SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ARIHANT COLLEGE OF ARTS, COMMERCE AND SCIENCE, CAMP, PUNE

SOLAPUR BAZAR ROAD, NEAR PULGATE BUS STAND, CAMP, PUNE- 411001.
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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Arihant Education Foundation's Arihant College of Arts, Commerce and science, Camp, Pune- 01 is affiliated to Savitibai Phule Pune University, Pune and established in 2007. The college is multi-faculty college and having ten UG programs and one PG programs. Along with regular university programs we run value added and certificate courses. It is a Jain Minority college.

Location

College is located at central east of pune city having a most cosmopolitan locality in the surrounded area. It has an access from all the corners of pune and having important PMPL city bus stand at just a distance of two minutes. The college staff and students easily can avail a transport facility due to the nearness of this bus stand.

Vision

Arihant Education Foundation (AEF) aspires to be an academic leader recognized for innovation and quality in teaching and learning process. AEF believes in '??????? ??????????' i.e. improving and bringing in transformation among our students and community through the use of collaborations, innovation and extensive knowledge.

Mission

- To impart value based education to make the students competent, accountable and civilized citizens.
- To motivate the students for commitment towards the society and action.
- To educate, empower and enrich the students with knowledge.
- To develop moral, ethical, social and aesthetic values amongst students.
- To provide a platform for interaction between academicians, industrialists and students for enhancing employability and developing human resources.
- To work in partnership with students, families and the community to ensure that each student to acquire the knowledge, skill and core values necessary to achieve personal success and to enrich the community.
- To ensure that students achieve intellectual and personal excellence and be well prepared for able participation in the global scenario

The above 8 point mission statement almost covers the important aspects of new education policy 2020

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Management is having philosophic base.

- Cosmopolitan nature.
- Teaching Staff- Qualified, Approved and having retained for a longer period.
- Campus is equipped with IT facilities, supported with ERP, having e-governance.
- College is having very noble Vision, Mission and Objectives of the institution being the driving force of all the institutional endeavors.
- An upright and focused Management incorporates, motivates and appreciates all the developmental activities.
- A highly qualified, dedicated and devoted faculty leads to all the events in the pursuit of knowledge for the service of humanity.
- Teaching staff is engaged in quality improvement viz: M.Phil. and Ph.D. research papers and publications etc.
- Sincere efforts are taken by the management for boosting the morale.
- Effective functioning of alumni, spread over the nation and globe for placement, exploring avenues for expansion and development.
- Diverse, heterogeneous and secular atmosphere, local and outstate students assist for nurturing national integration.
- Centrally located premises with efficient transportation facility .
- Establishment of an exclusive digital library providing online transactions facilities.
- Significant contribution in Social Activities.
- Quest for excellence.
- Interactive teaching-learning approach.
- Excellent performances in sport activities at district, zonal, state and national levels.

Institutional Weakness

- Constraint in developing infrastructure.
- Limited scope for outdoor game.
- Consultancy services to be accelerated for deriving maximum economic benefit from the expertise and potential available in our faculty.
- Number of Campus interviews is limited.
- Linkages are having less number.
- Crowded community, parking problem and busy street.
- Lack of Research centre.

Institutional Opportunity

- Easy accessibility of the emerging and recent technology having the capacity to improve the output.
- Collaborations with local and overseas organizations can be increased.
- There are vast opportunities for research activities.
- Expansion for commencing innovative UG and PG courses from affiliating university.
- To go for permanent affiliation and registration with UGC under 2(f) and 12B.
- To increase number of campus interviews of prominent organizations for better career opportunities of students.
- Examination Reforms to be undertaken for continuous evaluation.

Institutional Challenge

- Ever increasing tendency of the students towards self employment and employment.
- Multi-cultural stimuli and global practices affecting the educational ethos in Indian perspective.
- Introducing research degree courses.
- Developing own campus.
- Establishment of own online virtual System.(MOOC courses)

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Arihant College of Arts, Commerce and Science, Camp, Pune is a multi-faculty college affiliated to Savitribai Phule Pune University (S.P.P.U.). The curriculum, admission process and the evaluation process are conducted as per the rules and norms by Government of Maharashtra and the S.P.P.U. The college offers a wide variety of University Courses having six Under Graduate courses [BA, B.Com, B.Sc. (CS), B.Sc.(HS), BBA, BBA(CA)] and one Post Graduate course [M.Sc.(CS)]. The curriculum is implemented in systematic manner shown as under:

1. **Monitoring:**
2. **Participation in Workshops:**
3. **Academic Activities:**
4. **Bridge Course:**
5. **Teaching Plan:**
6. **Subject File:**
7. **Induction Program:**
8. **Timetable and Workload:**
9. **Academic Calendar:**
10. **Departmental Meetings:**

The college offers four certificate courses and three value added courses. These courses are developed, designed and conducted by the staff members and also some suggestions are given by industry experts as per the current trends and the employability options. The goals and objectives of these courses are to increase the academic flexibility, employability and life skills among the students. The courses such as Tally, Communication Skills, Hardware & Networking, and Bakery have regional and global relevance in the ever-expanding fields and equip the students to explore avenues beyond the curricular domain.

In academic year 2017-18, only PG Course i.e. M.Sc. (CS) was having CBCS Pattern. From academic year 2019-20 all courses are having CBCS Pattern.

Cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics are integrated into the curriculum. Lectures, Rallies and Workshops on these subjects are jointly organized by the university and college.

As per the curricula requirement, students are sent for field visits, project work and Internship.

Structured feedback collected from students, teachers, employers, alumni and parents for designing and review

of syllabus. Collected feedback is duly analyzed and proper action is taken on the same.

Teaching-learning and Evaluation

The total admission process of the Institution is transparent. We follow the rules and regulations made by the affiliated university in admission process. Students of all caste creed, gender and socio economic background are given admission along with differently able students if any. The college follows reservation policies of the State government as applicable to minority institution. In Academic year 2018-2019, out of 1005 students admitted, 10 students are from other states. Students from diverse background secure admission. Academically weak students are helped through remedial coaching and counseling. The classrooms are equipped with computer, LCD Projector and Public Address System. The teachers use innovative approach to explore creativity in teaching learning which includes experiential methods of learning, student centric method, Problem Solving Sessions, participating learning. E-learning resources are applied for lectures. Guest lectures are organized for academic enrichment of students.

The college has 31 qualified and efficient staff members of whom 6 are doctorates

And one M. Phil and Two members are pursuing PhD from UGC recognized Centre. For quality improvement of the teachers they are motivated to participate in Seminars/ Conferences, Orientation and Refresher courses on regular basis as well the college organizes Seminars/ Conferences/ Workshops, lectures series etc.

Evaluation process and reforms help to increase the efficiency and effectiveness of the teaching learning process. The college ensures complete transparency in the internal assessment. The norms implemented are as per guidelines laid down by the SPPU. There is a mechanism to deal with Grievances related to university examination, college examination; Continues Internal Evaluation (CIE) is transparent, time- bound and efficient. Each department has stated PO, PSO and CO. Appropriate tools for assessment of PO, PSO and CO are used. College always takes feedback from students on teaching leaning and accordingly modifies the process.

Research, Innovations and Extension

The Institution encourages staff to engage in research activities and publish their research papers in reputed journals. Management promotes in structured and remunerative consultancy. The institution motivates the faculty members to attend conferences, seminars and workshops. To promote research, management provides books, journals, e-journals, laboratories and library membership facilities.

At present 6 Faculty members have been awarded Ph. D; Four faculty members are pursuing Ph.D; and one faculty member is pursuing M. Phil. Faculties have published and presented papers in UGC recognised, ISSN journals and ISBN proceedings.

Under IPR Cell which is established on 21st July 2014 institute conducted 5 workshops during last five years. The sessions of workshops are held by expert persons on the topics like Copyright, Patents and Geographical Indicators.

In State Level Competition 'Avishkar-2016' one faculty from teachers' category secured second position.

Extension activities and Social Awareness activities are organized through NSS Unit, SDB, Extra Mural Board and Life Long Learning. Outreach programmes like e-waste Collection, Blood Donation Camps, Health Check-ups, Gender Sensitization Programmes, Nirbhay Kanya Abhiyan, Police Orientation Programme, Environmental and Social Surveys are conducted. Skill development programmes are organized for empowering women from weaker sections of society. The college provides consultancy services in various sector.

The institution has also signed academic MOU's for students to provide them exposure to various departments and working of organisations.

Infrastructure and Learning Resources

The Institution is located on 1295.37 sq. m of land having three buildings for regular academic and administrative activities as well as the sufficient number of classrooms which are well ventilated with adequate seating arrangements. The classrooms have conventional and advanced teaching aids viz. LCD projectors.

Our central library stack room contains more than 5000 books, journals, and digital resources. The Integrated Library Management Software (ILMS) koha is partially automated package of library services. It offers OPAC services. It is properly utilized by teachers and students.

Two seminar halls are equipped with LCD projectors, public address system to organize student-centric programs, to conduct co-curricular and extracurricular activities. We have four computer laboratories**, o**ne Electronics laboratory for UG and PG students. The institution has a training and placement unit and NSS unit which are actively functioning. Also, we have a separate examination & evaluation department for smooth conduct of examination & evaluation activities.

We have 175 computers with antivirus software connected to lease line internet with a speed of 20 MBPS. Wi-Fi facility is available in the campus. Well equipped electronics laboratory provides exposure to the students to learn basic and advance electronic systems.

Hospitality Studies Department has a fine restaurant along with a bar set up, well-equipped quantity and basic/advanced kitchen to conduct the practical.

Water Filters, Washrooms, Health Services, Firefighting equipments, Security services and Indoor sports facilities are available.

The premises is under CCTV surveillance.

We have a maintenance department and an adequate budgetary provision is made for the same.

Student Support and Progression

The highlights of this criterion are the efforts of an institution to provide necessary assistance to students, to acquire meaningful experiences for learning at the campus and to facilitate their holistic development and progression. It also looks into student performance and alumni profiles and the progression of students to higher education and employment. The focus of this criterion is captured in the following key aspects.

Facilitating mechanisms like guidance cell, placement cell, grievance redressal cell and welfare measures to support students. Specially designed inputs are provided to the needy students with learning difficulties. Provision is made for bridge and value added courses in relevant areas. Institution has a well structured, organized guidance and counseling system in place. College also extends support to those deserving students who are not eligible under government schemes by considerable amount of fee waivers, concessions and financial assistance.

The Institutions' concern for students' progression to higher studies and to employment is dealt with under this key aspect. Identify the reasons for weakattainment, plan and implement remedial measures. Sustainable good practices which effectively support the students facilitate optimal progression. The sincere efforts are made to improve employability among the students. The institutional provisions facilitate vertical movement of students from one level of education to the next higher level or towards gainful employment.

The institution promotes inclusive practices for social justice and better stakeholder relationships. The institution promotes value-based education for inculcating social responsibilities. It has the required infrastructure and promotes active participation of the students in social and cultural activities. Encouraging students' participation in activities facilitates developing various skills, competencies and fosters holistic development. The dedicated members of the Alumni association work to connect alumni, support students & organize various activities for stakeholders.

Governance, Leadership and Management

The organization structure is well defined, having participative management for effective decision making. We have a visionary leadership having ideally defined vision and mission for betterment of a general society. The motto of AEF is '??????? ??????????' *(pragya parivyapt)* i.e. wisdom expansion among students and community through education.A proper hierarchy is followed for formal and informal communication and coordination in the institution for academic and administrative planning and its implementation for desired outcomes.

A well documented 5 years strategic plan aligned with the institutional vision and mission is in place and is deployed across the institute which includes qualitative and quantitative expansion.

Institution's organizational structure helps in sustaining institutional capacity and education effectiveness through involvement of stakeholders in committees, boards at various levels such as CDC, Anti ragging Committee, Internal Complaint Committee etc. The minutes of the meeting of all the committees are maintained and communicated.As a part of e-governance, the college has automation in all processes. All correspondence within the institution is done through ERP.

Service rules, employee welfare schemes, promotion systems are well defined. The institute provides adequate support to the faculty for professional development for attending conferences, seminars, workshops, orientation and refresher course. Professional development programmes are also held for Teaching and Administrative Staff in institution with focus to develop their skills.

The institution conducts State and national Level Seminars/ Conferences annually on various topics.

Annual Budget is prepared at the beginning of every academic year for finance allocation and its optimum utilization as well as mobilization of resources. The proper system is established for allocation and utilization of

funds and its records are maintained to ensure transparency in the institution. The Income and Expenditure statements of the institution are subjected to regular internal and external audit. Several strategies are implanted for optimum utilization of resource

The institution has a well structured performance based appraisal system for teaching and administrative staff.

The compliance of academic and administrative procedures and their continual improvement is insured through quality cell. The quality Cell is involved in planning, auditing performance, analyzing strategic issues in maintaining quality parameters.

Institutional Values and Best Practices

Institution puts in constant efforts through innovative actions, plans and practices to create an innovative academic and environment friendly ambience by conducting Lectures with the use of ICT & conducting several activities like Tree plantation, Plastic Kachra Mukta Abhiyan, Swachh Bharat Abhiyan, Road Safety week, Awareness rallies and program on various social Issues under NSS and Student Development Board. We believe in gender Equity and create awareness through programs under SDB and NSS.

Institution focuses on safety, security and mental health of the students. We have several committees like anti ragging, women's grievance, has deployed CCTV cameras, provide self defense program and provides counseling to students dealing with emotional problems which are working for the cause.

Institution promotes Plastic Free Campus and Paper Less Office conversations (mostly). Electronics equipment, devices and computers are optimally used and maintained for long time to avoid excess generation of E-Waste.

New teaching methodology viz:latest ICT tools, Wi-fi facility, Smart Board with audio system, projectors and necessary software in computer labs help students to explore opportunities.

For student to realize Social responsibilities; works as "Police mitra" during Ganesh Festival and Eid-E-Milad. Institution also organizes "Nirbhay Kanya Abhiyan" and other Gender equity program to promote gender equality and awareness.

Institute conducts several donation programs like, Food Grain Donation, Blood Donation, Cloth Donation, Medicines and Food donation.

"Drushti Programme" morally educates students through programmes on Social Issues like women harassment, Ragging, Addiction etc. This also provides lessons on national integrity, social etiquette, values and responsibilities to prepare responsible citizen by screening Movies, Short films, presenting Skits and Mimes.

HR Development (HRD) is a mantra for today's global world. Naturally our management and institute sincerely take efforts for the HR Development. Though the teaching staff is highly qualified and known as intellectual community, we try to develop them properly. To give their qualities proper exposure, institure encourages to go for or arranges faculty development programmes, seminars, workshops or any other intellectual development programmes. Faculty participation in various university/ state /national level programmes and appreciation is given in monetary as well as non-monetary terms.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ARIHANT COLLEGE OF ARTS, COMMERCE AND SCIENCE, CAMP, PUNE
Address	Solapur Bazar Road, Near Pulgate Bus Stand, Camp, Pune- 411001.
City	Pune
State	Maharashtra
Pin	411001
Website	www.arihantcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Mukund Dongare	020-67240907	9923061379	020-6724090 0	principal.acacsc@gmail.com
IQAC / CIQA coordinator	Rupali Memane	020-67240912	8999463464	020-2633390 0	rupali2302@rediffmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	Yes minority-confirmation.pdf
If Yes, Specify minority status	
Religious	Jain Minority
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	02-07-2007

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition

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

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

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

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

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Solapur Bazar Road, Near Pulgate Bus Stand, Camp, Pune- 411001.	Urban	0.3	2700

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BBA,Department Of Commerce And Management	36	HSC	English	80	79
UG	BBA,Department Of Commerce And Management	36	HSC	English	160	54
UG	BCom,Department Of Commerce And Management	36	HSC	English + Marathi	120	118
UG	BSc,Department Of Science And Technology	36	HSC	English	80	25

UG	BSc,Department Of Science And Technology	36	HSC	English	60	10
UG	BA,Department Of Humanities	36	HSC	English + Marathi	20	20
UG	BA,Department Of Humanities	36	HSC	English + Marathi	25	25
UG	BA,Department Of Humanities	36	HSC	Marathi	15	13
UG	BA,Department Of Humanities	36	HSC	English	15	0
UG	BA,Department Of Humanities	36	HSC	English + Marathi	20	20
UG	BA,Department Of Humanities	36	HSC	English	25	25
PG	MSc,Department Of Science And Technology	24	B.Sc Computer Science	English	90	28

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				1				0				32
Recruited	1	0	0	1	0	0	0	0	9	23	0	32
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				17
Recruited	11	6	0	17
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	2	4	0	7
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	18	0	24

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	1	1	0	2

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	580	39	0	0	619
	Female	312	12	0	0	324
	Others	0	0	0	0	0
PG	Male	28	0	0	0	28
	Female	16	0	0	0	16
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	4	17	37	10
	Female	3	1	14	7
	Others	0	0	0	0
ST	Male	3	0	6	9
	Female	1	0	0	1
	Others	0	0	0	0
OBC	Male	7	6	16	11
	Female	2	4	13	11
	Others	0	0	0	0
General	Male	335	428	504	626
	Female	165	190	281	241
	Others	0	0	0	0
Others	Male	2	4	8	5
	Female	1	3	3	3
	Others	0	0	0	0
Total		523	653	882	924

3. Extended Profile

3.1 Program

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

Response: 246

File Description	Document
Institutional Data in Prescribed Format	[View Document]

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	7	7	7

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1005	924	882	653	523

File Description	Document
Institutional Data in Prescribed Format	[View Document]

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

2018-19	2017-18	2016-17	2015-16	2014-15
42	57	97	35	23

File Description	Document
Institutional data in prescribed format	[View Document]

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

2018-19	2017-18	2016-17	2015-16	2014-15
264	228	189	130	86

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File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
31	24	25	27	22

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
33	33	33	33	33

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 23

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

2018-19	2017-18	2016-17	2015-16	2014-15
182.6789139	110.61426	136.394137	243.59541	281.8120447

Number of computers

Response: 175

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college rigorously plans and deploys action plans for implementation of the curriculum considering institution's goals for the development of students viz:

1. Departmental Meetings:

Meetings are conducted at the beginning of every academic year to discuss the planning of curriculum. In the meetings, assessment of workload is done. As per specialization and teaching experience workload distribution is made. These meetings also provide platform to discuss the course content and difficulties in delivering the content.

2. Academic Calendar:

Academic calendar is prepared in the college to plan and implement the academic and co-curricular activities during the academic year.

3. Timetable and Workload:

Timetable Committee designs department-wise timetable and course timetable is prepared by the Head of the respective department. Accordingly a teaching plan is prepared by the subject teacher. A Workload is assessed at the beginning so as to plan the requirement of the teachers for various subjects.

4. Induction Program:

Induction program is organised at the commencement of first term of academic year. In this induction program each faculty gives details of the course viz. number of subject offered, teaching methodology, evaluation and examination pattern and such other academic activities to the students. Along with that the other activities of the college viz. National Service Scheme (NSS), Student Development Board, Extra Mural Department, Training & Placement Department, Sports Department, Library Department, Scholarships, Administration Department etc.

5. Subject File:

All Staff members prepare their subject files, wherein the methodology, learning resources, evaluation strategies and students outcome are decided. Core committee designs the nature of subject file, after discussion in the staff meeting final design is given to the staff and they are free to modify the said design as per their convenience. This work is completed normally in the month of July of the academic year. Staff members follow the procedure of subject file.

6. Teaching Plan:

The teaching plan is prepared by a teacher which includes teaching strategies and time schedule under the guidance of the Head of the Department. It helps for smooth execution of the curriculum.

7. Bridge Course:

For an effective implementation of the curriculum the bridge course is conducted at the beginning of an academic year for- 1. Computer Science Department, 2. Hospitality Studies Department.

8. Academic Activities:

Teachers conduct various activities like class tests, Observations, group discussions, power-point presentations, questioning-answering and Multiple Choice Questions (MCQs) to check student achievements. Students are also given an opportunity to participate in seminars conducted by college as well as other institutions.

9. Participation in Workshops:

Teachers are encouraged to participate in various activities like orientation programs, refresher courses, Faculty Development Program, workshops and training programmes which are conducted by UGC, University and other institutions which helps to conduct the curricular activities more effectively.

10. Monitoring:

To monitor quality of overall process, feedback on curriculum and teaching learning process is collected from students to make sure that shortcomings are identified and rectified by the HoDs, Principal and Other concerned authorities from time to time.

File Description	Document
Any additional information	[View Document](#)

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 4

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	3	1	0

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 26.42

1.2.1.1 How many new courses are introduced within the last five years

Response: 65

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 7

File Description	Document
Name of the programs in which CBCS is implemented	View Document

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

Response: 5.11

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

2018-19	2017-18	2016-17	2015-16	2014-15
92	76	56	12	0

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

1.3 Curriculum Enrichment

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

Response:

The following are some of the important initiatives taken by the college.

1. Gender:

The college organizes various activities such as gender sensitization programme, gender champion competition, street play, *Nirbhaya Kanya Abhiyan* etc.

Guest lectures are organized by the college on various topics, followed by discussions with medical and legal experts on sensitive issues like gender equality, sexual harassment, etc.

The NSS and Student Development Board also arrange programmes on issues such as health awareness, hemoglobin check up, value education, self defense, anti-ragging and cyber crime.

2. Environment and Sustainability:

Tree plantation programme has been a regular feature of the NSS camp. The college conducts 'Environmental Awareness Course' at second year undergraduate level for the students of all faculties. Students are encouraged to undertake projects on various environmental issues. Moreover, the college organizes programmes like essay competition on cleanliness, *Plastic Kachra Mukt Abhiyan*, No Vehicle Day for Carbon Neutrality, rally on energy conservation and No Lift Day, messages about saving water, poster competitions etc.

3. Human Values:

The college offers a course on Human Rights as the part of curriculum requirement for post-graduate credit system as per the norms of SPPU. Details of the activities organized are as under:

Sr. No.	Name of Activity	Details of Activity
1	Assignment	Assignments given regarding Human Rights according curriculum
2	Internal Written Exam	Written Examination for 25 Marks

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 3

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 8.56

1.3.3.1 Number of students undertaking field projects or internships

Response: 86

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

File Description	Document
Any additional information	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: D. Feedback collected

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 2.16

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	22	16	19	14

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 51.64

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
423	436	428	303	298

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
722	734	734	734	734

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
42	57	97	35	23

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The college identifies slow and advanced learners through their performance at previous qualifying examination, some personal interaction of faculty with students. Moreover, participation of students in the classroom discussions, ability to respond to questions, queries, the nature of difficulties asked and academic performance in tutorials/home assignments, practical skills and periodic Assignments are some other tools used to judge the students learning capabilities.

The slow learners are benefited through

a) Remedial teaching,

b) Test and tutorials,

c) Home assignments,

d) Personal attention and continuous monitoring and motivation in the class and campus. They are also counseled to improve their performance.

e) Conduct of various need based and Remedial Teaching Programmes. The departments design need based bridge courses to cater to the needs of the academically weak students. This identification helps the departments to plan their academic activities.

f) Class tests are conducted based on previous years question papers if needed so as to prepare them for University examinations.

g) Weak learners are also encouraged to do reference work.

h) Revision of Syllabus/ topic, summary in brief, simple notes, conducting test examination.

The Advanced learners are benefited through

a)   Advanced learners are encouraged to participate in various challenging academic activities, competitions, elocution and debates organized within the college. So also, the students are encouraged to participate   in the activities organized by outside colleges.

b) Students are encouraged to participate in inter-collegiate competitions.

c) The advanced learners are rewarded by nominating them in various committees as

 Members as well as heads of committees.

d) Advanced learners are given challenges to channelize their performances and sharpen them. e) They are given opportunities to participate in Seminars and conferences, poster competitions, intercollegiate debates elocutions and quizzes.

f) Advanced learners are also given an opportunity to be a part of BCUD sponsored research projects in the Avishkar scheme of Savitribai Phule Pune University, Pune.

g) Use of advanced support tools for conducting regular class lectures and curriculum based seminars/ Workshops.

h) Motivate such students for participation in seminar, debate and other competitions organized by other institutions.

i) To conduct seminar by advance learners for slow learners,

j) Extraordinary students are given an opportunity to teach the junior classes.

2.2.2 Student - Full time teacher ratio

Response: 32.42

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.1

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Experiential learning engages students in critical thinking, problem solving and decision making in contexts that are personally relevant to them.

Our college consciously encourages student's participation field trips, industrial visits, and internships, industrial trainings in these field trips students observe places, collect samples or take photographs for further study. These field trips bring students near to environment which helps to bridge gap between classroom education and practical life.. Students from different departments visit industries such as sugar and manufacturing industries. These visits are important to bridge gap between text book knowledge and hands-on-experience. Discussion of students with corporate authorities focuses on current situations. Some of the students from certain departments are also sent to internship as per the curriculum. Industrial training is provided to some students in different industries like food, information and technology. The industrial visits and training help and motivate the students to undertake research on current topics. Value added courses are given to the students to get them acquainted with theoretical knowledge and its application in their employment or self employment. The students from M Sc (CS), BBA, BBA(CA), BSc(HS), have to complete a project on the given topic/subject. For this purpose they have to arrange field visits to the companies. In the subjects like Cost and works accounting, Business Communication, Marketing Management, Auditing & Taxation, GST, Tally etc; the journals are to be kept. For the preparation of these journals the students have to visit the companies in the concerned departments, observe the practical work over there, and interact with the company authorities. This process assists the students to inculcate the insight of corporate/industrial world.

Participative learning

Commerce Fest, Science Day, group discussions, classroom seminars of the students are organized to engage students in meaningful way and provide feedback. Participation in discussion encourages dialogue among the students. It is also helpful to develop important soft skills among students. These skills prove very much valuable for the students at a time of their interviews and social life. For some subjects industrial experts from hotel industry, finance (CA), insurance companies, banking sector, and engineering companies are invited for guest speeches. The QA sessions are arranged with these experts of the students. This enables the students to acquire a fundamental knowledge as well as the practical aspects of the concerned industries.

Collaborative learning

Problem solving sessions are arranged for students especially in Computer Application and computer science, Commerce and HS students. Problems and case studies are given for groups, guidance is given to them wherever necessary. Assistance in terms of technology, material and equipments are given to the students for quality learning. This achieves collaborations among students, teachers, and parents. On the important days viz mahatma Gandhi Jayanti Babasaheb Ambedkar Jayanti, Ch Shivaji Maharaj Jayanti rallies are organized in the nearby areas. At this time the interaction with general public and students helps

to promote cordial relationships with the society and to promote a sense of national integration

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 31

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 33.5

2.3.3.1 Number of mentors

Response: 30

2.3.4 Innovation and creativity in teaching-learning

Response:

Our faculties use various methods in the teaching learning process which are innovative. This helps to motivate the students for analytical thinking and creative approach on the topics they learn.

Videos of real life occurrence

Real life videos are shown in the classrooms to the students so that they understand how to face the practical problems in their life. Sometimes we show achievements of our students which encourage the existing students for making future career.

Computer Assisted Learning

In all subjects, computer assisted learning is encouraged by the college. Teachers use Multimedia, PowerPoint presentation, web sources, subject related websites, CDs etc. we also have Digital Library where we use e-books, videos, audios, PPT etc which is important for greater outreach and accessibility. List of relevant websites are provided to students for reference work.

Project Based Learning

Project work is a part of the curriculum in P.G courses. Students select topics for project work under the

guidance of teachers. BBA, B.Sc. (CS), B.Sc (HS) and BBA (CA) also have projects as part of their syllabus. For B.Com. The students have to prepare the journals in some practical papers. The students have to visit industrial organizations and then prepare their journals. This is also a form of project to some extent.

Experiential Learning Technique

To give the students hands on experience Experiential Learning Techniques are also used.

- This engages students in critical thinking, problem solving and decision making relating to them personally.
- College encourages students for field trips, industrial visits, and internships, industrial trainings. Students observe places, collect samples or take photographs for further study. This helps the students to be environment friendly. Students from different departments visit industries such as sugar and manufacturing industries. These visits are important to bridge gap between text book knowledge and hands-on-experience. Discussion of students with corporate authorities focuses on current situations. Some of the students are sent to internship as a part of curriculum. Industrial training is provided to some students in different industries like food, information and technology. Industrial visits and training help and motivate the students to undertake research on current topics. Value added courses are given to students to get them acquainted with theoretical knowledge and its application in their employment or self employment. The students from M Sc (CS), BBA, BBA(CA), BSc (HS), have to complete   project on the given topic/subject. For this purpose they have to arrange field visits to   companies. In the subjects like Cost and works accounting, Business Communication, Marketing Management, Auditing & Taxation, GST, Tally etc; the journals are to be kept. For the preparation of these journals the students have to visit the companies in the concerned departments, observe the practical work over there, and interact with the company authorities. This provides the students insight of corporate/industrial world.

Interactive Method

Question answers and discussion method is used for better understanding of the subject for the students. Students have the questions; these are properly solved by the teacher and other experts.

2.4 Teacher Profile and Quality

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

Response: 78.18

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 9.65

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
06	04	01	01	01

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 7.84

2.4.3.1 Total experience of full-time teachers

Response: 243

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 3.88

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

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

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 3.64

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	1	1	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

For overall development of student's personality, their development of cognitive and effective aspects and psychomotor skills development of students, our college has organized tests, tutorials, project assessment, observations, and poster presentation.

The college strictly follows the rules and regulation for conducting the Continuous Internal Evaluation (CIE) as prescribed by the SPPU. The college has appointed the College Examination Officer (CEO) who heads the college examination committee. In tune with the reforms made by the SPPU, the internal evaluation system of the college is revised from time to time and is communicated to the students.

- The internal evaluations planning strategy is defined as per academic calendar prepared by College Examination committee at the beginning of each semester/ term. The calendar is communicated to students and teachers.
- For Continuous Internal Evaluation (CIE) in UG programmes having semester pattern, minimum one unit test is conducted in each semester for each course. In addition to these, assignments, seminars are used to test subject knowledge. For assigning internal marks all of these are considered.

- For Continuous Internal Evaluation (CIE) in UG programmes having yearly pattern, assignments, seminars are used to test students' understanding. Term End examination is conducted at the end of first term. The Term End Examination is taken as per guidelines of SPPU. The weightage of term end examination is 20 % marks and for the subjects having practical for B.Com additional weightage of 20 % marks is given. For the practical subjects, journal is to be prepared, industrial visits are to be given, oral examination is to be given (for which external examiner appointed by university) by the students and accordingly the college has internal squad to check malpractices. Answer sheets are evaluated in time and marks are communicated to the students.
- For Continuous Internal Evaluation (CIE) during the two-year postgraduate degree program, CBCS is followed. Internal assessment for all the courses is for 50% of the marks. Performance of the student is evaluated through assignments, internal exam and presentations, MCQ test, book review.
- For practical courses, internal assessment includes attendance, preparation of practical journal and Viva.
- For Project internal assessment includes attendance, preparation of project and Viva.
- The transparency and effectiveness of Continuous Internal Evaluation (CIE) is monitored by College Examination Committee throughout the year.

The college ensures complete transparency in the internal assessment.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The college's primary focus is on strengthening teaching-learning process through rigorous assessment and evaluation. For this purpose, the college has provided guidelines for faculty to ensure transparency and robustness.

For transparency:

- Awareness of students and their parents of assessment process through notices, academic calendar and notice board.
- Awareness through Induction program held at the beginning of the academic year which gives all details of syllabus, internal assessment process along with assessment tools.
- After the evaluation the marks are shown to the students.
- Question papers are prepared in uniform manner as per guidelines and the process is monitored by heads and college examination committee.
- One unit test is conducted in each semester for each course along with assignments, and presentation for semester pattern and Term End Examination and assignments for yearly pattern.
- Students are given timely opportunities to discuss any concerns or grievances about assessment outcomes.

For robustness:

- Assessment practices are conducted and undertaken ethically and with honesty and integrity by faculty and students.
- Assessment procedures and practices are valid, fair, flexible, feasible, and equitable for all students

and incorporate clearly defined assessment criteria.

Variety of tools used for internal assessment:

- Both summative and formative tools are used.
- For UG courses (semester pattern), in theory courses unit test along with assignments and presentation.
- For UG courses (annual pattern), term end examination and assignments and presentation
- For PG courses, tools used are assignments, unit tests, attendance, and presentation.
- For practical courses, tools are attendance, preparation, and practical journal and Viva.

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

Response:

The process of conduct of university examination and revaluation of answer sheets is made according to the procedure and guidelines of Savitribai Phule Pune University, Pune (SPPU). The Principal, in association with college examination committee (CEC) and college examination officer (CEO), carryout timely and effective implementation of the evaluation reforms and ensure the smooth and transparent conduct of University examinations and internal assessments. College examination committee (CEC) meets regularly for effective redressal of the grievances of the students regarding evaluation.

The following mechanism is followed for Grievance Redressal in evaluation:

Grievances related to university examination:

- For grievance regarding marks of paper, the college collects complaint from student in prescribed form and forwards to University. Student gets photo copy of answer sheet of the concerned paper. After studying answer sheets, student can apply for verification and revaluation of answer sheet. The college forwards his/her application to university. The result of revaluation is given by the university within 30 days of the application.
- The grievances related to problem in submission of online examination forms and queries related to mistakes in hall tickets and mark sheets regarding name, course name, and programme name are resolved promptly by the college examination officer (CEO) by communicating with university.
- Grievances related the question paper is reported to the university by the CEO and the decision of the university is conveyed to the student immediately.

Grievances related to college examination:

Assessment of answer books for all first year UG University examinations is done centrally through CEC at the college level. The entire grievances are sorted out immediately by the CEC as per the rules and regulation of SPPU. The grievances related to this are resolved as:

- Students have to approach college examination officer (CEO) and submit application.
- College examination officer (CEO) will consult with respective head of the department and teacher.

- After taking opinion from HOD and teacher the student will be informed.

Grievances related to CIE:

The Head of Department can intervene and take opinion of another course teacher. The grievances are resolved by showing his/her performance in the answer sheet or the answer sheet is reassessed by the faculty once again in his presence. Any corrections in the total of marks or assessment of answer books as identified by students are immediately done by the faculty members.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The institution prepares the Academic Calendar of the Curricular, Co-curricular and Extra-curricular activities and uploads it on website at the beginning of every academic year. At first all the departments prepare their departmental academic calendar. Thereafter, a comprehensive academic calendar for the college is prepared with consultation of the principal.

Right from the first term, efforts are taken to implement an academic calendar. At the regular time interval, observations are made whether everyone is following an academic calendar. Thereafter in a staff meeting discussions are made on the reasons if certain events mentioned in the academic calendar could not be completed in the presence of Principal. The Principal and Senior faculties give their suggestions to improve the performance in the future. This becomes a continuous phenomenon throughout the academic year. Every department has to submit a report on the compliance of the academic calendar as a part of their annual submissions. In addition, the internal audit is conducted which ensures that the compliance is verified with documentary evidences.

Process:

Teacher: Every teacher is assigned the subjects to be taught during the academic year. The teacher plans the teaching and evaluation schedule of assigned subject. The type and schedule of internal evaluation is planned in consultation with the head of the department.

Head of the Department: The Head of the department compiles the academic plan submitted by the teachers and ensures that there is no overlapping of the activities in general and the CIE in particular at both the internal as well as the University level.

Stakeholders: The stakeholders are aware of the CIE of every department in the college. An adjustment in schedule is made considering the examination schedule of the affiliating University, if necessary. The students are informed accordingly through notices, announcements in the classroom, college website and whatsapp messages.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered

by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college has uploaded Program outcomes, program specific outcomes and course outcomes for all subjects on the college website.

Following are the links for the same:

BA- https://arihantcollege.ac.in/wp-content/uploads/2020/02/PO-PSO-CO-BA.pdf

B.Com- https://arihantcollege.ac.in/wp-content/uploads/2020/02/PO-PSO-CO-B-COM.pdf

BBA - https://arihantcollege.ac.in/wp-content/uploads/2020/02/PO-PSO-CO-BBA.pdf

BBA(CA) - https://arihantcollege.ac.in/wp-content/uploads/2020/02/PO-PSO-CO-BBA_CA_.pdf

B.Sc.(CS) - https://arihantcollege.ac.in/wp-content/uploads/2020/02/PO-PSO-CO-BSc-_CS_.pdf

B.Sc.(HS)- https://arihantcollege.ac.in/wp-content/uploads/2020/02/PO-PSO-CO-BSc_HS_.pdf

M.Sc.(CS)- https://arihantcollege.ac.in/wp-content/uploads/2020/02/PO-PSO-CO-MSC_CS_.pdf

Programme Outcomes are classified according to

- Knowledge outcomes
- Skill outcomes
- Attitude/Values outcomes

Program Specific outcomes focus on the specific knowledge of core subject.

POs and PSOs are basically defined to provide optimum and comprehensive learning about the program and courses which focus on the student's future successful career.

The Course Outcomes (CO) are meant for curriculum mapping by identifying which courses, portions of courses, or series of courses fulfil each Programme Outcomes.

Mechanism of communication:

The course objectives for the courses offered by the Affiliating University are communicated to the students as follows-

University

The course outcomes are accessed by a link on the website of the affiliating university- http://www.unipune.ac.in

College

The Programme Outcomes, Program Specific outcomes and course outcomes are displayed on the College website - https://arihantcollege.ac.in

Department

At the undergraduate and Post graduate level, the concerned teachers explain the course outcomes in the respective classes.

During Induction Programme, Principal introduces Vision, Mission, Programme Outcomes, Program Specific outcomes to the new students and their parents.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The college takes sincere efforts to accomplish the Programme Outcomes, Program Specific outcomes and Course Outcome through its academic, co curricular and extracurricular activities specially designed to achieve the outcomes.

1) Teaching is planned in such a way so as to bring out the desired outcomes as stated in the syllabus.

2) The Students Feedback and evaluation result ensures that the course outcomes are realized.

3) Preparation of teaching plan helps teacher and students to focus on the predefined activities to achieve the outcomes.

4) Student's progress is monitored through continuous evaluation, assignments, practicals and projects.

5) College conducts test in all courses and review the performance of students in the faculty meeting at department level

6) At the end of each semester, course wise performance of students and faculty are discussed and analyzed through Power point presentation.

7) Apart from the written test, Seminars of the students are organized which help them to gain more knowledge of that subject.

8) The subject in which students are lagging behind, are taken for remedial classes.

9) In regular teaching, group discussion, debate, seminars, case studies of the related subjects are conducted to make learning as integrated and interesting process.

10) Extension activities such as awareness rallies, cleanliness drives and such other activities enable the

students to be creative and inculcate the value of ethics in student's personality.

11) Many of our students have participated in intercollegiate competitions.

The extracurricular and extension activities are conducted for the society by NSS, also result in the outcome accomplishment.

2.6.3 Average pass percentage of Students

Response: 42.38

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 128

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 302

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 129

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

- Institute motivates students and faculty to participate in State level Competition 'Avishkar.'

Avishkar is a state level inter university research activity which expects participation of students and teachers to nurture research activity.

- In 'Avishkar-2016' 2 students (Ms Ayreen Lobo and Mr.Sohel Khan-T.Y.B.Com.) and 2 faculty (Ms. Jaya Nagrani and Mrs. Devyani Patil) from our Institute have actively participated.
- In 'Avishkar-2016' Mrs. Devyani Patil secured second rank and received an award in the form of cash prize Rs.3000/- and a trophy from teachers category.
- Institution has been arranging various activities for students to share and transfer their knowledge. Institute arranged 3 poster competitions and 3 project competitions during the period of last five years.
- Teachers arrange activities like students' Presentations in the classroom lectures to transfer their knowledge in respective subjects as well as to prepare them for good presentation.
- Faculty motivate students to present and publish research papers in state level, national level seminars/conferences, organized in our institute and outside colleges.
- Institute arranged 4 National and 4 State Level Seminars.
- Institute arranged guest lectures for students and faculty.
- The commerce department organises 'Commerce Fest' in which Poster presentation, elocution and debate, PPT presentation, stalls competitions are organised. Prizes are given to the first rank students. This promotes creativity, soft skills development of the students. To develop entrepreneurship skills, the commerce department organises essay competitions on the topics like 'I am an entrepreneur.' This helps the students to prepare the project reports to start their own business enterprise, to be submitted to the financial institutions. The quiz competitions are also organized to motivate them to study the current subjects along with commerce subjects.
- The Hospitality Studies department organizes the programs like daawat-e-jashn, cake and chocolate making, Christmas day celebrations, salad competition and Flower decoration competitions etc. To improve students' professional skills which are essential for their future career building. Also they gain a professional knowledge to start their own hotel business.

We organise several activities for students' overall development, viz: industrial visits of the students are organized and faculty to give them practical exposure of industrial environment and field work. This helps the students and faculty to interact with the industrial experts which increases the communication skills.

File Description	Document
Any additional information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 11

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	3	3	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.12

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

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

Response: 2.4

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	3	19	19	13

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Institution-neighbourhood- community network-

- Water Conservation Rally
- Plastic Mukt Abhiyan
- Energy Conservation Rally
- 28 students worked as Police Mitra at time of Ganesh Festival
- 'I will vote Drive'
- Ashadhi Ekadashi Paper plates Laddu and Banana distribution
- Tree plantation
- Guinness Book of World Record

Student engagement:

- Earn and Learn Scheme
- Annual Gathering Participation
- Participation in Youth Festival
- Guest Lectures
- NSS camps are organize for students
- Swaccha Bharat Abhiyan.

Contributing to good citizenship:

Under the guidance of the University and our College NSS organizes various programmes to promote personality development of the students and also our institute organizes

- Plastic Mukt Abhiyan

Service orientation:

With the help of 50 NSS students

- Socially oriented programmes like Police Mitra at the time of Ganesh festival
- Police orientation programmes are taken.

Holistic development of students:

With the help of NSS students institutes arrange Variousprogrammes such as

- Value education
- Swaccha Bharat Abhiyan
- Tree plantation and Rally.

Sensitising Activity:

Institute arranged

- Sensitising workshop on 5th Sept. 2015 and organize Debate and Elocution competition.

- The few activities which promote citizenship role are as follows:
- Street Plays for Road Safety.
- Health and hygiene awareness program.

Extra Mural Activities :

Arihant College of Arts, Commerce andSciencein association withThe Board of Extra Mural Studies organizedDr.Babasaheb Jaykar Vyakhanmala. Detailsare as follows.

Sr.No	Date	Speaker Name	Topic Name	No of Students	
1	19th Jan 2019	Dr.Pratap Salunke	FEAR OF FREEDOM	36	
2	21st Jan 2019	Dr.Ganesh Raut	PANIPAT	42	
3	22ndJan 2019	Adv Shubham Gadage	Chatrapati Shivaji	35	
4	20th Dec 2018	Dr.Shivaji Parcharne	Communication Skills and Body Language	50	
5	21st Dec 2018	Kalpana Shirode	Positive Thinking	50	
6	22nd Dec 2018	Dr. Vishwas Patwardhan	Prabhavi Bahshan	50	
7	27th Sept 2017	Dr.Vishwanath Shinde	Personality Development	41	
8	28th Sept 2017	Chaitali Bhandari	Sutra Sanchalan	59	
9	29th Sept 2017	Dr.Kailas Sonwane	Jallosh Tarunaicha	36	
10	22th Dec 2017	Dr.Karnica Vyas	How the Brain Works.	41	
11	23th Dec 2017	Dr.Jyoti Mungal	Maan Mein Hein Vishwas	35	
12	26th Dec 2017	Dr.Charushila Patil	The Alchemist	42	

- **Life Long Learning:**

Department organized three Workshops during the academic year 2018-19.

Sr.No	Date	Speaker Name	Topic Name	No of Students
1	12th Jan 2019	Dr. Sanjay More	Youth Education	57
		Dr. Prakash Pandrmise	Chhatrapati Shivaji Maharaj and Today's Youth	
2	29th Jan 2019	Prof. Vibha Brahamnkar	Women Empowerment	63
3	30th Jan 2019	Prof. Advocate Mahalakshmi Thube	Kaydyachi Saksharta va Sadhya Sthiti.	71

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 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 last five years

Response: 34

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	5	12	6	3

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0.84

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	5	12	6	3

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

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

Response: 3

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 3

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

a) Curricular and co-curricular activities –

The Institution is located on **1295.37 sq. m** of land according to Buildings A,B & C. Land is distributed as A- **487.34 sq. m**+ B- **499.47 sq. m**+ C- **358.56 sq. m**. There are **Three** buildings for regular academic and administrative activities.

The Institution has a sufficient number of classrooms viz: **21 which** are well ventilated with adequate seating arrangements. The classrooms are well equipped with conventional as well as advanced teaching aids.

Two **seminar halls are** centrally located and equipped with LCD projector, audio device to organize student-centric programs to conduct seminars, workshops and conferences.

The institution has 4 **computer laboratories** for UG, PG and 1 Electronics laboratory for UG.

Computing Equipment

The institution has 175 computers with licensed antivirus software. All the computers are connected to lease line internet with speed of 20 MBPS.

Technical up-gradation of machines, software and anti-viruses of all the departments is maintened by network administrator of the institution.

Well equipped electronics laboratory provides exposure to the students to learn basic and advance electronic systems.

Hospitality Studies Department

Hospitality Studies Department has a fine restaurant along with a bar set up, well equipped quantity and basic as well as advanced kitchen to conduct the practical.

The following facilities are available for curricular and co-curricular activities.

Sr. No.	Building No.	Facility	Floor	No.	Purpose
1.		Seminar hall	Ground	1	To conduct seminars, quiz competitions, group discussions, guest lectures, debates etc..

1.		Classrooms	Ground	1	Regular teaching and learning
			First	1	Regular teaching and learning
			Basement	5	Regular teaching and learning
1.		Kitchen	First	2	Hospitality Studies practical
1.		Restaurant	First	1	To teach how to provide excellent services to the guests
1.	A	Guest Room	First	1	To provide the training of the housekeeping operation of the department relating room decoration with the bed arrangement
1.		Technology enabled learning places	First	4	Computer labs for practical
			Fourth	1	Electronics lab for practical
1.	B	Library and reading hall	Basement	1	Library and reading hall
1.		Conference Room	Fourth	1	Meetings and placement activities
1.		Classrooms	Second	3	Regular teaching and learning
			Third	3	Regular teaching and learning
1.		Examination Department	Second	1	For Examination related work
1.	C	Seminar Hall	Basement	1	To conduct seminars, quiz competitions, group discussions, guest lectures, debates etc..
1.		Classrooms	Basement	3	Regular teaching and learning
			Second	3	Regular teaching and learning
			Third	2	Regular teaching and learning

Total number of classrooms available: 21

Total number of Seminal halls: 2

Total Number of Conference Room: 1

Infrastructure facilities available for extra-curricular activities are:

1. Seminar halls with ICT facilities.

2. Public address system

File Description	Document
Any additional information	[View Document](#)

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

Response:

We have adequate ground facilities for outdoor games and cultural activities on rental basis. In the nearby areas there are three best grounds viz: State Reserve Police Force (SRPF) ground, Maharashtra Mandal Chandrashekhar Agashe Institution, and Turf Club ground. All these grounds are specious and having wonderful greenery which motivate the students and staff for the sports spirit. On the SRPF ground we organize all the outdoor games as well as Annual Sports Competition. For Badminton and such other games Maharashtra Mandal Chandrashekhar Agashe Institution ground is used. Turf Club ground is used for the practice of the outstanding students in sports.

Institution organizes extra –curricular activities – sports, outdoor and indoor games, NSS, cultural activities, etc.

In the institution, indoor sports facilities are made available for the students which help in developing their skills as well as help them to relax and entertain themselves in their leisure time.

The following infrastructure and equipments are made available for extra-curricular activities in the institution:

Indoor game facility :

SRNo	Name OfNumber Game/Facility		Area in sq. mtr.
1	Chess	05	11.70
2	Carom	05	11.70
3	Table Tennis	01	23.41

Outdoor game facility:

Sr. No	Name OfNumber Game/Facility		Area in sq. mtr.
1	Cricket	01(SRPF Ground)	5000
2	Football	01(SRPF Ground)	5000
3	Badminton	01(Kataria Ground)	300

These facilities help in all-round development of students.

- **Health and Hygiene:**

Institution takes care of cleanliness, proper disposal of wastewater and making available adequate drinking water to the students and staff. It refers to all the activities that are carried out to preserve, maintain and improve good health.

- Tie up arrangements are made with Dr. Gujarathi Clinic and Alfia Canteenwala.
- The cleaning of campus, classrooms, and toilets is made on daily basis.
- The work of cleaning of laboratories, offices and cabins is made daily by institution peons.
- Pest control in office, library, and other relevant places is made regularly with the help of outsourced agencies.
- Water purifiers / filters are installed to provide hygienic drinking water for the students and staff on the campus.
- In each department first aid boxes are made available and maintained.
- Medical health checkup is conducted every year for first year students of Bachelor Degree.

- Haemoglobin checkup camp is organized in the college frequently.
- Physical Education course is regularly conducted for the first year students.

Sr no	Year	Dates of health check up
1	2019-20	24-26 Sep 2019
2	2018-19	08-09 Feb 2019
3	2017-18	09-11 Oct 2017

- **NSS-**

Institution has a **separate furnished office for National Service Scheme (NSS)**. It has been provided with all the necessary amenities and facilities required for NSS activities. The maximum number of students sanctioned for enrollment in NSS by S. P. P. U. is 150. Every year seven-day residential camp is organized at a village adopted by the institution.

NSS unit has been effectively functioning since 2012 in the institution.

File Description	Document
Any additional information	[View Document](#)

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

Response: 78.26

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 18

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 1.8

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.50	1.46	3.35	4.60	7.15

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The Institution's Knowledge resource center/ Library has a stack room with more than 5000 books, textbooks, journals, and digital resources. The Integrated Library Management Software (ILMS) is an automated package of library services that has several functions. It offers Online Public Access Catalogues (OPAC) services like cataloging, searching, Patron management, Acquisition, Circulation, Report generation, indexing of bibliography, Serials management with a full screen graphical web-based user interface. Users can claim the book, reserve the book and renew the books as well as patrons can see their search history, Fines holdings and all other details. They can suggest books from their own account through the library network Content pages of books available in the OPAC search.

Name of ILMS software	Koha
Nature of automation	Partially
Version	koha version 16.11.06.000
Year of augmentation	2018

File Description	Document
Any additional information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college has a well-stocked library with all the prescribed, recommended and reference books as per the university norms. The library has sufficient books to fulfill the academic needs of the students. The total number of books available in the library is more than 5000. In this knowledge era, where apart from course knowledge students need to have additional knowledge on the subjects as well as knowledge on current affairs and general knowledge, the library has subscribed the open source databases like NDL, Internet archives and ERIC. The links for the same are given on library website. Faculty and students make use of the same for their reference work. The library has approximately 187 educational CD's along with 200 project CD's. on various topics.

Year wise library holdings data is given in the following table:

Library holdings
Textbooks
Reference Books
Textbooks (Specimen Copies)
Donated Books
Fiction
Total Books
Journals/ Periodicals

Special Collection in the library:

Sr. No.	Special Collection	Quantity
1	Rare books	00
2	Manuscripts	00
3	Thesis	05
4	Project reports/ Dessertations	460

File Description	Document
Any additional information	[View Document]

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.48

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.33	0.77	0.20	0.062	0.030

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 4.25

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 44

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT infrastructure is a base part of the institution, we have four computer laboratories with internet facility. The college has adequate IT facilities for strengthening the teaching and learning process. Therefore our campus is upgraded with all the necessary IT facilities. The college has 175 computer out of which 105 computers are in the computer laboratory with required software and antivirus.

The computer lab is powered by UPS to ensure uninterrupted usage of power. The lab has LAN facility of all the computers. In order to provide high quality speed of network, the college has 20 MBPS broad band connectivity . LCD projectors are available to provide effective teaching and learning. Faculty use power point presentations, videos etc. in the class rooms to enhance teaching learning process. Scanners, printers, Xerox facility is available and faculty make use of this for the benefit of students.

The college campus is WI-FI enabled. Faculty can access Wi-Fi anywhere in the campus to gain additional information, carry out research activities, and download information related to the curriculum and also to gain further knowledge about their subjects which is then passed on to the students. Students are encouraged to use IT infrastructure in the best possible way to augment their learning and hone their IT skills which is a must in today's environment. The college has installed CCTV in the campus to ensure security and safety. The computers, peripherals and related equipments and accessories are regularly updated and increased, replaced to meet the increasing demand of the teaching learning process.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 5.74

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 35.6

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities

excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
67.77	72.96	62.51	30.85	46.39

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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

Response:

The institution has defined policies and procedures for the maintenance of physical , academic and support facilities their utilization.We have a well defined system and staff for this purpose. The maintenance department is vigilant about the requirements of maintenance of all facilities in order to ensure optimum utilization and financial resources allocated for maintenance. Timely requisitions for repair and maintenance works. Heads of all the departments prepare requisitions for repair works and it is processed properly which will be later on sent to the in-charge of repair and maintenance. The requisite sanction is given by the Principal and the repair works is undertaken by the required technicians. The financial provision is made and proper approval is taken by the management committee and a payment for the same is made. The maintenance in-charge looks after whether the available resources are optimally used according to the priority.

The institution has Annual Maintenance Contracts for elevators, generators, water cooler and intercom.

Procedures for utilization of support facility

1. **Utilization of laboratories:**

   - Students are allowed to make appropriate use of the respective laboratories under the guidance of their faculties.
   - Class wise computer laboratory schedules are followed as per timetable. New requirements are processed through the practical in-charge of respective class.
   - The Network administrator maintains and does the updations required in computer laboratory..
   - Laboratories are made available to students from 8:00 a.m. to 5:00 p.m. Continuous allocation of different batches to laboratories is scheduled according to the lecture timings.
   - Lectures and practical sessions are arranged in such a way that the students should not waste their time. The students are allowed to use laboratories for extra hours if the laboratories are free.

2. **Utilization of Library:**

- Students are allowed to use library for their regular studies and reference work.
- The teaching staff and administrative staff can use the library facilities.
- Faculty can use the library for their reference work.
- Library has its own website, and installed with open source software Koha with the OPAC.
- Library is available for students and staff between 9:00 a.m. and 5:00 p.m. on all working days.
- The students can get two books issued for home lending on the library cards provided to them. They are also allowed to get one book issued on their identity card while they are using the reading hall facility.

The library provides support services to the students and staff members in various ways. Services given by library staff are in the following ways:

a.   Orientation for entry-level students.

b.   Question Papers

c.   Syllabi

d.   Maintenance of newspaper clipping files.

e.   Handling of periodicals, institutional membership subscriptions.

f.   E-books and e-Journals

3.   Sports complex:

We have adequate ground facilities for outdoor games activities on rental basis. In the nearby areas there are three best grounds viz: State Reserve Police Force (SRPF) ground, Maharashtra Mandal Chandrashekhar Agashe Institution, and Turf Club ground. As these grounds are on the rental basis, the repair and maintenance is to be handled by the concerned ground authorities.

The institution has indoor sports facilities like Table Tennis, Badminton, chess and carom etc.

4.   Utilization of Classrooms:

Classrooms are allotted as per the student strength. Lectures and practical are regularly monitored. Maintenance of the classrooms is monitored by the maintenance department and accordingly maintenance work is get done.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 3.39

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

2018-19	2017-18	2016-17	2015-16	2014-15
42	31	39	05	22

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 10.92

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

2018-19	2017-18	2016-17	2015-16	2014-15
31	177	83	75	60

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

    1.For competitive examinations
    2.Career counselling

3. Soft skill development

4. Remedial coaching

5. Language lab

6. Bridge courses

7. Yoga and meditation

8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 10.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
79	301	57	40	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 2.1

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
19	28	22	20	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)
Any additional information	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

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

5.2 Student Progression

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

Response: 19.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
26	40	12	14	46

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 6.44

5.2.2.1 Number of outgoing students progressing to higher education

Response: 17

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 8

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	1	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	0	5	3	0

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

In today's educational scenario the Government and regulatory bodies along with affiliating bodies have made it mandatory to represent the past students as well as existing students the various college committees. As per new amendment of SPPU, the member of alumni should be a member of College Development Committee, member of QAC as per the directives of NAAC and so on. This college observes all the norms, rules and regulations framed by the regulating and facilitating bodies relating to the nomination of the students and their active participation in various college committees.

1. College Development Committee:

In College Development Committee students play a major role for development of college.

2. Student Council- 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 Secretary. The Student Council members and members of all other committees are involved in all college activities. Members of the committees are selected by the faculty members in charge of the committees.

3. Sports Committee- This is headed by the director of physical education of the college, organizes Annual Sports Meet. Student representatives from senior college are actively involved in this committee in planning and execution of all the indoor and outdoor competitions.

4. Cultural committee- Cultural activities are planned by the committee at the beginning of academic year, members include faculty and student cultural secretary. Committee identifies interested and expert students in cultural programs. Proper training, participation of students in the intercollegiate, youth festivals or such other cultural fests; provides larger platform to the students.

5. Art Circle- This includes teacher incharge and couple of student representatives. NSS volunteers and student council members participate in the National fests and celebration of Teachers' Day, Graduation Day, Yoga Day, Tourism day etc. A major objective of establishing art circle is to promote and motivate the student leadership.

6. Grievance Redressal Cell – This addresses grievances of the students' examinations, infrastructure, harassment, ragging, etc Suggestion Boxes are placed in the college at a noticeable location where the suggestions are given by the students. These boxes are opened in the presence of Principal, staff and students representatives monthly and the Grievances are immediately resolved in a satisfactory manner.

7. Anti-Sexual Harassment-Committee is formed for resolving the cases of sexual Harassment and to take proper action regarding complaint. Students are also the part of this committee, so that problem solution gets easier.

8. Library Advisory Committee-The duties of committee include formulation of policies and strategies for the development of the library services and facilities with the active participation of students.

9. Anti-ragging Committee- Anti-ragging Committee will be the supervisory and advisory committee in preserving the culture of ragging free environment in the college with the help of student participation.

10. College Magazine Committee- Committee is formed to create and publish a College Annual Magazine. This committee includes the teachers and students members.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 11.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
12	11	13	10	10

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Arihant College Arts, Commerce and Science, Camp Pune's Alumni Association was formed on 9th Jan; 2016 and registered on 13th Dec; 2019. Alumni Association endeavors to create a sustainable life-long connection between the College and Alumni. Under the stewardship of Principal, the dedicated members of the association work to connect alumni, support students & organize various activities for stakeholders.

Aim – The Alumni Association aims to foster interaction amongst the Alumni, faculty and the present students.

Outcome-

The Alumni Association provides and opens a platform for the former students, current students, teachers and non-teaching staff to exchange views on several aspects related to the development of the institute.

1. Most of the students of the college who comes under economical deprived classes are supported with financial help to overcome monitory constraints particularly in carrying out their educational expense at the institute level.
2. Furthermore, Alumni help present students in form of Guest Lecturer as well as sharing their experiences in corporate world which is also very motivating for the current students.
3. Also alumni provides experts for the workshops, seminars and visiting faculty.
4. There are so many alumni who established their own start up that's why they give placement to our final year students as well as provide internship to the students and help them to complete their field projects in their own organization.
5. They also guide students to go abroad for higher studies and also provide reference for local support through their network
6. Mentoring, assisting and guiding the Art circle students who are participated in various drama

competitions, Inter-Collegiate Youth Festivals and Inter-University Youth Festivals.
7. Assisting in arranging industrial visits, field trips and placement facilities.

The professional Alumni brings fame to the institution by organizing campus interview drives, sponsoring seminars and workshops and providing financial assistance to the economically deprived students.

File Description	Document
Any additional information	View Document

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 12

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	03	03	03	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision:-

Arihant Education Foundation (AEF) aspires to be a leader in every sphere and to be recognized for innovation and quality in teaching and learning process. AEF believes in wisdom expansion i.e. '??????? ??????????' *(pragya parivyapt)* by improving and bringing transformation among students and community, socially and academically through collaborations, innovation and extensive knowledge with skill training for national development.

Mission:-

1. To educate, empower and enrich the students with knowledge and skills
2. To impart value based education to make the students competent, accountable and civilized citizens.
3. To motivate the students for commitment towards the society.
4. To develop moral, ethical, social, aesthetic and democratic values amongst students.
5. To provide a platform for interaction between academicians, industrialists and students for enhancing employability and developing human resources.
6. To prepare students for participating in global scenario and connecting with global issues.
7. To make students skillful and productive for their contribution in national development.
8. To emphasize on developing the emotional and social quotient amongst students.

Governance: The College is governed by Arihant Education Foundation (Parent Institute, here in after called as AEF), Pune. The top management plays a pivotal role in formulating the policy and to creating favorable environment for academic excellence. The top management of this college consists of a group of social workers with expertise in the field of education management. They have established a culture of active involvement in the process of quality improvement. The meetings of College Development Committee (CDC) have become important in decision making on matters related to quality improvement. The CDC consists of representative from management, teaching, administrative staff, social workers, professional industrialists, along with Principal and students, alumni for effective management for administrative and academic process.

Perspective Plan:

The Institute has strategic plan which ensures that the set targets are achieved through accountability process comprising of review, evaluation, reporting and where necessary re-planning. The institute has a perspective plan of development through expansion and enhancement of infrastructure, research and development and commencement of new courses.

Participation of teachers in decision making bodies:

The Principal, HODs, QAC Coordinator, College Exam Officer, Academic Research Coordinator and the faculty members receive freedom to develop academic leadership. The Principal of the institution plays the leadership role along with the top management.

Head of the Departments: - The Head of Departments have complete liberty in handling the administration of the department including the distribution of the workload, monitoring of the teaching – learning and evaluation process.

Coordinator of Committees: - Senior faculty members work as the coordinator of committees for various students support activities. They are given free hand to select the members of committees and to conduct various activities.

Freedom to work on Academic Bodies of University: - The leadership is encouraged not only at the institution level but also at the university level and beyond.

Designing the curriculum for Add-on Courses: - The coordinators of add on courses are given liberty to design the curriculum.

File Description	Document
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The institute trusts in decentralization and team work, so from students to management, all work as a one team. The goals are decided and achieved by team work. Functioning of institute, academics and administration departments have been decentralized by appointing course coordinators. They plan their academic activities, examination schedules and look after its proper implementation. The college firmly believes and promotes a culture of participative management. Various committees are formed for management and faculties to participate actively in management decision making. Committees are formed at the beginning of the year. Work is properly allocated.

Following are the levels that indicate participative management.

CDC:-The College Development Committee consists of management representatives, representative teaching and non-teaching staff along with Principal to take care of effective administration by guiding administrative and academic process.

Principal: The College has a qualified and approved Principal on regular basis.

Quality Assurance Cell (QAC):-The institute has functional Quality Assurance Cell for quality improvement. QAC looks after the quality improvement in Academic and Administrative departments in the institute.

Head of Department: - All academic departments have a Head of Department. Head of Department looks after functioning of the department.

The institution follows hierarchy given as below-

- The Principal conducts a meeting of teaching staff on the first day of commencement of academic year. The academic calendar is prepared. The Principal ensures fulfilment of stated mission by guiding internal committees to carry out several activities throughout the year. The action plans are prepared in the beginning of every academic year and executed as planned.

- In the beginning of every academic year the Principal constitutes internal committees and guides the respective committee heads to design plans of action for the academic year. In the annual review meeting the management reviews the incorporation of action plans into strategic plans.

- The college plans develop both infrastructural and human resources to enhance and facilitate academic and co-curricular activities.

- The Principal appoints chairpersons of various committees (e.g. Cultural Committee, Exam Committee, Research Committee, Time Table Committee, NSS Committee, Annual Curricular Committee etc.) , and its members.

- The Principal conducts staff meetings and allots various duties to all staff-members. The responsibility of various activities is shared among the faculty.

- The college administration and action plans are executed through different committees as per academic calendar. The Principal takes monthly review of the activities through regular meetings.

- The members of management and the Principal interact with various stakeholders such as students, alumni, parents, industry experts, faculty, employers, university personnel, higher education personnel, etc. from time to time.

- The college conducts Parent – Teacher meetings to discuss issues related to students overall performance. An induction programs is conducted in the beginning of every academic year to orient the fresher about the college discipline and various curricular, co-curricular and extra-curricular college activities.

Alumni meet is organized once in a year. Placement cell actively interacts with industry peers. The goals and objectives as laid down in the prospectus are displayed across the campus and hence made visually available to stakeholders.

File Description	Document
Any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Quality Improvement Strategies -
1. *Enforcing a culture of Academic Excellence*

The institution focuses on achieving 100% results by making divisions wherever possible, based on merit to address the diversified needs of the students.

2. Upgrading Existing Courses & Starting Post Graduate Courses

The institute currently has graduate courses with limited specializations by 2024 the college aims to increase the specialization courses in order to provide the students the opportunity to choose the topic of their interest.

BA – Psychology

BCOM – Banking & Business Administration

MSC (CS) – Cloud Computing, Artificial Intelligence, Web Services & Human Computer Interaction.
Our institute for now conducts a post graduate course in computer science only. Our institute aims to start post graduate courses in arts and commerce stream before 2024.

MCOM – Cost Accounting, Marketing, Banking & Business Administration

MA – English, Economics, Hindi, Political Science, Sociology, Psychology & Public Administration

. 3. Promote Research Culture among students and faculty

- **Students**

Project based /centric learning
1. Students will be made to work on live projects such as building website; apps etc. which will help not only to develop skills but also enhance their creativity.
2. Students are encouraged to write and present research papers with guidance of faculty.

- **Faculty**

- **Research Forum**
  a. Invite well known speakers for inspiring speeches, workshops, seminars and training programs.
  b. Encouraging faculty to do Ph. D and reviewing their thesis.
  c. Encouraging faculty to write research proposals.

- **Designing appraisals with weightage on Research**
  Appraisal policies to be designed to give 30 %weightage to faculty with research experience.

4. Upgrading MoU's & Signing New MoU's

Our institute has tie ups with national and international companies and agencies to provide placement and internship facilities to our students. We have signed MOU for placement with PromoBlizz Solutions and iPlus Media Solutions, for BBA (CA) & BCS students.

- **Internship**
  Currently we have placed our hospitality students with the following hotels for internship:
  Double Tree by Hilton,
  Lemon Tree Primere City Center,
  Blue Diamond IHCL Selection Pune
  JW Mariot Goa.

5. Establishing an Incubation Centre

Under Entrepreneurship development cell our college conducts various activities such as guest lectures, training workshops etc. for encouraging our budding entrepreneurs. The institution plans to apply for the mentorship of incubation center of Savitribai Phule Pune University (SPPU) for its students.

6. Faculty Development Cell

The institute plans to start a cell for faculty development.

7. Teaching – Learning Plan

As the institute has ICT supporting infrastructure, the plans is to integrate ICT in teaching-learning.

- Details of quality improvement activities amongst teachers.-

Years	University Level Workshops	State Level Seminar/ Conference	National Level Seminar/ Conference	International Level Seminar/ Conference	Total	
2018-19	3	9	11	-	23	
2017-18	-	4	4	1	9	
2016-17	1	8	12	9	30	
2015-16	3	6	8	2	19	
2014-15	8	10	5	3	26	
Total	**15**	**37**	**40**	**15**	**107**	

File Description	Document
Strategic Plan and deployment documents on the website	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The trust namely Arihant Education Foundation (AEF) Pune, which has founded this college has a board comprising trustees, from which a governing council is formulated having a President, Vice President ,Secretary and other members. They formulate a policy on the important issues of the college like recruitment, infrastructure, courses and administrative reforms, welfare measures etc. They ensure adherence to norms, rules and policies of UGC, State Government and SPPU.

The Institute has the following cells/ committees:

Administration set up – Here all administrative work related to academic, HRM, accounts and records are maintained. The Principal is the Academic and administrative head supported by faculty and administrative staff.

College Development Committee – The Principal is a Secretary and members are from teaching and administrative staff who take all decisions pertaining to qualitative and quantitative improvements of the college.

Admission Committee – Deals with admission related activities like planning for admissions, advertisements in website, posters, hand bills, canvassing, short-listing of the names and preparing a final list.

Library Advisory Committee: This committee decides on the procurement, use and maintenance of

books, magazines/journals, efficient issuing of the library materials to students and staff.

Examination Committee: It takes care about examination work such as; printing of exam paper, preparation of results, maintaining the required record, allotment of exam duties and exam-hall arrangement, exam related grievances, submitting marks to the university.

National Service Scheme (NSS): The National Service Scheme (NSS) has student volunteers, two male faculties and one female faculty Program Officers. NSS is involved in community development and social welfare. The main aim of NSS is to inculcate social values among students, and to provide service without bias. NSS conduct various activities such as special winter camp, blood donation camp, road safety awareness program, tree plantation and other activities.

Grievance Redressal Cell: This is headed by the Principal and has senior teaching, administrative members to redress grievances related to discipline, ragging, sexual harassment and other student grievances.

Anti-Ragging: Institute has Anti Raging Cell to ensure safety and security of students.

Students Development Board: The students' development board of the college is vibrant and organizes various workshops, seminars, lecture series, and social activities, for overall development of students' personality. The college has implemented schemes such as Earn & Learn, One Day Workshop, Special Guidance Scheme, Nirbhay Kanya Abhiyaan etc. for students overall development.

Placement Cell: It guides and assists students to secure jobs through placement drives conducted in the campus. Recruitment procedure- The College follows a formal recruitment process. Job applications are invited from suitable candidates. Applications are screened and candidates are short listed and groomed and mentored by subject experts through personality development, quantitative aptitude lectures and mock interviews. Short listed candidates are then sent for the interview.

Service rules: The College follows the service rules as laid down by UGC, State Government and SPPU.

File Description	Document
Any additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The Student Development Committee works under the aegis of Board of Students Development (BSD), SPPU. BSD looks after the development of students by promoting and coordinating activities. The Student Welfare Committee as per the recommendations of BSD, SPPU, undertakes programs like **Karmaveer Bhaurao Patil Earn and Learn Scheme**, **Nirbhay Kanya Abhiyan, Special Guidance Scheme** and **Personality Development**. The Student Welfare Committee chalks out the plan of yearly activities.

Karmaveer Bhaurao Patil Earn and Learn Scheme. The scheme is at present being undertaken under the jurisdiction of the SPPU. The appointed committee functions in the following manner:

Committee: Nine-member committee was formed under the coordination of Mr. Mangesh Takpire, Student Welfare Officer for the academic year 2018-19. Decisions taken in the meeting were as below:

Meeting Conducted on 06th July 2018: It was resolved to accept application forms till 30th July 2018 and interviews to be held on 10th August 2018.The committee were entrusted with the responsibility for screening of application forms.

Meeting Conducted on 6th August 2018: It was resolved that 12 shortlisted candidates would be called for interview to be held on 10th August 2018 at 11.30 am in conference room. The candidates were also asked to submit the Income Certificate of their guardians.

Meeting Conducted on 11th August 2018: It was resolved to allot the selected 7 students to various departments, office and library as per the requirement. The students were assigned duty hours (3 hrs. per day) as per their academic schedule. Assignment of work was as per competence like Office work and Library was given to students with knowledge of computers and students from Science faculty were given

preference for duties in laboratories.

Meeting Conducted on 28th February 2019: The committee decided to prepare finalized accounts for audit of Karmaveer Bhaurao Patil Earn and Learn Scheme. It was also decided to prepare report of Earn & Learn Scheme required for audit.

Meeting Conducted on 13th March 2019: The committee reviewed the preparation of accounts for submission for Final Audit conducted centrally at the SPPU. The regular meetings of the Student Welfare Committee and resolutions taken have been effective in systematizing working of the committee with respect to the distribution of responsibilities in the successful execution of the programs in general and Earn and Learn scheme in particular.

File Description	Document
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

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

Financial Assistance:

The institute encourages the staff to attend various training workshops,seminars; conferences etc. and the expenses are borne by the institute. During last five years the institute has spent Rs. 21,500/- for financial assistance.

Advance Against Salary:

The teaching and administrative staff sometimes faces the financial problems viz. Medical treatment, domestic issues, children's fees etc. For this purpose it is the policy of the college to provide advance against salary and letter on to recover the same in monthly installments. So also, on the occasion of festivals like Diwali, Dussehra, Christmas, Ramadan Eid etc. The salary advances are given.

Leave Policies:

Casual and duty leaves are given as per the rules. The institute grants duty leave to the staff for various purposes like working as external examiners, attending workshops, seminars, conferences, orientation programmes , refreshers courses etc. If the staff is attending their duties on holidays compensatory off are given to the staff.

Felicitation of staff:

Staff members are felicitated on their achievements to appreciate their hard work e.g. award of Ph.D, M.Phil, NET/SET, Completion of refresher/Orientation courses, award received from the outside organization etc.

Institutional Activities:

Various activities, guest lectures, faculty development programmes and workshops e.g. Workshop on Library Open Sources.

Other facilities:

The benefit of Employee Provident Fund for teaching and non-teaching staff is provided. Management contributes equal share for Employee Provident Fund. The concerned amount is regularly deposited in the bank on Provident Fund Account.

Staff is allowed to use college ICT facilities for their research work. The staff can use internet facility for their research and other academic work. Reprography facility is also provided to the staff. Free of cost blazers are provided to teaching and administrative staff. If any relative or ward of the staff is registered student in our college, they are allowed to pay the college fees in installments.For some personal work the staff members are allowed to go outside, making a proper entry in Movement Register with prior permission of the Principal.

Birthday Celebration:

The Birthdays of staff members are jointly celebrated by felicitating them and offering best wishes on behalf of the college. Felicitation is not made by offering a bouquet in the traditional manner, because it is a sheer wastage of money as well as promoting the dirt. *Instead the college gifts books to the concerned staff to increase habit of reading*.

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

Response: 11.96

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	01	10	03	01

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

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

Response: 4

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	6	7	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)
Any additional information	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 3.79

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	0	2	0

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Faculty Appraisal Procedure:

- The achievements of faculty members are monitored and updated in the college records.
- The appraisal report of faculty is made on the basis of his/her yearly achievements, discipline, quality, etc. and is then submitted to the head of the institute.
- Besides this, the assessment of the teachers comes through the feedback forms filled in by the students which indicate the teacher's performance.
- In addition, the Annual Self-appraisal Forms are filled in by faculty in a specific format, based on which the Principal writes a report and the same are sent to higher authorities.
- Through the Self-appraisal system we evaluate our shortcomings and improve upon them and help to improve the quality of faculties.
- The participation of the teachers in various college affairs is closely monitored by the principal. The head of institution also uses evaluation in an informal way to improve the services of the office staff.
- Faculty Self-Appraisal Form is provided by the management annually. This form consists of many criteria. The staff are required to rate their performance on various parameters. An Annual Self-Appraisal form is provided in prescribed format.

Once the form is returned to the management, it checks each form for their rating and from a predetermined scale decide the increment to be provided to each staff.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college conducts internal and external audits regularly

Internal Audit:

For the purpose of internal audit, our institution has appointed a Chartered Accountant Firm Kalpesh Darak & Company. A major objective of internal audit is to prevent and minimize the financial manipulations in the accounts of institution. So also, to establish a fine system of finance and accounts. To keep a proper check on occurrence of errors and to prevent them before happening is an important task of internal audit. To maintain proper books of accounts, required registers and accounting records is also important job of internal auditor. If any errors fraud or manipulation is noticed during the course of internal audit, it should be shown to the Principal and a proper corrective measure is initiated. As such maintain a financial discipline is a major task of an internal audit.

External Audit:

The External Audit is conducted for every financial year by external auditor M/s. Sanjay S. Rathi & Company (Chartered Accountant Firm) who conducted the external audit from financial year 2014-15 to 2018-19. The Firms appointed as external auditor, conduct an external audit and certify the financial statements viz. Balance Sheet and Income and Expenditure Accounts. The auditors also conduct an audit of Cash Book, Ledgers and Subsidiary Books etc. and report the Management on discrepancies found out. Accordingly, report is prepared and submitted to the management.

File Description	Document
Any additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

Response:

Resource mobilization policy and procedures of the institution

Since our college is a self-financed institution affiliated to SPPU, our resources are quite limited. In order to overcome financial stringency, the college makes utmost effort for resource mobilization. This institution is permitted by government on no grant basis and so fee is the major area to create funds.

College development committee decides the policies by following rules and regulations of SPPU, the fee structure of all the courses and utilizes all the funds for the overall development of the institution.

Strategies for mobilization of funds

- Maximum fee collection is our strategy, for that office bearers along with teachers take follow up of fee from students.
- SPPU always give several scholarships and grants to students and teachers. The departments like adult and continue education, Student Development Board, NSS department, BCUD always give huge amount to colleges and approved teachers for workshops, seminars, research activities, co-curricular activities for students.

- College always tries to get maximum funds from above resources.

For optimum use of funds college adopts following strategies:

- Academic and tentative planning for curricular and co-curricular activities
- College always gives salary monthly, salary register is maintained and salary is given every month in time.
- College always prepare budget of academic year in the month of June and the same is approved by the CDC, so for optimum use of funds, specific provisions are made in budget and those are followed in an year.
- Purchasing for all college is centrally organized every staff member and non-teaching staff has to submit budget for every activity and those purchases are made by college central.
- Teachers always use the funds received by university authorities and other sources properly.
- College is having maintenance department and through that department college maintains everything systematically and in less expenses.

Strategies for mobilization of resources

- Tapping funds from SPPU for seminars and conferences.
- Accepting donations from NGO's and other well wishers
- Sale of admission forms
- Sale of scrap items

Strategies for optimum utilization of resources

- Sharing of equipment and borrowing books of between departments.
- Holding different classes in the same hall at different slots of time
- Upgrading computers rather than discarding them as junk
- Stock verification before issuing purchase order
- Use of Log-book for arresting slot overlapping at Computer Centre & Language Laboratory etc.
- Time-tables are prepared in such a way to make optimum use of the available infrastructure.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The Quality Assurance Cell was established on 12th July 2018 with the objectives to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution and to create quality culture in the institution.QAC has developed mechanism for quality improvement.

Library: -

QAC deliberately takes efforts to improve library facility. It continuously focuses on increasing books and journal in the library. OPEC system is also implemented to give open access to the students and faculty. Books issue – return is done online.

Internet Facility: -

Internet facility with proper speed (20 mbps) is provided to students and faculty in the college premises.

CCTV and Biometric: -

CCTV in all classrooms, departments, offices and other area of campus has been installed. Biometric has been installed for teaching and non-teaching staff attendance.

Students Support: -

QAC has taken sincere efforts to improve student facility. With the help of ERP, admissions, evaluation, results are done online.

Use of ICT: -

Teaching-Learning is the core part of the education and hence teaching aids has been increased significantly. All teaching faculties are asked to use ICT in teaching- learning process. 20 Projectors has been purchased so far to improve the teaching quality.

Committee Establishments: -

To implement decentralization and improve quality across the institute, QAC has established different committees such as College development Committee, Training & Placement Committee, NSS Committee, Library Committee, Internal Complaint Committee and Right to Information Committee etc.

Example 1:

The institution has installed CCTVs in all the classrooms, staffrooms, basements, staircases, warandas, and such other common places to monitor the institutional activities of the staff and students. At the same time this helps security personnel for better security of the premises and properties of the institution. This has promoted discipline among the staff and students as the timings of arrival and departure, their movements within the premises, behaviors etc. are strictly observed through these devices. The security personnel can immediately locate the indisciplinary activity, damages to the institution property which makes it possible to initiate immediate corrective action.

Example 2 :

The QAC has sincerely concentrated on students support activities. We have installed ERP system for the institution w.e.f. 11/03/2017 for efficient and better performance of overall institutional functioning, especially for students support, this includes, digitization of admission process, storing students data systematically, issuing identity cards to students, giving them roll number, generating online exam forms, evaluation process, automatic generation of results.etc. Because of this ERP the students do not have to

waste their valuable time standing in queue, fast action in the process of admissions, enrollment, payment of fees, their academic assessment examination results etc. The administrative staff also has been relieved from stress caused due to such important work which was earlier carried out by manual methods.

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

Response:

The college since its inception has been reviewing its teaching learning process through HODs, faculty monitored by the Principal. The QAC was established on 12/07/2018.The members are senior faculty who belong to various committees such as college development committee, Timetable committee, discipline committee, students' development committee etc.With the help of various committees QAC has been taking sincere efforts for quality enhancement in the institution. From the academic year 2018-19, the college has started implementing the quality policy through QAC. This results in the effective measures being drawn to strengthen the qualitative aspects of the institution. The institutional policy for quality assurance cell can be explain below: -

Review of Teaching Practices: -

Teaching learning process is an integral part of institution and hence QAC has focuses on teaching learning improvement. Faculties are asked to prepare their teaching plan and subject file by Principal and it is monitored by him. ICT is also implemented in the institution as a teaching aids.

Students Outcome & feedback:-

Students' outcome are measured by students actively participation in curricular and extra-curricular activities such as Sports, NSS, Intercollegiate competition etc. Students' feedbacks are taken on regular intervals.

Assessment: -

Assessment of students is done throughout the year. ERP system is implemented for Internal as well as external evaluation. Automated results are generated through ERP system.

Development of Infrastructure: -

Institution has taken efforts for infrastructure development in the premises. ICT, projectors, Digital library ERP system, CCTV's are some initiative taken by institution with the help of QAC.

Add on Courses: -

Apart from Academic courses institute offers some add on and certificate courses such as Personality Development, Skill Development etc. for students which are short term and job oriented.

In-House Training Program: -

For the professional development of teaching and non-teaching staff QAC has taken numerous efforts for professional development programme for teaching and non-teaching staff.

Example 1

Infrastructure and Infrastructural development are most important aspect of any organisation which applies to educational institution also. Accordingly, the QAC is very much keen and sincere of the object. Therefore, the decision was taken to provide ICT facility to all the classrooms. Accordingly, with the discussion between QAC and Management, it was decided to undertake a plan of infrastructural development which resulted in ICT, projectors, Digital library ERP system, CCTV's are some initiative taken by institution with the help of QAC.

Example 2

Add on courses are important for increasing the employability of the students as for the requirements of today's corporate world. Taking into account the needs of industry add on courses are provided for the Students, which are as follows.

1. Personality Development: -

The institute has offered add on course on Personality Development which focuses more on verbal and non verbal communication skills including body language.

2. Skill Development: -

Skill Development courses are offered for students to develop their employability skills.

3. Aptitude Test, H.R. interviews and Mock interview:-

These are given to students for improving their reasoning ability and interview skills.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Incremental Improvement	Year				
	2014-15	**2015-16**	**2016-17**	**2017-18**	**2018-19**
	BA	BA	BA	BA	BA
	B.COM	B.COM	B.COM	B.COM	B.COM
	BBA	BBA	BBA	BBA	BBA
Courses	BCA	BCA	BCA	BCA	BBA(CA)

	BSC CS BSC HS MSC CS	BSC CS BSC HS MSC CS	BSC CS BSC HS MSC CS	BSC CS BSC HS MSC CS	BSC CS BSC HS MSC CS
Research Paper	13	17	24	03	10
Results	48.14	46.00	56.57	56.71	45.85
Students	604	645	963	877	1001
Library					
Books	100	197	216	890	4560
Journals	18	14	10	46 (e-journals)	46 (e-journals)
Expenditure	Rs-3,81,93,173	Rs-3,66,16,624	Rs-2,53,85,944	Rs. 2,66,67,730	Rs. 3,36,85,229
Internet Speed	<5 Mbps	<5 Mbps	<5 Mbps	<20 Mbps	=20 Mbps

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 10

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	2	2	0

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1.Institution shows gender sensitivity in providing facilities such as:
  1.Safety and Security
  2.Counselling
  3.Common Room

Response:

a. Safety and Security:

1. **Security Staff:** We have 24 x 7 Security in the institute. Ex-servicemen (Colonel) directs security staff and security staff is well trained. The security staffs looks after security of the students and staff of the institution. Discipline in all respects is maintained by the security staff under the direction of the Colonel.
2. **CCTV Cameras:** The institution is under efficient CCTV Surveillance with footage backup of 15days. In open premises and Floor-wise, lab-wise, class-wise CCTVs are installed to minimize blind spot hazardous activity, mischief if any.
3. **Anti-Ragging Committee:** For Safety and Security of students, we have Anti-Ragging Committee to spread awareness of ragging and to avoid adverse effect of Ragging in the Institute. Several notices and posters are displayed relating to the law against ragging. As per the legal provision of the law, Committee takes proper action against occurrence of such crime. Students are made well aware of the consequences of breach of law. The short films are also shown to make the students realise the emotional and psychological aspect of the victim and the consequences that are to be

faced by student-criminal.

4. **Women's Grievance Cell:** Women's Grievance cell works for prohibition of issues related to women harassment. This functions during college hours and spreads awareness through poster presentations, making students/employees aware of legal provisions against women harassment. The cell encourages and supports female students and women employees to speak-out for any harassment caused to them. Regular guidance and counselling is provided to female students and women employees.

5. **Self Defence Training Programme:** Self-defence training programme are organized by professional trainers for girl students and women employees under Student Board of Development. Practical training is provided to the concerned.

6. **Internal Complaint Committee:** We have internal complaint committee to handle complaint from students and faculty. Record of complaint registered and action taken is maintained.

 b. Counselling: The functions of counselling cell of institution are -

1. **Register:** A register is maintained for the students and parents who have gone through counselling. Any psychological issues related to students are handled by the cell. Counselling is also provided to parents how to face their wards properly and smoothly. The Parent- teacher meetings are frequently organized by the Cell for this purpose. Progress of the students is shown to the parents after evaluation of internal examinations.

2. **Lectures and related activities:** The institution organizes lectures of the experts for counselling of the parents and the students on regular basis. At the same time such activities are conducted in which the students are participated where a practical training is provided to students to release the stress and tensions.

c. Common Room

1. **Common room for Girl students:** We have separate common room for girl students which is equipped with basic requirements. Privacy and discipline is maintained in this common room.

2.   Sanitary napkin disposal: College has two Sanitary napkin disposal machines located in this common room.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 59841

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 45.01

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 4560

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 10132

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
• **Solid waste management**
• **Liquid waste management**
• **E-waste management**

Response:

1) **Solid Waste Management:**

   Dry Waste:

   • We have placed 30 dustbins to collect dry waste in the campus which are timely emptied in the nearest garbage disposal container placed by PMC.
   • College also encourages use of digital notices wherever possible and instructs employees and students to minimize waste.
   • All the paper waste is given for recycling to the paper scrap dealer.
   • Newspapers were given to old age home to prepare paper bags which they sold to local shops.
   • Under 5s programme, we have cleaned the total campus with an active participation of teaching and

administrative staff and students. The details of the same are as follows.

Wet Waste:

·   Institution has B.Sc. (HS) department which includes two large kitchens. B.Sc. (HS) runs three years B.Sc. (HS) and every year students have two practical in the year, one in each   semester. That makes three practical in a week, which generate 10kg of wet waste. That waste is disposed in "Adhaar Poonawala's" wet waste management truck.

2)   Liquid Waste Management:

 The waste liquid is disposed through the drainage pipes.

3)   E-Waste Management:

   All the Electronic Materials are optimally used and well maintained for a long period of time to avoid excess generation of E-waste. E-Waste if any, are handed over to SHREE   RECYCLERS & CBS E-Waste Recycling Industries which manages to take it for recycling.

File Description	Document
Any additional information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The institution had undertaken a survey for installing rain water harvesting plant by an expert firm "SHREE ENGINEERING" Accordingly a quotation amounting to Rs. 1,11,435/- was obtained. We are planning to install the said plant in near future. The institution has paid an amount of Rs. 1500 towards the survey cost.

The college campus has a proper geographical structure to install rain water harvesting plant because the basement has sufficient slope and convenient space to store the rain water accommodated on the terrace of the building and other areas of the premises. We have discussed a policy for installing rain water harvesting plant with the management. The management authorities are positive for installation of rain water harvesting plant and in the near future certainly we will install the same

File Description	Document
Any additional information	[View Document](#)

7.1.7 Green Practices

- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Students, Staff using:

The college is located at the heart of the city and has almost direct connectivity from almost every part of city and other localities. The college have easy accessibility from city bus stops and Railway Station. There are three major city bus stops under just 300 meters of distance and railway station not more than 2kms. Since college has such a convenient transport facility, most of the students and staff use public transport.

Students and staff staying in the college vicinity and nearby places come walking and on bicycle. Students and staff are encouraged to use public transport through celebrating No-private Vehicle-Day and use public transport.

Efforts made for Green Practices:

Sr. No.	Member	Total
Bicycles	Staff and Students	06
Public Transport	Students	500
	Staff	23
Pedestrian Friendly Roads	Students	12
	Staff	05

Plastic free campus: We conduct several activities to maintain campus plastic free

Sr. No.	Year	Name of the programme	No. of students participated
1.	October 2014	Swachha Bharat Abhiyan	28
2.	August 2015	Cleanliness Drive	69
3.	February 2016	Plastic Kachra Mukta Abhiyan	52
4.	April 2016	Cleanliness Week	40
5.	September 2016	Cleanliness Drive	21

Paperless office:

As far as practicable, Staff uses digital soft copy notes which are sent by email and WhatsApp group. College also uses biometric attendance system and ERP to reduce the paper use in the office.

Green landscaping with trees and plants:

Particulars/	2018-19	2017-18	2016-2017	2015-2016	2014-2015

Academic year					
No. of trees planted	5	-	10	3	2
No. of tree pots placed	5	3	10	23	11

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.4

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
2.21419	0.56474	0.36227	0	0

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	
Any additional information	

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 6

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	1	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 6

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	3	1	0

File Description	Document
Report of the event	
Any additional information	

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 35

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	5	9	8	6

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Independence day:

On August 15, 1947, India got her freedom and finally broke from the shackles of slavery. Our college celebrated this auspicious day with great enthusiasm and proudness on every 14th of August every year. For this programme, the Principal of our college were the chief guest and hoisted the flag at central gate of our college at 8:00 AM. All the staff members and students saluted towards the flag. At last the principal delivered the speech and vote of thanks. He further informed the students about the sacrifices made by our soldiers for the sake of our freedom and safety. At last, sweets were distributed among students and staff members.

Republic day:

The Republic day is one of our honourable events for all the Indians as our constitution was legally adopted. On every year of January 26th our college on this occasion college is opened sharp at 8:00 AM. All the students and staff gather Along with our principal. Flag is hosted at central gate of our college. All the staff members and students saluted towards the flag. Later our Principal addresses all & encourages reading our Constitution. At the end snacks are distributed among staff and student. One of the faculties concludes the program and call the day off.

Teachers Day:

We celebrate Teachers' day every year throughout the country on 5th September. Students express their gratitude and appreciation for their teachers on this day. This day is dedicated to Dr. Sarvepalli Radhakrishnan – second President of India.

Gandhi jayanti:

On the occasion of Gandhi Jayanti, we try to fulfil the dream of Mahatma Gandhi of "Swacha Bharat, Swasth Bharat". Under NSS we contribute by implementing the 5 days program under "Swachh Bharat Abhiyan" in which we conduct cleanliness drive, spread awareness in society, play skits on cleanliness, etc.

Shiv Jayanti:

Chatrapati Shivaji Maharaj Jayanti is Celebrated on 20th or 21st Feb every year in college. Small pooja of the idol of Maharaj. Students come to college with traditional wears and it creates an atmosphere of celebration. After the pooja principal or any faculty address the students promoting to read book on Chatrapati Shivaji Maharaj and implant his thoughts and learn the envision he had rather than just following his attire and growing beard like Maharaj. Few times students have performed "Powadas" (Song which explains glory of the warrior Chatrapati Shivaji Maharaj).

Yoga Day:

The International Yoga Day was celebrated on 21st June at the University campus to usher in peace, harmony, happiness and success to every soul in the world. On the day we call up the professional yoga instructor to conduct yoga session in our campus.

The faculty members assembled at the auditorium. All participants were welcomed by Director, Student affairs; the proceedings were then handed over to the Yoga Instructor.

The Instructor usually starts the session with a prayer and explained how yoga embodies unity of mind and body. The participants thereafter performed various Yogaasans between 8:00.to 9:00a.m.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institute has formed the **purchase committee** which deals with all the purchases made for the college. To maintain transparency the standard procedure is followed which includes inviting quotations from the vendors and giving a purchase order to the best found quotation.

Admissions of the students are also made in the transparent way by providing them with the detailed description of the fee structure. This structure, rules, procedure are followed for any kind of activity viz. Admissions, Examination, Sports etc.

Expenses related to Seminar, Annual Gathering, NSS Regular Activities, NSS Special Camp etc. are properly made and appropriate record is maintained. All the vouchers related to these activities are properly maintained and Lastly these are Audited by the certified Chartered Accountant.

At the end of financial year financial Audit of the college is conducted to find out irregularities if any and to take immediate corrective action on the same. We also have and internal audit system to find out the loopholes in the financial and accounting system and to initiate the timely action for the same.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice:

1) HR Development

2) Drishti-A value orientation programme

Best Practice 1:

Title: HR Development

Goal:

The College has sincere awareness of motivating the employee at every level. Therefore, Institute celebrates birthdays of staff members by felicitating them and offering best wishes on behalf of the college. Felicitation is not made by offering a bouquet in the traditional manner, because it is a sheer wastage of money as well as promoting the dirt. Instead, the college gifts books to the concerned staff to improve a habit of reading. During the last few decades, especially after 1970, human resource in any organization has received a paramount importance for the growth and prosperity of an organization. The management of AEF is sincerely aware of this fact and therefore, we have purposely adopted this practice. Environmental protection has become a crucial national & global issue and therefore, as far as practicable we assume that we should contribute towards environmental protection. Our best practice contributes for proper human resource development as well as environmental protection.

Context:

This practice is aimed at motivating the employee at every level and increase habit of reading among them. These activities are conducted by the college to contribute towards the overall development of the personality of the employee.

Practices followed:

Institute celebrates birthday of every staff member in the institute by felicitating them and offering best wishes on behalf of the college. All staff members gather in the reception office of the institution and Principal felicitates the staff member who is having Birthday. Principal also gives the best wishes and while addressing others principal shares the efforts and good deeds of the staff having birthday.

Evidence of success:

- It has helped the college to develop social harmony among the staff.
- This really gives a moral boost and encourages the staff to do more good and increase dedication in work.

- Staff individually likes this activity as he/she is one who is reason of the celebration.

- The loyalty of the staff towards the institution increases. This ultimately results in retention of the staff for longer period.

Problems Encountered:

- Initially we found that the staff member feels some awkwardness as his/her birthday is celebrated openly which used to be a personal/ family event earlier.

- The birthdays of some members fall in holidays, Diwali vacation and summer vacation. We celebrate such birthdays when college gets started. Naturally, fragrance of such event becomes less.

- The budget for the books to be gifted is having a restriction. Therefore, the outstanding editions which are popular at the globe cannot be gifted as their prices are comparatively higher.

Resources required:

- Funds for conducting the event: Advance intimation is given to the accounts department and library for financial budget and the required book respectively.

- This advanced notice is approved by the principal and accordingly the funds are made available.

- The sanctioned amount of budget is handed over to the event celebration committee and accordingly the expenditure is made.

Best Practice 2:

Title: DRISHTI - A value orientation programme

Goal:

Drishti is working on women's issues, student motivation and social values which cover several aspects to make student a good human being and responsible citizen by conducting various activities.

Context:

This practice is aimed at conducting various activities to create a good mind set of students. These activities conducted by the college contribute towards the upliftment of the student's spirit. This practice includes activities related to issues like cancer, girl child trafficking, child marriage, dowry deaths, acid attacks, eve teasing and molestation in public places, rape, AIDS etc.

Practice Followed:

Drishti organizes the following programmes in college:

1) Mime:

Our students have performed mime subjected **Domestic Violence** at youth festival and in college.

Others issues addressed were **Road Safety, Farmer Suicide.**

Theme of Mime	Number of students	Academic year	
Domestic Violence	11	2015-2016	
Road Safety	12	2015-2016	
Farmer Suicide	10	2016-2017	

2) Skit:

Drishti conducted skit on **situation of people in Old Age Homes**. This skit received the first rank in Youth Festival selection round in 2016-17. It also received a overwhelming response from the audience.

During "Road Safety Week" in 2015-2016 students have performed street play on **Rash Driving.**

Theme of Skit	Number of Students	Academic year	
Old Age Home	10	2016-2017	
Rash Driving	12	2015-2016	

3) Elocution:

We conducted elocution competition in the year 2016 on the theme of "**Gender Equality**" at college level in which our college students have participated actively.

4) Talks: We had arranged talks as follows:

Name of the topic	Name of the speaker	Duration of talk	Duration of discussion	
Sexual Harassment at Workplace	Mrs. Sudhalakshmi Iyer	25 mins	15 mins	
Global Warming	Mrs. Suwarna Kedari	30 mins	15 mins	
Waste Management	Mr. Sangram Kakade	30 mins	20 mins	
Traffic Issues	Miss. Ankita Bankar	30 mins	20 mins	

Air Pollution Index	Mr. Ramjan Varunkar	25 mins	15 mins	

5) Visuals and Films:

College screened motivational visuals and short films on social issues which had great impact on the student in positive way.

College has Screened the following short films:

Name of the short film	Number of students	Acade
Acid Attack (Hydrochloric; Worth)	20	2013-
Road Safety (Caution; AAFSOS)	22	2014-
Impact of ragging (inNOcence; Ragging it hurts)	18	2015-
Ambani (A Great Investor)	20	2016-
Hair Cut (A Fool Spender)	23	2016-
Road Accident (Parents Love You)	25	2016-
40 Feets	27	2017-
Mandi	30	2017-
Matitli Kushti	33	2018-
Caste Away	31	2018-
Hell-mate	29	2018-

College has Screened the following movies:

Name of the movie	Number of students	Acade
Dangal	22	2016-
Pink	20	2016-
Bhaag Milkha Bhaag	18	2016-
Surgical Strike	26	2017-
Article 15	30	2018-

Evidence of success:

These activities have helped the college students in the following ways:

- It has helped the college Student to develop a tendency to avoid negativity and to live life positively.

- Students are made aware of how to react if certain situation arises like eve teasing, molestation, robbery, road accident etc.

- College takes activity based feedback which concludes the positive understanding of topic.

Problems encountered:

- While conducting this practice we observed not all but few students were not serious about the activity and were far from understanding the severity and importance of the themes of films and activities.

Resources required:

- Projector
- Sound Systems
- Original Video Content

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Arihant College established in year 2007, with the vision in relation to Sanskrit statement "???????????????????". College aspires its student to be a leader in every sphere of life. Always try to achieve recognition for innovation and quality teaching and learning process. It also tries to bring transformation among students as well as in community, socially and academically through collaboration, innovation and providing extensive knowledge for the national development.

College is and willing to achieve above things through-

1. **ICT:**
   1. Every Class room here is equipped with projector, screen, computer and black board so that every faculty can utilize it to provide best of the knowledge to the students.
   2. In few classrooms we have Smart board which is used to conduct special lectures and to deliver any complex lecture of computer science in Simplified manner.
   3. Internet facility is also provided in every classroom to search information on any topic in ongoing lectures.
   4. With mic and speakers provided lectures are conducted through live video conferencing.
2. **Social values though NSS:**

- **Regular Activity:**

The major objective of NSS Activities is to inculcate social welfare in students, and to provide service to society without bias. NSS volunteers work to ensure that everyone who are needy, get help to enhance their standard of living and lead a life of dignity. In doing so, volunteers learn from people in villages how to lead a good life despite scarcity of resources; it also provides help in natural and man-made disasters by providing food, clothing and first aid to the disaster victims. Several activities are conducted under the NSS, like tree plantation, cleanliness drives, swachh bharath abhiyan, plastic kachra mukta abhiyan, road safety, women empowerment, Blood Donation camp etc. Rallies and skits on various social issues are also part of regular activities and are conducted under NSS Department. Best Practices, Drishti wherein short films on social awareness are shown to students on which, later they have open discussion related to the issue in the film. It is quite an Eye opener for the student as well as for the faculties. It creates consciousness and sensitivity among student towards society.

- **Special Camp:**

The Annual camps are known as Special Camps. Camps are held annually mostly in the month of

December, funded by the government of India and are usually located in a rural village or a city suburb.

Volunteers are involved in activities such as-

1. Cleaning

2. A forestation/ Tree Plantation

3. Stage shows or a procession creating awareness of such issues as social problems, education and cleanliness

4. Awareness Rallies

5. Inviting doctors for health camps

There are no predefined or pre-assigned tasks; it is left up to the volunteers to provide service in any way that is feasible. Camps typically last for a week or 10 days, although camps for shorter periods are also conducted by NSS. Our college has conducted seven camps till date, three camps in Maan, Tal: Haveli, Dist: Pune and two in Bhivri, Tal: Purandar, Dist: Pune where we have conducted several activities like tree plantation, BCUD Baseline survey, Water conservation rallies, cleanliness drives. Further, we also organize the awareness lectures for the students of school and villagers.Last Camp was at Bhivri village and carried out during 25th Dec, 2017 and 31st Dec, 2017. Inauguration was done by Hon. Sarpanch, Latatai Bhise, Hon. Upsarpanch, Bhausaheb Katke and Hon. Principal of Arihant College of Arts, Commerce and Science, Dr.Bajarang. S. Korde. Mr.Dilipdada Ghisre, Mr.Dattabhau Katke, Mr.Dyneshwar Ghare, Mr.Gulab Appa Ghisre were present for Inauguration. During the Camp, we have planted 21 trees, Conducted Cleanliness drives in Gaonthan (Main village area), temples and historical places, Conducted Plastic Kachra Mukta Abhiyan, Dug 5 Sewage pits, conducted rally on Plastic free environment.

Students organized a lecture for ZP school students on personal Hygiene and Environmental Cleanliness generating awareness among the students. Students also discussed the rising issues they observed with the villagers, regarding use of plastic and convinced them to reduce the same.

3. Special Children Program:

1. Every Year College organizes programme for Special Children like **Make a Wish** and **Divyang Programme**. We Celebrate and arrange different games in such programs and have fun with these children.
2. Arihant National Award was given in Divyang Programme for Special Children who had done extraordinary.
3. Children who are suffering from severe and life threatening diseases are made to come out of trauma mindset and their wishes are fulfilled in 'Make a Wish' programme.

5. CONCLUSION

Additional Information :

Since inception in 2005 Arihant Education Foundation (AEF) is aimed at imparting high quality contemporary education having excellent employment opportunities and entrepreneurship development chances. The outstanding work put into by the efficient and devoted faculty to curve its own niche in the field of education. In the journey of more than a decade, AEF caters to the rapidly changing needs of the society without compromising with the quality and its prime objective. AEF has made a fundamental contribution in the fields of linguistics, business management, Information and Communication Technology, Hotel and Tourism Management.

The wings of AEF have been widening ever since its establishment. All the programs are designed to make the students more practical oriented and capable to face the challenges in this competitive world. With the well equipped infrastructure, facilities of information and communication technology and with the team of dedicated staff, AEF is all geared to take challenges in the era of globalization.

Concluding Remarks :

The college is located in the cosmopolitan locality which promotes harmony among the various caste and religions as well as contributes to the greater extent in the national integration. '??????? ??????????' is an ultimate goal of the parent institute viz AEF which focuses on a spread of knowledge between the larger community. The curricular and extracurricular activates, value added ands certificate courses run by the college, sports and cultural activities along with the extension activities enrich the students to contribute them towards building up of a super power nation. The qualified, very sincere and sustainable staff of the college pour there honest efforts in achieving our goals. We have a strategic planning for expansion and development in the near future which will enable us to achieve our goals more efficiently and effectively.