAC Meeting	14-Jun-2018 1	12
[View File](#)		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
MAHA DBT	MAHA DBT	State Government	2018 365	137230
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)

1. Encouraged faculty members to enrolled and complete Ph.D.and to do more research

2. Strengthened extension activities through NSS and Student Council cell and also inculcated values of social responsibility among students

3. More focus was given 'Student Centric" activities by conducting a Student Training Programme, Seminars and guest lectures for all students to enhance their skills.

[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	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Development Committee	10-Mar-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	2019

Date of Submission	01-Mar-2019

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The institution has a Management

Information System. It is presently used for Fee receipt preparation and leaving certificate preparation of Students. "Aspire" Software is used for generating Fee Receipts. "Paywhiz" 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 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. For well planned curriculum delivery, IQAC prepares Academic Calendar. Before the start of the academic year the heads of the departments start collecting information about the syllabus revision in the respective subject. At the beginning of every academic year, the Principal conducts meeting with all faculty members to develop strategies for effective implementation of curriculum as well as co-curricular and extension activities. CBCS (choice based credit system) Scheme has been implemented from June 2019 for B.Com, BBA and BBA (CA) students and from July 2013 for M.Com students. At the beginning of the academic year Time-Table committee frames the time-table as per the guidelines of the board of studies of the affiliated University and academic calendar is prepared keeping in mind all the curricular aspects. The institute follows Program Outcome, Program Specific Outcome and Course Outcome to complete the syllabus within specific time frame with co-curricular and extracurricular activities. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as Chalk and Blackboard method, ICT-enabled teaching-learning method, Use of different softwares , Case studies, Group discussion amongst the students during the class, Seminars by students related to curriculum, Paper presentation by the students, Project work, dissertations are conducted. Teaching faculty members prepare their own plan of action according to the syllabus and the time available. Departmental review meetings are arranged regularly to discuss about the completion of syllabus. As per the guidelines of University, the college conducts Internal Examination and skill development activities. College examination committee plans the internal exam schedule at the beginning of every academic year. A well designed evaluation system involving assignments, tutorials, internal assessment test (continuous evaluation) have been in place. In certain specific subjects, session end evaluation (Quizzes, multiple choice questions …) have also been designed. Faculty members actively participate in the syllabus reframing workshops, seminars, and Conferences. They also participate as the resource persons in such workshops, seminars and conferences. The teachers are encouraged to attend workshops and seminars on curriculum design and restructuring. As per the changed syllabus new text books, Reference books and Journals are added to the Library periodically. We also encourage and provide opportunities to the students to participate in various competitions and cultural activities held in

other colleges. Information regarding time table, examination schedule, syllabi of the courses and various circulars issued by the university are displays on the college notice board, website as well as over official whatsapp group. The faculty maintains the documents and records like attendance, internal marks, practical records, project work. Feedbacks from various stakeholders are collected and analyzed to take corrective measures. Departments maintain the detailed record of the classes, assessments, project reports etc. and also keeps record of the different activities of the college regarding teaching learning, development and improvements of different methods of effective curriculum

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Website Development		16/01/2019	3	Yes	Yes

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
BCom	Cost and Works Account	15/06/2019
BBA	HRM, Marketing , Finance	15/06/2019
BCA	Computer Application	15/06/2019
MCom	Accounts and Taxation	01/07/2018

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Human Resource Management	15
BBA	Marketing	49
BBA	Finance	43

BCA	Computer Application	45
BBA	Business Exposure Report	114
MCom	Accounting and Taxation	20
BBA	Environmental Studies	150

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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

The college is always eager to take feedback of the stake holders regarding its performance. We have developed both manual as well as On-line Feedback System software. The feedback is taken once a semester for all programmes for all undergraduate and Post Graduate Programmes conducted in the College. This mechanism is divided into five categories viz. students' feedback, parents' feedback, alumni feedback, teachers' feedback and employers' feedback. The various parameters on which teaching is assessed are: Voice clarity, Board Writing, Presentation skills, teaching speed, Command on English, Preparation done before delivering lecture, Syllabus coverage, Interaction with students during lecture, Pronunciation, Punctuality, Explanation of topic taught. A detailed time table for execution of this programme is prepared by the IQAC. A circular is issued by IQAC detailing out the procedure on 'How and When to Conduct the Feedback". The Feedback received by the IQAC is then assessed and analyzed. The results are discussed with the Principal. Wherever improvement is needed, an Interaction meeting is organized along with the Teacher(s) and Head of the Department to discuss the feedback to seek improvement in teaching. Efforts taken by teachers(s) to enhance the quality of their teaching are also appreciated. A feedback to evaluate the facilities provided by the institution and the ambience provided for student centric learning is obtained at the end of the program every year from the outgoing final year students. The results are analysed, corrective and preventive actions are initiated to overcome any flaw/s indicated by the said feedback. Feedback is collected from the parents, suggestions and comments given by the guardians are also taken into account for future development. The different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in Governing Body of the college for necessary action. Also feedbacks are obtained from alumni towards their possible contribution to curriculum development/curriculum enlargement/enrichment, to support our students in employment and creating an awareness of expectations of the industry in fresh graduates. The obtained feedback is analysed and the action taken report is prepared and corrective actions are implemented subsequently. The analysis of feedback for the year 2018-2019, revealed that some teacher(s) have poor interaction with the student(s), incorrect pronunciation and poor preparation so unable to deliver systematically in class. Suggestions and recommendations were given to the teacher(s) in the Interaction meeting. However, overall efforts made on

teaching in classroom and method and content of deliverables have been appreciated by the students.

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
BCom	Cost and Works Account	240	300	265
BBA	HRM, Marketing , Finance	160	140	122
BCA	Computer Application	160	50	35
MCom	Accounts and Taxation	60	25	10
No file uploaded.				

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	1139	30	20	0	11

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
20	12	19	4	0	0
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes There is a separate scheme for mentoring and counselling students regarding their difficulties. 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 Sixty 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. Twenty students from the 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
1169	20	1:58

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
20	18	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 !!!			
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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
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 ? Seminars

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

An academic calendar is prepared by the designated coordinator at the beginning of the academic year. This includes the academic activities at the college level. The draft calendar is discussed in Principal's and HOD's meeting and all the suggestions which are approved in the meeting are incorporated before releasing the calendar to all departments by the principal. All the internal assessment tests are conducted at the college level, as per the academic calendar. 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/Progarm-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
5158	BCom	Cost and Works Account	152	70	46.05
5162	BBA	HRM, Marketing , Finance	110	81	71.81
5163	BCA	Computer Application	65	33	50.76
5159	MCom	Accounts and Taxation	20	20	100
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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/Student-Satisfaction-Survey-2018-19.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 !!!				
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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
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
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
Department of BBA	1
Department of BBA (CA)	1

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	Department of BBA	3	5.85
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of BBA	7
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
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 !!!						
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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 !!!				
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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
Yuva Saptah Swami Vivekanand Jayanti	Sinhgad College of Commerce, NSS Unit Board of Student Development (BSD)4	4	150
Rashtriya Ekta Din 143 Birth Anniversary of Sardar Vallabhi Patel Elocution Programme	Sinhgad College of Commerce, NSS Unit Board of Student Development (BSD)	4	150
International Yoga Day	Sinhgad College of Commerce, NSS Unit	6	192
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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 activites	Number of students participated in such activites
NSS	NSS Unit In collaboration with Sasoon Government Hospital, Pune	Blood Donation	4	60
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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
No Data Entered/Not Applicable !!!			
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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	Duration From	Duration To	Participant

/research lab with contact details				
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 !!!			
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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
200000	**96500**

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**
Classrooms with Wi-Fi OR LAN	**Existing**
Seminar halls with ICT facilities	**Existing**
Video Centre	**Existing**
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	**Newly Added**
Value of the equipment purchased during the year (rs. in lakhs)	**Newly Added**
Others	**Existing**
[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

Text Books	5097	715933	0	0	5097	715933
Reference Books	2897	834172	0	0	2897	834172

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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
<div align="center" colspan="4">No Data Entered/Not Applicable !!!</div>			

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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	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)

<div align="center">3 MBPS/ GBPS</div>

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
<div align="center" colspan="2">No Data Entered/Not Applicable !!!</div>	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
607368	185554	200000	0

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)

The physical facilities including Laboratories, Classrooms and Computers etc. are made available for the students. Physical Facility- • Class Rooms- Regular cleaning of the class Rooms is done by the non-teaching staff of the college. Cleanliness of the classroom is monitored by the class teachers. In case of any complain regarding classroom, class teachers informs to the staff secretary and major problems are discussed with principal and necessary action is taken. Academic Facility- • Library – Regular dusting and cleaning of library ambience and books is done. Annual purchase of books and journals is done as per the inputs given by the subject teachers as well as library committee members. •

Sports Room and Gym- A well equipped sports room along with Gym is available in campus for the students. Normally College receives the SPPU grant for sports equipments. Physical Director takes care of student's sports activities and sports competitions too. College supports students for the participation in various sports competition. • Computer Labs – Students are provided with well equipped labs as per the academic requirement. College have 4 Computer Lab. In case of any technical problem subject teacher inform the issue to Lab Instructor .Maintenance and support is carried out by system administrators. Regular upgradation is carried out for computers and software.

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	MAHA DBT	10	137230
Financial Support from Other Sources			
a) National	0	0	0
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 enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Group Discussion : Do's and Don'ts	19/12/2018	113	TIME, Pune
Guest Lecture on MBA Entrance	19/12/2018	73	TIME, Pune
Guest Lecture on Soft Skill	08/02/2019	113	SIBAR (MBA),Pune
Seminar on Communication Skills and Effective Leadership	11/09/2018	63	Skill Hub,Pune
International Yoga Day	21/06/2018	50	PATANJALI YOG PEET,Pune
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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 passedin the comp. exam	Number of studentsp placed
2019	Guest	0	110	0	0

| 2019 | Guest Lecture on O pportunities after graduation | 0 | 73 | 0 | 0 |

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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	16

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Tata Tele Services Maharashtra Ltd.	10	0	1)Quagnitia Sys. Pvt. Ltd. 2) Carriage Logistics Kuwait 3) Tech Mahindra 4) Apps Media 5) Wipro 6) Podar School 7) Corazon Homes Securities 8) GAIA ITES Pvt. Ltd 9)TCS	128	9

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	41	B.Com	B.Com	Symbiosis Centre for Management and Human Resource, Pune SIBAR (MBA) ,Pune MIT -World Peace	MBA, M.Com

				University, Pune Balaji Institute of International Business, Pune Ajeenkya D Y Patil University, Pune MMCC, Pune Ness Wadia College of Commerce, Pune Garwar	

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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
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
Sinhgad Sports Lawn Tennis Single(Girls) Karandak	Inter Campus	9
Sinhgad Sports Lawn Tennis Double(Girls) Karandak	Inter CampusInter Campus	14
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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 members who work has 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 :
0

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)

• Decentralization and operational autonomy available to various departments lead to good results and ease in functioning. • Administration Department of the college also has autonomy for its operations. • The institution promotes participative management. Various different committees at institutional level and departmental level are responsible for planning and execution. • The institution firmly believes that achievement of quality is every employee's responsibility and everyone in the institution has a role in contributing towards achievement of excellence. Faculty members have an opportunity to contribute their innovative ideas leading to improved processes and thereby achieve higher quality results.

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	Yes, the institution has a Management Information System. It is presently used for preparation of Fee receipt, Bonafide Certificates (Both Indian and Foreign Students), Transcripts and Leaving Certificate of Students. "Aspire " Software is used for generating Fee Receipts. "Paywhiz" 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.
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 ,Marketing etc. The institution follows student centric Teaching and Learning methods. A continuous evaluation process for the students progress has been adopted. As a part of continuous evaluation process, internal assessment like Group Discussions and Student Presentations are conducted apart from other methods of evaluation by the faculty.
Examination and Evaluation	• All Examinations are conducted a 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 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 give their presentations on their projects.
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 Members are also published in the reputed Journals and Conference Proceedings. (c) One minor research project is under process.
Library, ICT and Physical Infrastructure / Instrumentation	a) The college library is well-equipped. In the library, there are 5079 text-books, 2897 Reference books, 21 Journals and we also have the 432 CD's. (b) Along with the existing sports equipments, the college has purchased Spin Bike S905,Kettle Bell, Aerobic Step Board Medium, IDF BenchB125,Boxing Bag with Stand, Battling Rope 15 MTR..Standing cum Sitting Twister, Rubber Weight Plates. (c) Solar System was also installed. (d) One Photo-Copier Machine has been purchased.
Human Resource Management	(a) The skills of the staff members are utilized for academic and administrative purpose. (b) The Performance Appraisal of the faculty members is carried out annually. The students are asked to submit the online feedback of the staff members. The feedback of the same is also

	communicated to the staff members. (c) The college encourages the faculty members to attend various Seminars and Workshops.
Industry Interaction / Collaboration	(a) College had organized an Industrial visit to Ahmedabad for the SY BBA students to acquaint them with the working and functioning of the different industries which gave them a better exposure to understand the processes much better. (b) Guest Lectures were organized and Eminent Personalities from organizations were invited for the same.
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 are made available on the Website. (c) Counseling of students to choose appropriate course /combination of subjects is done by the College Authority, Admission Committee and also by the Faculty Members.

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

E-governace area	Details
Planning and Development	GEMS software is used for Planning and Development.
Administration	For the purpose of Administration, various ICT tools like admission software and mailing system are used on continuous basis. CCTV cameras are also installed for better security and surveillance.
Finance and Accounts	Various softwares viz. Aspire " Software is used for generating Fee Receipts. "Paywhiz" 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 and various softwares. It also uses these various tools and Software 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 !!!						
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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
No Data Entered/Not Applicable !!!				
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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 2 students availed the benefit and carried out the 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.

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 !!!		
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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	No	NA	Yes	Head of Institution.
Administrative	No	NO	Yes	Head of Institution.

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

> The Parent Teacher Meet is conducted in each Semester. 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 GST . The Accounts Department also attended a Workshop on Dead-Stock Verification. The admin staff had akso 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. • Feedback from all stakeholders were collected, analyzed and used for overall improvement.

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
2018	IQAC Meeting -Planning the academic term	14/06/2018	14/06/2018	26/04/2019	12

2018	Guest Lecture on Leading a Team and Developing Team Work Culture	31/08/2018	31/08/2018	31/08/2018	45
2018	Workshop on "No Honking Day"	12/09/2018	12/09/2018	12/09/2019	145
2019	Guest Lecture on GST and its implications	10/01/2019	10/01/2019	10/01/2019	63
2019	Guest Lecture on Career Opportunities after Graduation	22/01/2019	22/01/2019	22/01/2019	45
2019	Nirbhay Kanya Abhiyan –A Guest Lecture on "Youth and Addiction: The Staggering Reality"	15/01/2019	15/01/2019	04/02/2019	304
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nirbhay Kanya Abiyan (NKA)	15/01/2019	15/12/2019	98	0
Guest Lecture on Personality Development	15/01/2019	15/01/2019	72	0
Workshop on self defence	21/01/2019	21/01/2019	85	0
Seminar on Self Defence	28/01/2019	28/01/2019	65	0
Guest lecture on Sanitary Hygiene	04/02/2019	04/02/2019	75	0

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
Solar Power Plant of 10KW is installed

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	**Yes**	**0**
Rest Rooms	**Yes**	**0**

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
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	**21/06/2018**	**21/06/2018**	**50**
Mahatma Gandhi Jayanti (Cleanliness, Plastic Free, Drawing, Elocution Programme)	**24/09/2018**	**24/09/2018**	**110**
Rashtriya Ekta Din (143rd Birth Anniversary of Saradar Vallabhai Patel)	**31/10/2018**	**31/10/2018**	**95**
Yuva Saptah (Birth Anniversary of Swami Vivekananda)	**12/01/2019**	**12/01/2019**	**75**
Blood Donation	**18/01/2019**	**18/01/2019**	**60**
Teachers Day	**05/09/2018**	**05/09/2018**	**110**
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Solar Power Plant of 10 KW installed. 2. Tree Plantation 3. Plastic Free Campus 4. No Honking day was organised. 5. Car Pooling by employee 6. Reuse of

waste paper 7. Sprinklers for Campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I: Student Training Programme (STP) 1) Title of the Practice: Student Training Programme (STP) for FY, SY TY BBA, BBA (CA) and B.Com students. 2) Goal: Is to provide a training platform for students, to enhance their communication and presentation skills as well as to provide basic and advanced technical knowledge to students. 3) The Context: This training programme is framed to provide essential training to students in various areas such as Aptitude Test, General Knowledge current affairs, do's and don'ts of Group Discussion, preparation for personal interviews, Case study methodology, and technical modules, etc. 4) The Practice: At the beginning of STP Cycle we organized STP Orientation programme for freshers.This programme emphasizes on creating employability among the under-graduate students by training them. Student Training programme consist of two cycles in one academic year. Every cycle comprises of approx.18-19 weeks. The STP Calender is prepared at the beginning of the academic year in consultation with Principal Sir and all faculty members. The commencement and conclusion dates along with weekly activity calendar were displayed on the notice board for the students. The STP coordinators in consultation with Principal Sir allocated the responsibilities among faculty members. The necessary resources for conduction of activity were provided under STP Budget. All the activities were conducted as per schedule, the answer sheets were evaluated and marks were entered. The STP coordinator coordinated all the activities. At the end of STP Cycle the final STP Score sheet per student is prepared. 5) Evidence of Success: Evidence of success reflects through the feedback given by students. 6) Problems Encountered and Resources Required • Absenteeism was maximum because students find it difficult and Burdensome. • Some students do not attend due to laziness and other trifling reasons. Recourses required are as follows: • Fully trained Instructors • Classroom • LCD • Stationary 7) Contact Details: Name of the Principal: Dr.Makarand.S.Wazal Name of the Institution: Sinhgad College of Commerce City: Pune Pin Code: 411048 Accredited Status: B Work Phone: 020-26933634 Website: www.sinhgad.edu Mobile: 09421295544 E-mail:principal.scoc@sinhgad.edu

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

7.3 – Institutional Distinctiveness

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

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 from last five years which include Group discussions, Aptitute test, GKCA Quiz, Harvard/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 Prepare for NAAC reaccreditation 2. To inculcate social values among students by creating awareness about great Indian freedom fighters and Social Reformers by remembering them through various progammes.