



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	MANDKE HUMAN HAPPINESS FOUNDATION'S SMT. SUDHATAI MANDKE COLLEGE
• Name of the Head of the institution	Dr. Ambadas Tulshiram Bhosale
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	09422507392
• Mobile No:	9922965506
• Registered e-mail	bhosale.t.ambadas@gmail.com
• Alternate e-mail	rmandkecollege@gmail.com
• Address	AMOLE PALACE ,MATE NAGER ,ROAD NO 3 VADGAONSHRI
• City/Town	Pune
• State/UT	MAHARASHTRA
• Pin Code	411014
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	SAVITRIBAI PHULE PUNE UNIVERSITY				
• Name of the IQAC Coordinator	PROF. AMRUTA Bhide				
• Phone No.	8806039650				
• Alternate phone No.	9577060606				
• Mobile	9922965506				
• IQAC e-mail address	amrutabhide.smcc@gmail.com				
• Alternate e-mail address	mandkecollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.mandkecollege.net/aqar				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.mandkecollege.net/files/ugd/73986d_2bd11afd04d6417ba996ffe049045ca2.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.54	October 2021	20/10/2021	19/10/2026
6.Date of Establishment of IQAC			25/02/2019		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Conducted workshop on skill building creating Empowerment. 2. To Explore website designing techniques, a webinar on website 3. Add On courses start 4. Conducted sessions to give placement Insights to student. 5. Extension of courses for the academic year 2022-23</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Workshop on skill building creating Empowerment.	Conducted workshop on skill building creating Empowerment.	
The website designing techniques, a webinar on website	Webinar on website Conducted	
Add On Courses	Formation of Course Design for Fashion Design	
Placement program for students	Magic Bus & MIT Placement group Conducted placement drive	
Extension of courses	B.A, B. Com & M.A, M. Com Distance Education Centre will Start from the academic year 22-23	
13.Whether the AQAR was placed before	Yes	

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
IQAC Committee	25/02/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	10/01/2022

15. Multidisciplinary / interdisciplinary

Mandke Human Happiness Foundation's Smt. Sudhatai Mandke College (SSMC) is a college affiliated to Savtribai Phule Pune University (SPPU) which is a UGC recognized university. It has to follow a road map or guidelines prepared and provided by the UGC. As an when University prepares or provides a curriculum to implement the multidisciplinary / interdisciplinary structure of New Education Policy the SSMC will abide by it.

Nevertheless SSMC has available an opportunity within the campus to implement multidisciplinary / interdisciplinary courses. In addition to the Commerce college, the Mandke Human Happiness Foundation manages a College of Computer Applications and a College of Commerce offering degree programs on the same campus. In spite of this, it is difficult to define SSMC as multidisciplinary / interdisciplinary at this juncture.

16. Academic bank of credits (ABC):

Academic Bank of Credits (ABC) are proposed in the draft of NEP to facilitate multiple entry and exit points in their academic programs. This is an innovative idea to earn and deposit credit through National Schemes like SWAYAM, NPTEL, V-Lab. Credit transfer and accumulation shall be also considered in this provision. By this students will able to earn credits and get the program completed. The Mandke Human Happiness Foundation's Smt. Sudhatai Mandke College (SSMC) shall abide by the curriculum and structure prepared by the affiliating university in this regard.

17.Skill development:

As mentioned earlier Mandke Human Happiness Foundation's Smt.Sudhatai Mandke College (SSMC) is an affiliated college and does not enjoy freedom of preparing and implementing its own curriculum. It has to follow the designed curriculum provided by the SPPU. So far skill development is concerned, SSMC can offer skill development courses in Tally, CCC, CCC+, Banking and Commerce, foundation courses for C.A., Mass Media, Journalism, Fine Arts, etc. subject to the affiliation of the SPPU. The SSMC has to adhere to and will implement guidelines or structures provided by the affiliating university.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The preservation and promotion of India's cultural wealth must be considered a high priority for the country, as it is truly important for the nation's identity as well as for its economy. In this regard appropriate integration of the Indian Knowledge system, particularly teaching in Indian languages is important. Language, of course, is inextricably linked to Arts and Culture. Languages influence the way people of a given culture speak with others, including with family members, authority and strangers, and also influence the tone of the conversation. In order to preserve and promote culture, one must preserve and promote a culture's languages.

Though an English medium college, The Mandke Human Happiness Foundation's Smt.Sudhatai Mandke College (SSMC) has been offering all programmes in the regional language Marathi which is one of the prominent Indian Languages. In addition to this, the college offers UG and PG programs in English & Marathi literature. SSMC also offers Sanskrit as an elective subject and it is also offered as a foundation course. Some of our faculty members have fluency of speech in other Indian languages like Gujrati, Marathi, Hindi, etc. The SSMC has the opportunity to utilize this human resource in the Indian Knowledge system.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The objectives set out in the NEP on OBE are:

- Competency
- Standard
- Benchmarks
- Attainment of targets

In addition to this, the OBE incorporates three elements, Theory of education, A systematic structure of education, and a specific approach to instructional practice. The Mandke Human Happiness Foundation's Smt.Sudhatai Mandke College (SSMC) is prepared to fulfill the objectives and achieve the targets as per the structure and curriculum provided by the affiliating university.

20.Distance education/online education:

During the Covid pandemic, online classes were conducted very effectively by all faculty in all programs. Both teachers and learners have experienced the online teaching and evaluation process through different softwares. So, the institution is well experienced in this regard.

At present Mandke Human Happiness Foundation's Smt.Sudhatai Mandke College (SSMC) is in process of becoming an approved distance and open learning study center of the Savitribai Phule Pune University's School of Open Learning (SoL), which offers different Graduate and Post Graduate Degree programs of the Arts and Commerce streams. Many students will benefit from this facility. Particularly students who are unable to enroll as a regular students are able to pursue higher education.

Extended Profile

1.Programme

1.1	135
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	350
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	428
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template		View File
2.3 Number of outgoing/ final year students during the year		127
File Description		Documents
Data Template		View File
3.Academic		
3.1 Number of full time teachers during the year		7
File Description		Documents
Data Template		View File
3.2 Number of Sanctioned posts during the year		7
File Description		Documents
Data Template		View File
4.Institution		
4.1 Total number of Classrooms and Seminar halls		6
4.2 Total expenditure excluding salary during the year (INR in lakhs)		1563610
4.3 Total number of computers on campus for academic purposes		25

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Mandke Human Happiness Foundation's Smt. Sudhatai Mandke College (SSMC) is a general college with mono faculty viz., Commerce. It is a private, self-financed college affiliated to the 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 the SPPU.

The curriculum is further strengthened and supplemented by offering five certificate courses to meet the changing needs of the students in order to secure jobs or engage in self-employment. In view of this, SSMC 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 the SPPU.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

1. Departmental 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 works for 180 days each year as per the norms set by the Savitribai Phule Pune University.

4. A work diary is maintained by the teachers individually according to the classes conducted by them as per the college calendar.
5. The timetable for each internal assessment is prepared well in advance as per the calendar /schedule. Mid semester exams are held during each academic year. The internal assessment papers are corrected within a short period and papers are discussed with the students for better understanding.
6. 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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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 year.

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

120

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

120

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The SPPU include cross cutting issues relevant to Gender, Environment and Sustainability, Human values and Professional Ethics in curriculums per the guidelines issued by the University Grants Commission(UGC), and implemented at MHHF's Smt. Sudhatai Mandke College.

Gender: The overarching goal of gender equality is that women and men have the same power to shape society and their own lives. As such, the college is has certain sub goals:

1. Scheme for Adolescent Girls (Biological Growth and Development)
2. Pradhan Mantri Mahila Shakti Kendra.

Environment and Sustainability:

1. Students are encouraged to print their dissertation reports on both faces of the paper.
2. Use of public transportation or carpool is promoted.
3. Reminders to turn off fans and lights before leaving the rooms are placed strategically.
4. Separate bins are provided for wet, dry and sanitary waste.
5. Trees are planted along the periphery of the college building.
6. E-waste drives are conducted in college.
7. Green Audit is conducted periodically.
8. Course on Environmental Awareness is also run in college regularly.

Human Values:The importance of Human Values like autonomy, community, creativity, justice, power and self-directions imbibed by the students as the college faculty and staff lead by example.

Professional Ethics: B.Com, BBA, and BBA(CA) Undergraduate programs are entirely based on Professional Ethics and Computer Knowledge

using ICT.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

350

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.mandkecollege.net/_files/ugd/73986d_4f8a21555fba4fd59604e1c2ede31b20.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

137

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

63

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

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.
- At the commencement of the academic process the Principal meets the newly admitted students along with Admission Committee and communicates to them about the environment of the college and expectations from them during the academic year.
- The college identifies slow and advanced learners through their performance at previous CIE / qualifying examination.
- College conducts remedial coaching for week students
- College has in place a class guardian system and interaction of faculty with students on a personal level.
- 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.
- The culture of teaching focuses on the mentoring of students to nurture their personalized and customized needs throughout the

program tenure.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
350	7

File Description	Documents
Any additional information	View File

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

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 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 presentations. 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 that empower them foremployment in work force or self-employment.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- Information Communication Technology (ICT) based teaching helps by keeping students updated, and enhances subject teachers' capacity and ability in explaining concepts through e-learning, email, GoogleMeet, PowerPoint, 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. 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. GoogleMeet makes teaching more productive and meaningful.
- The PPT presentation by students is an important aspect to gain more knowledge and strengthen skills. It enhances research skills and builds Public Speaking 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 language skills of the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.mandkecollege.net/infrastructure

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

2.3.3.1 - Number of mentors

11

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

7

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

1

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

48

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- 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 made 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 upcoming 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 website 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 (CIE) report of all the courses is displayed on the notice

boards, all unit test marks are displayed 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 addressed immediately if found to be wrongly valued or entered.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

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 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 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 appearing on the same date.
- Out of syllabus questions in the question papers or discrepancy.
- When results of the students are withheld.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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.

The SPPU has established the Programme Outcomes (PO), Course Outcomes (CO) and 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 duration of the program by course teacher. These are three year degree courses designed to provide theoretical insights and skills for effectively working in the field of commerce and management. Upon successful completion of the programme it is expected that:

- Student will be a critical and creative scholar who produces innovative solutions to problems and applies research skill to business challenges.
- Student will be responsible and effective global citizen who engages in an internationalized world, exhibits cross cultural competence and demonstrates ethical values.
- Student will have adequate basic understanding about Management Education.
- Student will have a mindset to contribute to local and global sustainable development that is socially and humanely in line

with ethical and moral values.

- Student will be able to exploit opportunities being newly created in Management Profession.
- Student will be trained in communication skills effectively.
- Student will have appropriate skills so as to make them competent for self-employment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

- The college strives to accomplish the Programme Outcomes (PO), Course Outcomes (CO) and Programme Specific Outcomes (PSO) through its academic, co-curricular and extra-curricular 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 predefined activities to achieve the outcome.
- Student's progress and learning outcomes are monitored through continuous internal 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.
- 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.
- Departments and committees develop activities like departmental fests such as Hindi Day, Commerce and Management Week, chart and model preparation which are displayed on the noticeboard to motivate and appreciate students.
- Extension activities such as awareness rallies, cleanliness campaigns, eco clubs, Swacch 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

127

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://onlineresults.unipune.ac.in/Result/Dashboard/Default

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.mandkecollege.net/files/ugd/73986d_4f8a21555fba4fd59604e1c2ede31b20.pdf

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 year (INR in Lakhs)

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

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

- In order to instil social responsibility and to achieve the objective of holistic development of students they are motivated to carry out community development activities in the neighbourhood 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 Bhor, District- Pune) for 7 days every year which helps them to socialize with 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 neighbourhood areas
- Free eye check-up camps, Blood donation camps, Environment awareness camps, Plastic free camps, Swachh Bharath Abhiyan, awareness programmes on Road safety, Awareness rallies on Aids, Anti-Liquor, Anti-Tobacco and Drugs are organized.
- All the significant dates such as Republic and Independence Day, NSS day, Environment Day, Yoga Day, Teachers Day, Hindi Day, Women's Day, Mother's 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 behaviour positively towards the development of the community.

File Description	Documents
Paste link for additional information	https://www.mandkecollege.net/social-work
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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., during the year

3

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

83

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Mandke Human Happiness Foundation (MHHF) has made available the present infrastructure in term of land, building and some equipment. The college has a plot with area admeasuring approximately 2034 sq.mts. Built-up area is 11208 sq.ft. It is a centrally located campus on Paud Road in the heart of Pune City. As a part of this premises, the college has sufficient space for academic, administrative, cocurricular and extracurricular activities. Main building has Ground + 3 floors and an open terrace on the4th floor. All the UG program classesare 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 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

Washrooms (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	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mandkecollege.net/infrastructure

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

- 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 games and sports are an 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	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mandkecollege.net/extracurricular-activiti

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mandkecollege.net/infrastructure
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

423706

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

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 over 3000 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	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.mandkecollege.net/infrastructure

4.2.2 - The institution has subscription for the E. None of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

71925

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

25

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- 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, Server, Printers, Scanners, Photocopiers.
- Television, LCD Projectors, Laptop, Internet Connectivity and UPS system are in place.
- The college periodically upgrades PCs with latest configuration as per requirement.
- Computer facility is provided in the Library for using the E-resources.
- The computer lab is equipped with 15 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 which is Wi-Fi enabled.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

25

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

211131

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Efficient & effective systems and processes are in place at SSMC for smooth functioning of activities and minimal wastage monitored by the CDC.

Physical facilities:

- The building maintenance is done by agencies engaged by Mandke Construction Company.
- Funds are allocated in annual budget for maintenance of college infrastructure.
- Sufficient support staff is employed for regular upkeep.
- Electrical, plumbing, furniture and equipment maintenance and repairs are done periodically.
- Annual Maintenance Contracts are signed for ICT instruments and UPS.
- Water Coolers are regularly serviced.

- Fund allocated for emergency repairs.

Computer facilities:

- Annual Maintenance Contracts are in place for regular updating and repairs of Computer hardware and software.
- Internet is secured by firewall.
- In order to minimize e-waste computers are serviced and reused as far as possible.

Library Facilities: Automation of the Library, purchase of new books and periodicals and continuous upgradation of library infrastructure is done keeping in mind requirements of the students.

Maintenance Procedure:

The CDC receives requests from various stakeholders who are in need of a service. It reviews each request and employs the relevant agency to get work done in minimum time. Special requests require approval from IQAC or Management

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.mandkecollege.net/co-curricular
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

12

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

12

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

10

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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)

- 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 must 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 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 in charge of the various committees.
- The Sports Committee headed by the physical education director of the college 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.

File Description	Documents
Paste link for additional information	https://www.mandkecollege.net/co-curricular
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

4

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

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

- 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 alumni come as guest lecturers and also come for sharing their experiences in the corporate world which is very motivating for the incumbent students.
 - They also help in identifying guest lecturers, resource persons for workshops, seminars and visiting lecturers.
 - They help in placement of the students in their organization or through their contacts in other organizations.
 - They help in organizing industrial tours and arranging internships for incumbent 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:

- From the college point of view, the most important role of alumni management is fundraising.
- Help in placement activities.
- Career development including sharing of experience.
- Advising
- Mentoring Programs
- Internship and Externship Opportunities
- 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

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 are conducted to develop Knowledge Capital among the student.
- Curricular 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 through job, self-employment or entrepreneurship.

File Description	Documents
Paste link for additional information	https://www.mandkecollege.net/about-us
Upload any additional information	View File

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

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 for various activities. Senior teachers along with volunteering students form a part of these committees.
- 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 implementation.
- 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 / non-teaching staff.

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

File Description	Documents
Paste link for additional information	https://www.mandkecollege.net/about-us
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college develops plans to comply with the broad guidelines issued by Savitribai Phule Pune University (SPPU) 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 guidelines of the SPPU 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.

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.
- Employ approved and well suited staff for Sports and NSS for maximum benefit of the students.
- Have collaborations with Institutes and Companies for need based education leading to employment in the same.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.mandkecollege.net/faculty
Upload any additional information	No File Uploaded

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.

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, cocurricular 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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

- Provident fund as per rules, and loan facility thereon.
- In case of 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 are 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

0

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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 issues related to appraisal of the staff and regularly evaluates it and forwards 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 done individually by the teachers themselves and not carried out during the last five years through college. For example, 2015-2016 to

2019-2020

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college conducts internal and external financial audit annually. 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 a Chartered Accountant has been appointed. Ambar Naik & Associates (ICAI FRN137450W) Pune has been working as chartered accountant. The financial statements, ledger accounts, bank statements and pertaining vouchers are checked regularly.

- Budget for coming year is finalised after discussion with management.
- Department-wise physical registers are maintained for ease of reference to invoices and overview of spending patterns.
- All accounting is done using Tally System
- Registers are monitored by the Principal of the college frequently.
- Ambar Naik & Associates (ICAI FRN137450W), Pune submit audit reports and audited financial statements to the college.
- Necessary compliance is done by the college from time to time as and when required.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

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, which ensures that every year the 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 in to 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 department should provide a list of requirements such as salary expenditure, physical infrastructure development and maintenance expenditure, purchases of equipment, computers, books and stationery items for the next academic year. The budget estimates are reviewed by College Development Committee (CDC) that approves the same after necessary changes. According to the necessity Mandke Human Happiness Foundation, Pune makes a provision for advance funds whenever needed. 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 income is admission fees from the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The Internal Quality Assurance Cell (IQAC) was established in the college on 25/02/2019. The established IQAC has taken 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 developed the sense of responsibility among students.
- Each and every student is offered equal opportunity of participation in academic and other activities which bring the talent and hidden talent and abilities of a student to the foremost.

File Description	Documents
Paste link for additional information	https://www.mandkecollege.net/aboutiqac
Upload any additional information	View File

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

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

The college implements the quality policy through IQAC. The IQAC was established and the members were the heads of all the departments and senior faculty members who belong to various committees. This results in the effective implementation of the various decisions made by the cell. The approach of IQAC has always been focused on learner-centric teaching learning process and has designed the policy to assess and evaluate it from time to time.

Principal: Dr. Ambadas Tushiram Bhosale 01 September 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. Sameer B. Patole , 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

Gender equality is defined as a society in which men and women have equal opportunities, justice, and responsibilities in all aspects of life.

Gender Equity is required to ensure fairness mainly to compensate more for women's historical and social disadvantages. A Cell Against Harassment of Women (Prevention and Prohibition), with female faculty members as the coordinators look after the welfare of girl students and female staff of the college. Safety and Security -

- Security staff providing 24 hours security.

- CCTV System with 16 cameras monitoring all classrooms, laboratory, library, staffroom, waiting area, office and external premises.
- Phone numbers of important agencies are displayed around campus.

Counselling -

- More than 50% faculty members are female which help girl students to seek counselling or advice whenever needed, on one-to-one basis. Mentorship Program, also allows students to meet with their mentors regularly.
- Seminars create awareness amongst students about gender equity.

Common Room - The college has separate common rooms for girl and boy students with adequate area to enable them to interact freely and safely. There are separate toilets for girl and boy students. **Equal Opportunity -** Both girl and boy students are given equal opportunity to participate in college activities and committees

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

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

Solid waste management:

Waste from the canteen, waste papers, old newspapers, old cartoons, old boxes, outdated brochures, office paper waste are disposed as per Pune Municipal Corporation guidelines. Since academic year 2014-15 the admission process of the college is partially computerized to avoid unnecessary use of paper. Colour coded Dustbins for Wet, Dry and Sanitary waste are placed at all prominent places throughout the college. The students, faculty members and staff are encouraged to use steel lunch boxes, use glass / steel cups, and reusable cloth carry bags instead of single use plastic.

Liquid waste management:

Waste water and sewage water are sent through pipelines connected to corporation's sewage lines. Plumbing upkeep is done regularly so as to avoid water wastage from leaky faucets.

E-waste management:

Maximum efforts are taken to utilize the existing hardware by regular servicing and employing 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	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.mandkecollege.net/social-work
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

- 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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly,

D. Any 1 of the above

barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 200 words).

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

- A culturally inclusive classroom is one where the students and staff alike, recognize, appreciate and capitalize on diversity so as to enrich the overall learning experience, create inclusive classrooms and design accessible communication.
- Responsive Teaching Empowers students to share thoughts, integrate diverse work and study practices.
- Understanding student learning needs and styles
- Emulating culturally significant instruction styles, such as storytelling with Linguistic Diversity. Like many other countries in the world, India is pluri-lingual.
- To achieve the feeling of all-inclusiveness and social

cohesion some activities carried out during the last five years are 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, Chocolate Day, Traditional Day and visit to orphanage.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

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.

- 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 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 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 endeavour and achievement;

Republic Day and Independence Day are celebrated in college each year. Students are encouraged to attend the programs and also present papers, poems, songs of National importance and are narrated their fundamental rights, duties, values and responsibilities of citizens as stated in Constitution of India. They are appealed to

remember the struggle of freedom and respect the National Flag and National Anthem. Students are encouraged to participate in activities recommended by the Indian Government; like SwacchBharat, Tree Plantation, etc. for the betterment of the Society as a whole

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

College organizes activities related to festivals and anniversaries of great Indian Personalities. By this we ensure that our rich heritage is preserved for future generations

Description

Date

Activity

Participants

Republic Day

26th January

Flag hoisting

Staff and Students

Savitribai Phule Jayanti

3rd January

Lecture by the guest

Staff and Students

Maharashtra Day

1th May

Flag hoisting

Staff and Students

Mahatma Jyotiba Phule Jayanti

11th April

Lecture by the guest

Staff and Students

Dr. Babasaheb Ambedkar Jayanti

14th April

Lecture by the guest

Staff and Students

International Yoga Day

23rd June

Yoga Practical

Staff and Students

Lokmanya Tilak Jayanti

23rd July

Lecture by the guest

Staff and Students

Independence Day

15th August

Flag hoisting

Staff and Students

Smt. Sudhatai Mandke Jayanti

27th September

Lecture by the guest

Staff and Students

Teachers' Day

5th September

Lecture by the guest

Staff and Students

NSS Day

24th September

Lecture by the guest

Staff and Students

Mahatma Gandhi Jayanti

2nd October

Lecture by the guest

Staff and Students

Sardar Vallabhbhai Patel Jayanti

31stOctober

Lecture by the guest

Staff and Students

Dr. Abdul Kalam Jayanti

15th October

Lecture by the guest

Staff and Students

Children's Day

14th November

Lecture by the guest

Staff and Students

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

BEST PRACTICE ONE: Social Awareness through Blood Donation

Objectives: Make safe blood available to the needy so that no one may die for want of blood.

Context: Blood donation under the leadership and guidance of NSS Officer emerged as one of the best practices in the college.

Practice: NSS Unit organises series of lectures and exhibitions motivating students to donate blood. Doctors attached to hospitals or blood donation banks conduct the activity. Details of the donors are properly recorded in register maintained by the NSS Unit of the college. Students who donate blood are given blood donation certificates.

Evidence of Success: Many students volunteer to donate blood. Blood Donation Drive has been effective.

Problems Encountered and Resources Required: Demand for blood is higher than what the college can donate.

BEST PRACTICE TWO: Introduction of ICT resources for teaching-learning process.

Objectives: To use technology as an aid to education.

Context: Ensure effective teaching by providing ICT tools in teaching-learning process.

Practice: College has ICT enabled processes and smart classrooms to facilitate modern teaching-learning process in-tune with current trends.

Evidence of Success: Positive feedback from students

Problem Encountered and Resources Required: More financial support from Management for constant upgradation of ICT equipment.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- 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 and management 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 weaker section students of the vicinity. Catering to the educational needs of the economically disadvantaged, Scheduled Caste and Scheduled Tribe students. The college is making all possible efforts to provide education to students coming from rural areas.
- The college is managing its affairs well despite of many constraints.
- The college is centrally located and well accessible to all 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 students are girlshailing from rural area.
- Service rules followed as per Government of Maharashtra, University Grants Commission, New Delhi and Savitribai Phule Pune University norms.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Mandke Human Happiness Foundation's Smt. Sudhatai Mandke College (SSMC) is a general college with mono faculty viz., Commerce. It is a private, self-financed college affiliated to the 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 the SPPU.

The curriculum is further strengthened and supplemented by offering five certificate courses to meet the changing needs of the students in order to secure jobs or engage in self-employment. In view of this, SSMC 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 the SPPU.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

1. Departmental 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 works for 180 days each year as per the norms set by the Savitribai Phule Pune University.
4. A work diary is maintained by the teachers individually according to the classes conducted by them as per the college calendar.
5. The timetable for each internal assessment is prepared well in advance as per the calendar /schedule. Mid semester exams are held during each academic year. The internal assessment papers are corrected within a short period and papers are discussed with the students for better understanding.
6. 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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

120

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

120

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The SPPU include cross cutting issues relevant to Gender, Environment and Sustainability, Human values and Professional Ethics in curriculums per the guidelines issued by the University Grants Commission(UGC), and implemented at MHHF's Smt. Sudhatai Mandke College.

Gender: The overarching goal of gender equality is that women and men have the same power to shape society and their own lives. As such, the college is has certain sub goals:

1. Scheme for Adolescent Girls (Biological Growth and Development)
2. Pradhan Mantri Mahila Shakti Kendra.

Environment and Sustainability:

1. Students are encouraged to print their dissertation reports on both faces of the paper.
2. Use of public transportation or carpool is promoted.
3. Reminders to turn off fans and lights before leaving the rooms are placed strategically.
4. Separate bins are provided for wet, dry and sanitary waste.
5. Trees are planted along the periphery of the college building.
6. E-waste drives are conducted in college.
7. Green Audit is conducted periodically.
8. Course on Environmental Awareness is also run in college regularly.

Human Values:The importance of Human Values like autonomy, community, creativity, justice, power and self-directions imbibed by the students as the college faculty and staff lead by example.

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

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

350

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.mandkecollege.net/files/ugd/73986d4f8a21555fba4fd59604e1c2ede31b20.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

137

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

63

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

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.
- At the commencement of the academic process the Principal meets the newly admitted students along with Admission Committee and communicates to them about the environment of the college and expectations from them during the academic year.
- The college identifies slow and advanced learners through their performance at previous CIE / qualifying examination.

- College conducts remedial coaching for week students
- College has in place a class guardian system and interaction of faculty with students on a personal level.
- 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.
- The culture of teaching focuses on the mentoring of students to nurture their personalized and customized needs throughout the program tenure.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
350	7

File Description	Documents
Any additional information	View File

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

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 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, interpersonal 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 presentations. 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 that empower them for employment in work force or self-employment.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- Information Communication Technology (ICT) based teaching helps by keeping students updated, and enhances subject teachers' capacity and ability in explaining concepts through e-learning, email, GoogleMeet, PowerPoint, 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. 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. GoogleMeet makes teaching more productive and meaningful.
- The PPT presentation by students is an important aspect to

gain more knowledge and strengthen skills. It enhances research skills and builds Public Speaking 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 language skills of the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.mandkecollege.net/infrastructure

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

2.3.3.1 - Number of mentors

11

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

7

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

1

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

48

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- 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 made 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 upcoming 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 website 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 (CIE) report of all the courses is displayed on the notice boards, all unit test marks are displayed 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 addressed immediately if found to be wrongly valued or entered.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

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 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 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 appearing on the same date.
- Out of syllabus questions in the question papers or discrepancy.
- When results of the students are withheld.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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.

The SPPU has established the Programme Outcomes (PO), Course Outcomes (CO) and 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 duration of the program by course teacher. These are three year degree courses designed to provide theoretical insights and skills for effectively working in the field of commerce and management. Upon successful completion of the programme it is expected that:

- Student will be a critical and creative scholar who produces innovative solutions to problems and applies research skill to business challenges.
- Student will be responsible and effective global citizen who engages in an internationalized world, exhibits cross cultural competence and demonstrates ethical values.
- Student will have adequate basic understanding about Management Education.
- Student will have a mindset to contribute to local and global sustainable development that is socially and humanely in line with ethical and moral values.
- Student will be able to exploit opportunities being newly created in Management Profession.
- Student will be trained in communication skills effectively.
- Student will have appropriate skills so as to make them competent for self-employment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

- The college strives to accomplish the Programme Outcomes (PO), Course Outcomes (CO) and Programme Specific Outcomes (PSO) through its academic, co-curricular and extra-curricular 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 predefined activities to achieve the outcome.

- Student's progress and learning outcomes are monitored through continuous internal 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.
- 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.
- Departments and committees develop activities like departmental fests such as Hindi Day, Commerce and Management Week, chart and model preparation which are displayed on the noticeboard to motivate and appreciate students.
- Extension activities such as awareness rallies, cleanliness campaigns, eco clubs, Swacch 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

127

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://onlineresults.unipune.ac.in/Result/Dashboard/Default

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.mandkecollege.net/files/ugd/73986d_4f8a21555fba4fd59604e1c2ede31b20.pdf

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 year (INR in Lakhs)

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

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

00	
File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

- In order to instil social responsibility and to achieve the objective of holistic development of students they are motivated to carry out community development activities in the neighbourhood 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 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 neighbourhood areas
- Free eye check-up camps, Blood donation camps, Environment awareness camps, Plastic free camps, Swachh Bharath Abhiyan, awareness programmes on Road safety, Awareness rallies on Aids, Anti-Liquor, Anti-Tobacco and Drugs are organized.
- All the significant dates such as Republic and Independence Day, NSS day, Environment Day, Yoga Day, Teachers Day, Hindi Day, Women's Day, Mother's 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 behaviour positively towards the development of the community.

File Description	Documents
Paste link for additional information	https://www.mandkecollege.net/social-work
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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., during the year

3

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

83

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Mandke Human Happiness Foundation (MHMF) has made available the present infrastructure in term of land, building and some equipment. The college has a plot with area admeasuring approximately 2034 sq.mts. Built-up area is 11208 sq.ft. It is a centrally located campus on Paud Road in the heart of Pune City. As a part of this premises, the college has sufficient space for academic, administrative, cocurricular and extracurricular activities. Main building has Ground + 3 floors and an open terrace on the4th floor. All the UG program classesare 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 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

Washrooms (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	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mandkecollege.net/infrastructure

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

- 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 games and sports are an 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	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mandkecollege.net/extracurricular-activiti

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mandkecollege.net/infrastructure
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

423706

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

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 over 3000 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	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.mandkecollege.net/infrastructure

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

71925

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

25

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- 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, Server, Printers, Scanners, Photocopiers.
- Television, LCD Projectors, Laptop, Internet Connectivity and UPS system are in place.
- The college periodically upgrades PCs with latest configuration as per requirement.
- Computer facility is provided in the Library for using the E-resources.
- The computer lab is equipped with 15 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 which is Wi-Fi enabled.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

25

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

211131

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Efficient & effective systems and processes are in place at SSMC for smooth functioning of activities and minimal wastage monitored by the CDC.

Physical facilities:

- The building maintenance is done by agencies engaged by Mandke Construction Company.
- Funds are allocated in annual budget for maintenance of college infrastructure.
- Sufficient support staff is employed for regular upkeep.
- Electrical, plumbing, furniture and equipment maintenance and repairs are done periodically.
- Annual Maintenance Contracts are signed for ICT instruments and UPS.
- Water Coolers are regularly serviced.

- Fund allocated for emergency repairs.

Computer facilities:

- Annual Maintenance Contracts are in place for regular updating and repairs of Computer hardware and software.
- Internet is secured by firewall.
- In order to minimize e-waste computers are serviced and reused as far as possible.

Library Facilities: Automation of the Library, purchase of new books and periodicals and continuous upgradation of library infrastructure is done keeping in mind requirements of the students.

Maintenance Procedure:

The CDC receives requests from various stakeholders who are in need of a service. It reviews each request and employs the relevant agency to get work done in minimum time. Special requests require approval from IQAC or Management

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.mandkecollege.net/co-curricular
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
12	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
12	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	C. Any 2 of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

0	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

10	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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) during the year

0	
File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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) during the year.

0	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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)

- 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 must 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 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 in charge of the various committees.
- The Sports Committee headed by the physical education director of the college 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.

File Description	Documents
Paste link for additional information	https://www.mandkecollege.net/co-curricular
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

4

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

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

- 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 alumni come as guest lecturers and also come for sharing their experiences in the corporate world which is very motivating for the incumbent students.
 - They also help in identifying guest lecturers, resource persons for workshops, seminars and visiting lecturers.
 - They help in placement of the students in their organization or through their contacts in other organizations.
 - They help in organizing industrial tours and

arranging internships for incumbent 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:
 - From the college point of view, the most important role of alumni management is fundraising.
 - Help in placement activities.
 - Career development including sharing of experience.
 - Advising
 - Mentoring Programs
 - Internship and Externship Opportunities
 - 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	No File Uploaded

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

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 are conducted to develop Knowledge Capital among the student.
- Curricular 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 through job, self-employment or entrepreneurship.

File Description	Documents
Paste link for additional information	https://www.mandkecollege.net/about-us
Upload any additional information	View File

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

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 for various activities. Senior teachers along with volunteering students form a part of these committees.
- 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 implementation.
- 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 / non-teaching staff.

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

File Description	Documents
Paste link for additional information	https://www.mandkecollege.net/about-us
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college develops plans to comply with the broad guidelines issued by Savitribai Phule Pune University (SPPU) 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 guidelines of the SPPU 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.

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.
- Employ approved and well suited staff for Sports and NSS for maximum benefit of the students.
- Have collaborations with Institutes and Companies for need based education leading to employment in the same.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.mandkecollege.net/faculty
Upload any additional information	No File Uploaded

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.

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, cocurricular 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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
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File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

- Provident fund as per rules, and loan facility thereon.
- In case of 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 are 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

0

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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 issues related to appraisal of the staff and regularly evaluates it and forwards 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 done individually by the teachers themselves and not carried out during the last five years through college. For example, 2015-2016 to 2019-2020

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college conducts internal and external financial audit annually. 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 a Chartered Accountant has been appointed. Ambar Naik & Associates (ICAI FRN137450W) Pune has been working as chartered accountant. The financial statements, ledger accounts, bank statements and pertaining vouchers are checked regularly.

- Budget for coming year is finalised after discussion with management.
- Department-wise physical registers are maintained for ease of reference to invoices and overview of spending patterns.
- All accounting is done using Tally System
- Registers are monitored by the Principal of the college frequently.
- Ambar Naik & Associates (ICAI FRN137450W), Pune submit audit reports and audited financial statements to the college.
- Necessary compliance is done by the college from time to time as and when required.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

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, which ensures that every year the 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 in to 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 department should provide a list of requirements such as salary expenditure, physical infrastructure development and maintenance expenditure, purchases of equipment, computers, books and stationery items for the next academic year. The budget estimates are reviewed by College Development Committee (CDC) that approves the same after necessary changes. According to the necessity Mandke Human Happiness Foundation, Pune makes a provision for advance funds whenever needed. 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 income is admission fees from the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The Internal Quality Assurance Cell (IQAC) was established in the college on 25/02/2019. The established IQAC has taken 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 developed the sense of responsibility among students.
- Each and every student is offered equal opportunity of participation in academic and other activities which bring the talent and hidden talent and abilities of a student to the foremost.

File Description	Documents
Paste link for additional information	https://www.mandkecollege.net/aboutiqac
Upload any additional information	View File

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

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

The college implements the quality policy through IQAC. The IQAC was established and the members were the heads of all the departments and senior faculty members who belong to various committees. This results in the effective implementation of the various decisions made by the cell. The approach of IQAC has always been focused on learner-centric teaching learning process and has designed the policy to assess and evaluate it from time to time.

Principal: Dr. Ambadas Tushiram Bhosale 01 Septembar 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. Sameer B. Patole , 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

Gender equality is defined as a society in which men and women have equal opportunities, justice, and responsibilities in all aspects of life.

Gender Equity is required to ensure fairness mainly to compensate more for women's historical and social disadvantages. A Cell Against Harassment of Women (Prevention and Prohibition), with female faculty members as the coordinators look after the welfare of girl students and female staff of the college. Safety and Security -

- Security staff providing 24 hours security.
- CCTV System with 16 cameras monitoring all classrooms, laboratory, library, staffroom, waiting area, office and external premises.
- Phone numbers of important agencies are displayed around campus.

Counselling -

- More than 50% faculty members are female which help girl students to seek counselling or advice whenever needed, on one-to-one basis. Mentorship Program, also allows students to meet with their mentors regularly.
- Seminars create awareness amongst students about gender equity.

Common Room - The college has separate common rooms for girl and

boy students with adequate area to enable them to interact freely and safely. There are separate toilets for girl and boy students
Equal Opportunity - Both girl and boy students are given equal opportunity to participate in college activities and committees

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management:

Waste from the canteen, waste papers, old newspapers, old cartoons, old boxes, outdated brochures, office paper waste are disposed as per Pune Municipal Corporation guidelines. Since academic year 2014-15 the admission process of the college is partially computerized to avoid unnecessary use of paper. Colour coded Dustbins for Wet, Dry and Sanitary waste are placed at all prominent places throughout the college. The students, faculty members and staff are encouraged to use steel lunch boxes, use glass / steel cups, and reusable cloth carry bags instead of single use plastic.

Liquid waste management:

Waste water and sewage water are sent through pipelines connected to corporation's sewage lines. Plumbing upkeep is done regularly so as to avoid water wastage from leaky faucets.

E-waste management:

Maximum efforts are taken to utilize the existing hardware by regular servicing and employing 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	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.mandkecollege.net/social-work
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 	C. Any 2 of the above
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<p>4. Ban on use of Plastic 5. landscaping with trees and plants</p>	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>	
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>B. Any 3 of the above</p>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File
<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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>	<p>D. Any 1 of the above</p>

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 200 words).

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

- A culturally inclusive classroom is one where the students and staff alike, recognize, appreciate and capitalize on diversity so as to enrich the overall learning experience, create inclusive classrooms and design accessible communication.
- Responsive Teaching Empowers students to share thoughts, integrate diverse work and study practices.
- Understanding student learning needs and styles
- Emulating culturally significant instruction styles, such as storytelling with Linguistic Diversity. Like many other countries in the world, India is pluri-lingual.
- To achieve the feeling of all-inclusiveness and social cohesion some activities carried out during the last five years are Guru Purnima 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, Chocolate Day, Traditional Day and visit to orphanage.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

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.

- 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 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 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 endeavour and achievement;

Republic Day and Independence Day are celebrated in college each year. Students are encouraged to attend the programs and also present papers, poems, songs of National importance and arenarrated their fundamental rights, duties, values and responsibilities of citizens as stated in Constitution of India. They are appealed to remember the struggle of freedom and respect the National Flag and National Anthem. Students are encouraged to participate in activities recommended by the Indian Government; like SwacchBharat, Tree Plantation, etc. for the betterment of the Society as a whole

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

<p>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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p>
<p>College organizes activities related to festivals and anniversaries of great Indian Personalities. By this we ensure that our rich heritage is preserved for future generations</p> <p>Description</p> <p>Date</p> <p>Activity</p>

Participants

Republic Day

26th January

Flag hoisting

Staff and Students

Savitribai Phule Jayanti

3rd January

Lecture by the guest

Staff and Students

Maharashtra Day

1th May

Flag hoisting

Staff and Students

Mahatma Jyotiba Phule Jayanti

11th April

Lecture by the guest

Staff and Students

Dr. Babasaheb Ambedkar Jayanti

14th April

Lecture by the guest

Staff and Students

International Yoga Day

23rd June

Yoga Practical

Staff and Students

Lokmanya Tilak Jayanti

23rd July

Lecture by the guest

Staff and Students

Independence Day

15th August

Flag hoisting

Staff and Students

Smt. Sudhatai Mandke Jayanti

27th September

Lecture by the guest

Staff and Students

Teachers' Day

5th September

Lecture by the guest

Staff and Students

NSS Day

24th September

Lecture by the guest

Staff and Students

Mahatma Gandhi Jayanti

2nd October

Lecture by the guest

Staff and Students

Sardar Vallabhbhai Patel Jayanti

31st October

Lecture by the guest

Staff and Students

Dr. Abdul Kalam Jayanti

15th October

Lecture by the guest

Staff and Students

Children's Day

14th November

Lecture by the guest

Staff and Students

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

BEST PRACTICE ONE: Social Awareness through Blood Donation

Objectives: Make safe blood available to the needy so that no one may die for want of blood.

Context: Blood donation under the leadership and guidance of NSS Officer emerged as one of the best practices in the college.

Practice: NSS Unit organises series of lectures and exhibitions motivating students to donate blood. Doctors attached to hospitals or blood donation banks conduct the activity. Details of the donors are properly recorded in register maintained by the NSS Unit of the college. Students who donate blood are given blood donation certificates.

Evidence of Success: Many students volunteer to donate blood. Blood Donation Drive has been effective.

Problems Encountered and Resources Required: Demand for blood is higher than what the college can donate.

BEST PRACTICE TWO: Introduction of ICT resources for teaching-learning process.

Objectives: To use technology as an aid to education.

Context: Ensure effective teaching by providing ICT tools in teaching-learning process.

Practice: College has ICT enabled processes and smart classrooms to facilitate modern teaching-learning process in-tune with current trends.

Evidence of Success: Positive feedback from students

Problem Encountered and Resources Required: More financial support from Management for constant upgradation of ICT equipment.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- 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 and management 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 weaker section students of the vicinity. Catering to the educational needs of the economically disadvantaged, Scheduled Caste and Scheduled Tribe students. The college is making all possible efforts to provide education to students coming from rural areas.
- The college is managing its affairs well despite of many constraints.
- The college is centrally located and well accessible to all 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 students are girlshailing from rural area.
- Service rules followed as per Government of Maharashtra, University Grants Commission, New Delhi and Savitribai Phule Pune University norms.

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

7.3.2 - Plan of action for the next academic year

- Add distance education courses for the benefit of individuals who may not be able to attend college full time.
- Upgrade computer laboratory
- Sign MoU's with institutes and companies which will provide courses based on industry requirement and in-turn provide jobs to students

- Encourage alumni to get increasingly involved with development of college and incumbent students
- Increase student participation in Sports and other inter-collegiate competitions
- Upgrade Library