



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SINHGAD TECHNICAL EDUCATION SOCIETY'S SINHGAD COLLEGE OF COMMERCE,KONDHWA,PUNE

**SECTOR NO. 40/4A 4B , OPP. OLD PMC OCTROI POST, KONDHWA-SASWAD
ROAD, KONDHWA, PUNE**

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BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sinhgad College of Commerce is established in 2003 under the egis of Sinhgad Technical Education Society (STES), Pune which is established in 1993 under the leadership of Hon. Prof. M. N. Navale with an objective to provide quality education in the field of Commerce, Engineering, Management, Architecture, Pharmacy, Medical Sciences, Hotel Management, Law and the basic school education.

STES's Sinhgad College of Commerce has achieved recognition in educational sector for academic excellence and holistic development of students. The college offers Under-graduate non-professional program of B.Com. and professional programs such as BBA and BBA(Computer Applications) along with Post-graduate program of M.Com.

We have state-of-the-art physical, sports and IT infrastructure, well-equipped laboratories and well-stocked library with e-resources that enables quality teaching-learning and evaluation process. A good number of students have secured university rank and representing the college in extra-curricular and outreach activities. Academic achievements of students enabled the college to leave a mark on Pune's educational map.

The college has instilled value system among the students by imbibing and adhering to the professional ethics. Our students have outstripped in different sectors viz. education, sports, art/s, industries and government. The college is constantly trying to thrive to the educational and cultural needs of the society since its inception. To be in the front runner the college management has implemented fruitful policies to manage the college activities smoothly and effectively. The teaching-learning environment is observed, taken care and preserved in the college and there how college has become center of attraction for the national and international students. The college has qualified and dedicated faculties who have created a bond of trust and a rapport with the students. The college urges faculties and students to involve in research activities. The technical courses and value added courses add an extra edge to the colleges' popularity and prosperity.

We are keen towards the activities carried out in the college as career opportunities through Placement Cell, personality enhancement through NSS, Cultural Cell, and Women Empowerment Cell. The alumni are the major backbones of the institutional identity as their guidance to the juniors is a proven source of inspiration.

Vision

To explore, establish and improvise continually in order to develop a complete learning experience along with providing infinite opportunities for development of the students and at the same time, providing quality education to one and all.

Mission

To impart higher education that transforms students through qualitative coursework to create consciousness

about needs of society and industry to attain the academic excellence as well as essential life skills.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Proactive and supportive management
- Visionary approach of Parent Institution which provides regular assistance for smooth and effective functioning of the college
- Inclusive governance
- Sustenance of good academic performance
- Eligible and highly qualified faculties engaged in teaching-learning, research and extension activities
- Catering to students of diverse socio-economic group from several states and countries
- Dominant ratio of female students and teachers
- Inculcation of values among students through our well-run extension activities, sport culture, community service programs.
- Adequate and well maintained infrastructure and physical facilities for effective academics, curricular and co-curricular activities as per the standards / norms of SPP University / UGC
- Optimum utilization of teaching aids like LCD projectors, OHP, Internet connected (LAN) computer systems for effective ICT enabled teaching-learning and evaluation system
- Well-equipped laboratories with internet connection facilities and well-stocked library
- Organization of best possible extension activities through NSS, Student Welfare Cell, Women Empowerment Cell, Placement cell and good performance in sports and cultural activities.
- Provision of excellent on-campus residential facilities
- Provision of Hostel facility for girls and boys Separately
- Active involvement of all the departments in capability enhancement and social activities along with core academics.
- Provision of health checkup and medical facilities by parent institution to the students and staff in Smt. Kashibai Navale Hospital, Narhe
- Impressive result at university Examination
- Lush green and well maintained campus
- Preferential response from students to study at SCOC resulting into increasing strength

Institutional Weakness

- Being a self-financed unaided institution, increasing fees is an issue for deprived and economically weak students
- Limited industry-institution interface
- Difficulty in tracking the progression of pass-out students
- Academic rigidity under affiliating system
- Outskirt location of Institute

Institutional Opportunity

- Effective implementation of NEP

- Exploration of advent of Pune as a hub for industries and institutes of national and international importance
- To explore more linkages, MoUs and collaborations
- To increase involvement of socially and economically weaker section of society for the spread of education.
- Encouraging faculty for post-doctoral research and various research projects
- Tapping more alumni experience to cultivate campus-life of the institution
- Exploring non-conventional energy resources and green initiatives.
- Continuous training and knowledge up-gradation of the teaching and the administrative staff
- Motivating students to use online platforms/virtual resources for self learning as SWAYAM, MOOCs, etc.

Institutional Challenge

- To keep the pace with changing scenario of Academic, technology, research and innovation
- Ferocious competition in self-financing institutions
- Provision of Consultancy services
- Jobs gradually becoming independent of degrees and the resultant dejection in the arena of traditional degree courses
- Vertical growth of college is restricted as located in metropolitan city.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Sinhgad College of commerce is affiliated to the SPPU and follows the curriculum stated by the university. SCOC focuses on the academic programs offered by the SPPU. The college ensures effective curriculum delivery through a well-planned and documented process. The SCOC adheres to the academic calendar for the conduct of Continuous Internal Evaluation (CIE). Faculty of the Institution participates in the activities related to curriculum development and assessment as well as syllabus designing, paper setting, practical/ oral exams, etc. Faculty members participate in Workshops on Curriculum Design conducted by the university and organize Faculty Development Programs (FDP) at SCOC through IQAC. Academic flexibility is provided to the students by offering various elective subjects. Various add on / certification courses and Student Training Program (STP) conducted in every semester is used to bridge the gap between curriculum and industry. As we follow SPPU Curriculum, there is limited flexibility for electing few subjects as per the choice of students. The college encourages students' participation in Seminar, Workshops, Industry visits, tie-ups through Memorandum of Understanding (MoU) with industries along with technical activities and Value-Added Programs that help students to learn beyond the syllabi. The curriculum designed by the university integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment, and Sustainability.

Each department frames its academic calendar to nurture students in the right direction for the implementation of curricular, co-curricular, extra-curricular activities. Experienced and dedicated faculty put their efforts to enable students to achieve good academic performance in university examinations. Continuous monitoring of syllabus coverage by individual faculty and assessment of students at every semester contribute to achieve consistent improvements.

The percentage of courses that include experiential learning through project work, fieldwork, or internships is substantial, making our students well-prepared for the industry. The institution also obtains feedback on the syllabus and its transaction from various stakeholders, such as students, teachers, employers, and alumni.

This criterion emphasizes on innovative teaching methodologies, the use of technology and the best practices in promoting effective learning for the betterment and overall development of the students.

Teaching-learning and Evaluation

The college has a diversified student community from all over India and abroad and provides adequate support to cater their varied learning needs. The college ensures comprehensiveness in admission process by following reservation rules and regulations of State Government and UGC. The student strength of the academic year 2022-2023 is 759 with 221 belonging to reserved category. Different programs are offered to the students according to their competency and choice. Diverse learning levels of the students are assessed to identify slow and advanced learners. Intensive special programmes are organised for addressing learner diversity. The college, in the Academic year 2022-23, has 23 qualified full time teachers out of which seven are having doctorate and one is Research Guide working with full dedication to create zeal, ignite passion and generate curiosity among the students. Academic calendar covering major events and probable examination dates is prepared. Teachers use student-centric methods such as experiential and participative learning which encompasses a variety of activities includes field visits, industry visits, internships, project work, etc. as well as problem solving methodologies in teaching. The college focuses on the use of innovative teaching learning pedagogy and to support it, teachers are well trained to use ICT enabled tools for teaching-learning-evaluation. Mentor-Mentee ratio is optimally maintained for smooth execution of college decorum and student centric learning environment. Internal assessment mechanism is transparent and robust as per the guidelines of Savitribai Phule Pune University. Circular and guidelines pertaining examination and CIE mechanism as well as exam grievances are displayed on the college notice board for students' reference. College practices continuous internal evaluation under CBCS system and observes a prudent grievance redressal mechanism. Programme Outcomes and Course Outcomes are defined, mapped and measured through the evaluation and analysis of students' performance in academics. The outcome of the efforts taken by faculties has increased students' understanding and intellectual ability which has ultimately resulted in good academic performance. Attainment of course outcomes is computed. Online Student Satisfaction Survey is conducted by the institute. Parent teacher meetings are conducted for coordination and communication with the parents.

Research, Innovations and Extension

Sinhgad College of Commerce, Pune, has demonstrated commendable performance in the areas of research, innovations, and extension. Over the last five years, the college faculty members have made significant contributions to the research landscape, with 23 research papers published in recognized international and national journals. These publications reflect the college's commitment to advancing knowledge and disseminating valuable insights in their respective fields.

The college has also made notable contributions to academic literature, with 25 books and book chapters published, all of which have been assigned ISSN numbers. These publications underscore the institution's dedication to knowledge creation and sharing, contributing to the enrichment of the academic community.

Savitribai Phule Pune University funded a minor research project conducted by faculty member, reflecting the

ability to secure research funding and engage in scholarly investigations that have the potential to address relevant societal challenges.

The college has demonstrated a commitment to academic excellence and human resource development by producing six faculty members who are awarded PhD degrees during the last five years.

The college's efforts in community service and societal impact have been recognized by Pune Corporation, which awarded the prestigious "Covid Yodha Award" in 2020 to college. This acknowledgment reflects the institution's active involvement in combating the pandemic and serving the community.

The College has been actively engaged in various social work and extension activities. Celebrating events such as Cleanliness campaigns, Tree plantation drives, Covid vaccination initiatives, and International Yoga Day events demonstrate the college's commitment to community outreach and its dedication to promoting a healthy and sustainable society.

Thus, Sinhgad College of Commerce, Pune, has showcased exemplary performance in research, innovations, and extension. The significant number of research publications, books, and book chapters, along with research projects, exemplify the institution's strong academic and research culture. Furthermore, the recognition and awards received, as well as the extensive community-oriented initiatives underscore the college's dedication to societal welfare. These achievements make Sinhgad College of Commerce a distinguished institution that contributes significantly to the advancement of knowledge and community development.

Infrastructure and Learning Resources

The institute has modern and well-maintained infrastructure and learning resources that provide a conducive environment for effective teaching and learning.

- **Classrooms:** All classrooms in the institute are spacious, well-furnished, and adequately ventilated. They are equipped with desks, benches, platforms, fans, tube lights, green/white boards, LCD projectors, curtains, and LAN/Wi-Fi connectivity.
- **Computing Equipment & Lab:** The institute houses four well-furnished computer labs with 154 computer systems, scanners and printer and 50 Mbps wired internet link. To ensure internal LAN security, licensed software is available.
- **Seminar Halls and Smart Classrooms:** The College has well-equipped seminar halls and smart classrooms with ample seating capacity, LCD projectors, whiteboards, Sound System with internet connectivity.
- **Library:** The library is enriched with an extensive collection of 8,474 books and 1,753 titles from various disciplines, 2,927 reference books, N-list E-journals Database and digital library, 432 CDs and newspapers.
- **Training and Placement Cell:** The institute has a well-established Central Placement Cell that facilitates training and placement activities.
- **Faculty Rooms:** The faculty members are provided with individual and/or shared rooms equipped with required furniture and ICT facilities.
- **Washroom and Drinking Water Facility:** Adequate number of washrooms on every floor along with water purification and cooler facilities, are available.
- **Hostel Facility:** The institute offers separate hostel accommodations for girls and boys.
- **Mess facility:** Common Mess facility is provided in the campus for all.

- **Cultural Activities:** The annual 'Sinhgad Karandak' including cultural events is organized along with celebration of Birth anniversaries of Indian Legends.
- **Sports and Games and Yoga Center:** Provision of facilities for both indoor and outdoor sports and games and Yoga center.
- **Gymnasium Hall:** A well-equipped Gymnasium Hall is provided.
- **Medical Facility:** The campus has an emergency healthcare center along with STES's Medical College and Hospital, located nearby.
- **Other Facilities and Infrastructure Support:** The campus has 24/7 power backup generator, stationary stores, Water pump house, Water Harvesting plant, solar system, sewage plant, a canteen, fruit center, laundry, bank with ATM and parking space separate for staff and student vehicles.
- **Maintenance:** Civil, Electrical, IT, Water and Plumbing maintenance is done regularly.
- **Housekeeping:** Daily cleanliness and hygiene is maintained by housekeeping team.

Student Support and Progression

The Institution works to help students to develop their personalities in all facets through student-centered instructional methods. Students from foreign nations including Afghanistan, Bangladesh, South Sudan, Nepal, Eritrea and other states in Maharashtra want to apply for admission to the college in order to complete their degree program in the Institute. Students can avail the facility of free ships and government grants. Facility of paying the Fees in installments is provided to the needy students.

Training and Placement Cell offers advice for a variety of competitive tests/exams and job prospects available in various sectors. Each department sponsors a variety of extracurricular events (seminars, workshops, guest lectures, Industrial visits, etc.) that aid students in pursuing careers in their areas of interest. Cell like Women Empowerment, Student Welfare, and NSS make every effort to develop socially conscious citizens. In addition to this, Central Placement Cell of the Parent Institute supports Training and Placement cell of the college in planning training sessions for students' development as well as on- and off-campus hiring efforts.

The college has established Grievance Cell, Anti-Ragging Cell to defend students' rights and address any grievance raised. Student participation in a variety of extracurricular activities as sports and cultural events is encouraged and facilitated by the college's cultural and sports committees. Students actively take part in annual mega fest named Sinhgad Karandak (giant cultural event) and Sinhgad Sports Karandak organized by the Parent Institute. A college organizes art festival that uncovers students' hidden talents.

According to prevailing law in Maharashtra, the college has a student council where students take on roles as class representatives and cell organizers. Alumni are often requested to participate in activities like orientation, guest lectures, workshops and mock interviews where they advise juniors on the academic atmosphere, industrial initiatives, internship opportunities and other relevant topics.

Governance, Leadership and Management

Sinhgad College of Commerce established in 2003 offers a range of Commerce Stream courses: B.B.A, B.Com, B.B.A (CA) and M.Com. The Institution operates under an organized structure comprising of the Board of Trustees, Principal, Vice-Principal, College Development Committee (CDC), IQAC, Academic Section and

Administrative Section.

The IQAC initiated in 2012 assumes a crucial role in fostering conscious and consistent efforts to enhance both academic and administrative performance. Decentralization characterizes the administration, facilitated through Departmental Heads and faculty. Each academic year witnesses the formation of committees dedicated to advancing academic and administrative excellence as well as student-centric initiatives. These committees are staffed by highly qualified and devoted faculty members dedicated to fulfill the committees' objectives. Additionally, faculty members are encouraged to participate in online/face-to-face faculty development programs and refresher courses nurturing skill enhancement.

Operating as a self-financed entity, the college relies on student tuition fees, college development funds and hostel fees for financial sustenance. A transparent and well-structured financial management system ensures efficient resource allocation. Regular IQAC meetings facilitate strategic planning aligning with the institute's objectives.

Over the past five years, various committees and cells have been functioning to achieve social, economic, and cultural objectives. The IQAC prioritizes skill-based certificate courses and value-added programs to equip students with employability skills for today's competitive landscape. It also promotes self-employment and empowerment in students.

Furthermore, the IQAC diligently oversees curricular, co-curricular and extra-curricular activities in line with the institute's vision, mission, and objectives ensuring a holistic and enriching educational experience. In essence, Sinhgad College of Commerce continually strives for quality enhancement by harmonizing efforts towards its overarching goals.

Institutional Values and Best Practices

Sinhgad College of Commerce, Kondhawa (Bk), Pune is advancing towards gender equity and equal opportunities for all regardless of gender and has taken various initiatives in addressing gender disparities and creating a more equitable learning environment.

The college has taken initiatives to promote gender equity includes partnering with the ATLAS COPCO Charitable Foundation for Breast Cancer awareness. A 'Self Defence Workshop for Girls' was organized under 'Nirbhay Kanya Abhiyan'. The college has taken guest lectures on 'Women's Safety & Protection for their rights' and 'Personality Development for Girls - Health & Hygiene'. The college has established committees like Anti-Sexual Harassment, Anti-Ragging to ensure safety in campus. Secure environment in college maintained through a strategically placed CCTV camera.

The College organises events to celebrate culture diversity through programmes like Navratri Utsav, Karandak and Til Gul Vatap programmes. The college emphasizes on creating awareness of the contribution of Great social reformers through celebration of their birth anniversaries like Savitribai Phule Jayanti, Swami Vivekananda Jayanti, Dr. A.P.J. Abdul Kalam Jayanti, Mahatma Phule Jayanti, Dr. Babasaheb Ambedkar Jayanti, Mahatma Gandhi Jayanti, etc.

The Institute also conducts guest lectures on current affairs such as GST & Its Implications, Capital Market

Awareness, Entrepreneurship development, Finance Management, Banking and Finance, financial Literacy, Data Base Management System, IT in Management System, etc. A three-day session on Financial Literacy is organised to impart knowledge about investment opportunities and security markets.

The Institute has unit of National Service Scheme (NSS) that illustrates the college's commitment towards the social responsibility through conduction of various activities on environmental protection, healthcare camps, and special camp to allow students to engage with people from different parts of society. The college has taken initiatives for 'My River My Valentine' and 'Covid vaccination'.

The college has started commendable practice of Student Training Program (STP) to enhance students' knowledge of critical thinking, general knowledge, aptitude, interview skills, subject-specific quizzes, decision-making skills. The college has collaborations with government and external organisations to enhance voter awareness. The college has developed Infrastructure for waste management, water conservation and energy conservation and Green campus.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SINHGAD TECHNICAL EDUCATION SOCIETY'S SINHGAD COLLEGE OF COMMERCE,KONDHWA,PUNE
Address	Sector No. 40/4A 4B , Opp. old PMC Octroi Post, Kondhwa-Saswad Road, Kondhwa, Pune
City	Pune
State	Maharashtra
Pin	411048
Website	scoc.sinhgad.edu

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Makarand S. Wazal	020-67571198	8975003952	-	principal.scoc@sinhgad.edu
IQAC / CIQA coordinator	Mamta Gokuldas Hatkar	020-67571197	8551061133	-	mamtahatkar.scoc@sinhgad.edu

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Sector No. 40/4A 4B , Opp. old PMC Octroi Post, Kondhwa-Saswad Road, Kondhwa, Pune	Urban	5.06	17800.12

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Bachelor Of Commerce	36	HSC	English	720	236
UG	BBA,Bachelor Of Business Administration	36	HSC	English	480	258
UG	BCA,Bachelor Of Business Administration Computer Application	36	HSC	English	496	393
PG	MCom,Master Of Commerce	24	ANY GRADUATE	English	120	4

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				21			
Recruited	0	0	0	0	0	0	0	0	9	12	0	21
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				10
Recruited	5	5	0	10
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	2	0	3
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	2	0	0	2
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	4	0	6
M.Phil.	0	0	0	0	0	0	1	3	0	4
PG	0	0	0	0	0	0	4	8	0	12
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	8	0	13
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	210	6	0	1	217
	Female	111	2	0	0	113
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	1	0	0	0	1
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	35	24	30	39
	Female	31	26	30	36
	Others	0	0	0	0
ST	Male	2	1	3	3
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	74	59	68	65
	Female	37	27	29	34
	Others	0	0	0	0
General	Male	376	440	518	535
	Female	162	166	199	233
	Others	0	0	0	0
Others	Male	26	20	28	22
	Female	16	7	9	7
	Others	0	0	0	0
Total		759	770	914	974

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>Sinhgad College of Commerce is an affiliated college to Savitribai Phule Pune University (SPPU) which is a state university, it has to follow a road map or guidelines prepared and provided by the State Government. Being an affiliated Institute, our course structure and the content for pedagogical transaction is designed by the parent university as per the UGC guidelines. The vision of National Education Policy is to provide quality education on global standards with diversity for all curriculum and pedagogy with technological innovations in teaching-learning process, also, to increase the GER (Gross Enrollment Ratio) to 100%, to provide quality education and to develop self-reliant human resources as global</p>
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citizens are well taken by the institute. IQAC encourages the faculty members to attend the Faculty Development Programmes (FDP) on NEP conducted by University and various institutions. With the guidance of educationalists and academic peers from universities on NEP the faculty members enable to understand the objectives and the phases of NEP 2020. Being an affiliated college HEI provides Interdisciplinary education of three Programmes for UG viz., B.Com. BBA and BBA(CA). HEI established linkages, collaborations, and signed MoUs to create a multidisciplinary learning ambience through academic and research activities. The institution currently relies on the affiliated university to provide an innovative and flexible curriculum. NEP 2020 has been given priority by SPPU, which also provides community participation services including the National Service Scheme (NSS). Institution promotes Interdisciplinary projects and research for PG students. While we will get more clarity in coming months on how the multidisciplinary and interdisciplinary approach to education being proposed in the policy shape up, we welcome the change and ready to implement in our college.

2. Academic bank of credits (ABC):

The Institution has not registered with ABC which is on the lines of National Academic Depository (NAD). The University is the only one who can register for multiple entry and exits. The choice-based credit system (CBCS) for all programs is fully implemented from the academic year 2019-20 as per the guidelines of UGC and SPPU, Pune. Being an affiliated college, the College follows the CBCS system and the university has a depository for credits in the form of ABC. As per the circular of dated 15.10.2022 by SPPU it is mandatory for students to create an ABC id by registering at <http://abc.gov.in/> to digitally store the academic credits earned by students from HEIs. This facilitates students to choose their own learning paths to attain degree/diploma/certificates in context with multiple entry and exits as well as anytime, any-where, and any-level of learning. Now, students have registered with ABC id. Provisions for an Academic Bank of Credit were proposed in the original NEP to allow students to enter and exit their academic programmes at numerous points. This is a novel way to earn and

save money using national programmes like SWAYAM, NPTEL, and V-Lab. In this provision, it will also be taken into account for credit transfer and accumulation. By these students will be able to earn credits and get the program completed. The Institution shall abide by the curriculum and structure prepared by the affiliating University in this regard. In the CBCS system, a student from the UG stream has to earn 132 compulsory credits from the curriculum and 08 additional credits have to be earned through participation in Sports, NCC, NSS, field visits, study tours, conferences/seminars, AVISHKAR competitions, MOOC courses, and certificate courses for the award of degree. For PG courses in the Commerce streams, a student has to earn 64 credits from the curriculum. In addition to these, each PG student has to earn 10 credits from Human Rights, Cyber Security, Skills Development courses and 2 more credits from Introduction to Constitution for the award of the degree.

3. Skill development:

The curriculum of the Universities and other higher education institutions is being designed in line with the increased demand for skilled workforce in both the public and commercial sectors. Educationists have been adding a lot of skill-oriented courses to the curriculum in recent years. It is imperative to produce a young generation with degrees in their chosen fields and additional skill training that would enable them to launch their own businesses after graduating from college in order to implement the Make in India plan. In this way, a college graduate will shift from being a job seeker to being a job provider. The institution adopted the same mission and in essence followed the parent university's programmes. Being an affiliated college, the institute offers CBCS for UG and PG programs from 2019-20. The curriculum is based on UGC's guidelines and includes skill developing Courses. In addition to the standard skill curriculum from the parent university, the college signed MOUs with various Institutions and industries across all streams in a variety of work culture-related areas For Career Guidance and Placement Cell conducts Guidance workshops on skills required in different industries and organizations and to make them competent for various competitive examinations and placements. Industry personnel are invited to conduct Guidance talks and orientation workshops

	<p>which help to imbibe the skills and enhance the placements. National Service Scheme trains the students in a rational way to imbibe life skills and sensitize them about social issues. Internship and project works to enable students to explore future employment pathways and the overall development of individuals toward nation-building.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Though the medium of instruction of the entire courses run by the college is English, the college is conducting the functions, extension, and outreach activities with the participation of stakeholders in Marathi, the regional language. Cultural awareness and expressions through the mother language are the major competencies to provide them with a sense of identity, belongingness, and appreciation. This is through the development of a strong sense and knowledge of their own cultural history. In these aspects, NEP 2020 will surely help in strengthening this culture. HEI has established a, language laboratory, a good collection of books in regional Indian languages. Language is linked to art and culture which influence the way people speak with each other in the form of literature, plays, music, film, etc. This couldn't be appreciated without language. The different types of Linguistic competitions are organized through cultural committees. Faculties encourage the students to participate in various debut competition, speech completion, essay completion to express their views without language barriers in English as well regional language. The institution has large number of students from other states, they can show their regional cultural talent through cultural fest especially in Sinhgad karandak- NEON. Indian Knowledge system will include knowledge from ancient India to modern India and clear sense of India's future aspiration with regard to education, health and environment. Teaching of Indian Knowledge System into the curriculum has been initiated by the affiliating University but not by the Institution as Medium of instruction is English in teaching. Indian arts and culture are being encouraged by conducting different festivals and organizing traditional days. To link Indian art- and culture into teaching learning process which will be strengthened. The linkages between education and culture will be carried out through various online</p>

	<p>platforms such as SWAYAM, DIKSHA and will be extended to provide teachers & students with a structured, user-friendly, rich set of assistive tools for monitoring progress of learner. College conducts International Yoga Day every year to preserve the Indian Knowledge among the college students as well as faculty members. It is the aim of college to Preserve and promote the Indian Knowledge in the future.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>Outcome based Education (OBE) is a student-centric teaching-learning process in which the course curriculum is delivered to achieve stated objectives and outcomes. OBE focuses on the evaluation of student performance i.e. outcomes at different levels. By having clearly defined Program Educational Objectives, Program Specific Outcomes, and Course Outcomes for the programmes and courses, the institution has built some excellent practices regarding OBE. POs and COs, designed by faculties considering graduate attributes, are stated and displayed on the institution website. The affiliating university, Savitribai Phule Pune University has designed a good strategy for converting its curriculum to OBE, and the institution is fully implementing it. Additionally, the OBE model is used to evaluate every student. The objectives set out in the NEP on OBE are competency, standard, benchmarks, and attainment of targets. In addition to this, the OBE incorporates three elements, Theory of education, a systematic structure of education, and a specific approach to instructional practice. The continuous evaluations of students are carried out by considering aspects of Bloom's Taxonomy with the help of various parameters like Home Assignments, Projects, class tests, viva- voce, seminars, group discussions, end-semester internal examination and subjective assessments. The attainment levels are mapped for various courses and programmes using a well-defined procedure on the basis of performance in examinations. As NEP model is focused on experiential, application-based learning and research-based internship. As a part of holistic education, students will be given internship opportunities with local industries, businesses and local communities.</p>
<p>6. Distance education/online education:</p>	<p>Distance education has not been initiated for the commerce and management courses offered by the affiliating university and as such the institute has no</p>

such provision. The college follows a CBCS pattern with essential and add-on credits implemented by the affiliating university since 2019-20. The additional credits need to be earned by the students in the stipulated time from various aspects mentioned. One of them is the provision for online education through online certification or short-term courses, which, the many students have completed. The college has all the necessary infrastructure and necessary tools to offer online education and this was extremely useful during the Covid-19 pandemic. The Institute was highly successful in offering online classes through a myriad of online platforms such as Zoom, Google meet, Microsoft teams, Google Classroom, using videos as teaching and learning aids, interactions, assignments, and revisions have been conducted are some of the institutional efforts were towards blended learning. The e-contents developed by faculty members are available on college website.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes. The college has been set up the Electoral Literacy Club (ELC).
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The college has been appointed one faculty member (Mr. Avinash Patil) and two student co-ordinator, Sushil Gaikwad as Campus Ambassador and Atharav Gandhi as Campus Chairman for the functioning of ELCs.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The voter registration camp was carried out by the college for the students and staff members to encourage the voting habit among the students.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content,	Electoral Awareness Drive was organized by the college in Hiware village during the period of NSS Winter Camp. This program was carried out with the

publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	motive to create awareness among villagers and to participant actively during elections, and also making them aware about their rights as a voter.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Yes, the college has been explained students the importance of enrolling as voters and organized voter awareness programs.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
759	770	914	974	1168

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 41

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
18	23	21	22	21

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
34.51617	26.98588	13.03725	16.62328	12.90680

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Sinhgad College of Commerce (SCOC) adheres to the academic calendar provided by the University for the Conduction of continuous internal evaluation systems based on Savitribai Phule Pune University Academic Calendar. SCOC prepares its Academic Calendar, which includes dates for the commencement and conclusion of the syllabus, schedules for internal exams, assignments, tentative dates for the semester, etc. Master timetable, departmental timetable, and teachers' individual timetables are prepared and implemented accordingly. The teachers create teaching plans according to the academic calendar, mentioning the teaching methods.

The schedule for university examinations is given by the University and displayed on the notice board for students' reference. In case of any changes in the University schedule, adjustments are made to the internal evaluation, it is communicated to the students well in advance. However, the Institute makes every effort to adhere to the academic calendar for CIE.

Internal exams are conducted as per schedule before university exams. The evaluation of students' home assignments is done on time. Preparatory practical examinations are also conducted. After assessment of the answer books of internal examinations and assignments, papers are distributed among the students and their doubts are cleared. For university practical exams and TYBCOM, TYBBA, TYBBA (CA), SYBBA (from AY 2020-21), project evaluation is done during the exam schedule. Additionally, internship project evaluation is done as per the guidelines of SPPU.

Regular monitoring is done by the Principal and College Development Committee. The Principal reviews curricular, co-curricular, and extracurricular activities and provides remedial coaching regularly to check the execution and progress of the activities in the academic calendar. Based on this review, if required, some changes in the schedule of activities are made. Furthermore, extra lectures are scheduled to complete the syllabus before university examinations.

Moreover, teachers conduct students' seminars and group discussions. The academic calendar provides a particular schedule for extracurricular and extension activities such as the celebration of birth and death anniversaries of national icons, various national and international days, Tree plantation programme to keep campus areas green and create awareness, awareness programme on various environment-related issues, blood donation camps, hemoglobin level determination camps for rural women, and various other social activities are conducted by NSS.

The academic calendar indicates the annual working period of the teachers, which includes working days, teaching days, admission period, examination, and valuation period, as per the university and UGC

guidelines. The total working days, as provided by the university, are around 240 days, out of which 180 days are reserved for teaching work, and the remaining days are used for co-curricular and extracurricular activities. Working days are strictly followed as per university guidelines.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response:

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Other Upload Files

1

[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response:

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online

courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
572	424	592	408	19

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The Institution believes that integrating cross-cutting issues with the curriculum would create positive impact on the students both in terms of their education and societal commitment. The institute conducts awareness sessions and related activities. The college itself puts emphasis on inculcation of these cross-cutting issues. The faculty takes efforts to make the students aware of these issues in all respect.

Gender Sensitization: The growing importance of gender equality is communicated effectively to the students through add on courses. The students are acquainted with the concepts of feminist relationships, responsibilities and gender identities. Women empowerment and gender equity is inculcated among the students with guest lecture. Various activities conducted by NSS, Sports and cultural committee of the college, e.g. Women's day, self defense programmes for girls. The students are informed about the legally enforced gender equality policies that are mandated in all work places. The students are addressed in bilingual languages and different styles of communication to ensure complete understanding. The institute has established the Grievance Redressal Cell, Anti Ragging Cell, Anti Sexual Harassment Cell etc. to sensitize the students and employees on gender issues and make them aware of the social, moral and legal implication of gender discrimination. The college maintains an environment which is free of gender discrimination.

Environment and Sustainability: The courses in Environmental Awareness Studies (SY B. Com., BBA and BBA (CA)) are offered by the University. The importance of saving our ecosystem is also highlighted through the related topics in syllabus. This is done by giving them a complete understanding of our ecosystem, natural resources, biodiversity, biotic resources, pollution due to various factors, use of renewable energy sources and its management. Environmental protection policy acts as well as the legislation related to the environment are also included in the syllabi to make the students fully aware and responsive about environment.

Human Values: The add on courses offered by the university which is Demography, Election and governance, Human Rights, Skill development, Cyber Security, Introduction to Constitution and Value Education to inculcate human values among the students. These courses act as the bridge between educational skills and human values. These courses also facilitate holistic development of all students forming a basis of value-based life. They ensure a positive perspective towards life, career and happiness among students. Human values are also inculcated among the students through different activities conducted by NSS, Sports and cultural committee of the college.

Professional Ethics: The professional and non-professional courses are offered by the university to develop the professional ethics among the students and to make them aware about different career options. In addition to degree courses, some skill-based courses like Tally, Financial literacy, communication skills etc. also develop different skills and professional ethics among the students. Professional Ethics are also instilled among the students through counseling cell, Placement cell, commerce association, and guest lecturers organized at different occasions.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response:

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 294

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response:	
File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response:

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
369	237	244	422	432

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
636	620	620	620	644

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response:

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
116	62	72	91	89

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
322	322	322	322	322

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

**Student – Full time Teacher Ratio
(Data for the latest completed academic year)**

Response:

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The Sinhgad College of Commerce adopts a Student Centric Approach to develop joyful learning, nurturing creativity, sustainable development and developing accountable, proactive citizens and leadership with high ethical standards. Various curricular, co-curricular and extra-curricular programs are planned and organised accordingly. The college has student centric approach to make learning a personalised experience in which students engage themselves in different skill-based and competency-based activities. The college has developed a Mentor-Mentee system for solving student's academic as well as other problems. The college also emphasizes on using ICT enabled tools for effective teaching-learning process.

Experiential Learning is the process of learning by doing. By engaging students in hands-on experiences and reflection, they are better able to connect theories and knowledge learned in the classroom to real-world situations. Experiential learning opportunities exist in a variety of course and non-course based forms. Our faculties take efforts to bridge the gap between individual and industry by providing experiential learning experiences to our students. Course based experiential learning includes add on courses like artificial intelligence and machine learning, python basics and installation, bridge course like fundamental concept of mathematics, disaster management, Certificate Courses, etc. Non-course based experiential learning includes student training programme (STP), internship, PPT presentation, participation in NSS, cultural events and other competitions.

Participative learning is an approach to teaching and learning which focuses on the learner. Participative learning empowers the students to become independent learners. Our college organizes various events, activities and competitions like speech competition, Poster competition, Best from waste competition, Group discussion, hosting programmes, etc. in which our students do participate. This helps the students to develop analytical, technical, communication, competitive and presentation skills.

Problem Solving Methodologies are processes through which a situation or issue may be analyzed and solutions implemented. We assign Cases or Articles of Harvard Business Review and Indian Institute of Management (IIM) to students to solve the problem on their own and come up with a solution. Aptitude, Logical and reasoning tests, excel module, GK&CA, Group Discussion, etc., are conducted under Student Training Programme (STP). Students are also assigned projects to prepare on their own. Also conducted various guest lectures on goal setting, career guidance opportunities, GST etc.

The college has developed good ICT enabled facilities such as well developed Computer Labs and Digital library /E-library interconnected with LAN. Teachers use LCD projectors for enhancing teaching-learning process. Teachers also use google classroom, drive, and whats app for sharing notes, study materials etc., for better access. The college also encourages teachers to attend training programmes, Faculty Development programmes, Faculty Improvement programmes, conferences, seminars and workshops, etc., related to the ICT use and innovation in teaching-learning. Digital libraries and repositories utilise OPAC and ICT to provide online access to a wide range of digital resources which include e-books, e-journals, audio visual materials and other digital content for enhancing advanced knowledge of faculties and students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response:

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
21	21	21	21	21

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response:

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
7	10	8	7	6

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Following reforms are initiated by the institution on Continuous Internal Evaluation System:

- Bar coding and online question paper conveyance structure has been implemented by SPPU and is actualized by the college effectively. The college has made fundamental infrastructure facility for the same.
- CBCS for UG courses has been effected by SPPU under 2019 Design. It has been actualized to F.Y.B.Com, F.Y.BBA and F.Y. BBA(CA) from the academic year 2019-20.
- CBCS pattern for PG courses has been implemented by SPPU under 2013 pattern.
- Under CBCS, examination of the all courses is conducted within the framework of Projects , Multiple Choice Test , Presentations , Assignments , Unit Test , Group Discussion, Interviews, etc.

The college academic calendar is prepared at the beginning of the academic year. This includes the academic activities conducted at the college level. The same drafted 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.

- Program structure, CIE design, and weightage of internal assessment is communicated to students at the starting of the academic year by each subject teacher.
- Internal assessment modules are distinctive for different programs.
- The time tables, seating arrangements of respective examinations are shown on the notice board of the college and also shared with students through whatsapp group.
- Internal supervisors are allotted for smooth conduction of examination.
- Generated question papers are securely conveyed to the student at the time of examination under

the observation of the CEO and Chief Conductor.

- Classwise marks of subjects are compiled by class teachers. The compiled marks sheet records of internal examinations are displayed on notice board and circulated among students in time.

Grievance mechanism For Internal and External Exams

- The college has formed a College Examination Grievance Committee, which is headed by College Examination Officer (CEO) nominated by the Principal.
- The CEO shoulders various responsibilities to handle different issues occurring during Internal and University examinations.
- As per the rules and regulations, grievances related to examinations are carried out and the solution is given immediately. The College Examination Grievance Committee deals with grievances with the help of concerned HOD and faculty members and resolves the issue. This process is generally completed in given time.
- The student approaches the HOD with a written application, the HOD consults with respective teacher about the issue and resolves it.
- The students have right to redress their grievances related to internal examination such as error in marks of internal tests, assignments, presentations, etc. to the college examination committee.
- Students' grievances related to university examination are forwarded to the university examination department by the proper channel for the further action.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Sinhgad College of Commerce is affiliated to Savitribai Phule Pune University, Pune. The college aims to impart outcome based education to students to imbibe Research attitude, critical thinking, reasoning skills, communication skills, problem solving abilities, experiential and participative learning. The college has, therefore, recognized the significance of learning outcome (PO and CO). College offers Under Graduate programmes for the students such as B.Com , BBA, BBA(CA) and Post Graduation Programme of M.Com. Being affiliated to Savitribai Phule Pune University, Pune, institute follows university syllabus for teaching- learning process and evaluation. Objectives and scope of each programme and courses are defined by the Board of Studies, Faculty and Academic Council of the University. Institution has defined Programme Outcomes (PO) and Course Outcomes (CO) in accordance with the objectives and scope defined by the University and in light of Vision and Mission of the college.

- POs and COs are worked out with care that allows learners to demonstrate higher order cognitive skills beyond mere comprehending facts.
- Teachers are aware of stated programmes and course outcomes offered by the institution very well and carry out successfully.
- Program outcomes and course outcomes for all programs offered by the institution are stated and displayed on the website of the institution.
- The objective of the program and various courses are communicated and made aware to the students in orientation programme.
- In the Introductory session of every course, the concerned faculty explain the CO and PO of the Course.
- POs and COs are taken into consideration while teaching, conducting training and mentoring, classroom discussion, lectures and practicals, etc.
- Learning outcomes include the fundamental knowledge and its application. Outcomes are also evaluated in terms of interpersonal relationships, responsibility taking, character building, communication skills and leadership ethics that are achieved by students' participation in extracurricular activities.
- The copies of the syllabus are kept in the College library as well as in department for students and teachers.
- It is communicated to parents during the Parent Teacher Meeting (PTM).
- It is attached in the course files, labs, Manuals, journals and project reports, etc.

CO-PO Evaluation

- The tools for attainment of CO are defined for each course. The attainment of CO and PO is evaluated by using several tools. Tools like internal assessment as Unit test, assignments, projects, presentations, orals etc. and external assessment as semester end examination.
- The college motivates teachers to attend and participate in various seminars, workshops, conferences and FDPs to develop them to attain the outcomes while teaching learning Procedure.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The level of attainment of Program Outcomes and Course Outcomes is measured using various indicators

throughout the semester of the academic year. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. The faculty provides home assignments to students, conducts internal tests and project presentations.

Some of the key indicators of measuring attainment are:

- **End Semester University Examination:**

Sinhgad College of Commerce is affiliated to Savitribai Phule Pune University, Pune. The college offers under graduate and post graduate courses under the faculty of commerce. For these programs and courses, the institute follows the curriculum designed by affiliated university. The Programme outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom. After measuring attainment of POs and COs, it has been observed that the strength of the students as well as passing percentage of the students are increasing gradually. Besides, students' progression to the higher studies i.e from under graduate to post graduate seems to be increasing consistently in the last five years.

- **Internal Assessment:**

The Internal Assessment carries 30% weightage of the total marks (100) for each subject. The students are given assignments which are designed in alignment with Programme Outcomes of the respective subject. Additionally, internal/class tests, viva etc. are conducted frequently in a semester to evaluate the performance of students on a regular basis.

- **Practical Assessment/ External Assessment:**

It is carried out by inviting external experts appointed by the university to evaluate each student by conducting Practical examinations, Viva and checking the practical files.

- **Result Analysis:**

At the end of each semester, result analysis of each course/class is carried out indicating the percentage of passed and failed students along with toppers of the class. This is an effective indicator in order to evaluate the level of attainment of Pos and Cos.

- **Internships and Placements:**

Students are encouraged to take up internships, projects, fieldwork, etc. The Placement Cell of the college helps and polishes the students according to industry standards and provides ample opportunities to get placed in esteemed companies. This helps them to obtain necessary skills and practical experience in their chosen discipline.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response:

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
130	237	334	325	204

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
185	266	341	336	347

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response:

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0.63

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The institution, Sinhgad College of Commerce, has diligently established an ecosystem that fosters innovations and actively promotes the creation and transfer of knowledge. While there is currently no separate incubation center specifically dedicated to research and innovation work, the college has implemented various activities and initiatives to instill research and innovation skills among both its esteemed faculty members and enthusiastic students.

To begin with, the college has thoughtfully provided a well-equipped library, alongside modern computer laboratories offering essential software assistance, internet connectivity, an extensive collection of books and journals as well as access to electronic study and research materials. These resources serve as the foundation for nurturing an environment conducive to research and innovation.

To further drive research endeavors, the institution has constituted a Research Committee under the guidance of the Academic & Research Coordinator. This committee plays a pivotal role in initiating

research ideas and projects, working collaboratively with teachers and students to cultivate and enhance their research skills. As part of its efforts, the committee actively encourages participation in seminars, workshops, conferences, and business expos providing a platform for exchanging ideas, insights, and knowledge.

The commitment of the faculty towards research-oriented pursuits is commendable, as evidenced by their enthusiastic participation in numerous conferences and workshops. These engagements serve as opportunities to acquire and develop research-focused skills and as a result, several research papers authored by the faculty have been published in reputed and renowned journals, thus, contributing significantly to the body of knowledge in their respective domains.

Not to be outdone, the students of Sinhgad College of Commerce have demonstrated remarkable accomplishments in various intercollege, university level and state level competitions, such as beauty contests, essay writing, and elocution. These achievements showcase the students' aptitude for innovative thinking, problem-solving, and effective communication which are vital aspects of the institution's ecosystem for fostering creativity and innovation.

As a conclusion, the college underscores its commitment to promote a culture of innovation and knowledge creation through resourceful facilities, the proactive Research Committee and the active participation of both faculty and students in research related activities. This ecosystem forms the bedrock of the institution's pursuit of excellence and its determination to stay at the forefront of educational and research advancements.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response:

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	2	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response:

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4	7	0	2	2

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response:

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	2	1	0	0

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Over the last five years, the institute has been actively engaged in extension activities within the neighborhood community to sensitize the students to various social issues. These activities have been instrumental in fostering their holistic development and have had a positive impact on their overall growth.

As an institute providing higher education in the commerce branch, the college strongly believes in the importance of engaging students in activities beyond academics. The college organizes a wide range of extension activities wherein students, faculty and NSS department have been actively involved. Efforts of the college have extended to both rural and urban areas focusing on the underprivileged section of society.

To familiarize the freshers with these activities, we incorporate orientation sessions during the induction program. This ensures that every student is well-informed and encouraged to participate in the extension activities throughout their academic journey.

The college efficiently conducts extension activities through various dedicated cells, each serving a specific purpose. The National Service Scheme (NSS) allows students to engage in service-oriented initiatives, instilling a sense of responsibility towards society. The Student Development Committee,

Sports and Cultural Committees, Parent Teacher Association and Alumni Association, Entrepreneur Cell, as well as Counseling and Competitive Examination Cell collectively contribute to all round development of the students.

In addition to on-campus activities, college organizes numerous off-campus events that focus on social work and community welfare. These activities are executed with discipline and precision to inculcate good citizenship values among the students. The initiatives include Best out of Waste projects, River Cleaning drives, Cleanliness Campaigns, Waste Management Drive, Cycle Rallies to promote environmental awareness along with Computer Training along with Soft Skill Development for students in rural schools. The college also hosted a Guest Lecture on Menstrual Health highlighting the significance of reproductive health and hygiene.

One noteworthy initiative was the NSS Annual Camp held in the village Hivare, Tal-Purandhar, located in Pune district. This camp provided the students, a unique experience of village life helping them develop the ability to adapt to adverse conditions and become more self-reliant. Through such extension activities, the college aims to nurture a sense of belongingness and social awareness among the students while boosting their confidence. These experiences are instrumental in making them more sensitive and responsible citizens of our nation.

In conclusion, the extension activities conducted by the institute over the past five years have played a vital role in the overall development of the students. By sensitizing them to social issues and fostering a sense of responsibility, these initiatives have contributed in shaping all round individuals who are aware of their role as responsible members of society. The college remains committed to continuing and expanding such impactful extension activities to create a positive and lasting influence on the students and the community at large.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Sinhgad College of Commerce has received heartfelt appreciation and recognition for its exemplary extension activities from the Head Master of Z.P. School Hivare Tal-Purandhar in Pune district. The recognition comes in the form of an appreciation letter, acknowledging the college's commendable efforts in engaging in various social work initiatives. The college has also received the 'COVID YODHA' Award 2020 by the Pune Municipal Corporation, Pune for its outstanding work done for the help of the people infected with COVID by providing Quarantine center in campus.

The college's extension activities have made a significant impact on the community, particularly in Hivare Tal-Purandhar. Notably, the college has been actively involved in organizing tree plantation drives, contributing to the enhancement of the environment and promoting sustainability. Furthermore, the cleanliness campaign undertaken by the college has played a vital role in raising awareness about the importance of cleanliness and hygiene among the local population.

Another noteworthy aspect of the college's extension activities is its dedicated efforts to impart computer and soft skill training to the school-going students of Z.P. School Hivare Tal-Purandhar. This initiative has empowered the young learners with valuable technological and interpersonal skills equipping them for a more promising future.

In addition, the college has been instrumental in arranging enlightening lectures on diverse subjects for the youths hailing from rural areas. These lectures have provided valuable insights and knowledge, broadening the horizons of the rural youth and inspiring them to pursue their goals with renewed enthusiasm.

Overall, the recognition received by the college highlights its successful endeavors in extending its services beyond academics and making a lasting impact on the society through meaningful and transformative extension activities.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response:

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
10	3	0	3	1

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response:

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

- **Classrooms:** All the classrooms in the institute are furnished, capacious and equipped with desks, benches, platform, fans, tube lights, green board/whiteboard/ blackboard, LCD projector, curtains, and LAN/Wi-Fi connectivity.
- **Computing Equipment & Lab:** The institute has four computer labs which are well-furnished with required carpet areas, proper lighting and ventilation. There are 140 computer systems with required softwares installed. Additionally, sufficient supporting equipments like scanners and printers are available. The campus is connected to Tata Tele business service devices through VLAN providing internet facilities with a bandwidth of 50 Mbps via a wired link to connect internal LAN as per the requirements. The computer labs are permitted to remain open beyond college working hours for staff and students.
- **Seminar Halls and Smart Classrooms:** The college has well-equipped seminar halls and smart classrooms with adequate seating capacity. These facilities include LCD projectors, whiteboards, platforms, and a public-address system with internet connectivity making them suitable for big gatherings in the department.
- **Library:** The library is enriched with a total number of 8,474 books and 1,753 titles covering various current and syllabi-based books from all disciplines of Commerce, Management, Information Technology, 2,927 reference books, 68 bound volumes and an N-list E-journals Database. Moreover, there are 432 CDs available as offline databases. English and Marathi newspapers are also made available in the library.
- **Training and Placement Cell:** A well equipped Placement Cell is established to carry out training and placement activities.
- **Staff/Faculty Rooms:** The institute provides individual and/ or shared staff/faculty rooms equipped with the necessary furniture and LAN connected computer systems.
- **Washroom and Drinking Water Facility:** The number of adequate gents and ladies washrooms are available on each floor along with water purification and cooler facilities. A central water pump house to supply water to different buildings on campus is available.
- **Hostel Facility:** Separate hostels for boys and girls are available with adequate facilities.
- **Mess Facility:** Mess Facility is available for hostel students as well as others.
- **Cultural Activities:** The annual 'Sinhgad Karandak' cultural fests is a platform for students to showcase their talents in performing Cultural, arts and technical events comprising competitions, and stage performances, attracts participation from various colleges including international students.

- **Sports and Games:** The institute provides facilities for organizing both indoor and outdoor games. Outdoor sports include cricket, lawn tennis, football, volleyball, basketball, and Kabaddi while indoor sports include table tennis, carom board, and chess.
- **Yoga Center:** The institute celebrates International Yoga Day every year on 21st June. Yoga and meditation sessions are conducted for students and staff on the premises through NSS and Sports unit of the institute.
- **Gymnasium Hall:** The institute has a separate, well-equipped Gymnasium Hall with fitness, strength, endurance, and power-related equipment.
- **Medical Facility:** The campus has an emergency health care center Medical College and Hospital, nearby.
- **Other Facilities:** The campus also has Stationary stores ,power backup generator house, central water pump house, Solar System, parking facilities for staff and students' vehicles, staff quarters, guest house, canteen, fruit center, laundry, and a bank with an ATM.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response:

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
2.55711	0.45270	0.27459	1.64667	1.72721

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The Knowledge Resource Centre (KRC) is not just a collection of resources; it is also a reservoir of knowledge. The College Library is a spacious, well-equipped hub of learning that inspires and provides teachers and students with the required resources and research facilities. The Library is located on the 3rd floor of the Admin building, covering a carpet area of approximately 260 sqm. which includes E- Library and Reading Room with a carpet area of approximately 171sqm with a seating capacity of 200 readers (students and staff). The Library is well-developed and well-maintained with a collection of around 8474 books, including reference books, textbooks, encyclopedias, bound volumes and study material on different domains and fields of General knowledge as well as for additional reading. The resources are arranged subject-wise and classified according to the Due Desimal Classification System. Additionally, the library regularly subscribes leading newspapers and Journal/ Periodicals. The college has subscriptions to around 27 periodicals including national and international core journals, popular magazines from in the field of Management, Marketing, Accounts, Economics and Computers etc.

E- Subscription:-

The Library has a membership with INFLIBNET-N-List which allows access to e-books and e-journals. N-List offers a vast collection of more than 3,135,000 e-books and more than 6,000 e-journals as well as access to Shodhsindhu and Shodhganga. This information is regularly restocked to provide sufficient learning resources for students.

Library Automation:-

Library is automated with Library Software. The Library is managed using two Integrated Library Management System (ILMS) softwares Autolib and Online KOHA - Library Management System. It is fully automated with Autolib version 1.0.0 implemented on 3rd October 2009 and KOHA version 22.11.04 implemented on 21st February 2023. The Web OPAC (Online Public Access Catalog) deals with the Catalogue and Search, allowing users to search for books based on bibliographical details such as Title, Author, Subject, Place of Publishing, Publisher, Year of Publishing, Classification Number, ISBN Number, Editor. The Catalogue includes precise details and the status of the books available in the library.

For more information and access to the library's resources, one can visit the Web OPAC at <http://library.sinhgad.edu/>.

The Library offers various services and facilities, including:

1. Barcode-based circulation service

2. OPAC (Books searching tools)
3. Digital Library
4. E-Books & E Journals
5. Internet Facility
6. Interlibrary Loan Facility
7. Print Journals
8. Reference Service
9. Referral Service
10. E-mail service

Library Usages:

Library timings are from 9.00am to 5.30pm on working days. Library users mainly include teachers and students of Sinhgad College of Commerce as well as students from sister institutes. The seating capacity of reading hall is 200 readers. Approximately 90-95 users visit the Library every day.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connections. The institution maintains an adequate and continuously updated IT infrastructure in accordance with curriculum requirements and evolving technology. There are enough computer switches and Wi-Fi facility along with the required software.

The department's computer labs and central computing facilities are interconnected through proper networking allowing internet access. These computing facilities are utilized for academic purposes, training, value-added courses, research and other activities following the timetable and accommodating special requirements even beyond working hours. The college has switched to a high availability network ensuring information and network security through the Sonic Wall NSA4600 firewall. Simultaneously, 154 users can login, there is internet connectivity of 50 Mbps from Tata Tele services which provides a total bandwidth of 50 Mbps to faculty and students throughout the year.

The Institute is Wi-Fi enabled with high-speed internet connectivity. Wi-Fi access points are connected to switches in a LAN forming a structured LAN facility architecture comprising core, distribution and access. All end users are connected through 10/100 base ports and the Institute's network is secured with a firewall.

ICT facilities are available in all classrooms, laboratories and the library providing both internet and intranet access. Each classroom is equipped with a computer, LCD projector, and internet access. CCTV cameras are strategically installed for security purpose. The College operates one server for smooth conduction of various activities such as online examinations, webinars, online workshops and administrative functions with uninterrupted power supply. Desktop computers connected with the internet are provided in all departments and laser printers are available as well. Curriculum based software is regularly updated each semester to stay up to date.

The Institution has a Language lab to enhance students' communication skills and ICT Tools for conducting online classes and meetings. Necessary system and application software are available in all respective laboratories classified as proprietary software and open-source softwares. Proprietary system softwares are purchased at the society level and distributed to different institutes while application softwares are procured individually for departments based on their curriculum and needs. The Institution encourages the use of open-source softwares, tools and applications to reduce dependency on proprietary alternatives and to support the teaching-learning process.

The college library is automated with AUTOLIB and KOHA softwares, using OPAC System utilizing cloud server facilities. The library also has subscriptions to e-books and e-journals through N-List developed by INFLIBNET.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response:

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 140

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response:

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
6.28270	5.20580	3.56582	9.86277	6.91020

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response:

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
6	3	14	14	33

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response:

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response:

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
459	35	116	135	183

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response:

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response:

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
105	94	38	107	32

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
130	237	334	325	204

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response:

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
15	11	9	41	59

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response:

5.3.1.1 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 wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
5	15	9	4	1

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response:

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
15	1	1	9	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The college gains benefits greatly from a healthy relation with alumni as they perform important roles in supporting students' present as well as future development. The alumni organization for Sinhgad College of Commerce is active and holds annual meetings. Such gatherings provide alumni the opportunity to revisit their experiences of college, communicate with professors and fellow students and have fun together. The college encourages and supports the community of former students to keep positive ties with them. The alumni contribute significantly in a variety of ways. Below are a few of them:

Motivation: Some graduates who are currently employed on important positions have been invited by the relevant departments to give guest lectures and share their knowledge and experiences on a variety of current topics. Every year, alumni are invited to an induction program to deliver speeches to motivate students by their experience. They provide guidance to newly admitted students about the scope and significance of their individual disciplines, prospects for further professional advancement even opportunities for additional studies abroad, etc. The students are energized as a result of their beautiful college experiences being shared. Through their advice, students are inspired and gain confidence in making the best career choice.

Professional Guidance: There is a vast skill pool of alumni that can help students and other alumni with their professional ambitions. Through a committee, the college organizes lectures for students to which alumni are invited. They advise the students on the different career options that are open to them in their particular fields of study and assist them in seizing those opportunities.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Sinhgad College of Commerce is governed by Sinhgad Technical Education Society, Pune, which is a renowned name in the field of education, founded in the year 1993 by Hon. Founder President Prof. M. N. Navale, a teacher at his young age. He takes keen interest in introducing challenging courses as per the need of an hour time. He motivates and encourages faculty members to undertake research activities and organize and participate in the activity which helps to update the knowledge and skills.

Keeping this in view, Sinhgad College of Commerce has been established in the year 2003. The vision of the institute is focused on exploration, establishment and continual improvement to create a comprehensive learning experience. By encouraging exploration, the institute fosters curiosity and open-mindedness among learners. Through the establishment of robust educational foundations, the college provides a nurturing environment for growth and skill development. The college is committed to continually improving our teaching methodologies, resources and facilities to adapt to evolving educational needs. Our ultimate goal is to empower students with knowledge, critical thinking abilities and practical skills ensuring that they receive a holistic and fulfilling learning journey that prepares them for success in their personal and professional lives.

At the College, the mission is to provide a transformative higher education experience that goes beyond mere academic learning. We strive to equip our students with qualitative coursework that not only fosters academic excellence but also instills a profound sense of social and industrial awareness. By nurturing a strong consciousness about the needs of society and industry, we aim to produce well-rounded individuals who can contribute meaningfully to their communities and the world.

Through a comprehensive curriculum and innovative teaching methodologies, the college empowers students to develop essential life skills such as critical thinking, problem-solving, communication and adaptability. These skills are vital for their personal growth and professional success in an ever-changing global landscape.

The Institute's objectives go beyond traditional education to encompass holistic student development and prepare them for real-world challenges. By striving to become a vital source center, the Institute aims to be a leading hub for skill development and training programs that equip students with practical expertise and industry relevant competencies.

The Institute's focus on enhancing students' learning experience is evident through guest lectures and internship opportunities. These interactions with industry experts and professionals enable students to gain valuable insights, exposure to diverse perspectives and practical knowledge.

Moreover, the Institute places importance on fostering all round education by promoting co-curricular and extra-curricular activities. These activities not only instill creativity, leadership and teamwork but also contribute to students' overall personal and professional growth.

Additionally, the Institute recognizes the significance of addressing environmental concerns in today's world. By enlightening students about current environmental challenges, the institution empowers them to understand the importance of sustainable practices and to develop innovative solutions to safeguard our planet's future.

The Institute's objectives focus students' comprehensive development, bridging the gap between academia and industry and nurturing socially responsible individuals to contribute positively to society.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Sinhgad College of Commerce has laid out a comprehensive perspective plan to enhance its overall development and academic excellence. The college has successfully achieved maximum of its proposed plan which signifies progress towards its goals.

In terms of organizational structure, the college has efficiently planned and executed major activities ensuring a streamlined approach to its operations. To promote the growth of students the institution has implemented student-centric strategies and engaged in continuous improvement initiatives. The prominent use of Information and Communication Technology (ICT) in teaching and learning has enhanced the quality of education making it more interactive and accessible.

The introduction of technical and skill-based certificate/value-added courses has diversified the academic offerings empowering students with practical skills in addition to theoretical knowledge. The institute's dedication in organizing seminars, guest lecture from experts has facilitated knowledge exchange and enriched the learning experience.

To foster social accountability the college has actively participated in various community development programs making a positive impact on society. The focus on career prospects and placement services has equipped students with the necessary skills and guidance for a successful transition into their professional

lives.

Efforts to strengthen relationship between students-teachers and parents-teachers have fostered a conducive learning environment. Moreover, the alumni activities have been enriched to create a strong network and ensure continued support and engagement with former students.

The college has implemented a student satisfaction survey enabling continuous assessment and improvement of its offerings and services. Qualitative and quantitative strengthening of existing programs have resulted in a robust academic curriculum. The college has made strides in upgradation of infrastructure ensuring modern facilities and resources for enhanced learning experiences. The digitalization of admission, administration, accounting and examination processes has streamlined operations, reducing manual efforts and increasing efficiency.

The college is affiliated to Savitribai Phule Pune University and follows Maharashtra Public Universities Act and UGC norms for pay scales, promotions, and reservations. The administration involves a parent body and College Development Committee (CDC). Academics are organized under department heads of each department. Student-centric committees handle academic and extracurricular activities. Promotional policies include regular increments, pay scale upgradation and consideration of previous experience. Non-teaching staff promotions are based on proposals considering performance, experience and qualifications. The college maintains service records for both teaching and non-teaching staff.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response:

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Sinhgad College of Commerce has established a robust welfare system for both teaching and non-teaching staff providing various facilities and benefits to ensure their well-being and future security.

For the employees' financial security, the college offers a Group Insurance Scheme (GIS) and facilities such as Provident Fund, Employee Monitory Beneficial Fund (EMBF) and gratuity. Additionally, staff and their families can avail medical treatment and checkups at subsidized rates at the Smt Kashibai Navale Hospital and Dental Hospital of STES. An Urban Health Care Centre is also located in the vicinity of the campus to address medical-related issues.

The college adheres to UGC rules for different types of leaves including casual leave, seek leave, maternity leave, earned leave and compensatory leave and other applicable leaves. Residential facility is available for both teaching and non-teaching staff members based on availability. The institution boasts a variety of amenities on campus including a gymnasium hall, sports ground, lawn tennis court and emergency services like generator backup for the college and staff quarters. The estate office plays a crucial role in maintaining these facilities.

Furthermore, the campus offers supporting and essential services such as nationalized bank, ATM and a stationery shop. For the appraisal of teaching and non-teaching staff, the college has well-defined systems. Teaching staff is assessed based on four categories namely Student Centric Activities, Professional Development and Academic Contribution, Research Contribution and Assessment by the Head of the Department and forwarded to the principal then to the management for further assessment. The appraisal also takes into consideration student feedback and subject-wise result analysis to evaluate the performance of the respective teachers.

Non-teaching staff is evaluated on various criteria including attendance, knowledge, quality of work, communication, supervisory ability, initiative and cooperation.

The appraisal forms are assessed by the Registrar/ Office Superintendent, forwarded to the Principal, and then to the management for further assessment.

The management reviews and authenticates the appraisal forms and promotions or demotions are based on the API scores and recommendations by college authorities.

Overall, Sinhgad College of Commerce prioritizes the welfare and growth of its staff through various facilities and a well-structured appraisal system to ensure excellence in education and administration.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response:

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response:

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
11	8	4	12	6

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	1	2	2

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The College Development Committee (CDC) has implemented resource generation policies and utilization strategies to ensure the smooth functioning and growth of the college. One of the significant sources of funds is the admission fee which is governed by the rules formulated by the University. This fee collection process is crucial for financing various college initiatives.

To explore additional funding opportunities, the institute's Internal Quality Assurance Cell (IQAC) look through schemes offered by Savitribai Phule Pune University (SPPU) under the Quality Improvement Program (QIP). These schemes can be utilized for purchasing essential equipments such as Photocopy machine, solar system, LCD Projector, all in one printer, sports equipment, etc. to enhance extra-curricular activities.

For the organizing the student-centric co-curricular and social activities, the IQAC collaborates with NSS coordinators and the Student Welfare Officer to apply for various schemes provided by NSS and SWD of SPPU. These schemes offer financial support to promote student development and community engagement. To manage procurement in a transparent and cost-effective manner, the college has established a separate Purchase Committee. This committee collects requirements from all departments and gathers quotations from potential vendors/suppliers. Based on the lowest quotation, the committee negotiates rates to ensure quality and cost-effectiveness while adhering to the allotted budget. Each department and committee proposes budgets for co-curricular and extracurricular activities during the CDC meetings. Sports materials and stationary are purchased in bulk after careful analysis of annual requirements to maximize cost-effectiveness.

To ensure financial transparency and accountability, the college undergoes a three-tier audit system. This includes internal, external and statutory audits. External and statutory audits are conducted annually to ensure compliance with regulatory requirements and obligations set by the parent institute and SPPU. The internal audit carried out by an auditor appointed by the parent institution (STES), aims to monitor the financial management of the institution and ensure a sound financial position. This audit involves verifying various financial documents, such as cash books, bank statements, entries in the tally software, vouchers, fee registers and cheque registers.

Overall, the college's financial practices are subject to thorough scrutiny and evaluation, allowing for transparency and adherence to regulatory norms. These measures not only foster financial stability but also instill confidence among stakeholders, contributing to the college's success and continued growth.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Over the last five years since its inception in 2012, the Internal Quality Assurance Cell (IQAC) at Sinhgad College of Commerce has been instrumental in enhancing and upgrading the quality of education and overall college growth. The IQAC's main objective revolves around planning and executing quality enhancement programs for holistic student development, promoting innovative and quality-based teaching and learning and supporting the curriculum of Savitribai Phule Pune University.

The IQAC's focus on extension and extracurricular activities has been successful through National Service Scheme (NSS) which encourages community service among students. Various activities such as blood donation camps, traffic awareness campaigns, environmental awareness initiatives and voter awareness programs have fostered social responsibility among students.

As a catalyst in academic progression, the IQAC has been continuously implementing and reviewing teaching-learning processes, structures, and methodologies. Regular assessments of teaching-learning outcomes, academic audits and IQAC meetings have enabled the institution to achieve academic excellence. The IQAC plays crucial role in preparing the college's academic policy, including course conduction, continuous evaluation, and monitoring of academics.

The IQAC ensures the effective implementation of the curriculum by providing support and guidance at the college level. It recommends teaching modules based on student performance and encourages faculty to attend faculty development programs (FDPs) to enhance their knowledge and teaching skills. Moreover, the IQAC emphasizes the importance of training and skill-based courses for students to enhance their practical skills.

The IQAC committee conducts regular reviews by interacting with stakeholders to ensure continuous improvement in academic proceedings. Strategic plans are designed based on SWOC analysis and the committee's commitment to upgrading teaching-learning outcomes is evident through the numerous programs and activities conducted over the past five years.

In conclusion, the IQAC at Sinhgad College of Commerce plays a pivotal role in promoting quality education, faculty development, student empowerment and college growth. Its efforts have led to the establishment of a robust academic environment and a strong sense of social responsibility among students. By consistently reviewing and refining its processes, the IQAC has set a benchmark in the education system, aligning with the vision and mission of the College.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response:

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Gender equity is a crucial aspect of ensuring equal opportunities for all individuals, regardless of their gender. Sinhgad College of Commerce, Kondhawa (Bk) Pune, has undertaken the measures to promote gender equity within the institute.

The college has recognized the importance of fostering an inclusive and diverse environment and implemented various initiatives to address gender disparities and create more equitable learning environment for students and staff.

Following are initiatives for Promoting Gender Equity:

- The college has conducted Breast Cancer awareness program in collaboration with ATLAS COPCO Charitable Foundation.
- The college has organized Workshop on Self Defense for Girls under Nirbhay Kanya Abhiyan for awareness of their safety and security.
- The college has organized Guest Lectures on Women's Safety & Protection for their rights.
- The college has conducted **Personality Development programme For Girls - Health & Hygiene** .

Sinhgad College of Commerce, has taken various measures to create a safe and secure campus environment for all. The Institute has established Anti Sexual Harassment Committee, Anti-Ragging Committee, Internal Complaint Committee, and Women Empowerment Cell for safety and security of the students. The college has adequate number of security guards at various places in the campus who look after the discipline to be maintained in the campus and CCTV cameras are installed at various places. The college organizes safety awareness workshop.

The college has made medical facilities available at Smt. Kashibai Navale Hospital where free advice and subsidized medication is provided to all the students and staff. Also free vehicle in case of medical emergency to the students and staff is provided. Maternity leave is also provided to female staff if required.

Diverse Representation: Sinhgad College of Commerce, Kondhawa (Bk), strives to ensure diverse

representation in decision-making bodies, committees, and leadership positions. This commitment in representation helps in addressing the concerns and interests of all genders effectively.

Hence, Sinhgad College of Commerce, Kondhawa (Bk), is dedicated to foster a culture of gender equity, diversity and its inclusion within its institute. The institution's various initiatives reflect our determination to create a supportive and empowering environment for all members of our institute.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response:

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1. Green audit / Environment audit**
- 2. Energy audit**

3.Clean and green campus initiatives

4.Beyond the campus environmental promotion activities

Response:

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Sinhgad Technical Education Society has started its journey in 1993. Since its inception, the diversified crowds is not only from Pune area but from all over Maharashtra and out of Maharashtra as well as out of India. As the students belong to various Regional, linguistic , cultural background, the institute takes pride in arranging cultural and social programs for their students.

The college has Democracy, Election and Governance subject for first year students of B.Com., BBA(CA) and BBA. The subject aims to introduce the students, meaning of democracy and the role of the governance.

Cultural Celebrations and Events:

The college has celebrated Navratri Utsav by organizing **Dandiya** at Vadgaon (Bk) campus for all STES students and staff. The college has celebrated colours Days in Navratri and ‘Til Gul Vatap’ under NSS unit activity . NSS unit of college organized and celebrated National Unity Day on 31st October, 2022

To make the students aware about their duties and responsibilities he college celebrates various days like

- Savitribai Phule Jayanti, Swami Vivekanda Jayanti and Youth Week, Chhatrapati Shivaji Maharaj Jayanti, Jyotiba Phule Jayanti, Shahid Din, Dr. Babasaheb Bhimrao Ambedkar Jayanti, Dr. Sarvepalli Radhakrishnan Jayanti, Mahatma Gandhi Jayanti, Laba Bahadur Shastri Jayanti, Dr. APJ Abdul Kalam Jayanti, National Unity Day, Constitutional Day, Republic Day, Independence Day, Socio Fest, etc. also cultural festivals, events and celebrations in campus encourage students and employees to engage with diverse traditions enhancing cultural exchange and understanding.

Sensitization of Economic Responsibility

Sinhgad college of commerce Kondhawa (Bk) has conducted guest lecture on 'GST & Its Implications' and 'Capital Market Awareness in association with BSE investor Protection'

The college has conducted Three days session on Financial Literacy which covered importance of investment, financial investment opportunities, process and prerequisites for investment in securities market, investment in primary and secondary market, introduction to mutual funds, precaution while investing in securities market, career in securities market. The objective of the above program is to create awareness for personal financial planning, knowledge of prerequisites for investments in securities market and risk involved, sensitization for career opportunities in securities market regarding jobs and self employment.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

Best Practice I

Title of the Practice: Corporate Social Responsibility (CSR)

Sinhgad college of Commerce is nurturing social responsibilities among students and it is one of the best practices in the institute. The college is engaging students in social service and social activities and expand a sense of responsibility, empathy, and leadership among them. It promotes the spirit of volunteering which enhances personal growth and social awareness among students. The college builds a strong bond between students and society through NSS and SDP.

The college has conducted various activities like Self-defense workshop, guest lecture on Women health and hygiene, Breast Cancer screening & Survival cancer camp for women under student development program (SDP).

NSS offers students practical experiences and opportunities to apply their theoretical knowledge in real-world situations. Overall, NSS serves as a commendable practice that contributes to holistic education and social development.

The objectives of CSR are:

1. To understand the community where they work
2. To understand themselves in relation to their community
3. To identify the needs and problems of the community and involve them
in problem-solving
4. To develop a sense of social and civic responsibility in themselves
5. To encash their knowledge in finding practical solutions to individual
and community problems
6. To develop competence required for group-living and sharing of
responsibilities
7. To gain skills in mobilizing community participation
8. To acquire leadership qualities and democratic attitudes
9. To develop capacity to meet emergencies and natural disasters
10. To practice national integration and social harmony.

Context:

Sinhgad College of Commerce is determined to work for the betterment of students and society through different services. The college organizes various activities to encourage students to improve their personality and imbibe sense of responsibility towards the society. A wide range of social service activities, such as environmental protection, healthcare camps, literacy programs and skill development initiatives, voter awareness drive to develop sense of responsibilities as a citizen. It provides an opportunity to students to work with different sections of society.

The college has organized various activities/programs under CSR

- The NSS department of college has adopted Hiware village to organize special camp for seven

days

- The students have conducted activity of cleaning of school premises and surroundings in nearby villages
- A guest lecture was organised to address women and girls of the village to make them aware about Women health and breast cancer
- Students have conducted an activity for cleaning of historical places in Hiware village
- Activities like Best from waste, Tree plantation in campus and off have been organized
- Free Vaccination Camp in collaboration with Pune Municipal Corporation (PMC) has been organized
- Students of the college offered services during Dindi for varkaris
- The college has organized Fit India Rally for health consciousness.
- A Guest Lecture on Changing Mindset of today's Youth by Mr. Avinash Gokhale from Vivekanand Kendra has been organized
- The college has organized speech contest on Thoughts of Swami Vivekanand and Today's Youth
- The college has also organized "Blood donation Camp".

Evidence of Success:

The college has undertaken My River My Valentine activity to clean the river in Pune and received appreciation by Worship Earth Foundation, Pune.

The Pune Municipal Corporation (PMC) has appreciated the College by presenting COVID YODHHA appreciation letter in 2020 for our contribution to the society during pandemic COVID-19.

Problems encountered and resources required:

In blood donation camps, it has been seen that some people hesitate to donate blood because they are scared of needles or afraid to give bloods. So, awareness related to blood donation activities is required to be spread in the society.

Best Practice II

Title of the Activity: Student Training Program (STP)

Sinhgad Technical Education Society thrives for academic excellence. STES has introduced a Student Training Program (STP) for under graduate courses. The STP was initiated after the Harvard business school cases study program in the year 2015-16. The STP is an additional activity along with the regular curriculum of the SPPU. This innovative practice has enhanced students' knowledge, creativity, confidence, understanding level and sense of responsibility.

The STP caters the current need of industry.

The program objectives are as follows:

1. To map students' industrial approach and perspective
2. To increase the number of students to be placed in different industries
3. To create and nurture a critical thinking of the students
4. To enhance students' ability, knowledge and understanding beyond the curriculum

5. To encourage student for decision making.

The program executed as follows:

Students Training Program is an additional part of the college timetable. According to the streams, different programs are designed which suit the curriculum with approaches like technical modules for BBA (CA), Management oriented modules for BBA, and B.Com. This program has created an impact on the student's ability to think different.

The Context

It is mandatory for all the students to be present for all STP activities. Notice regarding STP is displayed on the notice board. The college STP coordinator is responsible for smooth conduction of STP activities.

College level coordinators take the responsibility for successful execution of the program and data submission.

STP consists of quiz on general knowledge and current affairs, resume building and interview workshop, Group discussions, and Subject specific quiz, Aptitude test Case Study, Excel Module. STP activities are expected to be conducted as per STP calendar and relevant data such as scores of the students is submitted by the college STP coordinator on the date mentioned to the central STP coordinator. No re-assessment is done for any module in case of personal interviews and group discussion. Student's feedback for STP program is arranged once in every semester.

Problem Encountered and Resources Required:

Activities conducted under STP are new to undergraduate students, so orientation is necessary before conduction of every activity. It's a challenge to bring students in a classroom for these activities as they are conducted after regular academic lectures. At the beginning faculty orientation was essential for conduction of Student Training Program. So, the college made all faculties aware of all activities under STP and its conduction with general instructions.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

- **Academic Excellence:** The College is proud of students from various streams who secured university ranks. The college has legacy of skilled, well qualified and experienced teaching staff who contribute for the comprehensive progress of the students to make them academically sound and responsible citizen of the nation. .
- **Cultural Exposure:** the students are encouraged to participate actively in various cultural activities like acting, dance, singing, stage performances and socio fests. Students are also motivated to take part in different competitions of Institute's cultural megafest 'Sinhgad Karandak' as well as Intercollegiate Cultural /Activities. Some of the students have been selected for acting/modeling on TV channels and films, playing lead roles in daily soaps, working as choreographer in film industry and joined various other artist communities. The cultural department of college celebrates Birth and Death anniversaries of National heroes to cultivate sense of responsibilities and develop ethics in students.
- **Sport extension** of the college underscores and gives scope for true potential of the student and focuses on hidden sports qualities of the students such as team spirit, social norms and values, respectful behavior and ethics. The institute promotes and appreciates individual success as well as team achievements of students in various sport ventures. The college facilitates GYM and sport grounds to the students. The college organizes sport events under 'Sinhgad Sport Karandak' at STES level. The college has a good involvement in sports at University, State and National Level as well as International level.
- Preference of **International students to SCOC:** International students from many countries show their interest in taking admission in the college for imparting knowledge in their chosen field and experiencing cultural harmony in their academic life at SCOC.
- **Social Service through National Service Scheme (NSS):** Sinhgad College of Commerce is determined to work for the betterment of students and society through different services. The NSS unit of the college organizes various activities to encourage students to improve their personality and imbibe sense of responsibility towards the society. The NSS department offers a wide range of societal service activities such as environment protection, healthcare camps, literacy programs, skill development initiatives, voter awareness drive, disaster (fire) management activities, and community service on different occasions like Dindi, Ganesh Chaturthi and Anant Chaturdashi (Visarjan) procession, etc. to assist policemen to manage traffic as Policemitra to develop sense of responsibilities as a citizen. It provides an opportunity for students to work with different sections of the society and organisation. Pune Municipal Corporation (PMC) has appreciated the college by presenting Covid Yodhha appreciation letter in 2020 for the contribution to the society by establishing covid care centre for infected people during pandemic COVID-19. The college has undertaken My River My Valentine activity to clean the river that flows in and around Pune and Region and it has been appreciated by Worship Earth Foundation, Pune.
- **Research Extension:** The management of college encourages students and staff to take part in

research activities like writing/presenting research Papers in national/international journals/proceedings as well as attending State, National and International Conferences.

- **Student Development Program (SDP):** The College has conducted guest lectures on Women Safety and Hygiene and workshop on Self Defense for Girls. The college also runs **Earn and Learn Scheme** under SPPU for the needy students.
- **Student Training Program (STP):** STES has introduced Student Training Program (STP) for under graduate courses. The STP was initiated after the Harvard business school cases study program as well as IIM Cases in the year 2015-16. The STP is an additional activity related with the curriculum of SPPU. This innovative practice has enhanced students' knowledge, creativity, confidence, understanding level and sense of responsibility. The STP caters the current need of industry.

STP Execution

Students Training Program is an additional part of the college timetable. According to the streams, different programs are designed which suit the curriculum with approaches like technical modules for BBA (CA), Management oriented modules for BBA, and B.Com. This program has created an impact on student's ability to think different. STP consists of quiz on general knowledge and current affairs, workshop on resume building and interview techniques, group discussions, subject specific quiz, aptitude test, case study, excel module. STP activities are expected to be conducted as per STP calendar and relevant data such as scores of the students is submitted by the college to STP coordinator on the date mentioned to the central STP coordinator. Student's feedback for STP program is arranged in every semester.

- **Training and Placement:** The college provides training and placement to students through Central Placement Cell of its parent organization STES. Most of the passed out students of the college have shown their inclination towards higher studies.
- **Students Welfare :**
 1. The college encourages students to avail Government/ Non-Government Organization scholarships. Freeship for needy students is provided as per the decision of Hon. President.
 2. The college has MOU with Maharashtra Tax Practitioners Association for collaboration of starting certificate Course in Taxation Law in Sinhgad College of Commerce, Pune.
 3. The college has MOU with CCA Education Pvt. Ltd., Pune. The purpose of MOU is to establish a framework for co-operation to conduct the training program on Tally Erp9/ Tally Prime and GST Professional at Sinhgad College of Commerce in offline mode and online mode.
 4. The college has MOU with CCA Education Pvt. Ltd., Pune. The purpose of this MOU is to approve CCA to conduct training program on Forensic Accounting and Audit at Sinhgad College of Commerce, Pune by offline and online mode.
 5. The college has MOU with District Election Office, Pune, Worship Earth Foundation, Pune. The goal of this MOU is to enhance voter awareness and promoting ethical electoral participation as well as continuous engagement with young ones in Electoral Democracy by organizing programs.
 6. The college has MOU with Z.P. Primary School, Hivare to facilitate the exchange of knowledge and skills between the ZP school's students and SCOC's students.
 7. The college also has MOU with Hivare Gram Panchayat, Hivare to facilitate various social

activities and initiatives for the holistic development of the village and its residents.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

The Institute regularly works for fostering student-centric environment. The College has formulated the effective functioning system for all academic and non academic activities taking into account the vision and mission statement and long-term objectives of the institute and its implementation. The faculties from our sister institutes are also involved in contributing to students' overall development by delivering expert speeches, Guest lectures, workshops, etc. We also aim to produce responsible citizens by sensitizing students to social responsibilities and duties towards society through extensive activities and awareness programmes. In addition, College committees are engaged regularly in updating students with the latest happenings in the respective fields. College has formed committees such as Student Guidance cell, Entrepreneur Cell, Bridge/Remedial courses committee, Equal opportunity Cell, Industrial visit Cell, CSR activities, Counseling and Competitive Exam Cell for the spreading awareness and organizing activities for students. The Institute has also completed procedure for Alumni Association Registration to utilize experience and expertise of our alumni who hold good positions in various industries and fields. Furthermore, the Knowledge Research Centre and Language Lab also play crucial role in fostering self learning habits in students. The college is adopting innovative methods and advanced technology as use of Google Drive, sharing study materials using Google class, Padlet, Microsoft team, You Tube Channel in co-curricular activities to achieve quality education dissemination.

Concluding Remarks :

The Institute is vigorously flourishing to attain the goals and objectives in tune with the Mission and vision of the Institute. The utmost care is taken to enable students to meet the demands of their chosen field, and produce high quality manpower for Industry and academia. Commitment of quality has always been in the centre of functioning system of college which results into constant growth over the years. IQAC has taken several initiatives in formulating, plans, its implementation, monitoring, taking feedback, allotting support structure for quality enhancement. As the college is affiliated to Savitribai Phule Pune University, follows prescribed parameters in teaching-learning process and pursue evaluation mechanism. College has developed systematic mechanism for effective planning & implementation of curriculum through distinctive activities. The college gives foremost importance to teaching- learning and evaluation process and it is done through well planned process, catering students' diversity by utilizing optimum ICT tools. College has developed systematic mechanism for making examination and evaluation process transparent, formed grievance committee to redress issues. Teachers are encouraged to attend research programmes, projects, Faculty Development programmes, etc. to update the knowledge to achieve attainment of CO/PO effectively. The Institute has been providing adequate infrastructure and physical facilities and support facilities during five years. The college has adopted several best practices over the years. College committees like NSS organize extension activities to inculcate social values among students. The students show their sensitivity toward society by providing helping hand to police to manage traffic during Ganesh Visarjan Procession and working as PoliceMitra. The college also lends a hand and aid to Physically disabled students and Organization and spread positivity among them.. The Institute is consciously trying to spread awareness about sustainable development and environmental concerns.