



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**MANDKE HUMAN HAPPINESS FOUNDATION'S SMT.
SUDHATAI MANDKE COLLEGE**

MANDKE HUMAN HAPPINESS FOUNDATIONS SMT. SUDHATAI MANDKE
COLLEGE, 47/8, MANDKE GROWTH CENTRE, PAUD ROAD, NEAR PAUD
PHATA FLYOVER
411038
www.mandkecollege.net

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Mandke Human Happiness Foundation's Smt. Sudhatai Mandke College, Paud road, Pune has been established in the year 2002 under the aegis of the Mandke Human Happiness Foundation(MHFF), Pune a charitable trust which was founded in 1996 by Shri Sudhir Yeshwant Mandke, a highly experienced leading promoter and builder of Pune. The main aim of the trust is to serve the society, particularly in the field of need based education. The foundation has decided to impart quality education through its various colleges and institutes teaching curriculum that gives equal stress on both theoretical and practical know-how, to students from urban and rural areas.

Mandke Human Happiness Foundation's Smt. Sudhatai Mandke College is affiliated to Savitribai Phule Pune University (SPPU) and is also approved by the Government of Maharashtra on private and self-financing basis. Besides, academic excellence, the college also provides the students with an environment conducive for overall development of their personality. The college has gained a reputation through its activities viz. NSS, Add-On Professional Certificate Courses, Earn and Learn Scheme, Career Guidance and Counselling, Placement Cell; and is now running 03 programs under Commerce faculty affiliated to Savitribai Phule Pune University (SPPU).

Vision

To serve the society particularly in the field of need based education, help individuals maximize their potential and in turn make the society better as a whole.

Mission

- To impart relevant quality higher education
- To impart sound moral, physical and intellectual training
- To provide platform to enhance scope for employability and growth
- To develop functionally suitable and conducive environment for students and staff for academic purpose.
- To implement Effective & Efficient Teaching–Learning practices.
- To increase percentage of campus placements.
- To strengthen industry-institute interaction.
- Help students for personality development and career guidance.
- To develop the students and staff for Global Acclaim.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Strong Vision and Mission.

- Proactive, Helpful, Visionary, Supportive management.
- Centrally located campus in Pune city. Easily approachable. Well designed and spacious building and disabled friendly academic building and library.
- Experienced, knowledgeable and dedicated principal.
- Dynamic, Qualified, Committed, Resourceful and Experienced faculty members.
- Participatory teaching-learning processes in classrooms.
- Well-equipped, ICT enabled and spacious smart classrooms, well-equipped computer laboratory and Wi-Fi enabled campus.
- Well ventilated class rooms, sufficient furniture, NSS unit, Earn and Learn scheme. Computers with latest configuration and internet, UPS facility, good Library and adequate class rooms.
- Range of academic programmes (Degree and Professional Certificate Courses).
- Certificate courses with view to increasing employability are provided to inspired students.
- Field based teaching- learning process through field visits, project work and industrial visits.
- Excellent rapport of the Principal and management with University and Government authorities.
- Good performance of the students in academic, sports and cultural activities.
- Assistance through remedial coaching and bridge courses to the students.
- Most of the students and staff use public transport to reach college.
- Mentor-Mentee system is in operation since the establishment of the college.
- Reading facility, RO water facility, Wi-Fi enabled campus and 10 KVA UPS Backup are available.
- Health check-up camp is organized every year.
- Ragging free environment.

Institutional Weakness

- Limited range of academic programs.
- Lack of autonomy in curriculum designing.
- Limited MoUs and collaboration programs.
- No. of research publications is inadequate.
- Poor English proficiency among the students.
- No registered alumni association.

Institutional Opportunity

- The college is located in the heart of the city.
- Scope for adding Post Graduate Programs.
- Scope for launching more job oriented and need based certificate courses to attract students.
- Promoting research culture among teachers.
- Make students more involved in taking up social responsibility.
- Increase in use of ICT in teaching, learning and evaluation.
- Sign MoUs with corporate industries.
- Implementation of e-governance in day to day administration.

Institutional Challenge

- Rapid changes in external environment may become challenge for existing curriculum laid down by the

SPPU.

- To develop analytical skills, competitive spirit and winning attitude in students.
- To improve communication skills of the students.
- To improve the enrolment of students in all programs.
- Competition from other affiliated colleges and colleges with distance education mode.
- Production of good human resources to accept global challenges.
- Modernizing classrooms and infrastructure according to the changing pedagogic methods.
- Motivating students to dream big, be creative and think original.
- Establishing linkages/ collaboration with industry.
- Continuous and sustained enhancement of quality education to the students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Mandke Human Happiness Foundation's Smt. Sudhatai Mandke College is a general college with mono faculty viz., Commerce. Private, self-financed and affiliated college to Savitribai Phule Pune University (SPPU). The curriculum of all the programmes is designed, developed, updated and periodically revised by the University to suit the needs of the students for making them relevant to the job market. The college offers three Under-Graduate Programmes viz. B. Com., B.B.A. and B.B.A. (C.A.) under Commerce faculty of Savitribai Phule Pune University (SPPU). The curriculum is further strengthened and supplemented by offering five certificate courses to meet the changing needs of the students. In view of this, the college encourages the faculty members to get involved directly / indirectly in curricula modifying process. The college ensures the effective implementation of the curriculum, and monitors the completion of course syllabus on time. The college implements interactive teaching methods and conducts periodical tests. Use of Powerpoint Presentation in teaching, case study, remedial teaching, field visits, project work and question-answer method. Cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics are included in curriculum by Savitribai Phule Pune University. Feedback on curriculum is obtained from students, teachers, parents and alumni. Industrial visits, talks by experts in various fields, interface with successful entrepreneurs and women entrepreneurs have been arranged to upgrade the knowledge, exposure to available opportunities and skills level of the students.

Teaching-learning and Evaluation

The college strictly adheres to the admission policies of the Government and the University in respect of the admission process. The College adopts all possible measures to ensure fairness and transparency in the process of admission and also follows government reservation policy.

The teaching- learning and evaluation processes are planned and executed in accordance with the academic calendar and the examination schedule prepared in advance.

The college also follows mentoring and counselling system. The students are identified as slow learners and advanced learners on the basis of their performance at previous qualifying examination, personal interaction of faculty with the students, class guardian system and tutorial system practiced in the college, so that special support can be extended to the slow learners in form of remedial coaching classes, home assignments, personal attention and continuous monitoring. High achievers are motivated to participate in academic activities like

communication skills, general knowledge, personality development, soft skills and motivational lectures.

The IQAC facilitates the planning and improvement of the teaching-learning and evaluation. Student centric methodology, with students involvement through seminars, group discussions, brain storming sessions, project works, ensures the holistic development of the students. ICT is used extensively and 3 Classrooms are equipped with ICT tools. The college has 10 qualified and experienced faculty members of which 7 are permanent, 1 is part-time, 2 are visiting. Out of 7 permanent teachers two teachers have Ph.D degree.

The evaluation process is prescribed by the University and it is followed by the college. The University has established the programme outcomes (PO), programme specific outcomes (PSO) and course outcomes (CO) for each course and programme.

Research, Innovations and Extension

The college has constituted a Research Committee to promote and encourage teachers to undertake research work and publish research papers in the reputed journals. The teachers of the college also give guidance to B.B.A. program students in subjects like Research Methodology and Project Work. The college provides infrastructure facilities to the teachers in terms of Computer laboratory, equipment and instruments along with books, Journals, E-Journals, internet connection and Membership of Libraries. The teachers are motivated to participate in conferences, seminars and workshops organised by the other colleges.

The college provides encouragement and help to the students to participate in co-curricular activities like debate competitions, cultural competitions and poster presentation. Extension activities are done through the NSS unit. NSS camp is held every year in December/January in adopted village. Every year some of the programs conducted by NSS, Student Development Office, Sports, Cultural Committees, NGO's and GO's are: Swaccha Bharat, Health Awareness and Aids Awareness programs, Gender Issues and Women Empowerment, Environmental Awareness programme, Awareness programs on EPIDEMIC like swine flu, Save the girl child, Tree plantation, Blood donation camps, Haemoglobin testing for girl students, Girls Safety, Traffic Awareness, Pollution reduction, Go green campaign, Positive effects of exercise and Yoga and Relaxation of mind and reduction of stress, Social and Civil Responsibility, Sense of National Integration, Team Work, Communication and Leadership Skills. The college has entered MOU with the NGO's and GO's which has helped achieve an academic and cultural environment among the faculty members and students.

Infrastructure and Learning Resources

The college has a clean and beautiful campus. The plot area is 2034 sq.mts. and built-up area is 11208 sq.ft. The college building is a multi-storey building which includes G+3 floors and open terrace on 4th floor. The college has excellent infrastructural facilities which include six classrooms (including 3 smart class rooms), 1 library, 1 common room for boys, 1 common room for girls, 1 conference room, 1 seminar hall, Principal cabin, Managing Director Cabin, Staff room, Administrative block, Examination control room and adequate washrooms, well equipped computer laboratory, NSS and SDO offices, canteen and 2 wheeler parking. The college ensures pure drinking water and has got a water purifier. Three LCD's, Two Laptops, 25 Computers and Wi-Fi and internet connection of 50 mbps are available to cater to the needs of faculty and students. The student to computer ratio is 1:33. The library has 3053 books and 20 journals which are as per the syllabus requirement. The building along with classrooms and laboratory are always kept clean. The equipment and

other fitting and fixture are maintained through outsourced agencies by way of annual maintenance contract (AMC). The college has a tie up with an agency for maintenance of computers and peripherals.

Student Support and Progression

The students are the major stakeholders of an Education Institution and therefore, the college is committed to maintain high standard of integrity and involvement in student support and progression. This determines the quality of employability and job prospect of the students.

The academic support consists of guest lectures, industrial visits, field visit, project work, continuous internal assessment, remedial coaching and competitive examination. Support in co-curricular activities are extended by Physical Education Department, NSS, Mentoring system, grievance redressal cell, SC & ST cell, Student Welfare Officer (SWO) and IQAC. The career placement and stress-related issues of the students are addressed by the Career Guidance and Counseling Cell, Ragging Prevention Cell and Mentor-Mentee Cell. During the last 5 years many students have been given fee concessions by the management amounting to approximately Rs.2,00,000. Socially and economically backward students are given all the help and support to avail the various scholarships awarded by the state and central governments. A good number of our UG students pursue PG programmes in other reputed colleges. Most of the students studying in PG classes appear for various competitive examinations. The college has maintained a good pass percentage at UG level since its establishment. The college student council plays a pivotal role in organizing and executing co-curricular activities. The college is committed to nurture the leadership qualities of students through their involvement in the activities of the student's council and various cells. Students are given membership in various official bodies including IQAC, Library Advisory Committee and Ragging Prevention Committee, etc.

Governance, Leadership and Management

The college management takes the leadership role in the effective implementation of the teaching-learning process and the student support and progression programs. The governance and management of the college are democratic and the leadership is participatory.

The top management has formulated the mission and vision for the college. The management suggests and takes the major decisions. The plans are discussed by the management and the College Development Committee. The plan proposals are prepared annually and executed without delay. The IQAC of the college is entrusted with the task of initiating and monitoring the quality enhancement policies of the college. The faculty members are encouraged to equip themselves with the latest developments in their field of knowledge and ICT enabled learner centric pedagogies through orientation and refresher courses. The college draws up its annual budget by prioritizing infrastructure and other requirements of the college and makes optimal use of its budgetary provisions. The main source of finance for the college is student fees. The management is committed to comply with the government guidelines in respect of collection and disbursement of funds. Strict financial discipline is ensured through regular internal and external audits.

Institutional Values and Best Practices

The college has maintained eco-friendly campus and takes all possible steps to make the campus ragging free. The college has introduced five need-based and career-oriented certificate courses every year on several

subjects. Value based education and civic responsibilities among the students are inculcated through N.S.S. and other extracurricular activities. The students are encouraged to take part in various cultural activities, sports, debate competitions, tree plantation, blood donation, anti-AIDS drive and to develop a scientific attitude in order to develop their over-all personality. The students are given opportunities to join the earn and learn scheme sponsored by the university. The students, teachers and staff are encouraged to come by public transport or to car pool. Very poor students are given scholarship and fee concessions. Anniversary of great personalities are celebrated which leaves an imprint on students mind and helps them to become model citizens. National festivals are also celebrated which helps the students imbibe cultural values. Nirbhay Kanya Abhiya scheme is introduced by the University. This scheme is open to all female students from all affiliated colleges. Funds for organizing these activities are provided by the University. The main objective of this scheme is to develop a critical mind, self confidence and a commitment to society. The female students are given training in health, law and social activities.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MANDKE HUMAN HAPPINESS FOUNDATION'S SMT. SUDHATAI MANDKE COLLEGE
Address	Mandke Human Happiness Foundations SMT. SUDHATAI MANDKE COLLEGE, 47/8, Mandke Growth Centre, Paud Road, Near Paud Phata Flyover
City	PUNE
State	Maharashtra
Pin	411038
Website	www.mandkecollege.net

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Ambadas Tulshiram Bhosale	020-25439359	9422507392	020-25663736	mandkecollege@gmail.com
IQAC / CIQA coordinator	Amruta Bhide	020-25652521	8806038650	020-25652213	amrutabhide.smcc@gmail.com

Status of the Institution	
Institution Status	Private and 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				
Date of establishment of the college		16-08-2002		
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
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				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

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	Mandke Human Happiness Foundations SMT. SUDHATAI MANDKE COLLEGE, 47/8, Mandke Growth Centre, Paud Road, Near Paud Phata Flyover	Urban	0.5	1041.25

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	BBA,Commerce	36	Higher Secondary Exam Passed	English	80	0
UG	BBA,Commerce	36	Higher Secondary Exam Passed	English	80	10
UG	BCom,Commerce	36	Higher Secondary Exam Passed	English	120	41

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	1				0				6			
Recruited	1	0	0	1	0	0	0	0	3	3	0	6
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				3			
Recruited	0	0	0	0	0	0	0	0	1	2	0	3
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						8
Recruited	3		3		0	6
Yet to Recruit						2
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				0
Recruited	0	0	0	0
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	1	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	4	0	5

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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	0	1	0	1

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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	1	0	0	1

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0		1		1

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
Certificate / Awareness	Male	20	0	0	0	20
	Female	30	0	0	0	30
	Others	0	0	0	0	0
UG	Male	157	0	0	0	157
	Female	125	0	0	0	125
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	21	14	9	14
	Female	13	16	12	11
	Others	0	0	0	0
ST	Male	1	1	2	0
	Female	2	1	2	0
	Others	0	0	0	0
OBC	Male	62	53	56	58
	Female	24	15	24	23
	Others	0	0	0	0
General	Male	152	147	126	136
	Female	74	58	66	91
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		349	305	297	333

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
112	112	112	112	112
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	3

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
333	297	305	349	322
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
139	139	139	139	139

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
89	59	42	89	25

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
7	7	7	7	7

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
7	7	7	7	7

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 5

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
22.12	20.13	18.31	16.67	15.15

4.3

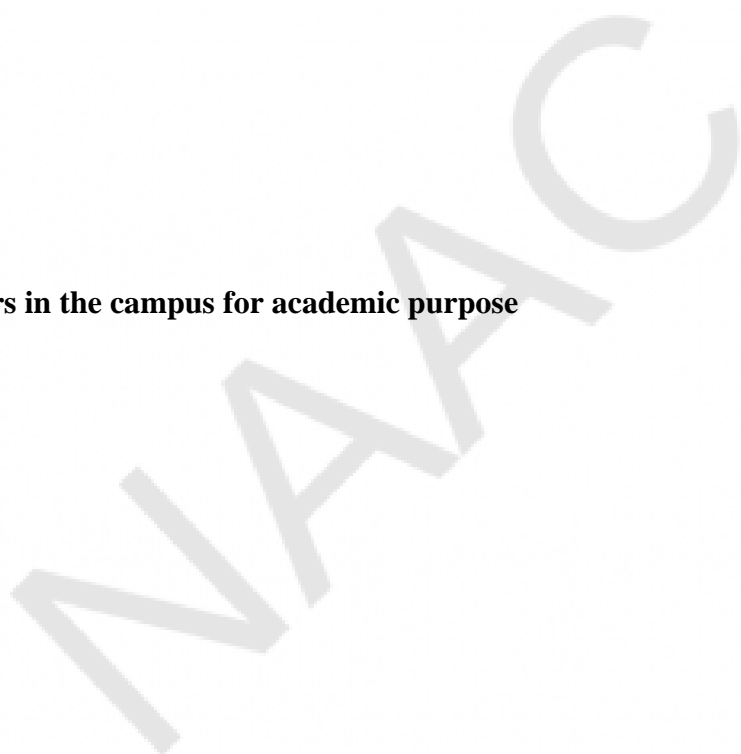
Number of Computers

Response: 15

4.4

Total number of computers in the campus for academic purpose

Response: 1



4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

The college is affiliated to SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE and the curricula of all the programmes are designed, developed and revised by the university periodically to suit the needs of the industry and society.

Planning:

- Academic Calendar is prepared by the college in the beginning of the academic year in tune with the Academic Calendar of the University.
- The practice of Academic Calendar helps us to visualize and operationalize the way the curriculum has to be carried out.
- Academic session starts with academic committee meeting coordinated by academic coordinator. In this meeting course allocation, time tables, contents of course file, evaluation schedules, teaching plan and workload allocation is finalized.
- The college in order to realize its objective of overall development of students ensures a strict compliance of the university curriculum i.e. syllabus completion within the set time frame.
- The college organizes Induction program which helps students to acclimatize to college academic culture, curriculum standards, examination design, code of conduct for students, committees and cell activities.
- The college conducts Industrial Visits, Study Tours and Guest lectures in which experts from industry and academics participate in our curriculum delivery process to bridge the gap between industry and academia.
- Mentor-Mentee system for student competency development and Guide allocation for Project internships is practiced.

Implementation:

- The college follows cafeteria approach by providing elective subject in each semester. The Students have flexibility to choose any one specialization from specializations offered in the University syllabus.
- The college motivates faculty to adopt advanced teaching practices and to participate in training programs for their development.
- The faculty members focus on quality delivery and encourage student's active participation in the curricular, co-curriculum and extra-curricular activities.
- The college offers value added short term programmes leading to diplomas and certificate courses as value added programmes conducted as part-time courses. In view of the growing importance of value added programmes in development sector.
- Evaluation and assessment is done as per rules prescribed by university and the college follows

semester and annual examination pattern as prescribed by the university. The university frames the rules of the conduct of examinations and declaration of results. All this information is displayed on college notice board and the website of the college.

- The examination committee prepares schedules of internal examinations as per university guidelines, conducts the examinations and conveys marks to the university.
- To enable all these activities the college management provides the necessary infrastructure with amenities, requisite and qualified faculty, well equipped labs, well stocked library, audio visual aids and funds.
- Programs at college level consist of in-house Certificate and Diploma Courses, Value Based Courses and Bridge courses. These certificate courses create an enriched learning experience for students which is achieved through a blend of modern and traditional teaching pedagogy practiced by course teachers.
- Students are provided with opportunities for development of skills through Debates and Elocution, Group Discussions, Essay Competitions, Seminars and Quiz.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

1. Department timetable is prepared by each department, allotting sufficient time to teachers for each subject as per the workload allotted by the Savitribai Phule Pune University.
2. The timetable is conveyed to each and every student of the department to ensure that they adhere to the schedule. The calendar is well planned in advance and is prepared in a detailed manner.
3. The college functions and adheres to the minimum number of working days and teaching days. On an average the college worked for 180 days per each year in the course of the past five years as per the norms set by Savitribai Phule Pune University.
4. A work diary is maintained by the teachers individually according to the classes taken by them as per the college calendar. Departments follow different evaluation outcomes throughout the semester as an indicator of the student performance.
5. The timetable for each internal assessment is prepared well in advance as per the calendar schedule - mid semester exam held during every academic year.
6. The subject teachers are given ample time to set the question paper as per the university norms.
7. The internal assessment papers are corrected within a short period and papers are discussed with the students for better understanding of how to approach a question properly in case expectations are not met with by the evaluator. The students are also assessed on the basis of seminars, assignments, practical tests and projects.
8. A seminar week is allotted for each department wherein the students are encouraged to participate in a topic of their choice.
9. The students are encouraged to select topics for classroom presentations which are outside the syllabus but related to the subject to help them gain additional knowledge.

The college has developed an excellent work culture and has a team of dedicated faculty guided by an efficient Principal. Therefore, it seldom faces difficulties in completing the curriculum within the stipulated time frame as prescribed in the academic calendar.

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: E. None of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.

Response: 3

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

Cross cutting issues relevant to Gender, Environment and Sustainability, Human values and Professional Ethics are included in curriculum by Savitribai Phule Pune University as per the guidelines issued by the University Grants Commission(UGC), New Delhi and implemented accordingly in MHHF's Smt. Sudhatai Mandke College.

Gender:

The overarching goal of the gender equality policy is that women and men are to have the same power to shape society and their own lives. Starting from this objective, the college is working towards five sub goals 1)Beti Bachao Beti Padhao 2)Scheme for Adolescent Girls (Biological Growth and Development) 3)National Nutrition Mission 4)Training of Trainers of Elected Women Representatives of Panchayati Raj 5)Pradhan Mantri Mahila Shakti Kendra.

Environment and Sustainability:

Efforts such as Tree plantation, Swachha Bharat Mission were taken during last five years to create awareness about environmental pollution. In the interest of environmental considerations, students are encouraged to print their dissertation reports on both faces of the paper, as far as possible use public transportation or car pool. Course on Environmental Awareness is also run in college.

Human Rights:

Right to Education Awareness Program, Enrollment of Name in the Voters List, Grievance Redressal Cell formed, Drive for Students for Aadhaar Card Enrollment and I will Vote Campaign regularly organized in the institution.

Professional Ethics:

B. Com., BBA, and BBA (CA) Under- Graduate programs are entirely based on Professional Ethics and Computer Knowledge using ICT.

The table showing the efforts made by the college on cross cutting issues:

Sr. No.	Term	Course Code	Course Title	Course Objectives
01	I & II	3113	Business Regulatory Framework (M.Law)	To acquaint students with general business law, instrument Act, Contract Act issues to help become informed, sensitive and effective business leaders.
02	I & II	3133	Indian & Global Economic Development	To understand the concept in Indian and Global environment.
03	I & II	2143	Business Management	To gain a solid understanding of human behavior in workplace from an individual, group and organizational perspective.
04	I & II	116	Basic Marketing	To emphasize importance of understanding environment in marketing decision making.
05	Sem I	CA-102	Principle of Management	To provide insights to the students about the Business Government relations.
06	Sem II	CA-201	Origination Of Behavior and Human Resource Management	To give students understanding of good Leadership Behaviors and gaining insight into their Patterns and Attitude
07	Sem I	102	Business Communications Skills	To help students in enhancing self, increasing satisfaction and Improving relationships with others.
08	Sem VI	602	Advanced Java Project Work (for 6 Months)	To offer the opportunity for the young students to develop on job the skills, knowledge, attitudes, and performance along with the experience needed to constitute professional identity.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.68

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 0

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

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: B. Any 3 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 51.5

2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
131	129	152	159	150

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
280	280	280	280	280

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 37.7

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
44	42	57	53	66

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

The college assesses a student's needs in terms of knowledge, skills and other requirements through the following methods after the admissions process.

- No Common Entrance Test is conducted by the University or the college for admissions to the B. Com., B.B.A. and B.B.A. (CA) programs.
- The college admits the students primarily based on merit and following government's reservation rules for SC/ ST/ OBC categories students.
- The college has constituted an Admission Committee with a senior faculty as the convener.
- The Admission Committee counsels all the students and their parents before giving admission.
- The most important functions of Admission Committee is to identify the learning level of the students throughout their progression.
- The admission committee provides the background information of newly admitted students. Almost all the students are from vernacular medium.
- At the commencement of the academic process the Principal meets the newly admitted students along with admission committee and communicates to the students about the environment of the college.
- The college identifies slow and advanced learners through their performance at previous qualifying examination, class guardian system and personal interaction of faculty with students.
- Participation of students in the classroom discussions, tutorials, home assignments, practical skills and periodic assignments are some other tools used to judge the learning capabilities of the students.
- For slow learners activities like remedial coaching, bridge courses, tests and tutorials, English speaking training, personal counselling sessions etc. are initiated.
- Advanced learners are encouraged to proactively get involved in event volunteering, becoming members in various committees, becoming beneficiary of cells for Career Counseling and Guidance for Competitive Examination.
- The culture of teaching focuses on the mentoring to students to nurture their personalized and customized needs throughout the program tenure.

The Mentor's Report is indicative of the transformation that the student makes towards the advanced learning level.

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 48:1

File Description	Document
Any additional information	View Document

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

Response:

All the courses predominantly follow the lecture method. ICT facilities are used for enhancing effectiveness. Besides lectures, other learner-centric methods are also employed to ensure the active involvement of students in the teaching-learning process. These include:

Experiential Learning:

Experiential Learning from extra-curricular activities by giving students opportunity to work in committees like cultural, sports, etc. by which students learn and hone the skills of planning, organizing, team building, inter personal skills, time management, logistics, decision making, etc. Students are encouraged to prepare models, charts, collages which are displayed on the notice board or kept for the view of other students at a noticeable spot in the campus.

Participative Learning:

The students are encouraged to ask questions, clear their doubts, share their views, make Powerpoint presentation. Attend seminars, workshops, guest lectures, home assignments, field visit, report writing, industrial visit, academic competitions, study tours, assignments, project work, practical sessions, group discussions, documentary film shows, team work activities under NSS.

Problem Solving Methodologies:

The students are given case studies and problem solving topics to encourage them to think out of the box. Certificate Courses are given as extra subjects to the students who are ready to empower themselves for employment.

The students are given task based responsibilities like organizing Food fest, or Cultural fest or any functions within the campus to make them leaders, organizers and team players.

Industry experts are brought in periodically to enlighten the theoretical knowledge of the students with their practical experience. The students are orally guided regarding the various career oriented courses, competitive examinations and special choice based subjects at the beginning of the year.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

- Information Communication Technology (ICT) based teaching helps by keeping students updated, and enhances subject teacher's capacity and ability in explaining concepts through e-learning,

email, Google Meet, PPT, whatsapp, SMS, videos, etc.

- ICT based lecture method is used by B.Com., BBA and BBA (CA) teachers in combination with traditional teaching methods. It helps students to increase imagination and visualization of a concept.
- Three classrooms are well equipped with ICT tools like Computer, projector, Internet and Laptop etc. It helps in teaching by providing an interactive platform for the students whereby different forms of media including photographs, online videos, graphs, charts, ppt etc. are used for better understanding of subject related content.
- Teachers use tools like Google Docs and Drive for sharing assignments and distribution of study material. Google Meet makes teaching more productive and meaningful.
- The PPT presentation by students is an important aspect to gain more knowledge and strengthen skills. It enhances their research skill and builds up the confidence in students.
- Digital Library Facility is available in the college library.
- The language lab material is used by the teachers that provides comprehensive study material to enrich the language skills of the students.

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 48:1

2.3.3.1 Number of mentors

Response: 7

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality /

D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 8.57

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 6

2.4.3.1 Total experience of full-time teachers

Response: 42

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The entire process of internal assessment is followed rigorously and robustly, with utmost transparency. All the departments conduct regular tests.

The assessed answer books with remarks are shown to the students in the classroom. discussed and necessary suggestions are given to the students. The performance of the students is also informed to their parents and the low performers are encouraged to perform well in the next tests.

The Principal conducts faculty meetings and discusses the results for their respective subjects and decides actions that are required to be taken to improve passing percentage. The college notifies evaluation process

and related documentation on the college web-site and notice boards. This includes distribution of marks, the criteria for allocation of term work marks, schedule of internal evaluation and university evaluation. The Continuous internal evaluation report of all the courses is displayed on the notice boards, all unit tests marks within a week after end of unit tests. The faculty members meetings are conducted periodically to review the evaluation process. At the end of each semester, The Principal verifies the internal marks for all the students. Final Continuous Internal Evaluation (CIE) marks are displayed on the notice board, before uploading them to the University portal. The students can contact respective subject teachers in case of any discrepancy in the marks which shall be redressed immediately if found to be wrongly valued or entered.

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response:

The following mechanism is followed for Grievance Redressal in evaluation:

College Level:

- Grievance regarding the internal assessment tests is handled by the respective subject teacher and Head of the Departments concerned immediately at the department level.
- The internal marks are recorded in a format as per the norms of the university and the college.
- The college has an effective system to redress the grievances of the students for the internal assessment marks.
- The college conducts internal assessments in answer sheets provided by the college; before the end of every semester.
- The students are given the valued answer booklets, and the grievances with regards to marks are rectified immediately by the subject teacher.
- Internal Examination Committee meets regularly for objective and effective redressal of the grievances of the students regarding evaluation.
- The final internal marks are displayed on the notice board, before uploading them in the university portal.

University Level:

- Grievance regarding examinations conducted by the University is handled as per university proceedings.
- The student has the right to apply for re-totalling, photocopy of the answer script and revaluation.
- The following are the some of the discrepancies in the university Examination for which letters have been forwarded through the principal to the Director, Board of Examination and Evaluation:
 - Change of subject code in the student hall ticket
 - Absence of subject code in the student hall ticket
 - Absence of register number in the summary
 - 2 different backlog papers / regular papers appear on the same date to the same student
 - Out of syllabus in the question papers and discrepancy
 - When results of the students are withheld
 - If the students who are present in the examination are marked absent and vice-versa

- The Director of Board of Examination and Evaluation makes the final decision with regards to examination related grievances at the university level.

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

SPPU has established the Programme Outcomes (PO), Course Outcomes (CO) Programme specific outcomes (PSO) for each program and course which clearly states the objectives and outcomes. The guidelines are circulated to all faculty members and displayed on the notice board and college website for the information of the students. Expected course outcomes of all courses are prepared, posted on college website and discussed with students at the beginning of the academic year. The students are motivated towards course outcomes throughout the course of the program by course teacher.

These are three years degree courses designed to provide theoretical insights and skills for effectively working in the field of commerce and management.

The B.Com. Programme is offered with two specializations namely Cost and Works Accounting and Computer Applications. The outcome of the programme:

Upon successful completion of the programme it is expected that student will:

- Be critical and creative scholar who Produces innovative solutions to problems and applies research skill to business challenges.
- Be responsible and effective global citizen who engages in an internationalized world, exhibits cross cultural competence and demonstrates ethical values.
- Demonstrate broad knowledge and technical skill in at one area of commerce and be able to provide discipline based solutions relevant to the business, professional and public policy.

The B.B.A. programme is offered with three specializations namely Marketing, Finance and Human Resource Management. The outcome of the programme:

- To provide adequate basic understanding about Management Education among the students.
- To create a mind-set to contribute to local and global sustainable development that is socially and humanely in line with the ethical and moral values.
- To prepare students to exploit opportunities being newly created in the Management Profession.
- To train the students in communication skills effectively.
- To develop appropriate skills in the students so as to make them competent and provide themselves self-employment.
- To inculcate Entrepreneurial skills.

The .B.B.A (CA) programme is offered with six subjects for each semester and all are compulsory as per the curricula designed by the University. The outcome of the programme are as given below.

- The objectives of the Programme are to provide sound academic base from which an advanced career in Computer Application can be developed. Conceptual grounding in computer usage as well as its practical business application is provided.
- To equip the students with requisite knowledge, skills, field work experience and right attitude to herald the new social order based on human dignity, social justice and maintenance of natural environment.
- To mould competent professional workers with strong ethics, leadership and vision to undertake responsibility in the field of community development and participate in the process of nation building.
- To impart interdisciplinary knowledge to the graduate students coming from different faculties so that they will be able to avail job opportunities in the changed environment.

File Description	Document
Paste link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

- The college strives to accomplish the program outcomes, program specific outcomes and course outcomes through its academic, co-curricular and extracurricular activities specially designed to achieve these outcomes.
- The evaluation results and student feedback ensures that the course objectives are realized. Preparation of teaching plan and maintenance of the work diary also helps the teacher and the student to focus on the predefined activities to achieve the outcome. Student's progress and learning outcomes are monitored through continuous evaluations, tutorials and laboratory exercises, industrial visits, field visits and project work.
- The College conducts tests in all courses and reviews the performance of students in the faculty meeting at departmental level and in the meeting of result committee under the chairmanship of the Examination CEO. At the end of each semester, student feedback is taken; course wise performance of students is discussed, analyzed and recorded in terms of grades.
- Weak students are encouraged for special meetings and interaction with the faculty to identify their problems and means to solve them.
- Apart from the written tests assignments and seminars are given to the students to enable them to gain more knowledge on the subject.
- The subjects in which the student seems to lag behind are taken for remedial classes.
- Regular seminars, debates, case studies, quizzes pertaining to the relevant subjects are conducted in the class room to make learning an integrated and interesting process.
- Departments and committees develop activities like departmental fests such as Hindi Day, Commerce and Management Week, chart and model preparations which are displayed on the notice board to motivate and appreciate the students.
- Extension activities such as awareness rallies, cleanliness campaigns, eco clubs, Swachh Bharat Mission, Beti Bachhao Beti Padhao and such activities enable the students to think out of the box and be creative, proactive and inculcate the value of ethics.
- As a result of this continuous and constant mentoring from the qualified and enthusiastic faculty

members, the institution was able to make many students to score distinctions and medals. Many of our students have participated in inter- collegiate fests and sports meets.

- The extracurricular and extension activities done for the society by NSS also results in the outcome accomplishment.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 52.31

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
68	12	19	43	17

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

2019-20	2018-19	2017-18	2016-17	2015-16
85	60	42	89	25

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.34

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAC

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: 0

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)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	3

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 0**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 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:** 0.14**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

- In order to instill social responsibility and to achieve the objective of holistic development of students they are motivated to carry out community development activities in the neighborhood areas through NSS and Student Welfare Cell of the college.
- The National Service Scheme (NSS) conducts winter camp in the neighbouring villages (Kharawade, Taluka Mulshi and Alandewadi, Taluka Bhore, District- Pune) for 7 days every year which helps them to socialize with the village and rural people, to understand their lifestyle and needs, and help them in local projects as per their requirement.
- Lectures on Swami Vivekanand's message to youth, Digital Marketing and Cashless Transactions with experts are arranged to create awareness among the students and villages.
- The students are also encouraged and motivated to participate in activities like planting of trees inside the campus as well as in the adopted neighborhood areas, free eye check-up camps, Blood donation camps, Environment awareness camps, Plastic free camps, Swachh Bharath Abhiyan, Organize awareness programmes on Road safety, Awareness rallies on Aids, Anti-Liquor, Anti-Tobacco and Drugs.
- All the significant dates such as Republic and Independence Day, NSS day, Environment day, Yoga Day, Teachers Day, Hindi Day, Women's Day, Mothers Day, University foundation day and College foundation day are celebrated every year to familiarize students with the value of our traditions, culture and history.
- The students imbibe new knowledge and experiences which changes their attitude and behavior positively towards the development of the community.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 14

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	2	3	3	2

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 43.39

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
200	100	150	150	100

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 0

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Answer:

Infrastructure is a very important factor to conduct and achieve teaching and learning process effectively. The trustees of the college aim to make available necessary infrastructural facilities with Information and Communication Technology aids. Mandke Human Happiness Foundation (MHHF) has made available the present infrastructure in term of land, building and equipment. The college has a plot its area is approximately 2034 sq.mts. And built-up area is 11208 sq.ft. Centrally located campus on the Paud Road in the heart of Pune City. As a part of this, the college has sufficient space for academic, administrative, co-curricular and extracurricular activities. Main building has Ground + 3 floors and an open terrace on the 4th floor. All the UG programs are accommodated in the second and third floors. Computer laboratory, Seminar hall, administrative block, Principal and managing director chambers are located on the first floor. The student strength for academic year 2020-21 is 282 for which there are adequate infrastructural facilities. The time-table and co-curricular and extra-curricular activities schedules are so prepared to ensure optimum utilization of available space. The campus of the college is kept pollution and plastic free.

The following are the Academic Infrastructure Facilities:

Sr. No	Particulars	Quantities
1	Class rooms (2) and Smart class rooms (3)	5 qty
2	Reception and Waiting Area	1 qty
3	Computer Laboratory	1 qty
4	Principal's Office	1 qty
5	Managing Director Chamber	1 qty
6	Staff Room	1 qty
7	Administrative Office	1 qty
8	IQAC room	1 qty
9	Conference Hall	1 qty
10	Examination Strong Room	1 qty
11	Washroom(Male/Female)	7 qty
12	Accounts Office	1 qty
13	Ladies common room	1 qty
14	Students Charter/Boys Common Room	1 qty
15	Computers and server	25 qty
16	Printers with scanner	5 qty
17	Laptops	2 qty

18	NSS office	1 qty
19	Students Development Cell	1 qty
20	UPS Facility	10 kvs
21	Internet	50 mbps
22	Xerox machine	1 qty
23	Portable Water Facility	1 qty
24	Canteen	1 qty
25	Camera	1 qty
26	CCTV System	1 qty
27	Intercom system	1 qty
28	Fire extinguisher	7 qty
29	Lift	1 qty
30	Parking facility	Open space
31	Air Conditioner	4 qty
32	Gymnasium	1 qty
33	Hall	1 qty

File Description	Document
Paste link for additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

Answer:

- Being a relatively new and mono faculty college, it takes utmost care of physical and athletics capabilities of the students along with academic development. The college believes that the games and sports are integral part of education.
- The college has sports and cultural committees, which actively work throughout the academic year and concentrate on several programmes related to sports, games, yoga and cultural activities.
- The committees encourage students to take part in sports, games, yoga and cultural activities.
- The college has made Memorandum of Understanding for playground with Jog Educational Trust's P.Jog College of Science & Commerce, Mayur Colony, kothrud Pune-38. For conducting volleyball, cricket, kabaddi, kho-kho, Basket Ball, Volleyball, Dodge Ball practice matches and athletics events the students regularly use these facilities.
- Indoor sports facilities are available for Gymnasium, Table Tennis, Chess, Carrom.
- The college organizes annual social gathering.
- The college students have participated in Savitribai Phule Pune University inter collegiate competitions and interclass competitions.
- The college celebrates Yoga Day and has arranged yoga session in college for the welfare of the students, faculty and staff members by certified Patanjali Yoga Trainer.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 60

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 3

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 5.62

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
1.24	1.13	1.03	.94	.85

File Description	Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The college has a library for the students and faculty members to carry out their academic activities. It helps them to get knowledge from different sources such as text books, reference books, magazines, E-journals and modern E-learning resources.

- The library has 3053 books, comprising some rare and latest books, journals, magazines, newspapers and e-books.
- The reading hall is well furnished to accommodate 50 students at a time.
- New arrivals of books and journals are displayed on separate stands and racks.
- CCTV cameras are installed in the library and reading hall for safety purpose.
- Web OPAC, Vriddhi (ONLINE PUBLIC ACCESS CATALOGUE) facility is made available through Library Management Software to know the bibliographical details about the collection. One separate computer is made available in the library for OPAC facility. And it is a Web OPAC; user from any location can search the library collection. Search by giving Title, Author, and Domain can be carried out.
- Facilities available: No. of printers: 1, Bar Code Printer: 1, Bar Code Scanner: 1, Photocopy Machine: 1, Internet connection.

File Description	Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.09

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
.11	.10	.09	.08	.07

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 10.88

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 37

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

- The college constantly updates the computer facility. A majority of the computers in the college have the latest configurations, associated software, hardware and peripherals.
- The college has oriented the campus and office activities towards integrating IT in to everyday activities. IT has been amalgamated into the college activities for improving the quality of teaching learning and evaluation processes and also for making administrative processes user friendly, efficient and transparent.
- The entire campus is connected with Local Area Network.
- Campus is Wi-Fi enabled.
- Audio Visual Aids are available.
- The college has the essential IT infrastructure like Computers, Printers, Scanners, Photocopiers, Television, LCD Projectors, Laptop, Internet Connectivity and UPS system.
- The college periodically upgrades PCs with latest configuration available in the market.
- The college provides LCD projectors with internet connectivity in the class rooms to facilitate effective teaching-learning process.

- Computer facility is provided in the Library for using the E-resources.
- The computer lab is equipped with 16 computers with required software and antivirus. The computer lab is powered by UPS to ensure uninterrupted usage. (15 work stations + 1 central Server including antivirus server).
- The lab has LAN facility. In order to provide high quality speed of network, the college has broadband connection-Hathway with 50mbps speed.
- Faculty members use Powerpoint presentations, videos etc. in the class rooms to enhance teaching - learning process. Scanners, printers, Xerox facility are available and faculty members make use of this for the benefit of students.
- Students are encouraged to use IT infrastructure in the best possible way to augment their learning.
- The college has installed CCTV in the campus to ensure security and safety of the students, faculty, staff and property of the college.

File Description	Document
Upload any additional information	View Document

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

Response: 22:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: B. 30 MBPS – 50 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 7.9

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)

2019-20	2018-19	2017-18	2016-17	2015-16
1.75	1.45	1.59	1.31	1.19

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college has well-established system in place for maintenance of campus facilities. This is primarily done through the monitoring of various committees like College Development Committee, Purchase Committee, Student Council and IQAC Cell with necessary support systems.

Physical facilities:

- The building maintenance is achieved through periodic monitoring by the building committee and CDC and devising suitable proposal.
- Allocation of budget for annual maintenance of college infrastructure.
- Sufficient support staff is employed for upkeep of the infrastructure.
- Scheduled Maintenance and Repair of physical infrastructure done periodically.
- Provision of Classroom Maintenance including furniture, doors and windows.
- Major Equipment, ICT instruments and UPS are maintained properly.
- Electricity related problems have been resolved promptly.
- Water Coolers are regularly serviced.
- General and Emergency repairs are done by the concerned department.

Computer facilities:

- Internet Facilities are secured by firewalls.
- In order to minimize e-waste computers are serviced and reused as far as possible.
- Annual Maintenance Contracts are in place for regular updation and repairs of Computers

Library Facilities:

- Automation of the Library and continuous upgradation of library infrastructure.
- Student browsing facility inside the library ensured round the year.

Sports Facilities:

- Regular maintenance of sports equipment.
- Proper maintenance of sports facility.
- Giving top priority to the safety of the players by renewing protective gear.

Maintenance Procedure:

- For the routine maintenance and related work like, upgradation, protection using anti-virus, formatting and technical issues, technical staff or agency is appointed by the college.
- The infrastructure is maintained by a team of skilled personnel which includes carpenters, electrician, mason, construction workers, plumber and painters.
- The team is made available on call. The phone numbers are available in the office with the designated person who receives the complaints and co-ordinates the maintenance work.
- To create a healthy environment for excellent delivery of the learning process the physical environment has to be kept in good condition and that is what this college believes in.
- The class rooms are cleaned regularly and there are housekeeping persons earmarked for this purpose.
- The laboratory and library have attendants who keep all the equipment inclusive of furniture etc. clean on a regular basis.
- The library is kept dust free and also books are well maintained. The old books which are of use are sent for binding at the end of the year.
- The items include lightings; painting, LCD, Xerox, Lab. Equipment, Boards, Fans, Water-Supply, UPS and other teaching-aids are outsourced to agencies/persons who do regular check-ups as also preventive and breakdown maintenance.
- Annual Maintenance Contracts are signed with agencies to ensure stree free and regular maintenance facility and equipment.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 1.51

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
15	9	0	0	0

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

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

4. ICT/computing skills

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely 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: E. None of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 0

5.2.2.1 Number of outgoing student progressing to higher education.

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 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) year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

- In today's educational scenario the Government and regulatory bodies along with affiliating bodies have made it mandatory to have students present and past in various committees. In the latest statute of the SPPU an alumni has to be a member of the College Development Committee, a student has to be member of IQAC as per the directives of NAAC and so on. The college is adheres to all the norms set by the regulating and facilitating bodies regarding nomination of students on various committees of the college and ensures their active participation.
- The college has an organized Student Council. Class representatives are elected by students of each class. The members of the Student Council are elected by class representatives. Student Council body consists of a President, Vice-President and a Secretary. The Student Council members and members of all other committees are involved in all college activities. Members of the committees are selected by the faculty members in charge of the various committees.
- Sports committee- The Sports Committee headed by the physical education director of the college who organizes Annual Sports Meet. Student representatives from senior classes are actively involved in the committee in planning and execution of all the indoor and outdoor competitions.
- Cultural committee- The Cultural activities of the college are planned by the Cultural committee every year. This involves interclass cultural competitions as well as cultural programs conducted during various college celebrations like College Day, Graduation Day, etc. The Cultural committee members include faculty members as well as student cultural secretary. The committee identify students good at cultural programs and trains them for college activities as well as inter college cultural fests. Inter college and intra college cultural activities/competitions involve student representatives and class monitors.
- The college fests and celebrations- Committees are formed for all celebrations of the college which involves in charge faculty members and one or two student representatives which include NSS students and Student Council members. Celebrations like Teacher's Day, Investiture Ceremony, College Day, Graduation Day, etc involves class representatives and committee members from all classes.
- Grievance Redressal committee: - Grievance Cell addresses all kinds of grievances of the students. Grievances related to examinations, infrastructure, harassment, ragging, etc are addressed by the cell. Suggestion Box is placed in the college and the suggestions given by students are implemented if possible/necessary. Some grievances are directly brought to the notice of the Principal or the committee members, the student president and other student office bearers of the college. Thus the committee directly and indirectly involves students in the administration of the college.
- Feedback- Students are given feedback forms every year to assess the teachers. Teachers are given suggestions to improve or adapt their teaching methodologies in accordance with the student's needs. Thus involving them in the administration process.

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

Response: 0

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in 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 has an alumni base which is in regular interaction with the college staff. The process of registering the alumni association is underway.
- The alumni helps the college in the following ways –
- Some come as guest lecturers and also come for sharing their experiences in the corporate world which is also very motivating for the incumbent students.
- They also help in identifying guest lecturers, resource persons for workshops, seminars and visiting lectures.
- They help in placement of the students in their organization or through their contacts in other organizations.
- They also help in organizing industrial tours and arranging internships for the students. They also give opportunities to students to do projects in their organizations and also give reference for the same through their network.

Roles of Alumni Association:

- Provide Money: From the college point of view, the most important roles of alumni management seem to be fund rising.
- Association helps in placement activities.
- Career development including sharing of experience.
- Advising
- Mentoring Programs
- Internship and Externship Opportunities
- Job placement Programs

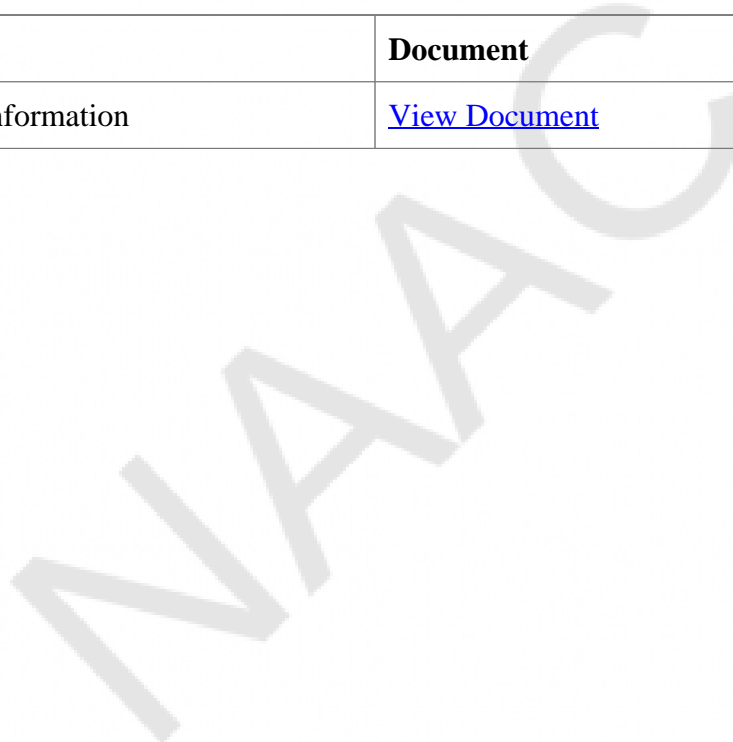
Services on campus:

- Free training and access to various resources
- Community service programs involving both alumni and students
- Help with Admissions
- Admission selections
- The Association encourages and motivates the student's high performance in Sports, NSS and in Academic by giving away Prizes.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document



Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Vision

To serve the society particularly in the field of need based education, help individuals maximize their potential and in turn make the society better as a whole.

Mission

- To impart relevant quality higher education
- To impart sound moral, physical and intellectual training
- To provide platform to enhance scope for employability and growth
- To develop functionally suitable and conducive environment for students and staff for academic purpose.
- To implement Effective & Efficient Teaching–Learning practices.
- To increase percentage of campus placements.
- To strengthen industry-institute interaction.
- Help students for personality development and career guidance.
- To develop the students and staff for Global Acclaim.

The college has a clear vision and mission statement which is practiced in order to sustain and enhance the quality of education leading towards nation building as follows:

- The college addresses the needs of society and students by imparting quality education through teaching- learning and extension activities.
- The college creates awareness on human rights, cultural heritage, Scientific temper and concern for ecology through Seminars and Guest Lectures.
- Project Work, Study Tours and Visit to industries to develop Knowledge Capital among the student.
- Curriculum and Co-curricular activities develop leadership quality and help in holistic development of the students.
- Skill Development Courses empower the students to face local and global challenges.
- Establishment of IQAC ensures quality education in the college.
- Mentoring system discovers the weakness and the strength of the students.
- Learning Recourses like smart classrooms, computers, use of internet develop technical skills among the students.
- NSS and Sports help students to inculcate values like, sharing and caring, empathy, dignity of labour and harmony and preservation of monuments.

File Description	Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

- For decentralization and participative management at various levels, the top management has allowed the principal of the college to function democratically. In turn the principal delegates authority and responsibility to the senior faculty members for all college activities.
- The Principal delegates authority to senior teaching faculty to conduct departmental activities such as allocation of the work-load, subject allocation, internal examination, evaluation of answer sheets.
- The college constitutes various committees at the beginning of the academic year. Principal meets the faculty members periodically to consider the activities planned in a given academic year.
- The principal and IQAC co-ordinator monitor the overall progress of the different committees and render suggestions from time to time.
- The recommendations are pursued by the principal and are forwarded to the management for necessary action and implementations.
- All functional committees are given authority to conduct the activities independently and resources are provided by the college.
- The administrative work is delegated to the office staff.

This is an important step in aligning the activities of the college with the Institutional Vision and Mission.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The college develops plans to comply with the broad guidelines issued by Savitribai Phule Pune University and the government from time to time for successfully conducting the academic programme. The College development Committee (CDC) is the supreme planning body of the college which discusses and develops college plans to match those of the university and government. The following things are considered for inclusion in the strategic/perspective/ plan of development:

- Growth in terms of academic programs that focus on skill-based education.
- Promote extensive use of ICT in all academic and administrative activities.
- Automation of library services and digitization of rare books.
- Upgrading the physical infrastructure in terms of modification, repairs and maintenance.
- Upgrading the computer laboratory.
- Maximum students to benefit from Career Guidance and Placement Cell.
- Development in Sports and cultural activities.
- To obtain financial assistance from RUSA after NAAC assessment and accreditation of the college.

Implementation Plan -

- More skill based programs to be implemented through Mandke Institute for Learning Employable Skills (MILES) .
- Conduct teachers and staff training program for effective use of ICT in all academic and administrative activities.
- Use effectively barcode system and OPAC along with digitization resources in library.
- Engage agencies and effectively use funds earmarked for upgrading the physical infrastructure in terms of modification, repairs and maintenance.
- Strengthening the computer laboratory through purchase of new computers, laptops, Internet connectivity and printers.
- Focusing on Training Programmes like Spoken English, Environmental Awareness, Share Market, Tally and MS OFFICE to enhance employability through Career Guidance and Placement Cell.
- Employ dedicated and enthusiastic sports director.
- Encourage third year students to opt for higher education.

File Description	Document
Upload any additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

At the college level, the College Development Committee (CDC) is constituted according to The Maharashtra Public Universities Act: 2016. It consists of representatives from management (chairperson & secretary), teaching and non-teaching staff, local members from the fields of education, industry, research and social service of whom at least one is alumni; and principal of the college. It is the apex body at the college level to consider, review and decide the issues regarding academic, administrative and infrastructural development.

The functions of the College Development Committee (CDC) are given below:

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth and enable college to foster excellence in curricular, co-curricular and extracurricular activities.
- Decide about the overall teaching programs or annual calendar of the college.
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
- Take review of the self-financing courses in the college, if any, and make recommendation for their improvement.
- Make specific recommendation to the management to encourage and strengthen research culture, consultancy and extension activities, to foster academic collaborations, to strengthen teaching and research, to encourage the use of information and communication technology (ICT) in teaching and learning process in the college.

- Prepare the annual financial estimates (budgets) and financial statements of the college and forward the same to management for approval.
- Make recommendations regarding the students and employees welfare activities in the college.
- Discuss the reports of the Internal Quality Assurance Committee (IQAC) and make suitable recommendations.
- Frame the suitable admissions procedure (online admissions) for different programmes by following the statutory norms.
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit reports.

6.2.3 Implementation of e-governance in areas of operation

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

Response: D. 1 of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The welfare schemes available for teaching and non-teaching staff are:

- Provident fund as per rules, and loan facility thereon.
- In emergency, advance is given to the teaching and non-teaching staff.
- Free computer awareness training for the employees.
- Felicitation by the management for achievements of the employees.
- Teaching and non-teaching staff being sent for various workshops and training and the T.A and D.A are borne by the college.
- Medical Leaves/ Casual Leaves/ Compensatory Off facility.

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

Response: 8.57

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	1	0	1

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 0

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation /

Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The college follows the Performance Based Assessment System (PBAS) of UGC as prescribed in its regulation of June 2009. Savitribai Phule Pune University has developed its 'Academic Performance Indicators' (API) which is based on performance Based Assessment System developed by the UGC.

The college IQAC addresses all the issues related to appraisal of the staff and regularly evaluated it and then forwards it to the University Authorities for final validation of API scores.

The API is divided in to three categories:

Category I: Teaching, Learning and Evaluation related activities.

Category II: Co-curricular, Extension and Professional Development related activities.

Category III: Research, Publications and Academic contributions.

Defined at the beginning of the academic year, every teacher submits his/her duly filled PBAS+API along with supporting documents to the IQAC. The IQAC cell scrutinizes and assigns scores under various categories. The scores are compiled and submitted to the University authorities at the time of validation under Career Advancement Scheme. (CAS)

In this college all the faculty members are grouped under assistant professor level, hence PBAS+API performance appraisal work is not carried out during the last five years. For example 2015-2016 to 2019-2020.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college conducts internal and external financial audit every year. The college has a well formulated financial policy for generating resources and its utilization. The college has specific norms and rules for the utilization of funds aligned with the rules laid down by the government. The college follows an independent examination system of the financial statements. For this purpose the chartered accountant has been appointed. S.R. Pawar & Associates F.R. No 129858W Pune has been working as chartered accountant. The financial statements, ledger accounts, bank statements and pertaining voucher are checked regularly. Dead Stock register has also been maintained and monitored by the Principal of the college frequently. S.R. Pawar & Associates F.R. No 129858W Pune has submitted his audit reports and audited financial statements to the college. Necessary compliance is done by the college from time to time as and when required.

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**Response:** 0**6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**Response:**

The college is working under the control and supervision of Mandke Human Happiness Foundation, Pune. The foundation has a systematic policy for mobilization of funds and ensure the optimal utilization of resources.

- Every year a budget is prepared well in advance after taking in to consideration the requirements of the college. The financial resources and needs of the college are taken into account while preparing and presenting the annual budget to the Mandke Human Happiness Foundation, Pune.
- The Accounts Department of the college reviews the Income and Expenditure / receipts and

payments well in advance.

- It is expected that every year the various departments should provide a list of requirement such as salary expenditure, physical development expenditure, and maintenance expenditure, purchases of equipment, computers, books and stationery items required for the next academic year. The budget estimates are reviewed by College Development Committee (CDC) that approves the same after necessary changes.
- According to necessity Mandke Human Happiness Foundation, Pune makes provision for advance funds whenever required.
- The trustees and the Principal are in-charge of generating / managing the financial resources effectively.

The College Development Committee (CDC) decides priorities while allocating financial funds to the departments. The College Development Committee (CDC) studies the annual incomes and expenditures, scrutinizes the budget and provides feedback for effective use of financial resources. The main source of fund is admission fees from the students.

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

Response:

The Internal Quality Assurance Cell (IQAC) was established in the college on 25/02/2019. The established IQAC has made several policies and implemented the following quality measures in the college:

- The cell collects reports from all the faculty members and committees of the college.
- It plays an important role by helping the college administration in admission, examination and maintains proper data to take appropriate decisions as and when required.
- The cell helps to focus on quality enhancement programmes of the college.
- The cell monitors the various activities like admission process, preparation of work-plans, examination process, co-curricular, extra-curricular activities carried out in the college.
- Organization of Seminars, Conferences, Workshop, NSS Camps and Sports meets and cultural activities to develop a sense of responsibility and belonging among students.
- Each and every student is offered equal opportunity of participation in academic and other activities which allows them to showcase their hidden talents and capabilities.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The college has a systematic method for review of its teaching learning process monitored by Internal Quality Assurance Cell. Structure of the college review mechanism is made up of:

Principal: Dr. Ambar Beharay upto January 2020.

IQAC Coordinator: Prof. Mrs. Amruta Bhide

Heads of the Departments: Prof. Mrs. Amruta Bhide

Teaching Staff: Prof. Mrs. Jyoti Ghodke, Prof. Mrs. Ashwini Barge

Non-Teaching Staff: Mr. Sachin B. Marathe, Miss Surekha Padwale

Manual Staff: Shri. Dashrath Ghume, Mr. Akash Kamble

Student Representative: Mr. Varad Deshpande

Methodology:

- Preparation and execution of academic calendar in accordance with University Academic Calendar.
- Preparation of action plans.
- Monitoring of regular classes as per the time table.
- Registering daily absentees and intimating the parents through SMS and WhatsApp if attendance found to be irregular or inadequate.
- Inspection of teachers work daily and attendance registers on monthly basis.
- Verification of the completion of syllabus as per the teaching plans.

OUTCOMES:

- Timely Completion of syllabus.
- Improvement in students attendance.
- Preparation for NAAC work.
- Overall smooth working towards set goals.

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: E. None of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Gender Equity is required to ensure fairness. To compensate for women's historical and social disadvantages Smt. Sudhatai Mandke College takes many steps which will allow girl and boys students to operate on the same level.

To look after the welfare of the girl students and lady staff of the college, a Women Cell and Sexual Harassment of Women Cell (Prevention and Prohibition) has been set-up in the college with lady faculty members as the co-ordinators. When it was realized that more than 50% of the students admitted were girls, it was thought necessary to work on their safety, security and counseling giving rise to Gender Equity Programs. The college shows gender sensitivity by providing facilities such as –

Safety and Security –

- The college has appointed security staff providing with 24 hours security.
- The college has well functioning CCTV System installed with 16 cameras monitoring all class rooms, laboratory, library, staff room, waiting area, office and external premises.
- Fire Safety devices are fixed at vantage points throughout the premises for safety of the students.
- First aid box is made available whenever required.

Counseling –

The college has more than 50% female faculty members which help girl students to seek any help or advice whenever needed on one- to -one basis. Apart from this the college has well developed Mentorship Program, which allows them to meet their mentor. The Mentorship Program also provides a platform to discuss any and every issue and get a proper and justified solution. The college has various Committees in place like Grievance Redresal Committee which provide counseling whenever required.

Common Room –

The college has separate common rooms for girl and boy students with adequate area to enable them to interact freely and safely.

Equal Opportunity -

Both girl and boy students are given equal opportunity to be a part of college activities and committees.

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Solid waste management:

Waste from the canteen, waste papers, old newspapers, old cartoons, old boxes, outdated brochures, office paper waste are disposed off as per PMC Rules. In the academic year 2014-15 the admission process of the college was computerized so that it could avoid unnecessary wastage of paper. Colour coded dustbins for wet and dry waste segregation are placed at all prominent places throughout the college. The students, faculty members and staff are encouraged to use steel lunch boxes, use paper cups instead of plastic cups and use reusable cloth carry bags.

Liquid waste management:

Waste water and sewage water are sent through pipelines connected to Pune Municipal Corporation's sewage lines.

E-waste management:

Maximum efforts are taken to utilize the existing hardware by regular servicing through Annual Maintenance Contracts to reduce e-waste. Unavoidable e-waste like old computers, printers, cartridges, laptop batteries, other electronic gadgets and equipment are sold to junk dealers dealing with e-waste material.

File Description	Document
Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions / awards**
- 5. Beyond the campus environmental promotion activities**

Response: D.1 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1. Built environment with ramps/lifts for easy access to classrooms.**
- 2. Disabled-friendly washrooms**
- 3. Signage including tactile path, lights, display boards and signposts**
- 4. Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
- 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The college understands its responsibility and role in creating an inclusive society by creating an inclusive environment for students. It is an environment that overrides differences of gender, race, class, generation, geography and ensures equality of opportunity to all students of the college to determine an agreed set of social institutions that govern social interaction.

The College provides:

- A culturally inclusive environment that requires mutual respect, effective relationships, clear communication, explicit understanding about expectations and critical self-reflection. In an inclusive environment, people of all cultural orientations can freely express who they are, their own opinions and points of view.
- A culturally inclusive classroom; one where the students and staff alike recognize, appreciate and capitalize on diversity so as to enrich the overall learning experience.
- An inclusive workplace; with a clean and safe campus, a strict level of sensitivity to language concerns, a positive attitude and respect for every individual.
- A place where everyone practices active listening, connects on personal level, works together for a larger good and says thank you.
- Responsive Teaching which empowers the students to share thoughts, integrate diverse work and study practices. Understanding of student learning needs and styles. Emulate culturally significant instruction styles, such as oral storytelling with Linguistic Diversity.

Like many other countries in the world, India is pluri-lingual. The language canvas in India is like a mosaic with an overwhelming variety of patterns of speech woven together as an organic whole. It is usually difficult to attach language labels to the varied speech patterns across locales.

To achieve the feeling of all-inclusiveness and social cohesion the college organizes various programmes and activities where the students get engaged in different activities like field visit, industrial visit, study tours, traditional days celebration, cultural programmes, rangoli competitions, exhibitions and poster making competitions. Some activities carried out during the last five years are such as Guru Pournima celebration, Teacher's Day celebration, Ganesh festival celebration, Dussehra festival celebration, Marathi Bhasha Sanvardhan fortnight, Hindi Language Day, National Unity Day, International Women's day and visit to orphanage.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Some of the important rights of the citizens of India in accordance with the Constitution are, Right to Equality, Freedom against Exploitation, Freedom of Religion, Cultural and Educational Rights and Constitutional Remedies. Smt. Sudhatai Mandke College tries to imbibe in their students values like:

- To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- To cherish and follow the noble ideals which inspired our national struggle for freedom;
- To uphold and protect the sovereignty, unity and integrity of India;
- To defend the country and render national service when called upon to do so;
- To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- To value and preserve the rich heritage of our composite culture;
- To protect and improve the natural environment including forests, lakes, rivers, wildlife and to have compassion for living creatures;
- To develop the scientific temper, humanism and the spirit of inquiry and reform;
- To safeguard public property and to abjure violence;
- To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement;
- Who is a parent or guardian, to provide opportunities for education to his child, or as the case may be, ward between the ages of six to fourteen years.

The college undertakes different initiatives by organizing camps, lectures, seminars, discussions, exhibitions, poster presentation, debates competitions and rangoli competitions to sensitize students and employees to their constitutional obligation: On 26th November constitution day was celebrated in the college during the last five years (2015, 2016, 2017, 2018 and 2019) by inviting eminent speakers.

- They narrated the fundamental Rights, Duties, Values and Responsibilities of citizens as stated in Constitution of India

- They appealed to all to remember the struggle of freedom and respect the National Flag and National Anthem.

Indian constitution provides for Human Dignity, Equality, Social justice, Human Rights and Freedom, Rule of law, equity and respect and superiority of constitution in the national life. As a part of strengthening the democratic values, Principal Dr. Ambar Beheray took entire responsibility on his shoulders and under his able guidance:

- Electoral literacy committee and voters awareness forum have been created to educate the students about the Democracy.
- A voter's pledge programme was organized on 1st May (Maharashtra Formation Day) every year for students, teaching and non-teaching staff.
- A national Voters Day essay competition was organized on 16th August, foundation Day of Mandke Human Happiness Foundation.

Every year Republic day is celebrated on 26th January by hoisting flag and organizing activities highlighting the importance of Indian Constitution. Independence Day is also celebrated on 15th August by hoisting Flag and organizing activities to highlight struggle of freedom.

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: D. 1 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college organizes the following activities related to festivals and birth/death anniversaries of the great Indian Personalities. By doing this we ensure that our rich heritage is carried forward to the future generations.

Sr. No.	Festivals and birth/death anniversaries	Date	Activity	Participants
1	Savitribai Phule Jayanti	3rd January	Guest Lecture	Staff and Student
2	Swami Vivekananda Jayanti	12th January	Guest Lecture	Staff and Student
3	Republic Day	26th January	Flag hoisting	Staff and Student
4	Maharashtra Day	1st May	Flag hoisting	Staff and Student
5	Mahatma Jyotiba Phule Jayanti	11th April	Guest Lecture	Staff and Student
6	Dr. Babasaheb Ambedkar Jayanti	14th April	Guest Lecture	Staff and Student
7	International Yoga Day	23rd June	Yoga Practical	Staff and Student
8	Lokmanye Tilak Jayanti	23rd July	Guest Lecture	Staff and Student
9	Independence Day	15th August	Flag hoisting	Staff and Student
10	Teachers' Day	5th September	Guest Lecture	Staff and Student
11	NSS Day	24th September	Guest Lecture	Staff and Student
12	Smt. Sudhatai Mandke Jayanti	27th September	Guest Lecture	Staff and Student
13	Mahatam Gandhi Jayanti	2nd October	Guest Lecture	Staff and Student
14	Sardar Vallabhbai Patel Jayanti	31st October	Guest Lecture	Staff and Student
15	Dr. Abdul Kalam Jayanti	15th October	Guest Lecture	Staff and Student
16	Children's' Day	14th November	Guest Lecture	Staff and Student

File Description	Document
Geotagged photographs of some of the events	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 – ONE

1. Title of the Practice: **Social awareness through Blood Donation**

2. Objectives of the practice

- To make safe blood available to the needy so that no one may die for want of blood.
- To expose the students to the suffering of the people and train them to imbibe social values

- To prepare the students to be willing for organ donation
- To motivate the students to act as life savers in critical situations
- To remove the misconceptions of the students and the people about donating blood

3. The Context

Initially, the students had hesitation to donate blood as they had several misconceptions and misinformation about blood donation. It is in this context that the Programme Officer NSS unit of the college volunteered to form a unit of Blood Donors Club in the college. Later, blood donation under the leadership of Blood Donors Club and the guidance of NSS Programme Officer emerged as one of the best practices in the college.

4. The Practice

In the fresher's programme organised at the commencement of the academic year, the importance of the blood donation is introduced to the newly admitted students and their parents as one of the best practices with immense social learning potential. In the month of August, the NSS Unit, with the technical support of the Blood Banks and NGO's, organises a blood group camp to identify the blood group, and prepare a blood donors list with the details of the students such as their names, class, blood group, hemoglobin level and contact numbers. The NSS Unit also organises series of lectures and exhibitions to motivate the students to donate blood. The details of the donors are properly recorded in the register maintained by the NSS Unit of the college. The students who donate blood are given blood donation certificate.

Students who are unable to donate blood due to their health issues are encouraged to follow healthy eating habits and a healthy lifestyle.

5. Evidence of Success

The functioning of the Blood Donors Club has been effective. It was successful in removing the fear and misconceptions about donating blood. Due to the positive effort of Blood Donors Club, an average of bottles of blood per year was donated by our students.

The details regarding blood donation camps are as follow.

SL. No.	Year	No. of camps organized	No. of students Involved	No. of students donated blood	No. of blood collected
1	2015-16	1	40	20	20
2	2016-17	1	45	22	22
3	2017-18	1	50	25	25
4	2018-19	1	42	20	20
5	2019-20	1	48	22	22

6. Problem Encountered and Resources Required

The demand for blood is high that the college finds it difficult to meet the requirements completely, especially in case of rare blood group. The Blood Donors Club requires more financial support to arrange

refreshments for the donors and conduct more awareness programmes outside the college. The blood donation camps require the services of both teaching and non-teaching staff of the college. Thus, the practice was successfully implemented by utilising considerable human resources.

7. Notes (optional)

Contact Details.

Name of the Principal :- Dr. Ambar Beheray

Name of the NSS programme officer :- Nilesh Dalvi

City : Pune

Pin Code : 411038

Work Phone : 020-25439359

Mobile Numbers : 9922965506

website : <https://www.mandkecollege.net/>

E-mail :-mandkecollege@gmail.com

BEST PRACTICE – TWO

1. Title of the Practice: **Introduction of ICT resources in to the teaching-learning process.**

2. Objectives of the practice

- To equip the students and the faculty members with the ICT enabled teaching-learning process.
- To reach the ultimate goal of education by way of providing teaching aids to shareholders of the college.

3. The Context

The college is committed to take utmost care in ensuring efficient and effective teaching by providing ICT tools in teaching-learning process. The faculty members are continuously updated in their respective disciplines with ICT enabled technologies.

4. The Practice

The college has created ICT enabled technologies and smart classrooms to facilitate modern teaching-learning process in tune with global trends. The faculty members encourage the students to take recourse to e-learning modules present in web space and fine tune their study methodology.

5. Evidence of Success

The faculty members have gradually moved away from the traditional CHALK and TALK method of teaching towards more active and interactive forms of teaching by way of adopting ICT enabled technologies.

6. Problem Encountered and Resources Required

Procurement of ICT tools, including Computers, Laptops, LCD Projectors, Internet Connection, smart classrooms and smart boards are costly. Being a private and self-financing college often there are fund constrains. The faculty members participate in this activity enthusiastically, but in a semester system and CBCS examination pattern time slots available for this teaching pattern are limited.

7. Notes (optional)

Contact Details.

Name of the Principal :- Dr. Ambar Beheray

Name of the NSS programme officer :- Nilesh Dalvi

City : Pune

Pin Code : 411038

Work Phone : 020-25439359

Mobile Numbers : 9922965506

website : <https://www.mandkecollege.net/>

E-mail :-mandkecollege@gmail.com

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:

- Private, Self-Financed and full-fledged college affiliated to Savitribai Phule Pune University, offering B.Com., B. B. A. and B. B. A. (CA) programs under commerce faculty.
- Holistic approach towards building all-round development.
- Excellent Infrastructure, committed faculty members, staff, students and management.
- Co-educational college catering to the needs of students of the weaker section in the vicinity.
- Catering to the educational needs of the economically disadvantaged, Scheduled Caste and

Scheduled Tribe students. The college making all possible efforts to provide education to the students coming from rural area.

- The college is managing its affairs inspite of many constraints.
- The college is centrally located and well accessible to all the stakeholders.
- Neat and clean environment with good ambiance for learning.
- Good faculty retention and best alumni base.
- Student centric approach.
- The college prepares students through skill and personality development and promotes entrepreneurship by motivating students towards self-employment.
- Majority are girl students hailing from rural area.
- Service rules followed as per Government of Maharashtra, University Grants Commission, New Delhi and Savitribai Phule Pune University norms.

NAAC

5. CONCLUSION

Additional Information :

Education for Empowerment, being the objective, the college has helped thousands of students over the years and has left a remarkable impression in the sphere of learning within the state. Self-assessment and self criticism are continuous processes, which the college meticulously practices for its improvement. We are submitting our Self Study Report for the 1st cycle for accreditations of the NAAC for evaluation of peer team committee. We hope that suggestions of the NAAC peer team will be the guiding force to cope with the changing pattern of higher education system in a more efficient and effective manner

Concluding Remarks :

A General college with mono faculty viz., Commerce. A Private and self-financing college; it is a matter of great pride and privilege to get accredited by an esteemed institute such as NAAC. It has been proved to be a remarkable milestone in improving and sustaining of quality in higher education in India.

I am thankful to the pro-active management, students and all my colleagues, for their continuous efforts in the development of the college. I appreciate the efforts made by NAAC Steering Committee, IQAC and members of all the sub-committees constituted for the purpose of preparing this Self Study Report. I feel immensely pleased to submit the Self Study Report of Mandke Human Happiness Foundation's Smt. Sudhatai Mandke College for 1st cycle of accreditation. We anticipate with great pleasure the visit of peer team of National Assessment and Accreditation Council, Bangalore.

Declaration by the Head of the Institution

I certify that the data included in this Self Study Report (SSR) are true to the best of my knowledge. This Self Study Report (SSR) is prepared by the institution after internal discussions, and no part thereof has been outsourced. I am aware that the Peer Team will validate the information provided in this SSR during the peer team visit.

Dr. A.T. Bhosale, Principal

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</p> <ol style="list-style-type: none">1. Academic council/BoS of Affiliating university2. Setting of question papers for UG/PG programs3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: E. None of the above Remark : Proper Letters from the affiliating university for the claim are not attached.</p>																				
1.2.2	<p>Number of Add on /Certificate programs offered during the last five years</p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years.</p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td></tr></tbody></table> <p>Answer After DVV Verification :</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></tbody></table> <p>Remark : Curriculum, assessment procedures & proper summary report of each program are not provided.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	5	5	5	5	5	2019-20	2018-19	2017-18	2016-17	2015-16	0	0	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
5	5	5	5	5																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	0	0	0	0																	
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>50</td><td>50</td><td>50</td><td>50</td><td>50</td></tr></tbody></table> <p>Answer After DVV Verification :</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></tbody></table>	2019-20	2018-19	2017-18	2016-17	2015-16	50	50	50	50	50	2019-20	2018-19	2017-18	2016-17	2015-16	0	0	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
50	50	50	50	50																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	0	0	0	0																	

Remark : Courses are not accepted in 1.2.2 as supporting documents as per SOP are not attached.

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	13	13	13	13

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	3

Remark : Revised as per the attached syllabus copies of the programs.

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

1.3.3.1. Number of students undertaking project work/field work / internships

Answer before DVV Verification : 330

Answer after DVV Verification: 0

Remark : Neither Internship completion certificate nor Report of the field visit is attached to support the claim.

1.4.2 Feedback process of the Institution may be classified as follows:

Options:

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website

2.1.1 Average Enrolment percentage (Average of last five years)

2.1.1.1. Number of students admitted year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
133	129	152	159	150

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
131	129	152	159	150

2.1.1.2. Number of sanctioned seats year wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
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2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
41	42	57	53	65

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
44	42	57	53	66

Remark : As per the revised list certified by the Principal.

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

2.3.3.1. Number of mentors

Answer before DVV Verification : 7

Answer after DVV Verification: 7

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

2.4.2.1. Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
---------	---------	---------	---------	---------

2	1	0	0	0
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Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	0	0	0

2.4.3 **Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**

2.4.3.1. **Total experience of full-time teachers**

Answer before DVV Verification : 42

Answer after DVV Verification: 42

2.6.3 **Average pass percentage of Students during last five years**

2.6.3.1. **Total number of final year students who passed the university examination year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
88	45	60	38	35

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
68	12	19	43	17

2.6.3.2. **Total number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
108	62	90	89	38

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
85	60	42	89	25

Remark : Revised as per the authenticated list attached.

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

3.2.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

Remark : Accepted only one for which Affiliating Institute at the time of publication is this HEI.

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	14	14	14	13

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
4	2	3	3	2

Remark : Detailed report for each extension and outreach program & Geo tagged Photographs are not attached as per the HEI claim.

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

3.3.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
830	755	815	830	625

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

200	100	150	150	100
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Remark : Revised as per the programs are considered in 3.3.3

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

3.4.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	9	9	9

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

3.4.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	9	9	9

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

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)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
19.90	18.11	16.47	15.00	13.63

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1.75	1.45	1.59	1.31	1.19

Remark : Revised the amounts as mentioned in the attached account statement.

5.1.1 Average percentage of students benefitted by scholarships and freships provided by the Government during last five years

5.1.1.1. Number of students benefitted by scholarships and freships provided by the Government year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4	11	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
15	9	0	0	0

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: D. 1 of the above

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	6	6	5	7

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Copy of proper circular/brochure/ report of such programs details with photographs having caption of the source persons is not provided.

5.1.5 The Institution has a transparent mechanism for timely 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**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: E. None of the above

Remark : Proper supporting documents as per SOP are not attached.

5.2.2 Average percentage of students progressing to higher education during the last five years

5.2.2.1. Number of outgoing student progressing to higher education.

Answer before DVV Verification : 10

Answer after DVV Verification: 0

Remark : Proof like admission letters or identity cards or higher degree certificates are not attached.

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

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	1	1	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Report of the events/along with photographs is not attached.

6.2.3 Implementation of e-governance in areas of operation

1. Administration

	<p>2. Finance and Accounts 3. Student Admission and Support 4. Examination</p> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: D. 1 of the above Remark : Only Finance and Accounts considered.</p>
7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants <p>Answer before DVV Verification : Any 4 or All of the above Answer After DVV Verification: C. 2 of the above Remark : Sl. No. 4 & 5 are considered.</p>
7.1.6	<p>Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions / awards 5. Beyond the campus environmental promotion activities <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: D.1 of the above</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Disabled-friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D.1 of the above</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct

3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: D. 1 of the above

Remark : Considered only serial no. 1

2. Extended Profile Deviations

ID	Extended Questions																				
1.3	<p>Number of outgoing / final year students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>88</td><td>45</td><td>60</td><td>38</td><td>35</td></tr></tbody></table> <p>Answer After DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>89</td><td>59</td><td>42</td><td>89</td><td>25</td></tr></tbody></table>	2019-20	2018-19	2017-18	2016-17	2015-16	88	45	60	38	35	2019-20	2018-19	2017-18	2016-17	2015-16	89	59	42	89	25
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88	45	60	38	35																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
89	59	42	89	25																	
2.3	<p>Number of Computers</p> <p>Answer before DVV Verification : 25</p> <p>Answer after DVV Verification : 15</p>																				
2.4	<p>Total number of computers in the campus for academic purpose</p> <p>Answer before DVV Verification : 15</p> <p>Answer after DVV Verification : 1</p>																				