



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	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

<b>2. Institutional Status</b>					
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			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.sinhgad.edu/sinhgad-institutes-ACS/college-pages/SCOC_Sr/pdfs/SCOC_AQAR_Reoprt_2018-19.pdf">http://www.sinhgad.edu/sinhgad-institutes-ACS/college-pages/SCOC_Sr/pdfs/SCOC_AQAR_Reoprt_2018-19.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://www.sinhgad.edu/sinhgad-institutes-acs/college-pages/SCOC_Sr/pdfs/Academic_calenda_2019-2020_SCOC.pdf">http://www.sinhgad.edu/sinhgad-institutes-acs/college-pages/SCOC_Sr/pdfs/Academic_calenda_2019-2020_SCOC.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.36	2011	16-Sep-2011	15-Sep-2016
<b>6. Date of Establishment of IQAC</b>			09-Jan-2012		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by	Date & Duration		Number of participants/ beneficiaries		

IQAC		
Career Guidance on UPSC-MPSC Competitive Exam	27-Dec-2019 1	101
IQAC Meeting Planning the academic term-II	02-Dec-2019 1	10
IQAC Meeting Half yearly review of the Academic Term	15-Oct-2019 1	10
Workshop on No Honking Day	12-Sep-2019 1	145
Guest Lecture on Essentials of Banking Sector Employment	19-Aug-2019 1	90
Guest Lecture on GST and its implications	09-Aug-2019 1	104
IQAC Meeting	17-Jun-2019 1	12

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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
<b>No Data Entered/Not Applicable!!!</b>				
<b>No Files Uploaded !!!</b>				

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

3

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

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

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

2. Strengthen extension activities through NSS ans Student Council Cell and also inculcate values of social responsibility among students.

3.More focus was given to Student Centric Activities by conducting seminars,guest lectures,group discussions, and Student Training Programme for SY/TY students to enhance their skills.

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

Plan of Action	Achivements/Outcomes
Strengthening Institutional Social Responsibility activities	Details mentioned in excel file
Identifying more "Best Practices" and institutionalizing them.	Details mentioned in excel file
Strengthening and Monitoring the Quality of Academics.	Details mentioned in excel file
More focus on 'Student Centric" activities to enhance their skills.	Details mentioned in excel file
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
College Development Commiittee	22-Jan-2021

**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

<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description 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 Slip of the employees. TallyERP9 is used for Accounting. Autolib software is also used by library to maintain online record of students, staff members and 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 does have a mechanism for well-planned curriculum delivery and documentation. The college is affiliated to Savitribai Phule Pune University (SPPU) and offers B.COM, BBA, BBA (CA) and M.Com courses. All the courses are designed by Savitribai Phule Pune University (SPPU) and accordingly yearly teaching plan are prepared by each department. Each faculty prepare their teaching plan according to the syllabus which is discussed thoroughly in departmental meeting held at the beginning of academic year. The principal also conducts meeting with all faculty members to develop strategies for effective implementation of curriculum as well as co-curricular and extension activities at the beginning of academic year. As per the guidelines of the board of studies of the affiliated University the Time-Table committee frames the time-table at the beginning of the academic year. Academic calendar is prepared keeping in mind all the curricular and co-curricular aspects. The College examination committee plans and conducts Internal Examination and skill development activities as per the guidelines of affiliated University. 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. A well-designed evaluation system involving assignments, tutorials, internal assessment test (continuous evaluation) in suitable for CBCS (choice based credit system) Scheme is been implemented. A variety of teaching methodology is used by the faculty for the effective delivery of the curriculum. Classroom teaching methods such as Chalk and Blackboard method, ICT-enabled teaching-learning method, use of different software, 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 based on needs of different subjects are regularly used. Online teaching platforms such as Zoom, Google meet, Google classroom were used by all the faculties especially during the COVID pandemic times (i.e., since April 2020). 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. As per the changed syllabus new text books, Reference books and Journals are added to

the Library periodically. Record of the classes, assessments, project reports and also of the different activities of the college regarding teaching learning, development and improvements of different methods of effective curriculum delivery are maintained by the Departments. The faculty also maintain the record of attendance, internal marks, practical records, project work of their respective subjects. Faculty members actively participate in the syllabus reframing workshops, seminars, and Conferences. College also encourage and provide opportunities to the students to participate in various competitions and cultural activities held in other colleges.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

#### 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 Works Accounting	15/06/2019
BCA	Computer Application	15/06/2019
BBA	HRM, Marketing , Finance	15/06/2019

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

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	0
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
BBA	Human Resource Management	17
BBA	Marketing	68
BBA	Finance	36
BCA	Computer Application	27

BBA	Business Exposure Report	83
MCom	Advanced Accounting and Taxation	6
BCom	Environmental Studies	160
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#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The college have developed On-line as well as Off-line Feedback System software. The feedback is taken once a semester for all undergraduate and Post Graduate is completed. Feedback mechanism is divided into five categories viz. students' feedback, parents' feedback, alumni feedback, teachers' feedback and employers' feedback. A detailed time table for feedback collection is prepared by the IQAC. The various parameters on which teaching is assessed include 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. The Feedback received by the IQAC is then assessed and analyzed. The results are analyzed, corrective and preventive actions are initiated to overcome any flaw/s indicated by the said feedback. 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. Online feedback system was implemented for the academic year 2019-20. The analysis of feedback, revealed that some teacher(s) have poor preparation skills, incorrect pronunciation and less adaptability to new teaching methodology required for online lectures. Suggestions and recommendations were given to the teacher(s) in the Interaction meeting. However, overall efforts made by the faculty in classroom as well as through online lectures have been appreciated by the students. Specially the efforts taken by the faculty for reaching out to students and keeping them updated during the pandemic times were well appreciated by all the stakeholders.</p>

#### CRITERION II – TEACHING- LEARNING AND EVALUATION

##### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Advanced Accounting & Taxation	60	25	14
BCA	Computer	160	50	38

	<b>Application</b>			
<b>BBA</b>	<b>HR, Finance &amp; Marketing</b>	<b>160</b>	<b>140</b>	<b>131</b>
<b>BCom</b>	<b>Cost &amp; Works Accounting</b>	<b>240</b>	<b>300</b>	<b>239</b>
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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
<b>2019</b>	<b>966</b>	<b>20</b>	<b>19</b>	<b>0</b>	<b>11</b>

## 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
<b>21</b>	<b>18</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>0</b>

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### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring system for establishing a better and effective relationship between student and teacher and also to continuously monitor, counsel and guide students in educational and personal matter, is available at the institutional level. Students are guided as to how their approach towards the study should be. All teachers work as mentors for students allotted to them. The students must feel to confide in their mentors. This is a continuous process till the end of academic career of student. 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 fifty 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 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, Personality development, Disaster management etc .

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
<b>986</b>	<b>21</b>	<b>1 : 47</b>

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with
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positions			the current year	Ph.D
21	21	0	4	5

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
Nil	Nil	Nil	Nil
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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
BCA	5163	1	24/10/2019	02/01/2020
BBA	5162	4 6	05/06/2020	18/01/2021
BBA	5162	3 5	24/10/2019	02/01/2020
BBA	5162	2	05/06/2020	31/07/2020
BBA	5162	1	24/10/2019	02/01/2020
BCom	5158	Annual	05/06/2020	12/11/2020
BCom	5158	1	24/10/2019	25/01/2020
BCom	5158	2	05/06/2020	11/08/2020
BCom	5158	Annual	05/06/2020	30/07/2020
BCA	5163	2	05/06/2020	31/07/2020
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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 3. CBCS for UG courses have been introduced by SPPU under 2019 Pattern. It has been implemented for F.Y.B.Com, F.Y.BBA and F.Y. BBA(CA). Under CBCS all the graduate courses conduct examination in the form of ? Projects ? Multiple Choice Test ? Presentations ? Assignments ? Quiz ? Group Discussions ? Interviews

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.
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Formative and summative feedback is administered as per the schedule. • All other activities like NSS, Sinhgad Sports Karandak ,Sinhgad Cultural Karandak, birth anniversaries of legends of India , Cultural week are celebrated as per the plan. • Guest Lectures, Work shop, Seminars, Self - Defence activities , Students Training 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/Program-Outcomes-Course-Outcomes-and-Program-Specific-Outcomes\\_2021.pdf](http://www.sinhgad.edu/sinhgad-institutes-ACS/college-pages/SCOC_Sr/pdfs/Program-Outcomes-Course-Outcomes-and-Program-Specific-Outcomes_2021.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
5159	MCom	Advanced Accounting & Taxation	6	6	100
5163	BCA	Computer Application	88	86	97.22
5162	BBA	HR, Finance & Marketing	122	122	100
5158	BCom	Cost & Works Accounting	120	112	93.33

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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/SCOC\\_Student\\_Satisfaction\\_Survey\\_2019-20.pdf](http://www.sinhgad.edu/sinhgad-institutes-ACS/college-pages/SCOC_Sr/pdfs/SCOC_Student_Satisfaction_Survey_2019-20.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	1	S.P.P.U	100000	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
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Nil	Nil	
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3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

Name of the Department	Number of PhD's Awarded
BBA	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)
National	B.Com.	1	6
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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
BBA	14
BBA-CA	1
No file uploaded.	

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

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

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

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

Number of Faculty	International	National	State	Local
Nil	0	0	0	0
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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga Day	Sinhgad College of Commerce, NSS Unit	6	120
Yuva Saptah Swami Vivekanand Jayanti	Sinhgad College of Commerce, NSS Unit Board of Student Development (BSD)	4	150
Work Shop on Road safety	Sinhgad College of Commerce, NSS Unit Kondhwa Traffic Division	10	400
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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
Nil	Nil	Nil	0
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#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Nil	Nil	Nil	0	0
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
Nil	0	Nil	0
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#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0
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
Nil	Nil	Nil	0
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
165769	144147

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

### 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	5079	715933	10	1057	5089	716990

Reference Books	2897	834172	30	13847	2927	848019
Journals	0	0	21	40000	21	40000
Library Automation	1	57500	0	0	1	57500
Digital Database	0	0	1	0	1	0
CD & Video	420	500	12	0	432	500
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
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
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NA</a>

#### 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
1719767	1495450	183358	159442

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)

• Class rooms- Regular cleaning of the classroom is done by the non-teaching 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 student's 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 up gradation is carried out for computers and software. To maintain computer literacy among BCOM 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	Nil	0	0
Financial Support from Other Sources			
a) National	Nil	0	0
b)International	Nil	0	0
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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Group Discussion : Do's and Don'ts	19/12/2019	113	T.I.M.E, Pune
Communication Skills and Effective Leadership	11/09/2019	63	Skill Hub,Pune
SIBAR Star @ par	17/01/2020	78	SIBAR
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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 lecture on "Why MBA"?	72	72	0	0
2019	Guest lecture on "Carrier opportunities in Management"	63	63	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
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Amdocs	2	2	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	30	BBA-CA	Department of BBA/BBA(CA)	SIBAR (MCA) Indira Institute of Management SIOM VIT D Y Patil School of MCA SIBAR (MBA) MIT -World Peace University Ajeenkya D Y Patil University	MCA, MBA
2020	70	BBA	Department of BBA	SIBAR (MBA) Symbiosis Centre for Management and Human Resource MIT -World Peace University	MBA



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Institute of  
International  
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Ajeenkya D Y  
Patil  
University

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

Items	Number of students selected/ qualifying
NET	1

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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 Karandak 2019-20	Institute	63

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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Achieve award and medal in n ational/in ternationa l and local tournament	Internat ional	1	Nil	00	Mahavir Sanjay Raisoni
2019	Runners up position at inter university sport meet Mumbai	National	1	Nil	Nil	Priyanka Fulari
2020	Silver Medal in IPF national level power lifting co mpetition, Delhi	National	1	Nil	Nil	Tushar Pingale
2019	Title player of	National	1	Nil	00	Yahraj Vikas

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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 have 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 :

Nil

### 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. • The Administration Department of the college also has the 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
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.

Industry Interaction / Collaboration

(a) College had organized an Industrial visit to Hyderabad 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.

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.

Library, ICT and Physical Infrastructure / Instrumentation

The college has well-equipped infrastructure for both students and staff members like computer labs with internet connectivity, well maintained sports department with advanced equipments. The premises of the college is under CCTV surveillance for better security. The college library is well-equipped. In the library, there are in all 5089 text-books, 2927 Reference books, 21 Journals and we also have the 432 CD's.

Research and Development

The Faculty members are encouraged and motivated by the Research Cell to write research papers and present the same in the National and International Conferences. (b) The research papers of the Faculty Members were also published in the reputed Journals and Conference Proceedings. (c) One minor research project is under process.

Examination and Evaluation

- All Examinations are conducted as per SPPU norms and guidelines. The internal assessment of students of second year and third year was done 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 Internal Examination was also conducted. For the First Year Students CBCS Pattern was adopted for the internal assessment. 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. These students are evaluated on the basis of their Project Work and Presentations. Due to COVID-19 situation, SPPU had conducted the examinations for the Third Year Regular and SY Backlog Examinations by using the online platform. The Project Viva for T.Y.BBA and T.Y.B.Com and M.Com-II for March/April-2020 were conducted online in the month of September-2020.

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. According to CBCS Pattern, continuous evaluation process for the First Year has been carried out through Group Discussions, Assignments, Projects/Practicals and Student Presentations were conducted by the respective faculty members and internal assessment was done accordingly.

Curriculum Development

Faculty members of our college contribute in the Workshops held by the University for Restructuring of Syllabus. College had organized a Workshop on Implementation of CBCS and Restructured Syllabus for B.Com/BBA/BBA(CA)/BBA(IB) where faculty members from sister concern of STES attended in large number.

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

E-governance area	Details
Planning and Development	Internet is extensively 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. Due to COVID-19 situation, SPPU had conducted the examinations for the Third Year Regular and SY Backlog Examinations by using the online platform in the month of October-2020 and December-2020. Likewise, the college also used the online platform to conduct the First Year 2013 Pattern Backlog Exams for March/April 2020 as directed by the University in the month of December-2020. The Project Viva for T.Y.BBA and T.Y.B.Com and M.Com-II for March/April-2020 were conducted online in the month of Spetember-2020. Online Mock Test was conducted before the final examination for the students to get themselves acquainted with the online mode of examination.

### 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
Nil	Nil	Nil	Nil	0
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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	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	organised for teaching staff	organised for non-teaching staff				
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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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
4 Week Orientation Programme	3	04/06/2020	01/07/2020	28
"Managing Online Classes and Co-creating MOOCs"	9	20/04/2020	06/05/2020	14
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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	5	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. Every year, the External audit and Statutory Audit is carried out to ensure total compliance with statutory requirements and obligations.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

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

0

**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Head of Institution.
Administrative	No	Nil	Yes	Head of Institution.

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

Parent Teacher Interaction is practiced at individual level.

## 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. Also, a training programme was attended by the members of Accounts Department to know the implementation of the upgraded "Aspire Software".

## 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
2019	Guest Lecture on GST and its implications	09/08/2019	09/08/2019	09/08/2019	104
2019	Guest Lecture on Essentials of Banking Sector Employment	19/08/2019	19/08/2019	19/08/2019	90
2019	Workshop on No Honking Day	12/09/2019	12/09/2019	12/09/2019	145
2019	Career Guidance on	27/12/2019	27/12/2019	27/12/2019	101

## 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 Abhiyan -A Guest Lecture on "Youth and Addiction: The Staggering Reality"	15/01/2020	15/01/2020	72	0
Nirbhay Kanya Abhiyan- Workshop on Self-Defence	21/01/2020	21/01/2020	85	0
Nirbhay Kanya Abhiyan - Seminar on Self-Defence	27/01/2020	27/01/2020	65	0
A Guest Lecture on, "Sanitary Hygiene and Menstrual Coping" for Girl students.	04/02/2020	04/02/2020	82	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

Nil

7.1.3 – Differently abled (Divyangjan) friendliness

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

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	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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community

No Data Entered/Not Applicable !!!

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

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Guest Lecture on Career Opportunities after Graduation	22/01/2020	22/01/2020	23
Dr. Sarvapalli Radhakrishnan Birth Anniversary (Teachers Day) 5th September	05/09/2019	05/09/2019	50
A.P.J Abdul Kalam Jayanti	15/10/2019	15/10/2019	60
Savitribai Joytiba Phule Jayanti	03/01/2020	03/01/2020	50
Swami Vivekananda Jayanti	13/01/2020	13/01/2020	60
Shri Chatrapati Shivaji Maharaj Jayanti	20/02/2020	20/02/2020	60
Workshop on "No Honking Day"	12/09/2019	12/09/2019	145
Guest Lecture on GST and its Implications	10/01/2020	10/01/2020	63

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

1. No Honking day was organised. 2. Car Pooling by employees is practiced. 3. Waste Paper is Re-used on regular basis. 4. Sprinklers for Campus. 5. Plastic-free Campus

## 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Best Practice I: Choice Based Credit System (CBCS)** 1) Title of the Practice: Implementation of Choice Based Credit System (CBCS) for First Year Students of BBA, BBA (CA) B.Com. 2) Goal: The goal of CBCS emphasizes on student-centric teaching and learning process. This pattern focusses on the 'Concurrent Evaluation' i.e. continuous evaluation throughout the courses. It provides a platform for the students, to enhance their communication, presentation skills as well as to provide basic and advanced technical knowledge to students. 3) The Context: Looking at the competition and the requirements for the students

who wish to study abroad, this CBCS pattern moulds the students to learn and stay competitive. This pattern enhances the skills of the students by learning different Add-on courses apart from the regular curriculum. 4) The Practice: The Teachers teaching the courses of CBCS Pattern has the flexibility to design the different components for student evaluation. Based on different subjects, the teachers considers various assignments, Presentations, Mini-Projects, Group Discussions, Business Exposure as per specializations etc. The students can get a good platform to learn and improve their employability skills. 5) Evidence of Success: The students response for the components of evaluation was commendable. They actively participated in all the activities conducted by the respective subject teachers. 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 Best Practices II: Celebration of Various Birth And Death Anniversaries of Legends. 1.) Title of the Practice Celebration of Different Days by paying tribute to the social reformers and freedom fighters was initiated. 2) Goal: This Practice inculcates patriotism and respect to our social reformers by remembering them. The students can give information about these legends through their speech. The hardships and challenges faced by these reformers and their response to these situations could give a great learning to the students. 3) The Context: This activity was initiated so as to pay tribute to the social reformers and freedom fighters. 4) The Practice: The birth and death Anniversaries coming in each month are noted. Based on the occasion, the things that can be done are planned accordingly. The Garland and the flowers are offered to the Photo frame of the Legend .A small programme is organized where the Students and Teachers gathered give a speech remembering the legend. 5) Evidence of Success: Evidence of success reflects through the gathering of the students and faculty members for the function. Many students are also interested to deliver their speech. 6) Problems Encountered and Resources Required • The number of participants are limited. 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

[http://www.sinhgad.edu/sinhgad-institutes-acsc/college-pages/SCOC\\_Sr/AOAR.html](http://www.sinhgad.edu/sinhgad-institutes-acsc/college-pages/SCOC_Sr/AOAR.html)

### 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 SY/TY BBA, BBA (CA) and B.com from last six years which include Group discussions, Aptitude 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

[NA](#)

### **8.Future Plans of Actions for Next Academic Year**

1. To Prepare for NAAC reaccreditation. 2. To prepare and come up with different ideas so as to execute the CBCS Pattern in a more effective way. 3. To provide infrastructure to facilitate online Teaching and Learning.