



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ASIAN COLLEGE OF SCIENCE AND COMMERCE

SR. NO. 28/15/16, NARHE DHAYRI ROAD, PARI COMPANY CHOWK, TAL-
HAVELI DIST.PUNE

411041

www.asianacademypune.ac.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

AAER's Asian College of Science & Commerce has been established in the year 2009 under the aegis of the trust ASIAN ACADEMY OF EDUCATION RESEARCH PUNE which was founded in 2007 by a team of highly talented and experienced professional's which include technocrats, philanthropists, academicians consultants, legal luminary and personalities from sports and social welfare for the very purpose of giving opportunity to students especially from under privilege sectors. The motto of the founders was to developed students by providing excellent education along with developing them holistically to meet the expectation of industry society and the nation in the years to come.

The college has been given permission by Government of Maharashtra on self-finance basis and is affiliated to Savitribai Phule Pune University (SPPU), Pune. In the years starting from 2009 the college has gain the reputation through its activities and is now running 6 programs under SPPU and able to attract students which was meager in numbers at the time of starting.

Vision

The vision of AAER's Asian College of Science & Commerce is to provide all the facilities and training to students enable them to become good managers, entrepreneurs and citizens.

Mission

Provide greater opportunities and access to Higher Education with equity to all the eligible students /persons and in particular to under privileged sections there by contributing to the overall development of the society and the nation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strengths

1. Visionary, supportive and proactive management.
2. Experienced, knowledgeable and dedicated principal.
3. Dynamic, committed and experienced faculty.
4. Well-equipped laboratories.
5. Good rapport with industries.
6. Excellent rapport of the management with statutory and regulatory bodies.
7. Goodwill of the trust in the society.
8. Notable performance of the students in academic sports and cultural activities.

Institutional Weakness

Institutional Weakness

1. Rural background of the students who have had initial education in vernacular language which requires lots of efforts to bring them up to a threshold level.
2. Locational disadvantage in the sense that the village in which college is established has recently been included in PMC area and still the infrastructure in the vicinity inclusive of approach road has not been developed.
3. Since it is self-financed there is constraint in attracting and retaining faculty.
4. No. of research publications is inadequate

Institutional Opportunity

Institutional Opportunities

1. To create talent from scratch.
2. To attract students from all over Pune, Maharashtra, India and Asia.
3. To promoting research culture among teachers and students.
4. To introduce need based Academic programmes which enable students to become global citizens.
5. To create entrepreneurs.
6. To inculcate values among students.

Institutional Challenge

Institutional Challenges

1. To develop analytical skills, competitive spirits and winning attitude in the students.
2. Recruiting and retaining qualified faculty.
3. To improve communication skills of the students.
4. To improve the enrollment of students in all programs.
5. To be an empowering resources centre to the local community.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Aspects

To ensure the mission and vision of the college the curriculum of the university of SPPU is implemented in all aspects and thoroughly along with add-on and skill development courses

Systematically through the following process. Academic calendar is prepared by the college development committee in the beginning of the academic year in tune with the academic calendar of SPPU. A detailed month wise micro teaching plan of departments is prepared by a team of faculty under the guidance and supervision of the HOD of concerned department.

Separate time table and charts are drawn out by the HOD for the faculty of the department for assignment and seminars, internal assessments and evaluation, grading of result, remedial and advance coaching, project etc. A teachers diary is maintained by each teacher which contains individual time tables, class details, details regarding students' performance and achievements, tutorials, remedial and advance coaching given, mentoring done, test papers, practical and lab works, seminars and assignments conducted, invigilation, evaluation and practical duties undertaken, students projects monitor improvisation done on basis of feedback from stakeholders. The HOD's periodically verify the records which is counter signed by the principal.

Apart from the fulfillment of the university curriculum the college also has included

Add-on and certificate courses like Tally, Entrepreneurship Development, Environmental Education, Software Testing, MS-Office, Derivatives Market, SAP-B, JAVA and Robotic for additional skill development of students to make them employable and for sustainable development. Some of the courses were conducted in all the Five Years due to their importance and all the courses received overwhelming response from the students.

Two faculty members were on the Board of Studies in the respective subject of parent university.

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 parent university and college.

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

Teaching-learning and Evaluation

Teaching-learning and Evaluation

It is through this process that the college fulfill its objectives of development of the students academically as well as wholesome development.

This process begins with admission which is done transparently without any bias and on first come first serve basis. In fact to encourage students coming from rural background and also girls students. Students of all caste creed, gender and socio economics background are given admission along with differently able students if any there is no discrimination what so ever in fact socio economically backward students and girl students are given preference. The students at the stage are identify as slow and advanced learners. Accordingly teaching plans are prepared. For which students remedial classes are conducted.

The college has students from other states and also there was a faculty from other state. Bridge courses are taken every year at the beginning of the first term and students are given personal attention by following the mentor-mentee practices. Slow learners are given individual attention and additional teaching. Advanced learners are motivated to participate in various committees and represent the college in academic and extra curricular activities organized by other colleges. Due to the diversity of the students coming to the college the teachers are so selected and trained to ensure that they are able to catered to the needs of the all the students.

The college through the years has Three P.hd's on its roll and all the faculty are ICT enabled and use ICT tools for teaching. Teaching faculty of the college is dedicated, dynamic and experienced. We have student-friendly departments/faculty. Evaluation process and reforms help to increase the efficiency and effectiveness of the teaching learning process.

Continuous evaluation process is done by class tests, tutorials, Mid term and Term End examinations and external examinations as per the directives given by the parent university. The endeavor of the college is to shift from a teaching to a learning institution

Learning outcomes and course outcomes are analyzed systematically by each and every department. As per laid down by the parent university.

Research, Innovations and Extension

Research, Innovations and Extension

The college encourages the staff to engage in research activities and published their research papers in reputed journals. The incumbent principal has done her research in Agro Based Industry and also has undertaken four minor projects and one major projects funded by SPPU and UGC respectively. The trustees are involved in structured and remunerative consultancy and have many undergoing projects with sugar industries in which faculty are also encouraged to be a part of. For research activities the trust has made provision of funds. The college motivates the faculty members to attend conferences, seminars and workshops and also provides the necessary funds for doing so. The necessary infrastructure in terms of labs, equipments and chemicals etc along with books, Journals, E-Journals and Membership of Libraries to facilitate research is provided by the management. One Faculty at present pursuing Ph.D and is given all the necessary facilities. Some faulty have presented papers which have been published in ISSN and ISBN numbered journals.

To fulfill its social objectives and for community development the college is always at the four front of activities and major activities are done through its NSS units comprising 100 students.

NSS camp is held every year in December in Adopted Village where number of activities of community development are under taken and the adopted village is taught health, hygiene environmental awareness and also educated on village administration and issues of national importance. Every year Some of the programs conducted by NSS, Student Development cell and Sport and Cultural Committees are

1. Swaccha Bharath Abhiyana
2. Health awareness and Aids awareness programs
3. Gender issues and women empowerment
4. Environmental awareness programme.
5. Winter special camp in adopted village.

6. Awareness programs on EPIDEMIC like swine flue,
7. Save the girl child, tree plantation
8. Blood donation camps
9. Hemoglobin testing for girls students
10. Girls Safety
11. Traffic Awareness
12. Pollution reduction
13. Go green campaign
14. Ill- effects of Tobacco usage
15. Positive effects of exercise and Yoga
16. Relaxation of mind and reduction of stress

Infrastructure and Learning Resources

Infrastructure and Learning Resources

The college has adequate infrastructure to fulfill the teaching learning needs. Apart from a well designed building having good ventilation, proper natural lights, spacious stair case and corridors and amenities it has 15 classrooms, well equipped physics, chemistry, botany, zoology, Computer and Commerce Laboratories, Two smart class room, 1 library, 1 common room for boys , 1 common room for girls, 1 conference room, Two seminar halls, principal cabin, staff room, administrative block, exam control room and adequate washrooms . The rooms are well furnished with all the furniture fixtures and amenities. The college ensures pure drinking water and has got a water purifier. Two LCD's 3 Laptop's and 45 Computer are available to cater to the needs of faculty and students. The student to computer ratio is 9:1. The library has adequate numbers of books which are as per the syllabus requirement as well as reference book for up gradation of knowledge.

The building along with classrooms and laborites are always kept clean. The equipment's and other fitting and fixture are maintained by out sourcing the maintenance and repairs. If the equipment is damaged or becomes obsolescent it is replaced. The computer department has tie up with an agency for maintenance of computers and peripherals. The college has Wi-Fi and internet connection of 3 mbps. The library at present has 2425 books, and 20 journals.

Student Support and Progression

Student Support and Progression

The college has provided necessary assistance to students, so as to enable them to be equipped with meaningful experiences of learning at the campus. During the last Five years 82 students have been given concession fees by the management amounting to Rs.501000. Overall personality development of the students is the concern of the institution. College facilitates mechanisms like mentoring system, guidance cells - placement cell, grievance redressal cell, SC & ST cells, minority cell, etc to promote the welfare of students, under the guidance of SWO and IQAC. College supports students' participation in various activities through student union and associations as well as through committees, clubs, forums etc. The institution also promotes value based education for students to inculcate social responsibilities and good citizenry amongst student community through extension activities. NSS units are active in the college. NSS camps organized by institution help them acquire various skills and competencies and foster holistic development. Significant methodologies as

enumerated below help students to develop composite skills like data collection, organization, presentation and interpretation of data, usage of IT for preparation of seminar paper and power point presentations. In order to improve the skills of both the students as well as faculty the college every year conducts certificate courses for which the expenses are met partially from donations received from philanthropists and social responsible organizations through their CSR initiatives. During the last five years Rs.1390000 has been received from the donors.

Socially and economically backward students are given all the help and support to avail the various scholarships given by the state and central governments. In addition scholarships to 15 girls students through SPPU is organized every year. Also as a part of our social objectives and responsiveness every year 5 girls from graduation and post-graduation who have got more than 75 % marks their fees are waived for one year. The college has got a tie-up with foreign universities for admitting their students for higher studies to these universities and about 10 students have already gone for higher studies abroad.

Governance, Leadership and Management

Governance, Leadership and Management

The top management has formulated the mission and vision for the college and all activities are directed towards achieving the mission and vision. This is supervised by the top management by taking regular feedback. The governing body takes and suggests major decisions to be taken. The top management ensures that the mission and vision are communicated to all the stakeholders, the top management also decides major policies and strategies to be taken to increase the overall quality of the institution. It is the top management which has decentralized decision making creating a congenial atmosphere, open culture and collective decision making structure, the top management provides infrastructure funds and also the motivation to the staff, the top management has also introduced e-governance and welfare schemes for staff and students.

The College Development Committee takes all the decisions regarding day to day operations of the college, major decisions taken by the CDC are rectified in the governing body meeting. All the rules and regulations and orders and dictates of the statutory bodies are followed strictly, regarding admission appointments and in general there is no discrimination or bias. The management increases the graduation of faculty and staff and also encourages staff to take initiative. There are also routine staff meetings, department meetings, parents teacher association meetings also decisions are taken. Performance appraisal of the staff is done every year to improve their performance and also to encourage them. The principal has been interested with authority to run the college efficiently and effectively. The top management in its quest for excellence has formed the IQAC and decided to get accredited to the by NAAC, for which it is giving the necessary support.

Institutional Values and Best Practices

Institutional Values and Best Practices

The college encourages girls to take higher education and it is a fact that every year the girls outnumber the boys, to ensure safety and security of girls students CCTV have been installed all over the college. Also security guards are present to ensure safety.

There is a bio-metric attendance machine for staff to ensure discipline which is also going to be extended to

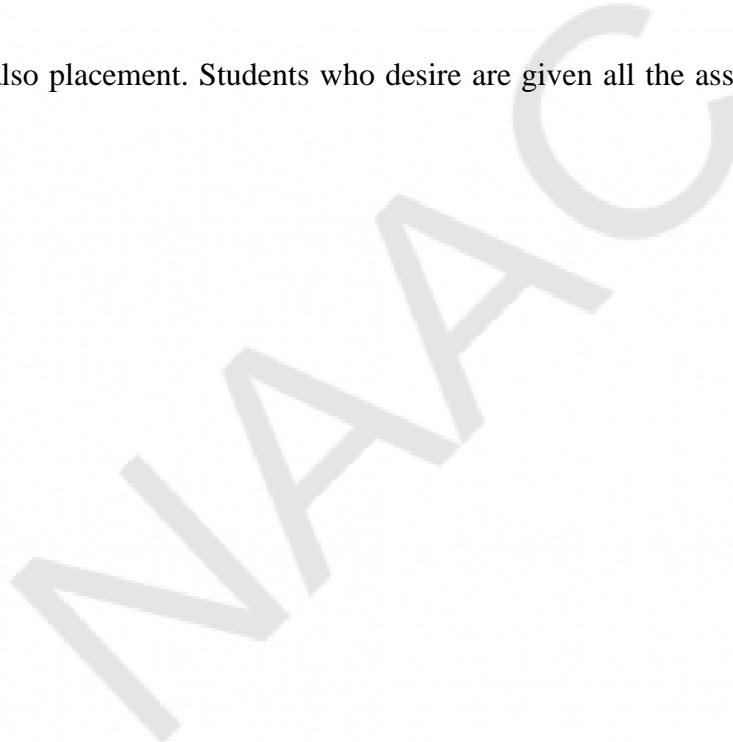
students. Anniversary of great personality are celebrated which leaves an imprint on students mind and helps them to become model citizens. National festival also celebrated which helps the students imbibe cultural values. Programs on gender sensitization are taken. A “No discrimination” policy is followed. No harassment to staff, transparency in admission and faculty recruitment , helps in increasing in values.

Through NSS activities like tree plantation and other social issues are focus on which help in creating responsible citizens.

In the college plastic usage is banned. Student, teachers and staff are encourage to come by public transport.

Students are given opportunities to earn and learn. Very poor students are given scholarship by the trust. Students

are given internship and also placement. Students who desire are given all the assistance for admission top foreign universities.



2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ASIAN COLLEGE OF SCIENCE AND COMMERCE
Address	Sr. No. 28/15/16, Narhe Dhayri Road, Pari Company Chowk, Tal- Haveli Dist.Pune
City	Pune
State	Maharashtra
Pin	411041
Website	www.asianacademypune.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Jayashree Ravi Upadhye	020-24690620	9552570794	-	asianacademypune@gmail.com
IQAC Coordinator	Sagar Bharat Gunjal	020-24690610	9970258851	-	gunjalsagar1990@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

Date of establishment of the college	01-01-2009			
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	Sr. No. 28/15/16, Narhe Dhayri Road, Pari Company Chowk, Tal- Haveli Dist.Pune	Rural	0.51	2473.04

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom, Cost And Works Accounting	36	Twelfth Passed Higher Secondary Examination Board or Equivalent Examination Board	English	360	244
UG	BBA, Marketing	36	Twelfth Passed Higher Secondary Examination Board or Equivalent Examination Board	English	240	44
UG	BBM, Indian Business Environment	36	Twelfth Passed Higher Secondary Examination Board or Equivalent Examination Board	English	240	0
UG	BCA, Computer	36	Twelfth Passed	English	240	54

	Application		Higher Secondary Examination Board or Equivalent Examination Board			
UG	BSc, Computer Science	36	Twelfth Science With Mathematics Passed Higher Secondary Examination Board or Equivalent Examination Board	English	240	18
UG	BSc, Chemistry Electronics Biology	36	Twelfth Science Passed Higher Secondary Examination Board or Equivalent Examination Board	English	360	30
PG	MSc, Computer Technology	24	B.Sc Computer Science Passed from recognised University	English	60	35

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				5			
Recruited	0	1	0	1	0	0	0	0	2	3	0	5
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				9			
Recruited	0	0	0	0	0	0	0	0	0	9	0	9
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				8
Recruited	2	6	0	8
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				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	2	12	0	14

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate	Male	30	0	0	0	30
	Female	23	0	0	0	23
	Others	0	0	0	0	0
UG	Male	232	2	0	0	234
	Female	151	5	0	0	156
	Others	0	0	0	0	0
PG	Male	22	0	0	0	22
	Female	13	0	0	0	13
	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	2	1	2	2
	Female	1	4	1	3
	Others	0	0	0	0
ST	Male	0	1	0	0
	Female	0	1	0	0
	Others	0	0	0	0
OBC	Male	4	7	3	6
	Female	1	2	5	3
	Others	0	0	0	0
General	Male	122	78	151	221
	Female	15	15	43	95
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		145	109	205	330

3. Extended Profile

3.1 Program

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

Response: 07	File Description	Document
	Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
07	07	07	07	07

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
330	205	109	145	68
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

2017-18	2016-17	2015-16	2014-15	2013-14
765	765	765	765	765
File Description		Document		
Institutional data in prescribed format		View Document		

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

2017-18	2016-17	2015-16	2014-15	2013-14
18	12	05	34	23

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

2017-18	2016-17	2015-16	2014-15	2013-14
14	14	13	09	09

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
14	14	13	09	09

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 17

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

2017-18	2016-17	2015-16	2014-15	2013-14
3785709	3035364	1826423	2256601	1564207

Number of computers

Response: 45

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:

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

Response:

The college is affiliated to SPPU and the syllabus of all programs are designed and revised by the university periodically to suit the needs of the industry and society.

The college in order to realize its objective of overall development of students ensures a strict compliance of the university curriculum i.e. syllabus completion within the time frame along with addition of co-curricular and extracurricular activities. Our academic calendar is made in consistent with university academic calendar.

The academic calendar spells out commencement and conclusion dates of each term, workshops, seminars, conferences, guest lectures, study tours, special day's celebrations, activities of NSS, cultural and sports activities. The heads of each department submit a workload statement at the beginning of every Semester based on which the time table is prepared. The timetable committee prepares the class timetables and accordingly HOD's allot departmental work. In turn every faculty prepares teaching plans. Evaluation and assessment is done as per rules prescribed by university and the college follows semester and annual examination pattern as prescribed by the university. The university frames the rules of the conduct of examinations and declaration of results. All this information is displayed on college notice board and the website of the college. The examination committee prepares schedules of internal examinations as per university guidelines and conducts and conveys the marks to the university. For total development of the students the following activities are undertaken – guest lectures on related topics for enhancement of knowledge - workshops seminars and conferences – study tours, class presentations, class debates, etc. To enable all this the college management provides the necessary infrastructure with amenities, the requisite and qualified faculty, well equipped labs, well stocked library, audio visual aids and the funds to conduct all these. The faculty is trained to deliver and the lectures. The documents and records like attendance register, internal marks register, practical records, project work, reports of industrial tours and other tours and evaluation reports that is of tests and internal exams are maintained by staff. Along with these feedback reports are also kept. This is how the institution ensures effective curriculum delivery.

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

Response: 26**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
06	05	05	05	05

File Description**Document**

Details of the certificate/Diploma programs

[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: 16.95****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**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	01	01

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: 14.29****1.2.1.1 How many new courses are introduced within the last five years**

Response: 01

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:** 14.29

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

Response: 01

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:** 72.09

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

2017-18	2016-17	2015-16	2014-15	2013-14
160	118	96	126	54

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

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

The Cross Cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics are included in Curriculum of Savitribai Phule Pune University. The details are as follows.

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

Response: 26

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

Response: 26

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 81.52

1.3.3.1 Number of students undertaking field projects or internships

Response: 269

File Description	Document
Institutional data in prescribed format	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: A. Any 4 of the above

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

NAAC

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: 1.3

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

2017-18	2016-17	2015-16	2014-15	2013-14
04	01	02	00	02

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: 11.43

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

2017-18	2016-17	2015-16	2014-15	2013-14
330	205	109	145	68

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

2017-18	2016-17	2015-16	2014-15	2013-14
1500	1500	1500	1500	1500

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: 1.54

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

2017-18	2016-17	2015-16	2014-15	2013-14
14	11	16	08	10

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:

Response:

The college in its endeavor to give access to higher education to the students from rural areas and also the underprivileged and the needy, it has a mix of students predominantly slow learners.

The college identifies slow and advanced learners through their performance at previous qualifying examination, some personal interaction of faculty with students and class guardian system. 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 helped 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.

Advanced learners are encouraged to participate in numerous challenging academic activities, competitions, debates organized in the college as well as in the other colleges.

Those inclined towards research are encouraged to participate in inter-collegiate research project competitions. The advanced learners are also rewarded by nominating them in various committees as members as well as heads of committees.

2.2.2 Student - Full time teacher ratio

Response: 23.57

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

Response: 00

File Description	Document
Institutional data in prescribed format	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:

Response;

In this college the tried and tested lecture method of teaching learning though prevalent, it is fast being replaced by participative and interactive methods of classroom teaching and learning.

Student centric methods of teaching learning process is done in the following ways –

The students are called upon to be participative in class room sessions .They are encouraged to ask questions and clear their doubts, share their views without any fear of rebuke.

Also the modern methodologies being adopted are –

Presentation by students, teaching with cases, conducting role plays and group discussions, through seminars, workshops and guest lectures, home assignments, field work and projects, internships and study tours etc.

Experiential learning from extracurricular activities by giving opportunity to work in committees like cultural, sports, etc by which students learn and hone the skills of planning, organizing, team building, inter personal skills, time management, logistics and decision making etc.

Students are encouraged to prepare models, charts, collages which are displayed on the notice board or kept for the view of other students at a noticeable spot in the campus. This process will make other students feel motivated.

The students are encouraged to attend seminars and conferences and present papers.

Students are taken on industrial visits to get hands on experience and clarify their doubts on whatever is happening in their related field.

Group discussions, intercollegiate fests, excursions are conducted to promote academic excellence and psychological relaxation to the students.

The digital library has a vast collection of E-books to cater to the needs of the current generation of students who are very much interested in technical gadgets and learning.

Free access to the internet to make the students familiarize themselves with digital libraries, ICT, etc .

Students are given case studies and problem solving topics to encourage them to think out of the box.

Add on courses are given as extra subjects to the students who are ready to empower themselves for the job market.(e.g. Tally , Soft skill etc)

Students are encouraged to take a topic of their own interest and write a paper or do a presentation on that topic to their peers which motivate the other students to cultivate independent and collaborative learning.

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

Industry experts are brought in periodically to enlighten the theoretical knowledge of the students with their practical experience.

Computer science students are encouraged to develop projects in the final year of their studies.

Students are orally guided regarding the various career oriented courses, competitive examinations and special choice based subjects in the beginning of the year.

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

Response: 107.14

2.3.2.1 Number of teachers using ICT

Response: 15

File Description	Document
List of teachers (using ICT for teaching)	View Document

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

Response: 23.57

2.3.3.1 Number of mentors

Response: 14

2.3.4 Innovation and creativity in teaching-learning

Response:

Response:

In this era of technological advancements and use of ICT in most sectors, e-learning is one of the innovative ways in teaching learning in traditional courses also. The college is committed to innovations in knowledge delivery through an optimal use of available technology. The teachers use various innovative methods to make the class room appeal more to the students than the conventional chalk and board class room. The pedagogy used by the teachers is aimed at developing the creative ways to evince interest in the students in the teaching learning process in the following ways -

The teachers conduct group discussions, role plays periodically in the class room to provide an opportunity for the students to understand the subject

The teachers employ experiential learning process such as taking the students on industrial or site visits to make them understand the practical problems and finding solutions to sort them out.

The students are encouraged to participate and show case their business models or products or scientific projects in exhibitions or competitions.

Students in Commerce are initiated and given practical exposure by being sent out to gather sponsorship for the annual college function by fixing a target to be met by them. This will bring out their leadership, team playing; inter personal skills and communicative skills etc. Not only that, it also makes the students more involved in whatever goals they have.

To promote the creative and innovative spirit, the college organizes functions internally as well as sends students to participate in debates, youth festivals and competitions. To commemorate the great leaders and on these days students are encouraged to participate in education debates, Competitions, discussions or go on rallies promoting social awareness, etc.

Advanced learners are encouraged to write in e- journals.

BBA, Science and computer departments have forums where students can exhibit their innovative ideas by developing software; create business ideas and making latest gadgets.

Students are motivated to participate and present papers in conference.

Most faculty members use power point presentation for their lectures.

Various department clubs are conducted every semester to bring out the students individuality and to update the students on the contemporary developments in their respective field of study through discussions or seminar and such activities

Students are encouraged to use E-books and E- Resources.

Students are also motivated to use the internet, You-Tube and such tools to know the latest developments.

They are also encouraged to formulate groups in what's App or in social media to share new ideas and clear their doubts.

Organizing academic exhibition is another practice to make students involve in the preparation of models, charts, posters etc.

Student fests are organized to create awareness on the latest trends on the subject and also to encourage the students to socialize for academic purposes.

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

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

Response: 13.13

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

2017-18	2016-17	2015-16	2014-15	2013-14
04	01	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

2.4.3 Teaching experience per full time teacher in number of years

Response: 21.79

2.4.3.1 Total experience of full-time teachers

Response: 305

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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description**Document**

Institutional data in prescribed format

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response: 2.22**

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	01

File Description**Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

Continuous assessment and evaluation helps to improve the quality to ensure that the student meets up with the prerequisites expected of a graduate. The college is affiliated to the Savitribai Phule Pune University and it adheres to the norms prescribed by the university. The university has both internal and external evaluation to assess the students on various aspects. The students are informed of the internal and external assessment system at the beginning of every academic year. Though the external assessment comes at the end of every semester, the college adopts various methods to assess the students through

continuous internal evaluation. The evaluation process is both conventional as well as modern, depending on the skills of the admitted students which are as follows: The conventional method includes conducting two pre-declared written examinations and the innovative method varies from class room discussions, student seminars, presentations, quiz, etc. The written internal tests are written in printed answer sheets and the records are maintained. The tests are conducted as stipulated by the university norms and the average is calculated as the final internal marks. Multiple written as well as oral assignments are given to the students to cultivate their comprehensive, cohesive communication skills both oral and written. The students are encouraged to use the internet and library to gain knowledge beyond the prescribed syllabus. The final internal marks also include the average attendance, class room performance and the participation of the students in the extracurricular and co-curricular activities. Students are encouraged to be creative in the presentation of their subjects to boost their self-confidence. Each student is given individual opportunity to practice the lab work, so that he/she would be able to perform better in the final practical exams and in future endeavors. In the final year of the course, the students are given the opportunity to do projects and the quality of their skills are assessed by external examiners. The evaluation and assessment system adapted by the university and the college is geared toward mapping the individual capabilities of the students to identify the written and oral expression, comprehensiveness and accuracy of information. It takes into account the individual student's progression and improvement over a period of time over the performance parameters set by the faculty of the respective department. The written examinations, assignments, class room presentations have developed the communication skills and interpersonal skills of the students of the Asian college of Science and Commerce. The college has increased the benefits to the students by adhering strictly to the vision and mission of the institution and improving the quality of the students by the continuous internal evaluation has been the central force behind it.

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

Response:

Response:

Internal assessment for all courses and subjects is done strictly as per university guidelines. The college conducts internal assessment throughout the semester. The results are constantly monitored by the class teacher to ensure consistent performance of the students. Attendance and assignments are also considered.

The dates of the tests are announced in the beginning of the semester. The syllabus which is nearly 80% since it is conducted towards the end of the semester is made known to the students. The test pattern is as per the University semester paper pattern. The tests are monitored by invigilators to avoid malpractices.

The internal marks test and Practical internal tests are conducted for UG and PG courses as per the norms laid-down by SPPU Pune .

To ensure transparency, students are asked to write the tests in answer sheets provided by the college. Answer sheets are evaluated. Post internal tests the students are given the test papers to check whether they have rightly answered the questions and they are justly valued. The relevant subject teachers counsel the weak students to score well in the next exams. The progress of the students is discussed after the test with the students. Assignments include a variety of activities like classroom seminars conducted by the students on each relevant topic allotted to them in groups or as individuals, PPT presentations for the

practical subjects, writing assignments on theoretical subjects for all courses, model making either as business plans and official presentations or in the mechanical field of electronics, software, etc, chart making to explore the creative sides of the students and help them combine art with ability to convey important aspects of the topic, group discussions to improve cooperative quality and also exchange knowledge and surprise quiz to keep the students interested and updated with topics. Allotment of marks is decided by the Class teacher, overseen by the HODs and the principal. After each test, marks card which includes students' score in the tests and their attendance are displayed on notice boards. The procedure is explained to both students at the orientation program. Final CIE marks are displayed in the notice board, before uploading them in the University portal. Students can contact respective subject teachers in case of any discrepancy in the marks which is to be redressed immediately if found to be wrongly valued or entered.

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

Response:

Response:

The college has an effective system to redress the grievances of the students for the internal assessment marks. The mechanism is transparent, time-bound and efficient. The college conducts internal assessments in Answer sheets provided by the college before the end of every semester. The students are given the valued answer booklets and the grievances with regard to less marks are rectified immediately by the subject teacher. The internal marks are recorded in a format as per the norms of the university and college. The final internal marks are displayed on the notice board, before uploading them in the university portal to facilitate the students to know how much they would get as the internal marks when the final results are released. The students are free to approach the concerned subject teachers once the internal assessment marks are released if they are not satisfied with the marks given to them and feel they deserve more for their performance. In case, the student is not satisfied by the teachers explanation, they can approach the HOD and if still their grievance persists they can approach the grievance redressal cell of the college where the Principal and committee members address his/her grievance. In the case of the end of the semester external exam, students are given sufficient scope for the redressal of their grievances to evaluation of different papers in the following manner and system laid down by the University: They can ask for a photocopy of the test paper to check whether the paper is justly valued. In case, the evaluation is found to be defective, the students are legally eligible under the university rules for the reevaluation. They can also make a written request for the rebottling of the marks within the stipulated time, after the publication of the results along with a stipulated fee. The corrections in the final marks card statement also can be demanded by the student in written requisition which shall be addressed by the university as per the norms. The Controller of the examination makes the final decision with regards to exam related grievances at the university level. The college, guides and assists the students for redressing their exam related grievances at the University level. Continuous evaluation ensures student involvement and progress.

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

Response:

Response:

The college is affiliated to the Savitribai Phule Pune University and hence the program prescribed by the university is strictly followed. The university provides an academic calendar that specifies the date of commencement and end of the classes for each semester along with the government holidays. Based on the norms set by the University the Principal, HODs and examination committee decide on the internal examination dates, and the dates for other academic activities like workshop or seminar or ethnic/cultural/food/ sports fests. Regular staff meetings are conducted to ensure adherence to the schedule given in the academic calendar. In case of any untoward and unexpected occurrence due to which a working day is lost the day is compensated on a holiday. Department timetable is prepared by each faculty, facilitating the teachers to allot sufficient time for each subject as per the workload allotted by the University. This timetable is given to each and every student of the department to ensure that they adhere to the schedule. The calendar is well planned in advance and is prepared in a detailed manner. The college functions and adheres to the minimum number of working days and teaching days. On an average the college worked for 180 days per each year in the course of the past five years as per the norms set by the University. A syllabus sheet is maintained every day by the teachers individually according to the classes taken by them as per the college calendar. Departments follow different evaluation outcomes throughout the semester as an indicator of the student performance. The continuous internal assessment and evaluation pattern for the undergraduate students is as follows: The timetable for each internal assessment is prepared well in advance as per the calendar schedule- mid semester exam held in September/October and March/April every academic year. The subject teachers are given ample time to set the question paper as per the university norms. The internal assessment papers are assessed within a short period and papers are discussed with the students for better understanding of how to approach the question properly in case their expectations are not met with by the evaluator. Students are also assessed on the basis of seminars, assignments, practical all tests and projects. A seminar week is allotted for each department wherein the students are encouraged to give presentations in a topic of their choice. Students are encouraged to select topics for classroom presentations which are outside the syllabus but related to the subject to help them gain additional knowledge. The college has developed an excellent work culture and has a team of dedicated faculty guided by an efficient and effective Principal therefore it seldom faces difficulties in completing the curriculum within the stipulated time frame as prescribed in the academic calendar.

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:

Response:

The institution has established the PO,CO, PSO for each program which clearly states the objectives and outcomes. The guidelines are circulated to all faculties and displayed on the notice board for the information of the student.

Teaching is planned in such a way so as to bring out the desired outcomes as stated in the syllabus. Expected course outcomes of all courses are prepared and distributed to the students at the beginning of the

academic year. Students are motivated towards course outcomes throughout the course of the programme by course teacher. The college runs the undergraduate and post graduate programs. The program outcomes have been designed by Savitribai Phule Pune University and we have uploaded on website www.asianacademypune.ac.in.

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

Response:

Response:

The college strives to accomplish the program outcomes program specific outcomes and course outcomes through its academic co curricular and extracurricular activities specially designed to achieve the outcomes. The evaluation results and student feedback ensures that the course objectives are realized. Preparation of teaching plan and of the helps the teacher and the student to focus on the predefined activities to achieve the outcome. Students' progress and learning outcomes are monitored through continuous evaluations, tutorials and laboratory exercises, and live projects/assignments. The College conducts tests in all courses and reviews the performance of students in the faculty meeting at departmental level and in the meeting of result committee under the chairmanship of the CEO. At the end of each semester, student feedback is taken; course wise performance of students is discussed, analyzed and recorded in terms of grades. Weak students are encouraged for special meetings and interaction with the faculty to identify their problems and means to solve them.

Apart from the written tests assignments and seminars are given to the students to enable them to gain more knowledge on the subject. The subjects in which the student seems to lag behind are taken for remedial classes. If the student is from a socially or economically deprived class, they are given scholarships/fee concessions as per the government and institutional policies to enable them to Progress through knowledge which is the motto of the institution. Regular seminars, debates, case studies, quizzes pertaining to the relevant subjects are conducted in the class room to make learning an integrated and interesting process. Various departments and committees develop activities like departmental fests such as Hindi Day, or Science exhibition during fests, chart and model preparations which are displayed in the college premises for a period of time to motivate and appreciate the students to perform and aim higher in their subjects. Extension activities such as awareness rallies, cleanliness campaigns, and such activities enable the students to think out of the box and be creative, proactive and inculcate the values of ethics in students As a result of this continuous and constant mentoring from the qualified and enthusiastic faculty members, the institution was able to make many students to professionally qualified. Many of our students have participated in inter collegiate fests, sports meets of state and national level and have brought accolades to the institution. The extracurricular and extension activates done for the society by NSS also results in the outcome accomplishment.

2.6.3 Average pass percentage of Students

Response: 87.5

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

Response: 14

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

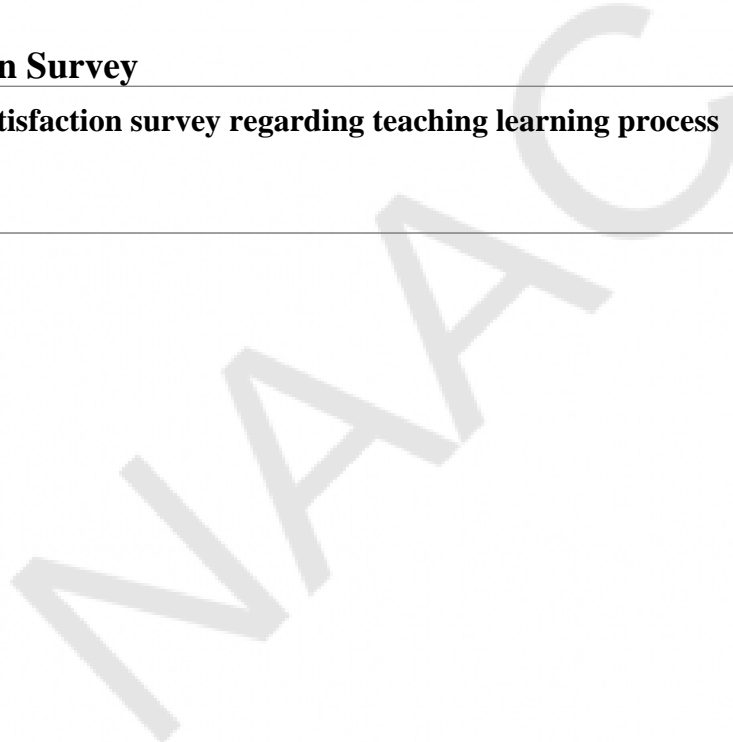
Response: 16

File Description	Document
Institutional data in prescribed format	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)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 7.14

3.1.2.1 Number of teachers recognised as research guides

Response: 01

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

Response: 00

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

Response: 59

File Description

Document

Any additional information

[View Document](#)

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:

Response:

Case studies are taken for B.Com, BBA, BBA(CA) programs. Case studies are simulations of real life situations/ Problems in real life taken in the classrooms. The students while solving the cases have to think creatively to analyze the problems and come out with unique solutions.

Projects are compulsory for B.Sc, B.Sc (CS) and M.Sc (CS) as per the syllabus framed by SPPU. The students while working on the projects have to apply their minds, critically analyze the situation and give suggestions for improvement which again results in creativity.

Visits to industries and making reports with suggestions: For fulfillment of the curriculum requirement students of B.Com, BBA, BBA(CA) , B.Sc, B.Sc (CS) and M.Sc (CS) visit industries, study the processes/ functional aspects and give suggestions for improvisation.

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	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: No

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: No

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

Response: 00

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

Response: 01

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: 0.17

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	02	00	00	00

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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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:

Response:

The institution was founded with a social objective of empowering the underprivileged through higher education. So it is but natural for the management to be sensitive and responsive to societal issues. In order to instill social responsiveness and to achieve the objective of holistic development of students they are motivated to carry out community development activities in the neighborhood.

The NSS (National Service Scheme) conducts annual winter camp in the neighboring villages for 7 days which helps them to mingle with the village and rural people to understand their lifestyles and needs better. Extension lectures on social evils with outsiders are arranged to create awareness among the students.

The students are also encouraged to participate in the following activities. 1) Planting of trees inside the campus as well as in the adopted Villages 2) Free medical checkup camps 3) Blood donation camps 4) Environment awareness rallies 5) Swachh Bharath Abhiyan 6) Awareness rallies on aids, Anti- Tobacco and Drugs. The college library offers books even to alumni in need to prepare for competitive exams and such exams with a minimum deposit to help them in their further studies. All the significant dates such as Environment day, Yoga Day, Teachers Day, wachan prerana divas, etc are celebrated periodically to familiarize students with the value of our ancestors and traditions. The college and the management on its part extends support to the economically deprived students by giving them concession in fees, so that they can get the education to better their life. The study of environmental study as a paper in the curriculum helps the students to gain theoretical knowledge on the concepts that affect the society nowadays These activities enable the students to cultivate the much needed traits like self-confidence, leadership, self-discipline, commitment and devotion, hard work and team work and the same qualities will help them to excel in academics as well. The students accumulate new knowledge, experience changes in their attitude and behavior positively towards the socially deprived or oppressed. The activities kindle the patriotic spirit of the students, develop self-discipline and tend to follow ethics in their personal and professional life.

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**

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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: 20****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**

2017-18	2016-17	2015-16	2014-15	2013-14
04	04	04	04	04

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: 100**

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

2017-18	2016-17	2015-16	2014-15	2013-14
330	205	109	145	68

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: 857

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

2017-18	2016-17	2015-16	2014-15	2013-14
330	205	109	145	68

File Description	Document
Number of Collaborative activities for research, faculty etc	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: 16

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)

2017-18	2016-17	2015-16	2014-15	2013-14
10	02	02	01	01

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

NAAC

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:

Response:

The college was established in the year 2008, with strength of 35 students. During the past 10 years the number of students has increased manifold and this academic year i.e. 2018 – 19 the strength is 425 for which there is adequate infrastructural facilities. At present 6 UG programs and I PG program is being run. The time-table and schedules are so prepared to ensure optimum utilization of space.

To facilitate a healthy teaching learning environment the management ensures that the required facilities are always available with scope for augmentation in future to increase the enrollment of students.

At present the following infrastructural facilities are available –

Sr. no	Particulars	Quantities	
1.	Class rooms	15	
1.	Computer Laboratories	01	
1.	Physics Lab	1.	
	Chemistry Lab	2.	
	Biology Lab	3.	
	Commerce Lab	4.	
1.	Principal's Cabin	01	
1.	Director's Cabin	01	
1.	IQAC Room	01	
1.	Placement Office	01	
1.	Examination Control Room	01	
1.	Faculty Room	02	
1.	Administrative Block	01	
1.	Ladies Common Room	01	
1.	Conference Hall	02	
1.	o	01	
1.	Number of Computers	45	
1.	Number of Printers	07	

1.	Number of Laptops	03	
1.	Student Development Officer's Cabin	01	
1.	NSS office	01	
1.	Store Room	01	
1.	Indoor Games Hall	01	
1.	CCTV SET (32 Camera)	01	
1.	UPS	2 KVA	

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

Response:

Response:

The college management is of the firm view that students need to be holistically developed and then only they can contribute energetically and enthusiastically towards the development of the community, society and nation. For this apart from academics, they should be provided opportunities for sports, yoga, gymnasium and cultural activities.

In the college campus, indoor sports facilities like Table Tennis, Badminton, chess and carom are made available for the students which help in honing their skills as well as help them to relax and entertain themselves in their leisure time.

In addition the college has a hall for Yoga and meditation which helps to keep the mind and body fit and aligned as also to alleviate stress.

For cultural activities a hall of 5000 sq.ft. is available which has a seating capacity of 350. Here the students get the opportunity to showcase their talents and also develop them for use in future.

Since there is a constraint of space for outdoor sports, the college has an agreement with Zeal Education Society Zeal College of Engineering and Research

Address : Sr. No 39Katraj-Dhayari Road Narhe Pune Tal: Haweli(excluding Corporation Area) Dist: Pune : 411041 which is about 500 mts from the college where the students practice and play outdoor sports like football, hockey, kabaddi, kho-kho, cricket and also athletics.

These facilities help in all-round development of students.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc**Response:** 23.53

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 04

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:** 46.65

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

2017-18	2016-17	2015-16	2014-15	2013-14
600000	800000	1000000	1200000	1300000

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:**

Response:

The library has over 2425 books for the use of students and staff. It also has 20 journals and magazines. It also subscribes to e journals. It has membership of through which it gives access to 300 e-books and 300 e-journals to the students and faculty. The library is digitalized using software for easy tracking issuing and keeping record of the books. The computer in the library has internet connection and faculty, students can access books on the net.

Name of the ILMS software- E-Granthalaya

Nature of automation – Fully Automated

Version-3.0

Registered with- NIC

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

Response:

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 2425. 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 subscribes to the following magazines and journals of Journal of Digital Information Management, Financial planning Journal, Indian Management, The Management Accountant, Data Quest, Voice and Data, PCMB(Combo), PCM (Combo), Resonance Journal Science Education, Vigyan Pragati (Hindi), National Geographic etc

For the students and faculty interested in using technology most of the subjects are in the form of CD ROMs also, which the student or the faculty can use in the library. The library has approximately 30 CDs on various topics. The Library has also e-journals 300 in number. Apart from the above resources, the library also has a stock of the reports of the innovative projects work of the students of the degree college. The college has the following rare books /reports for reference to be used in the library for reference by the faculty and students Yayati, Amrutwel, Swami, Me kasa zalo, Aaroygya Prakash, Student guide to income tax etc.

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:** E. None of the above

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

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 88423.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
39968	22700	345808	31068	2573

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

4.2.5 Availability of remote access to e-resources of the library**Response:** No**4.2.6 Percentage per day usage of library by teachers and students****Response:** 33.14

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

Response: 114

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

Response:

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 45 computer out of which 30 computers are in the computer laboratory with required software and antivirus. The computer lab is powered by UPS (2kva) 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 3 mbps broad band connectivity .

Two LCD projectors are available to provide effective teaching for the student. 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 members 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 of people and property.

The computers, peripherals and related equipments and accessories are regularly updated and increased, replaced to meet the increasing demand of the teaching learning process as also increasing number of students as also the obsolescence factor.

4.3.2 Student - Computer ratio

Response: 7.33

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 MBPS

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

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: 13.4

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)

2017-18	2016-17	2015-16	2014-15	2013-14
563311	390000	273800	252700	204700

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	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:

Response:

To create a healthy environment for excellent delivery of the learning process the physical environment has to be kept in good condition and that is what this college believes in.

The class rooms are cleaned regularly and there are persons earmarked for this purpose.

The labs have attendants who keep all the inclusive of furniture equipments etc clean on a regular basis.

Similar is the case with other rooms and halls and corridors etc.

The maintenance of equipments, furniture's and fixtures are outsourced to agencies/ persons who do regular checkups as also preventive and breakdown maintenance.

The library is kept dust free and also books are well maintained. The old books which are of use are sent for binding at the end of the year.

The indoor sports equipments are well maintained and replenished when worn out or lost.

NAAC

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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description

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

Document

[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: 6.58

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

2017-18	2016-17	2015-16	2014-15	2013-14
14	10	07	06	09

File Description

Any additional information

Document

[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: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	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: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
330	205	109	145	68

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students benefitted by VET	View Document

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

Response: No

File Description	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: 62.28

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

2017-18	2016-17	2015-16	2014-15	2013-14
13	09	02	23	13

File Description	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: 16.67

5.2.2.1 Number of outgoing students progressing to higher education

Response: 03

File Description	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: 6.67

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	00	00	00

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	03	00	00	00

File Description	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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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:

Response :

In today's educational scenario the Government and regulatory bodies along with affiliating bodies have made it mandatory to have students present and past in various committees. In the latest statute of the SPPU an alumni has to be a member of the College Development Committee, a student has to be member of IQAC as per the directives of NAAC and so on. This college adheres to all the norms set by the regulating and facilitating bodies regarding nomination of students on various committees of the college and ensures their active participation.

The college has an organized Student Council. Class representatives are elected by students of each class. The members of the Student Council are elected by class representatives. Student Council body consists of a President, Vice-President and a Secretary. The Student Council members and members of all other committees are involved in all college activities. Members of the committees are selected by the faculty members in charge of the committees.

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

Cultural committee- The Cultural activities of the college are planned by the Cultural committee every year. This involves interclass cultural competitions as well as cultural programs conducted during various college celebrations like College Day, Graduation Day, etc. The Cultural committee members include faculty members as well as student cultural secretary. The committee identify students good at cultural programs and trains them for college activities as well as inter college cultural fests. Inter college and intra college cultural activities/competitions involve student representatives and class monitors

. College fests and celebrations- Committees are formed for all celebrations of the college which involves in charge faculty members and one or two student representatives. National festivals include NSS students and Student Council members. Celebrations like Teachers' Day, Investiture Ceremony, College Day, Graduation Day, etc involves class representatives and committee members from all classes.

Grievance Redressal committee: - Grievance Cell addresses all kinds of grievances of the students. Grievances related to examinations, infrastructure, harassment, ragging, etc are addressed by the cell. Suggestion Boxes are placed in the college at a noticeable location and the suggestions given by students

are implemented if possible/necessary. Some grievances are directly brought to the notice of the Principal or the committee members, the student president and other student office bearers of the college. Thus the committee directly and indirectly involves students in the administration of the college.

Feedback- Students are given feedback forms every year to assess the teachers. Teachers are given suggestions to improve or adapt their teaching methodologies in accordance with the students needs. Thus involving them in the administration process.

Various committees- Student representatives are involved in all committees of the college including Women's' Cell, Anti- Ragging Cell, Commerce Club, Anti- Sexual Harassment Cell, Languages' Club ,Eco Club, etc.

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

Response: 171.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
330	205	109	145	68

File Description	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:

Response:

The college has an alumni base which is in regular interaction with the college staff. The alumni association is registered with charity commissioner Pune.

The alumni help the college, during the last five years Rs.1390000 has been received from the alumni.

Some come as guest lecturers and also come for sharing their experiences in the corporate world which is

also very motivating for the incumbent students.

They also help in identifying guest lecturers, resource persons for workshops, seminars and visiting lectures.

They help in placement of the students in their organization or through their contacts in other organizations.

They also help in organizing industrial tours and arranging internships for the students. They also give opportunities to students to do projects in their organizations and also give reference for the same through their network. They also guide students to go abroad for Higher Studies.

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: ? 5 Lakhs

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: 7

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	01	01	01

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	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:

Response:

The vision and mission of the institution as formulated by the Management is as follows –

Vision-

The vision of AAER's Asian College of Science & Commerce is to provide all the facilities and training to students enable them to become good managers, entrepreneurs and citizens.

Mission –

Provide greater opportunities and access to higher education with equity to all the eligible students/persons and in particular to underprivileged sections there by contributing to the development of the society and nation.

All the activities academic and administrative carried out in the college by the Management/Leadership is directed towards fulfillment of the vision and mission of the institution

The Governing body in its meetings takes the major decisions regarding funds to be allotted for various infrastructural requirements, various programs and activities to be conducted. It also takes decisions on new courses to be added, recruitment of faculty and other personnel. The other aspects are involved in its policies on welfare, training of faculty, measures to be undertaken to enhance the reputation of the college by meeting the needs of the society The management has constituted the IQAC of the college to enhance the overall quality of the institution..

The College Development Committee which includes the Principal, faculty, alumni as members also has a Trustee as the President and one or two trustees as members. In this committee all the decisions pertaining to the day to day working of the college, budget, improvements to be done in teaching-learning process, administration etc are taken. The Management gives suggestions as well as gives concurrence on various issues in this committee. The major issues and decisions taken are ratified in the Governing body meeting.

The MANAGEMENT and Leadership is pro-active in the overall development of the college by taking decisions, motivating the Principal, faculty, students, staff and by their participation and presence and creating a congenial environment for smooth working.

6.1.2 The institution practices decentralization and participative management

Response:

Response:

The Governing body which has Trustees as its members takes all the major decisions having far reaching consequences which is then implemented by the Principal, Faculty, staff and students also to a certain extent.

The Management sanctions and provides the funds as requisitioned by the Principal and faculty and staff for various heads to be spent for improvement of the college and for meeting the daily requirements for running the college. The Management also motivates the staff faculty and Principal for giving the best results in all spheres.

All decisions pertaining to the day to day affairs and routine matters are taken in the College Development Committee meeting and again implemented by the Principal, Faculty and staff members.

THE Principal is the Executive Head and all liaisons and interactions with regulatory bodies including Government, community, society and media is done by the Principal in consultation with faculty and staff.

A meeting with the management every semester and monthly meetings or discussions with the Principal enable the staff and students to participate and contribute to the personal as well as institutional growth.

Decentralization is practiced in the true sense and most of the decision making is done by the Principal and committees where decisions are taken in consultation with other members there by making it participative.

The Principal delegates specific authority to heads of various academic and administrative bodies of the college who in consultation with the members take all decisions within the scope of their authority with no interference.

Senior faculty members are given responsibilities to act as mentors and counselors to minimize the centralization of authority, to make decisions and implement them faster which helps to streamline the academic process and progress of the student.

The head of the department has been given all the freedom and authority to decide on the various activities pertaining to academic and administrative work pertaining to their department and are given the responsibility of delegating work to the other faculty in their department.

The department decides the equipment, projects, and activities to be done for the academic session under the guidance of the HOD or the senior faculty member. The departments put up the proposals to the principal regarding their requirements. They are in turn put up to the management for necessary financial sanction. After sanction, execution is the sole responsibility of the management.

The students take an active part in the governance of the activities in the campus. The students are also encouraged to do so by the management. A student is a nominated member of IQAC where in various decisions for qualitative improvement of the college is taken and the students suggestions are considered.

There are also various student committees and committees which have maximum student members like student council, class committee, cultural committee, sports committee, NSS etc where decisions are taken by the students and endorsed by the Management.

6.2 Strategy Development and Deployment

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

Response:

Response:

The vision and mission of the college is to give access to higher education to the students from rural areas and also to the underprivileged and needy. So the earlier plans were to increase the number of courses and intake and also provide quality education. Steps were taken in this direction and number of courses which were 3 courses initially was increased to 7 courses at present. Similarly, number of students which was 35 in number initially was gradually increased and is 425 at present. To achieve this infrastructural requirements. Computers, faculty, books, equipments etc were augmented. To ensure equity, under privileged and girl students were given scholarships either from Government and also from the college.

The perspective plan for the next five years is as follows –

Increasing the number of Computers and peripherals and also up gradation of the computers.

Renovating the infrastructure.

Adding to the number of books in the Library

Starting book bank..

Increasing the number of rare books.

Digitizing the Library.

Increasing the number of magazines and journals.

Increasing the number of faculty.

Training of faculty by deputing them for courses, conferences, seminars etc.

Motivating faculty for research and paper presentations.

Giving more incentives to the students for participating in curricular, co-curricular and extra curricular activities.

Increase add on courses.

Strengthen the placement activities by training of students.

Extensive use of ICT.

To obtain financial assistance from RUSA.

Major perspective plan is in a couple of years shift to own premises on a one acre land having state of the art infrastructure with scope for additional courses, and students. Also, having a green and plastic free campus with rain water harvesting, waste water recycling for use in gardens, solar plants for electricity etc.

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:

Response:

The trust namely Asian Academy of Education and research Pune which has founded this college has a board comprising trustees, from which a governing council is formulated having a President, Secretary and other members. They decide on the main issues of the college on aspects of recruitment, infrastructure, courses and administrative reforms, welfare measures and academic reforms. 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, personnel, accounts and records maintained. The Principal is the Academic and administrative head supported by faculty and non teaching staff.

College Development Committee – The chair person is the Trustee and the Principal is the Member-Secretary which takes all decisions pertaining to qualitative improvements of the college.

Admission committee – deals with admission related activities like advertisements in website, posters, hand bills, canvassing etc

Library Advisory committee – This committee decides on the procurement, use and maintenance of books, magazines/journals and facilitation of utilization of the Library.

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

Women Cell: It works for gender equality and welfare of women (employees, students) under the guidance of the Committee Head (Principal). All issues and grievances are addressed and resolved in this committee.

National Service Scheme: .This has students along with one gent and one Lady Faculty and is involved in community development and social welfare.

Grievance redressal cell: This is headed by the Principal and has as its member's senior faculty including

lady faculty 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' welfare department: It has various clubs, such as literature club, music club, art and craft club, dance club, photography club, social service club, social media club, web designing club and sports club. All these clubs work, under the supervision of assigned faculty members from all departments. Here students learn various skills depending on their interest.

Placement Cell: It helps and guide students to secure jobs through placement drives conducted in the campus.

Recruitment procedure- The College follows a formal recruitment process. Job specification for the vacant position is identified, advertisements are placed in the newspaper and in the college website and applications are invited from suitable candidates. Applications are screened and candidates are short listed for a personal interview followed by demo class which is monitored by subject experts. Selected candidates are inducted to duty with an appointment letter.

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

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: A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

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

Response:

Response:

For fulfillment of the mission and vision and for smooth functioning of the college, developing leadership abilities, a number of committees are constituted such as –

Sl. No.	Name of the Committees	Date of meetings	Resolution	Implementation
1.	College Development committee	20 June 2018	Allocation of funds for NAAC accreditation	Disbursement of funds
1.	Internal Quality Assurance Cell	02 May 2018	Formation of Committee for NAAC accreditation	IQAC Committee as per NAAC guidelines
1.	Admission Committee	20 June 2018	Increase admission number to five hundred during 2018-19	Committee conducted work allotment
1.	Finance Committee	23 June 2018	Approved the budget and allocated funds	Budget allocation
1.	Examination Cell	25 June 2018	Scheduled the internal and external examinations and results.	Examination work done.
1.	Student Welfare Committee	26 June 2018	Planned the various programs for 2018-19	Programs identified responsibilities for different activities
1.	Placement Cell	27 June 2018	Decided on the Companies.	Interaction with companies
1.	Library Advisory Committee	28 June 2018	Number of books and journals to be purchased.	Books Purchased
1.	Sports and Cultural Committee	29 June 2018	Arrange sports and cultural programs	Events identified responsibilities given

6.3 Faculty Empowerment Strategies

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

Response:

Response:

The management has a social objective towards its employees, hence tries to keep the employees satisfied by giving them salary and perquisites as per the norms prevalent. In order to motivate the employees for giving their best, they are given financial and non – financial incentives.

In case of emergencies, advance is given to the teaching and non-teaching staff. Free Tally, Entrepreneurship Development, Derivatives Market, Software Testing , SAP-B One Model, JAVA, Robotic computer awareness training given to teaching and non-teaching staff. Felicitation of staff on their achievements. During the last five year 18 faculty members were participated in 8 National and State level Conferences organized by affiliated colleges. For this purpose TA/DA was borne by the college amounting to Rs.41300. Leaves including casual, medical, maternity etc are given as per rules

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: 35.31

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

2017-18	2016-17	2015-16	2014-15	2013-14
05	05	05	03	03

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: 3.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
04	04	03	03	05

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	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: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
14	14	13	09	09

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

Response:

The college follows the performance based assessment system (PBAS) of UGC as prescribed in its regulation of 2009 and consequent API of SPPU.

There are self appraisal forms to be filled up by teaching and non teaching staff every year.

For non teaching staff – appraisal is done on the quality and quantity of work, nature of work, sincerity, devotion, skill sets, efficiency and contribution to the overall improvement of the college. They are also

appraised for any outstanding contribution and their team working abilities. Informal appraisal of the non-teaching is done regularly by the Principal, department heads by observation and interactions with them.

Appraisal system/policy for teaching staff:

Faculty is given a self appraisal form annually which elicits the following information –

Work load, lesson plans, result analysis of subjects taught, papers published in national, international journals, research done, Workshops, conferences, seminars attended and conducted, ICT use in teaching learning, Industrial visits, Reference done for teaching, enhancement of qualifications, examination work done, administrative work done, punctuality and regularity, participation in extension activities, team work and interpersonal relations with other faculty and staff.

Faculty appraisal is also done through student feedback mechanism. A feedback format prescribed by NAAC with specific questions is distributed to evaluate how far the teacher had been successful in reaching out to the advanced as well as the slow learners in the classroom. This is further intimated to the concerned faculty in the academic meeting and suggestions for development or appreciations are made.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

The college conducts internal and external audits regularly

Internal Audit is done by internal auditor of the institution Mr. Chandrakant Bhausar and any irregularities found are complied with. The internal auditor also ensures that proper books of accounts are maintained.

The Statutory Audit is done for the financial year by Prakash Dhekane & Company Chartered Accountant who have been appointed by the Governing body and they finalize the accounts by preparing the Income and Expenditure statements and Balance sheet

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: 13.33

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

2017-18	2016-17	2015-16	2014-15	2013-14
3.15	2.62	2.90	1.25	3.41

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

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

Response:

Response:

The college is run by a trust and the trust has a systematic policy for mobilization of funds and ensure optimal utilization of resources.

The college is a self finance institution. It is now taking measures to get itself included under 2(f) and 12(B) of the UGC Act. The main source of funding for the college is the fees collected from the students. Budget is prepared as per the requirements of the various departments. This budget is reviewed by college development committee and monitoring and implementation is done by the accounts department.

Other sources of funds are contribution of Alumni, philanthropists, and the Management/Trustees who contribute to meet the requirements whenever the need arises.

Since funds are scarce there is a frugal approach in allocation and priority is given for development of students and fulfillment of their needs.

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:

Response :

The Internal Quality Assurance Cell (IQAC) established on 02/05/2018 has developed mechanisms in Academics like –

Increase in use of ICT in teaching – learning process Further improvements in remedial teaching Introducing peer feedback system. Increasing the strengths of Admission and Academic committees. And in Administration by - Involving more faculty in administrative work Strengthening the

Placement committee. By starting the process of registration of Alumni Association and increasingly reaching out to Alumni.

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:

Response:

The college since its inception has been reviewing its teaching learning process through HODs, faculty monitored by the Principal and implementing its quality policy.

From the academic year 2018-19, the college has started implementing the quality policy through IQAC. The IQAC was established on 02/05/2018 and the members are senior faculty members who belong to various committees of the college such as academic committee, discipline committee, college development committee, feedback committee, library advisory committee. This results in the effective measures being drawn to strengthen the qualitative aspects of the institution.

Some of the areas where reforms have been suggested are- Improvement of Teacher quality and teaching quality. Improvement in continuous internal evaluation process. Increasing the skills of students and making them employable. The reviews shall be done periodically to assess the outcomes and the measures shall be modified accordingly.

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	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:

Response:

The college started in 2009 which were 3 Programs initially was increased to 7 programs at present. Similarly, number of students which was 35 in number initially was gradually increased and is 425 at present. In the last five years lots of initiatives have been taken and the developments/incremental improvements made are as follows.

Programs started 6 UG and 1 PG. Certificate courses started 26. Increase in number of faculty from 9 to 14. Increase in number of students placed from 13 to 47. Increase in extension activities 11. Increase in number of books 1367. Increase in number of computers 45. Increase in number of laptops 03.

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: 20

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

2017-18	2016-17	2015-16	2014-15	2013-14
04	04	04	04	04

File Description

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:

Response:

The college is run by a trust, the President of the trust is a Lady. Thus, it is imperative that the college culture is so developed as to be sensitive towards women issues, treat them as equals and give them all equal opportunities and in fact empower them. This has resulted in girl students outnumbering male students every academic year. The college campus is made safe and secured for both female students and faculty and all women employees.

Towards this end, the college has security guards, CCTV surveillance and also arranges lectures, programs on gender sensitization, woman empowerment and related topics. Also, various cells and committees are in existence like Anti ragging, sexual harassment which safeguard the safety and security of girl students and women employees.

Moreover, the trustees and Management in all interactions, lectures, meetings impress upon one and all that gender equality is to be practiced to the letter and any violation of this will not be tolerated.

Counseling-

The girl students are counseled regularly by the Principal who is a lady, by lady faculty and are always encouraged to share their problems with the faculty and Principal. In case it is required arrangements of a professional counselor has been made.

Ladies common room

The college has made provision for common room for girls which has the required furniture viz. chairs, tables, bed, papers magazines, indoor games.

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: 35

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: 41.67

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

Response: 50

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 120

File Description**Document**

Details of lighting power requirements met through LED bulbs

[View Document](#)

7.1.5 Waste Management steps including:

- **Solid waste management**

- **Liquid waste management**
- **E-waste management**

Response:

Response:

There has always been strict warning by the management to generate minimum waste in the campus. As a matter of environmental awareness, social objective and State Govt. directive, use of plastic is banned in the campus

Dust Bins are placed at all prominent places throughout the college.

Solid waste mostly in the form of paper is collected in waste paper baskets and put in trash cans to be collected by corporation employees for disposal.

Old computers and other electronic gadgets and equipments are sold to junk dealers dealing with e-waste material.

Liquid waste from labs are collected and given to agencies dealing in waste chemicals. Waste water and sewage water are send through pipelines connected to corporations sewage lines which is then treated and released in the rivers .

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Response:

Though Pune city has the provision of water from four dams constructed in the catchment areas which ensures sufficient supply of water throughout the year, it has been observed that due to deficient rainfall sometimes, there is a shortage of water. Moreover, the water has to be provided to other parts of Pune district and also for irrigation purposes in the rural parts of Pune district which results in a short supply during summer.

Through the years innumerable bore wells have been drilled and excessive use of borewell water has drastically reduced the water tables which in turn has had a detrimental effect on the ecology and environment and degradation of the soil quality. This has brought about a crisis situation and in future could result in a water crisis having magnanimous proportions.

The college has been established with a purpose of service to society and in tune with this has taken cognizance of this grave problem and has put in the measures of water harvesting by collecting the water on the terrace and putting it in the borewell thereby ensuring that the borewell is charged throughout the year. This also helps in recharging the borewells in surrounding areas.

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:

Response:

The college is located close to Dhayri Bus depot which is a PMPML bus terminus from where bus routes all over Pune city start and terminate. This college is about one km from this depot. Since such an excellent and convenient commuting facility is available for staff and students coming from all parts of Pune, the college advises the staff and students to avail this facility which most of the staff and students are doing. From this terminus, transportation is available till the college and some students even come by walk. Moreover, some buses ply from very close to the college which is convenient for many staff and students.

Students and staff staying in the vicinity and nearby places come by walk and the use of own vehicles is kept to a minimum. PMPML also has in its fleet buses only for women. This option is also availed by the girls and lady staff of this college.

Some students staying within 3 kms from the college are encouraged to come by bicycles and the college timings are so arranged that the concentration of traffic is low at both the commencement and ending of the classes thus making it safe for the students

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response:** 0.53

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)

2017-18	2016-17	2015-16	2014-15	2013-14
15000	14000	12000	11000	10000

File Description	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	View Document

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

Response: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	01

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

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

Response: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	01

File Description	Document
Any additional information	View Document

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

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

Response: Yes

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

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

Response: Yes

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**Response:** Yes**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:** 17

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

2017-18	2016-17	2015-16	2014-15	2013-14
04	04	04	03	02

File Description**Document**

List of activities conducted for promotion of universal values

[View Document](#)**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities****Response:**

Response:

It is a matter of pride for all citizens of this country to celebrate our national festivals and remember our great leaders and their contribution on their birth/death anniversaries.. In our college it is a tradition to celebrate the days and pay tributes to the great souls. By doing this we ensure that our rich heritage is carried forward to the future generations. i

Independence Day : It is celebrated every year on 15th August with flag hoisting followed by national anthem , lecture of chief guest and patriotic songs.

Republic Day: India celebrates the Republic Day every year on the 26th of January since 1950, when Constitution of India came into force. On this day also national flag is hoisted followed by national anthem , lecture of chief guest and patriotic songs.

Maharashtra day : celebrated every year on 1st May to pay tributes to the founders of this great state. .On this day also national flag is hoisted followed by national anthem , lecture of chief guest and patriotic

songs.

Gandhi Jayanthi: One of the most popular occasions in India and one of the three national holidays, Gandhi Jayanti is celebrated in our college campus on 2nd October of every year to mark the birth anniversary of Mahatma Gandhi. Gandhi was also popularly known as the Father of our Nation, Bapu or simply Mahatma. The day is declared as a national holiday and all schools and offices are shut on this festival. The principles of truth, non-violence and honesty are remembered and widely publicized among the students of the college.

Ambedkar Jayanti / Birth Anniversary of Dr. Bhimrao Ambedkar : This is celebrated on 14th April every year to pay tributes to the architect of Indian constitution and for spreading his message of equality, liberty and justice.

Rashtriya Ekta Diwas (National Unity Day) : It was introduced by the Government of India and inaugurated by Indian Prime Minister Naraendar Modi in 2014. It is celebrated every year on 31st October the birthday of Iron man of India Late shri Vallabhai Patel who made it possible to keep this large and diverse country of ours united.

Teachers day : is celebrated every year on 5th September the birthday of our Late President of the country and a great scholar and teacher Shri S Radhakrishnan. The students of this college come together and honour their teachers.

Yoga day : is celebrated every year on 23rd June which is organized throughout the world to align the mind and body , relieve stress and keep every body relaxed. In our college, we invite an expert who guides and demonstrates the various yoga exercises to the students , faculty, staff as well as people from the vicinity.

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

Response:

Response:

The mission and vision of the college which is communicated throughout the organization and to the stake holders rests on the pillars of access and equity in admissions to all eligible irrespective of sex, gender, socio economic status, urban-rural, and similarly development of all with no discrimination whatsoever. This is achieved by the college by maintaining transparency in all its functions.

Admission – is given to all eligible students without any partiality or bias. The fees are charged as per the norms which is mentioned in the prospectus. No extra amount is charged during or after the admission. A committee decides on the selection of a student and it is a collective decision. Even refund of fees in case of cancellation of seats are done as per the rules laid down by the University.

Academic – All teaching learning takes place on the fundamental principle of equity. Evaluation is transparent and there is no bias in the evaluation process.

Financial-- All transactions are done through bank. The purchases are done through a committee. Budgets are prepared and it is ensured that the expenses deviation are kept to a minimum from the budgeted. There is an internal and external audit done every year.

Administrative – Most of the administrative work is done by committees. Work done individually is monitored at higher levels.

Auxiliary –All of the auxiliary work is done by committees wherein decisions are collectively taken and are transparent.

7.2 Best Practices

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

Response:

Response:

I] Title – Mobile Teaching Program

Objective of the practice – The college was established in Dhayri which has recently been included in Pune Municipal Corporation jurisdiction. Thus this area and surrounding areas which are located in the proximity of Sinhagad Fort are mainly in the hilly and tribal belt and thus deprived of basic necessities, facilities, opportunities and amenities. The Management deliberately established this college in this region with a social objective of bringing about a socio-economic transformation of the region predominantly through education.

A socio-economic survey was conducted in three villages namely Panshet, Rule and Khanapur from where students have been taking admission in this college. The objective of the survey was two-fold - to study the socio-economic profile of the people/families staying in these villages to study the need for training/ orientation to people staying in these villages. The findings showed that there was a dearth of qualified and experienced faculty as well as teaching for 10th and 12th standard students. This adversity was converted into an objective by the Management to fulfill the learning needs of the students in these villages by providing the necessary teaching.

The context – The college through its survey realized the pressing need to provide the teaching and teaching aids to the students of the schools and junior colleges of these villages. However irrespective of the noble intentions and single minded responsibility to achieve its social objectives the college faced lots of resistance initially which were slowly overcome.

There was a skepticism in the minds of the villagers and the Sarpanch as to the intentions of the college and there was a question of why would anybody do any service without any selfish motive.

Also, it was difficult to motivate the students and their parents to attend the classes as the outcome for them was uncertain.

It was also difficult for the students to get acquainted with a new person teaching them as also to be able to relate with him and get used to his teaching.

For the teacher also it was difficult to motivate the students to attend and learn as also to understand their levels of learning.

Moreover the electricity supply was intermittent and also the schools lacked the lab equipments.

The Practice – In spite of all the constraints and the psychological block the college went ahead with the practice. Initially to get the permission was a daunting task which was overcome and then the actual implementation was also not easy as mobility was difficult in some villages, the travel time was also high and getting maximum students to attend by gaining their confidence was time taking. It was found from the survey that Mathematics was a stumbling block for the students in general. Teaching a subject which the students found difficult and loathed was a tough task. However the initial talks revived the confidence and then favorable word of mouth increased the number of students response.

The Management had the task of motivating the faculty to undertake this tough assignment which they were successful. The teachers were supported by – providing them vehicle for to and fro travel to the villages earmarked. – they were provided with laptops, mikes and equipments required for conduct of practical's –the villagers were coaxed into providing food and hospitality. – the Management ensured that the remaining staff shoulder the workload responsibility of the staff deputed to the villages so that the students of this college do not suffer and the deputed staff are reduced of the burden of their share of work in the college.

Accordingly a plan was worked out and the details are as follows-

In Khanapur village in Mahatma Gandhi school and junior college of commerce, about 200-250 students of 10th std were taught Mathematics from 23rd to 25th January 2018 by Prof. Prashant Mandakhlikar.

In Rule village in Matoshri Sonabai Ramchandra Dedge vidhayala about 120 to 150 students of 10th std were taught Mathematics from 30th – 31st January 2018 by Prof. Prashant Mandakhlikar

In Malkhed village in Kalbhairav Madhyamik Vidhyalaya, about 150 students of 10th std were taught Mathematics by Prof. Prashant Mandakhlikar on 30th January 2018.

In Panshet village in Shri Shivaji Veer Baji Pasalkar High School, about 225-250 students were taught Mathematics by Prof. Prashant Mandakhlikar on 30th January 2018.

It was a successful venture and was appreciated by the students and the villagers.

Evidence of Success – The target set was in four schools in four villages where there was a real need for teaching of Mathematics subject. Around 700-800 students who were in dire straits were targeted and this was accomplished. The success was seen in the classrooms during interactions and also from the the feedbacks received from the students, parents and village elders. An appreciation letter was received and the villagers have asked to conduct such classes in the coming years for more subjects, more students, and more schools in more villages. This in itself is a testimony of the success of this program. The results in the board exams of the schools have improved significantly.

The villagers have also agreed to make more arrangements and the schools managements are ready to make infrastructural improvements for better teaching-learning.

The program to be made more successful in future will be planned meticulously by obviating the shortcomings found during the current year. Some of the suggestions have come from the villagers which shows that they want to continue with this and are happy with it. The very fact that there is an overwhelming response proves that the program was sasses.

Problems encountered and resources required – The problems encountered were manifold right from getting the permission due to their misgivings regarding our intentions. Distance and commuting was a problem. Lack of infrastructure was a problem. Gaining the confidence of all was a huge problem. Bringing the students to a threshold level was a problem. The fulfillment of the deputed teachers workload in the college was a problem as others had to share extra workload. In the beginning putting across the magnanimity of the problem of having no teacher and the benefits of this program was a problem. This was a must for gaining the interest of the students and their parents without which it would give the desired outcome.

Resources required was human capital, transportation, lab equipments, teaching aids, expertise, and time, space and energy and attitude.

Best Practice No:2

Title of the Practice: Financial Aid to the deserving students by the college

Objective of the practice –

The college was established in Dhayri which has recently been included in Pune Municipal Corporation jurisdiction. Thus this area and surrounding areas which are located in the proximity of Sinhagad Fort are mainly in the hilly and tribal belt and thus deprived of basic necessities, facilities, opportunities and amenities. The Management deliberately established this college in this region with a social objective of bringing about a socio-economic transformation of the region predominantly through education.

To extend financial aid to the deserving students, especially from the rural area , to save them from discontinuation of their studies owing to poverty. To support financially all the deserving poor students without any discrimination of caste, creed or gender.To promote the ‘equality’ among the students To inculcate the values of ‘generosity’ and a ‘sense of social responsibility’ among the students. The expected outcome is that the students should be able to complete their degrees with good marks. The beneficiaries should treat the needy with the principle of ‘lend a helping hand without discrimination.’ The Context The noble objective had its teething as well as challenging troubles in its designing and implementation. Pooling up of the required resources was a difficult task. The college struggled a lot in deciding the eligibility criterion for the aid.

After comprehensive deliberations with students and teachers, it was decided to extend the benefit to all the poor students, who do not have the advantage of government or endowment scholarships, without any discrimination of caste, creed or gender

Verification of the financial backwardness of the aspirants was yet another challenge.

The management has insisted on strict adherence to the rules framed.

The Practice:

In and around the areas of the college, there has been a long history of frequent droughts and famines, which have ravaged the rural life throwing the people into miserable conditions of abject poverty, illiteracy and ill-health.

In a situation of such extreme poverty, whatever meager resources available are used primarily to make both ends meet. So, sending their children to the town for higher education becomes almost impossibility for the poor parents in the rural areas, in the context of higher education demanding higher amounts of money. Though, sometimes, they do venture to admit their children to colleges in the town, they are unable to give sustained financial support throughout the course of study because agriculture, being a gamble with rain in the district, is not a source of assured income. So, it is evident that without financial support from an external source, the rural youth cannot hope to successfully complete their higher studies.

Evidence of Source

This illustrious institution, true to its legacy of pro-poor-student attitude since its inception, has taken a firm resolve to extend all possible financial support to the deserving students and help them to realize their fond dream of acquiring higher education.

For this, the college instituted Financial Aid to the deserving students. The financial support is extended to all the deserving poor students without any discrimination of caste, creed or gender. The students whose parents do not have fixed reasonable source of income and do not enjoy any other financial assistance in the form of social welfare or endowment scholarships are eligible for the aid. A duly constituted committee of three senior Persons of the college scrutinizes the applications received from the aspirants for the aid from the Financial Aid to the deserving students . It finalizes the list of eligible students for the aid after due verification of the documentary evidence enclosed and strictly following the guidelines framed for the purpose, and submits the same to the Principal for sanctioning the actual amount of the aid.

Evidence of Success

To cite one of the many success stories of the noble practice,

Problems encountered and resources required

. The following is the list of such students, who emerged as beneficiaries of the scheme.

Sl.no	Name of the students	Class	Admission fees Rs	Waived fees Rs
1.	Sayyed Sohel Iqbal	F.Y.B.com	6500	4500
1.	Lohakare Nilakant Shivaji	F.Y.B.com	6500	5500
1.	Patel Deepak jagdish	S.Y.B.com	8000	6000
1.	Zanje Tejaswi sunil	S.Y.B.com	8000	2000
1.	GHUME Akanksha Machhindra	S.Y.B.com	8000	2000
1.	Jarande Sagar Ramdas	F.Y.B.com	6500	1500
1.	Gaikwad Nandini	F.Y.B.com	6500	500
1.	Savant Madhavi Mandar	F.Y.B.com	6500	500
1.	Palave Ajit Ravindra	F.Y.B.com	6500	1000
1.	Mayuri Naidu	M.SC (Cs))	45000	10000
1.	Shinde Akash	M.SC (Cs))	45000	15000
1.	Chorgade Sudir arjun	BCA	23000	3500
1.	Dhindale Ashiwini V	BCA	23000	1500
1.	Mane Sneha Surendra	BCS	25000	5000
1.	Jamadar Shivsharan Maruti	F.Y.B.com	7000	3500
1.	Bodke Ashwini Vitthal	F.Y.B.com	7000	3000
1.	Pokale Akshada Sanjay	F.Y.B.com	7000	3500
1.	Paygude Vikas Sunil	F.Y.B.com	7000	3000
1.	Sharama Kamlesh Deepak	F.Y.B.com	7000	1000
1.	Mankar Manisha HIRAMAN	F.Y.B.com	7000	1000
1.	Jambhale Omkar Sunil	M.S.C (c s)	40000	20000
1.	Pawar ASHISH Madan	M.S.C (c s)	40000	20000
1.	Jamdar Nilesh Vitthal	M.S.C (c s)	40000	20000
1.	Patil rohit Hindurao	M.S.C (c s)	40000	20000
1.	Kothawale Omkar A.	BCA	26000	1000
1.	Patil Rohit Krishna	BCA	26000	6000
1.	Tanaji Patil Shankar	BCA	26000	6000
1.	Bopche Aditya Suryaprakash	F.Y.B.com	8000	4000
1.	Gothankar Anand Namdev	F.Y.B.com	8000	3500
1.	Lohokare Abhishek Arvind	F.Y.B.com	8000	1000
1.	Lonari Aarti Bhanudas	F.Y.B.com	8000	1000
1.	Narawde Pranti Ashok	F.Y.B.com	8000	2000
1.	Paygude Vikas Sunil	F.Y.B.com	8000	4500
1.	Shedje Rushikesh Ganesh	F.Y.B.com	8000	1000

1.	Rutuja Jadhav	F.Y.MCs	40000	40000	
1.	Shrungarpure Abhishek	F.Y.MCs	40000	40000	
1.	More Shweta Ganesh	F.Y.BSC(CS)	28000	5000	
1.	Yadhav Manaali Sanjay	F.Y.B.C.A	24000	6000	
1.	Birhde Sacheen Prabhakar	F.Y.M.SC	40000	10000	
1.	Tadilkar shwatali Namadev	F.Y.B.C.A	20000	10000	
1.	Raskar Hemant Viithal	F.Y.B.com	8000	1500	
1.	Yadhav komal Sidhu	F.Y.B.com	8000	4000	
1.	Farate Manasi Sachin	F.Y.B.com	8000	4000	
1.	Gauade Pallavi Anna	F.Y.B.com	8000	4000	
1.	Jadhav Yogesh Shahji	F.Y.B.com	8000	4000	
1.	Kadu Suraj Nanasaheb	F.Y.B.com	8000	4000	
1.	Kale Vaishali Laxman	F.Y.BSC	13500	1500	
1.	Dudhale Shantanu	F.Y.Bsc	20000	20000	
1.	Kumbhar Arjun	F.Y.BSc	20000	6000	
1.	Pullewad Shrikant	F.Y.BSc	20000	4000	
1.	Mate yash Mahesh	F.Y.BBA	18000	4500	
1.	Advait Nila Nitin	F.Y.B.com	10000	10000	
1.	Dalavi Trupti Dattatray	F.Y.B.com	10000	10000	
1.	Gurav Manisha P	F.Y.B.com	10000	10000	
1.	Hiranwale Harshada	F.Y.B.com	10000	10000	
1.	Kumbhar Nagesh	F.Y.B.com	10000	10000	
1.	Patane Shivani J	F.Y.B.com	10000	10000	
1.	Rathod Padama	F.Y.B.com	10000	10000	
1.	Sanas Manali M.	F.Y.B.com	10000	10000	
1.	Chaudhary Archana	F.Y.BBA	18000	9000	
1.	Ukirde Sachin Shantaram	S.Y.B.S.C	20000	10000	
1.	Dumbare Akshay R	F.Y.MCs	40000	5000	
1.	Desai Aditi Manohar	F.Y.MCs	40000	5000	
1.	Khule Pooja Vilas	F.Y.MCs	40000	5000	
1.	Karajagar Sejal Arvind	F.Y.MCs	40000	5000	
1.	More Nikita Bhaurao	F.Y.MCs	40000	5000	
1.	Madkalkar Bhagyashree	F.Y.MCs	40000	5000	
1.	Nishad Dharmendra R	F.Y.MCs	40000	5000	
1.	Pawar Jyoti sayaji	F.Y.MCs	40000	5000	
1.	Sahani Amit Suresh	F.Y.MCs	40000	5000	
1.	Yadav Ramsingh Surendra	F.Y.MCs	40000	5000	

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:

Response:

The vision of the college is -

The Mission, priority and thrust is –

The college Management and Board of Trustees have immense experience in industry, consultancy and social work. One of the realizations with experience has been that most of educated force if not trained properly and not in the outstanding results category are jobless which leads to frustration and a sense of antagonism towards education system and the society. It also concluded that these students do not excel in their jobs and are relegated to the lower cadres in the organizations they join. They also do not get jobs in good organizations which have promise of growth. Even if some of these students eventually get jobs in good organizations, they are either unable to retain their jobs and also their prospects of growth in the organizations is minimal.

Moreover, the jobs they get do not give them the compensation required to maintain a certain standard of living or a status in society. Another important consideration was that in any business, manufacturing activity, enterprise or undertaking having economic value, the inputs that is resources are our own i.e. our nations, the resources for conversion of input to output i.e. human capital is our own and this economic activity adds to the nations development. Another fact the Management realized was that the main constraint i.e. finance was easily available for viable projects which was very difficult and nearly impossible earlier for the common person. So, in the present times, three things were mainly required for an average person to start his own business namely skills, propensity to take risks and the knowledge about the management of resources.

Becoming an entrepreneur has the satisfaction of contributing to the nations development by optimum use of resources, earning enough subsequently to lead a good life, being independent, having a social objective of helping employees to earn their livelihood, have a status in society.

This thought of creating entrepreneurs was given a fillip by the Government both national and state initiative, incentive, motivation and drive for creating start-ups.

Taking a cue from the start-up initiative of the Government and also the management's social obligations a plan was prepared to create entrepreneurs. The Management through its interactions, lectures and counseling tried its best to remove the psychological barriers towards risk taking. They also reassured the students about the benefits of Entrepreneurship. Lectures were organized of Entrepreneurs which served as motivations for students to start their own enterprises. Even though the problems, hurdles and risks were also communicated the measures to alleviate and mitigate the risks were also explained in detail.

The Management also assured the students of assisting and guiding them on various functional aspects like availing of finance and has guided them and assured to guide them even in future in this respect.

Marketing and markets were other key areas where guidance was provided. Also the various rules and laws pertaining to business was highlighted. The various agencies with whom the entrepreneur has to deal with were and the dealings were explained during the training.

The accounting and records to be maintained were also taught.

The skills regarding manufacturing were imparted in a series of workshops in 3 years starting from 2015. The areas covered were - Fabrication Welding, Medicine related, construction related, cottage industry,

music, furniture/home appliances, food processing, services, fashion.

A ten day program was conducted between 06/01/2015 to 16/01/2015 in which 23 participants were trained.

A 3 day program was conducted between 09/01/2015 to 11/01/2015 wherein 20 participants were trained.

A eleven day program was conducted between 17/12/2014 to 27/12/2014 wherein 44 participants were trained.

A three day program was conducted from 12/12/2014 to 14/12 /2014 wherein 49 participants were trained.

So in all 136 participants were trained out of which 95 have started their own businesses in the areas in which they were trained amounting to 69.8 per cent success for which the management is proud of its achievement.

Thus the Management of this college made Entrepreneurship Development as its priority and thrust area and has worked relentlessly towards this objective in the last three years with satisfactory results and shall continue with this with increased vigor for better outcomes in the years to follow.

5. CONCLUSION

Additional Information :

NA

Concluding Remarks :

Conclusion

Being one of the self-financing college, is striving to offer a student-centred Education to diverse students and is inculcating social responsibility among students through

Co-curricular and extra-curricular activities. I am thankful to the progressive and pro-active management, students and all my colleagues, both teaching and non-teaching for their continuous efforts in the development of the college I appreciate the efforts made by NAAC Steering Committee, IQAC Co-ordinator and members of all the sub-committees constituted for the purpose of preparing this self-study report. I feel immensely pleased to submit the Self Study Report of the College for 1st cycle of accreditation. We anticipate with great pleasure for the visit of peer team of National Assessment and Accreditation Council, Bengaluru.

Date: 17th November 2018.

Dr. Jayashree Upadhye

Principal

AAER's Asian College of Science & Commerce