

SELF STUDY REPORT
FOR
1st CYCLE OF ACCREDITATION

BALAJI COLLEGE OF ARTS, COMMERCE AND SCIENCE

SR. NO. 3/ 1 TO 4 TATHAWADE, AUNDH RAVET ROAD, PUNE
411033

www.bcacspune.com

Submitted To
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
BANGALORE

January 2020

Executive Summary

Introduction:

The Balaji College of Arts, Commerce & Science (BCACS) which is established in the year 2003, and ever since it has been imparting quality education under the aegis of Sri Balaji Society, Pune. The college offers various Under Graduate courses, which are affiliated to Savitribai Phule Pune University, Pune and recognized by the Govt. of Maharashtra.

Balaji College has a reputation for qualified and experienced faculty members, quality teaching pedagogy, modern infrastructure, novel student development initiatives, socially useful activities and innovative practices. The college equips the students with leading knowledge, right attitude, required skills and revered values to meet the corporate requirements.

Vision:

To turn out of its portals competent human resource excelling both in academics and in values.

Mission:

To undertake the task of shaping impressionable young minds with moral values and leadership qualities. To enable them to attain a very high level of academic excellence and to achieve this object, provide best infrastructure, opportunity and environment.

SWOC

Institutional Strength :

1. Capable of attracting students from all over India.
2. Strategically located & centrally placed with easy access to public transportation.
3. Best structured academic programmes with 8 hours dedicated teaching.
4. Offering academic programs in undergraduate degree with focus on latest industry trends and employability skills and meeting the national and global trends in higher education.
5. Recruitment of highly committed full time faculty for all its programmes at full capacity as per affiliating University requirements.
6. Extensive use of ICT and updated infrastructure.
7. Safe and secure campus with continuous CCTV monitoring.
8. Biometric attendance system has been installed in the college.

9. Learner centric Teaching-learning process and excellent academic results.
10. A Centre for life-long learning for both faculty and the students.
11. Systematic and comprehensive development process by addressing employability, innovation, research, vertical and lateral mobility aspects of Higher Education.
12. Talented, enthusiastic, disciplined and committed students attaining all-round development.
13. Maintains a very good relationship with stakeholders.
14. Supportive administrative set up in college office.
15. High standard of extra-curricular activities and social outreach programmes.
16. Well established rapport with the supportive alumni.
17. Clean and green campus environment.

Institutional Weakness :

1. The majority portion of the students enrolled are from vernacular background and hence, are weak in English communication.
2. Novice research approaches of faculty and students.
3. International linkages not initiated.

Institutional Opportunity :

1. To start value added courses such as stress management, entrepreneurship and skill development program with a view to enhance employability and holistic development of students.
2. To develop effective industry- college linkages.
3. The institution has applied for 2f approval from UGC. Under this approval, the faculties have opportunity of getting projects from affiliated university and UGC.
4. To develop a strong research culture in the college and /or to explore research potentials of the faculty and students.
5. To tap fully strong alumni base to strengthen student support mechanism.
6. To establish an Entrepreneurial Development Cell aimed at sowing the seed of entrepreneurial ability in young minds.
7. The institution has opportunity to get autonomous status in future.

Institutional Challenge :

1. To start short term programmes with industrial collaborations in the cutting edge areas such as Mass Media etc.
2. It is a challenge to persuade the faculties to involve in research and in producing research output as well as adopting the research culture.
3. Motivating students (who are simultaneously appearing for CA exams) to gain additional skills.
4. In a changing technology and skill sets, it is a challenge to adapt to market dynamics driven by the digital revolution.
5. It is a conventional general trend of students to go for jobs after graduation, so it is a challenge to transform them into innovative business leaders.

Criteria wise Summary

Curricular Aspects :

The College follows the curriculum designed by Savitribai Phule Pune University(SPPU). The faculty members contribute in curriculum revision and participate in various bodies of the University. The College ensures effective curriculum delivery through a well-planned and documented process. Academic Planning is done keeping in mind vision and mission of the college and program outcomes of BBA and B.Com Program. The Academic Calendar is a blueprint of all the curricular, co-curricular, extra-curricular and extension activities for the student and staff development. The faculty members prepare lesson plan as per the curriculum of the university and deliver the curriculum accordingly. The course coordinators and various committees of the institute are responsible for planning and execution of overall academic activities based on the inputs from the University.

Academic calendar is well-prepared before the commencement of every semester of academic year by each department as per guidelines of SPPU. Principal, IQAC co-ordinator and all faculty members are involved in preparing the same.

Subject Allocation is done according to the choice and expertise of the faculties. Lecture schedule and evaluation parameters are finalised after discussion with faculty members as per University guidelines.

The Entire planning and organising of sessions, celebration of various days i.e cultural as well as festival activities are organised as per the university calendar. Thus the required activities are scheduled and are prepared by the committee which are incorporated in the college academic calendar.

The Principal conducts a meeting before commencement of every semester; the institute informs the students about the commencement of academic sessions by way of notice. Based on the competency of faculty and university guidelines related to teaching the subjects are allotted to faculty members.

Teaching-learning and Evaluation :

The students are admitted in the College as per admission norms provided on the website, after interview with the Principal. The transparent selection process of faculties is done as per standard procedure given by management authorities.

Induction Programme is conducted for newly admitted students for making them familiar with College culture. College provides course wise orientation, bridge course, counselling as well as mentoring as per student's requirement. Language lab sessions are conducted for development of language proficiency of students. Activities like extra lectures, mentor-mentee system, Study Buddy concept, counselling sessions, remedial lectures are conducted for slow learners. Additional assignments, participation in competitions such as student led conference, Model United Nations (MUN) are conducted for advanced learners. Institute ensures quality in Teaching-learning process by taking regular feedback from the students.

Teaching-learning process involves the conventional white board teaching along with new innovative teaching methods like use of PPT, Quiz, debate, industrial visits, summer internship projects, guest lectures, role plays, group discussions, participation and organization of inter-college competitions.

For effective Teaching-learning process, faculty members utilize ICT based teaching Smart classroom, Computer labs, Language Lab, e-learning resources etc. Student's performance is monitored by home assignments, surprise test, practice test, oral and practical conducted in the college. Question papers of previous years are provided to the students from the library and are also available on website. Exam related grievances are handled by Examination Department in a fair manner.

College has well defined Program Outcomes and Course Outcomes which are communicated to students. The effectiveness of Teaching-learning is observed by results and placements of the students.

Research, Innovations and Extension :

Sri Balaji Society's Balaji College of Arts, Commerce and Science, Tathawade, Pune is keenly involved in creating and promoting a research culture amongst the faculty and students. The effective implementation of the MOUs signed with other institutes resulted in up-gradation of the research facilities and in inculcating academic and research ambience in the campus. The college has taken efforts in creating an ecosystem for innovation by faculty and students and it is successfully working. The faculty members are taking keen interest in Organisation of hands-on/ workshops on several cutting-edge issues including IPR and Industry-Academia Innovative practices. The college strictly follows the guidelines of Savitribai Phule Pune University. The faculty members and Principal make aware the students about the negative effects of plagiarism and check each and every project report before submission. There is noteworthy increase in the number of research publications by faculty in reputed indexed research journals. Our faculty members published the research articles in UGC approved journals, papers in conference proceedings and books with ISBN number. The college is upholding research ambience via establishing the MoUs, linkages and collaborations with academic and research institutes.

Infrastructure and Learning Resources :

The college has state-of-the art infrastructure amenities and resources for the successful conduction of curricular, co-curricular, extra-curricular, and research activities. The college has the spacious campus area of 51680.96 sq. ft. with 14 ICT enabled classrooms, library, administrative office and ICT enabled seminar hall. The physical education department provides gym facilities for boys and girls. A multipurpose ground offers spacious area for sports and cultural events. The college strives to modernize the update the available sports facilities.

The college library has an area of 2771.50 sq. ft. The total expenditure for purchasing books, e-books, journals, and e-journals in the past five years is Rs.16.38 lakhs and it houses more than 11453 books, journals & magazines and 08 regional & national level newspapers. The Digital library is consolidated with 10 computers.

Each classroom and laboratory is equipped with a computer which has an internet connectivity and all computers are connected in LAN. The classes are furnished with LCD projectors to assist the students and teachers for comprehending the subjects in an effective way. Wi-Fi facility is made available throughout the campus. The college has well defined policy for utilization and maintenance of physical and academic facilities.

To safeguard the health of the students, purified drinking water facility is made available in the college. The internally managed canteen provides hygienic breakfast, lunch (veg and non-veg), coffee, tea, snacks and refreshments at nominal cost. To provide the teaching learning amenities sturdy backup of electricity is ensured with UPS stationed in the campus.

Student Support and Progression :

The College aims at developing all-round personality of students through student centric education by providing healthy environment and supportive resources for student progression and wellbeing. The college extensively plans various student centric activities in areas such as curricular, co-curricular, sports, cultural and other extension activities. For overall development of students, various workshops, seminars, programs are conducted. All programs have been hosted, conducted and anchored by the students through various committees. The student coordinators are appointed by different committees for the smooth conduction of various events. The College offers support to all students at various stages of the academic program to facilitate progression to employment and higher studies. The College provides scholarship for students who had played national level and fulfil 100 percentage attendances and also give free ships to some of the students. For the wholesome development of students, the College offers several capability enhancement

schemes such as, Guidance for competitive examinations, Career & Personal Counselling, Guest lectures, Yoga and Meditation, Bridge Courses and Remedial Coaching. Transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases is functional. No case of sexual harassment and ragging has occurred in last five years. Students have won awards National and State/ University level in sports events. In the last five years, most of our students have appeared and passed exams like CAT, MAT, GMAT or other related exams of the state/central government. College also has functional placement cell consist of faculty and students. Many of our students benefited from this cell in the last five years. College have formed a Students' Council and we also give due representation to the students in the IQAC and the College Development Committee (CDC). As per norms, there is a Students' Council which works as a platform for the students to undertake various curricular and extra-curricular activities and also serves to solve different issues of the students. Student members of this council are nominated various bodies to assist the faculty members. The college has an Alumni Association consisting of the alumni representatives. Our alumni contribute academically to the college.

Governance, Leadership and Management :

The College has a clearly stated vision and mission which spells out its strategic intent to achieve educational objectives and academic excellence through various activities. The governance of the college ensures equality, quality and access to higher education. The College imparts the best possible quality education for the students by recruiting qualified staff to achieve their goals.

The College practices decentralization and participative management through College Development Committee, IQAC and various other academic and statutory committees. These committees are functioning for proper administration and welfare of the students. The College follows standard operating procedures for conducting academic and non-academic activities.

The College strongly believes in faculty empowerment and encourages professional development of the staff. The College provides many welfare measures to motivate and retain them. The College organizes many faculty development programs for both teaching and non-teaching staff.

The College has a well defined process for financial management. . The College has appropriate strategies for optimal utilization of resources.

The College has an Internal Quality Assurance Cell (IQAC) which is responsible for quality initiatives, quality assurance and quality improvement. The IQAC contributes significantly in strategizing, standardizing and implementing various quality initiatives and processes. The IQAC designed a perspective plan (2016-2021) for the augmentation of academic, administrative and infrastructural facilities. The Academic Calendar and IQAC Calendar is uploaded on the website. The College collects feedback from all stakeholders and uses the same in improving the quality of education.

Institutional Values and Best Practices :

The college strongly believes in Institutional Social Responsibility. The institute provides facilities for women empowerment. The institute has an eco-friendly campus. Associating learning process with environment around institute adds value while imparting education.

Institute had started consciously focusing on various initiatives like workshops, seminars on gender equality, gender sensitivity amongst the students which are very much pertinent in today's scenario where discrimination and crimes based on gender are alarmingly rising.

The Institute has eco-friendly campus. The college focuses on promoting the use of LED bulbs, waste management of all types of waste originating at the institute level to address environmental concerns. It also endorses use of non-polluting/less polluting sources like bicycles, public transport to clamp down the vehicular pollution.

The institute, since its inception, has always been conscious towards its role in building more conducive natural environment and puts in efforts to preserve the flora and fauna it is endowed with.

Promotion of inclusivity in education has been one of the areas of the focus for the Institute. It has initiated responsible steps for accommodating Divyangjan students by various means and facilities. The Institute also undertakes promotion of human values and professional ethics, increasing consciousness about National identities and symbols as well as fundamental duties and rights of Indian citizen along with constitutional obligations through various activities like celebration of local as well as National festivals, birth anniversaries of great leaders, etc.

Best practices and institutional distinctiveness aspects provide the Institute an opportunity to promote the use of technology in education, excel in academics and inculcate global competencies among them.

Profile

BASIC INFORMATION

Name and Address of the College	
Name	BALAJI COLLEGE OF ARTS, COMMERCE AND SCIENCE
Address	Sr. No. 3/ 1 to 4 Tathawade, Aundh Ravet road, Pune
City	Pune
State	Maharashtra
Pin	411033
Website	www.bcacspune.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	G. Y. Shitole	020-67084050	8007776814	020-66741092	principal@bcacspune.com
IQAC / CIQA coordinator	Jayasree Nambiar	020-67084053	9921089518	020-66741234	jayapradeepnambiar@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	15-07-2003

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. 3/ 1 to 4 Tathawade, Aundh Ravet road, Pune	Urban	2.61	4801.32

ACADEMIC INFORMATION

Details of Programs Offered by the College (Give Data for Current Academic year)

Program Level	Name of Program/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	H.S.C.	English	360	134
UG	BBA,Management	36	H.S.C.	English	248	157

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				10			
Recruited	1	0	0	1	0	0	0	0	1	2	0	3
Yet to Recruit	0				0				7			
Sanctioned by the Management/Society or Other Authorized Bodies	0				1				11			
Recruited	0	0	0	0	1	0	0	1	4	7	0	11
Yet to Recruit	0				0				0			

Non-Teaching Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	0	0	0	0
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	3	4	0	7
Yet to Recruit				0

Technical Staff

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

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.	1	0	0	1	0	0	1	2	0	5
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	5	0	8

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 Visting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

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

Program		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	79	89	0	0	168
	Female	76	47	0	0	123
	Others	0	0	0	0	0

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

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	7	2	12	7
	Female	14	9	11	5
	Others	0	0	0	0
ST	Male	1	1	11	6
	Female	0	0	4	1
	Others	0	0	0	0
OBC	Male	13	25	22	26
	Female	10	8	8	12
	Others	0	0	0	0
General	Male	149	146	154	140
	Female	113	123	120	67
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		307	314	342	264

Provide the Following Details

Number of Programs	Self-financed Programs offered	New Programs introduced during the last five years
	2	0

Provide the Following Details

Unit Cost of Education	Including Salary Component	Excluding Salary Component
63612.57	16898763	9476980

QIF

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

Answer:

The college is affiliated to Savitribai Phule Pune University (SPPU), Pune. The college meticulously develops action plan for effective implementation of the curriculum by planning the academic schedule as per the University norms.

The SPPU designs the curriculum and revises it from time to time. The College follows revised pattern and the same curriculum is displayed on the website of University and College.

Planning Phase:

Academic Committee (AC) of the College is responsible for planning and execution of overall academic activities. Based on inputs and academic calendar of University, Academic Committee prepares academic calendar. Academic calendar is the blue print of all the curricular, co-curricular and extension activities for the students and staff development.

Academic calendar is well-prepared before the commencement of every semester of academic year by each department as per guidelines of SPPU. Principal, IQAC co-ordinator and all faculty members are involved in preparing the same.

Subject allocation is done according to the choice and expertise of the faculties. Lecture schedule and evaluation parameters are finalised after discussion with faculty members as per the University guidelines.

The entire planning and organising of sessions, celebration of various days, cultural as well as festival activities are planned and executed by Academic Committee. Thus the required activities are scheduled and are then prepared by the committee which are incorporated in academic calendar.

The Principal conducts a meeting before the commencement of every semester, based on competency of faculty, choice given by the faculty related to teaching, the courses are allocated to faculty members under the guidance of Principal.

- The Time-tables are prepared and communicated to the students by way of notice board, electronic communication e.g. whatsapp groups, etc.
- Faculties prepare their course files which include:

1. Syllabus
2. Course Objectives
3. Course Outcomes
4. Lesson Plan
5. Previous year question papers
6. Surprise Test record (Question Paper & Mark List)
7. Home assignments record (Assignment & Marks)
8. Study material like PPT, MCQ Quiz, list of practical, list of project topic, list of reference books etc
9. List of slow learner & advance learner in particular respective subject
10. Remedial coaching record (e.g. if any student individually approaches out of class for learning or individual learning, respective teacher records the topic taught, signature of student, etc.

- **The college Offers**

1. Soft Skill Programmes
2. Value-added courses

Execution Phase:

1. Mentor teachers are appointed for each class dividing into two parts for weak students and slow learners.
2. Record of faculties and students are kept in software as students inception record and biometric attendance device is installed in each class room.
3. Attendance of students is monitored every month and communicated to students as well as parents through letters. Whoever has less than 75% of attendance they are given show-cause notice. Every parent gets report about their Child's performance and attendance in writing.
4. For newly admitted students, induction programs are conducted to understand the academic culture, curriculum norms, examination pattern and code of conduct.
5. The college conducts regular activities like assignments, tests, group activities etc.
6. The students are moulded to participate in various competitions conducted in-house and outside.

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

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

Answer: 0

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

Answer:

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

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

Answer: 0

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

Answer:

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

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	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

Answer: 70.15

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

Answer: 47

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

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

Answer: 100

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

Answer: 2

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	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

Answer: 10.1

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
31	42	62	22	0

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

1.3 Curriculum Enrichment

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

Answer:

The enriched B.Com. curriculum includes the various courses to address the cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics.

1. Courses and Activities related to Environment and Sustainability :- The College organizes many activities related to environment and sustainability like – tree plantation for environmental awareness, blood donation camps, Swachh Bharat Abhiyan, road safety and health issues. The NSS organizes various activities and lectures to develop a spirit of social commitment. The research cell of the College organized Student led Conference about the Environment Development and Sustainability in the academic year 2018-19.

2. Courses and Activities related to Professional Ethics:- The College in its regular curriculum, has course like business ethics and also organises eminent external speakers who come and address the students, for example Nilaya Foundation who addressed all the students and the staff. The regular courses which add value to the students are also organised for example Tally ERP with GST ,softskills, personality Development etc. to improve the communication skills of the students. College organizes industrial visits, workshops, seminars and other such curricular and extracurricular activities to enable the students to know the latest developments in the global economy.

3. Courses and Activities related to Human Values and Social Awareness :-To develop the sense of social responsibility among the students, the College celebrates the Independence Day, Republic Day, Constitution Day, Lokmanya Tilak Jayanti, Gandhi Jayanti, Teacher’s Day, Guru Poornima, Women’s day, Environment day, International Yoga Day, etc. To make the students aware about their responsibility towards society, workshops on Human Rights are organized. Social awareness is increased by the enactment of street plays organized by NSS volunteers of the college on topics like Save the Girl Child, awareness of AIDS and Blood Donation camps, etc. A sense of environmental awareness is created by organizing tree plantation Programs, rallies, Swachh Bharat Abhiyan, etc. Social Extension Committee, Student Development Committee and NSS organizes various activities and lectures to develop a spirit of social commitment.

4. Courses and Activities related to Gender Equality:- College organizes various activities to promote gender equality like Quiz, compulsory health check –up, International Women’s Day Celebrations and Essay Writing competitions, etc. for the students to help them to get a platform to promote gender equality.

5. Courses and Activities Related to Cyber Security and Information Security :Students understand the legal provisions of information Technology Act, cyber Security and practical ramifications of the Act through presentations and workshops. Deputy Commissioner of Police, Mr. Herold Dcosta, addressed our students specifically on Cyber Security and Cyber Crime, during the academic year 2018-19.

Savitribai Phule Pune University includes following courses-

Course Code	Class	Subject Name
106	FYBBA	Business Demography and Environment Studies
301	SYBBA	Personality Development
302	SYBBA	Business Ethics
406	SYBBA	Business Exposure (Field visit)
502	TYBBA	Entrepreneurship Development

B.com (S.Y)	S.Y.B.com	Environmental Awareness Studies
-------------	-----------	---------------------------------

BBA and BCom students are exposed to such cross cutting activities like gender equality, environment and ethics during various seminars and guest lectures.

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

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

Answer: 4

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

Answer: 4

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

1.3.3 Percentage of students undertaking field projects / internships

Answer: 25.09

1.3.3.1 Number of students undertaking field projects or internships

Answer: 73

File Description	Document
List of students enrolled	View Document

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

1.4 Feedback System

1.4.1 Structured feedback received from

1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

Answer: A. Any 4 of the above

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

1.4.2 Feedback processes of the institution may be classified as follows:

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

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

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

Answer: 20.32

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
68	53	49	81	58

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)

Answer: 72.98

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
135	147	109	182	162

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
208	200	200	200	200

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

Answer: 15.74

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
35	44	44	67	56

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

2.2 Catering to Student Diversity

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

Answer:

Assessment of the learning levels of the students:

After the completion of admission procedure for the two programs BBA and B.Com. in the month of May and June, the regular classes commence from July onwards.

Slow Learners and Advanced Learners are identified for each subject separately by respective subject teacher for all classes. The process to identify Slow Learners and Advanced Learners is conducted immediately after the completion first unit in each course. Every subject teacher conducts surprise tests based on the completed unit of the respective subject. In that test those students whose score is less than 40% marks are considered as slow learners. The students securing marks above 70 % are identified as Advanced Learner. Based on above parameter a report is prepared for whole class. After that a separate list is prepared for both types of learners then further monitoring is done for the whole semester. At the end of semester each faculty prepares report which shows the improvement in performance of slow learners.

Activities for Slow learners:

Provisions are made to teach the slow learners whenever required.

Remedial coaching conducted for failed students.
Personal attention is ensured while teaching.
The subject teacher provides counselling for personal problems of slow learners.

The performance of slow learners is observed in the examination results of each semester.

Provide special attention through clarification of their doubts, revising important concepts and extra assignments to strengthen their learning.

Special tutorials, guided self-study sessions, Question banks, extra reading material and extra practice assignments are provided.

Slow learners are encouraged to give presentations and are counselled to join skill based courses organized by the college.

In parents and teachers meetings the parents of slow learners are given special advice to nurtur slow learners for their improvement.

Activities for Advanced learners

The advanced learners are career oriented and preparing for corporate jobs and the mentor teachers pay special attention to develop their communication skills language proficiency and overall personality development.

Advanced learners are appointed as class coordinators such as Class Representatives, Academic Coordinators and Discipline coordinators.

The advanced learners are asked to assist the mentor teachers in monitoring the slow learners.

Advanced assignments or tasks are assigned to advanced learners.
Participation in Model United Nations (MUN) competitions organised by other colleges and NGOs.
The subject teacher interacts with advanced learners and help them to identify appropriate areas for higher studies as well as employment.

The advanced learners are given opportunity to work in Central Co-ordination Team to guide other students participating in cultural programmes of the college to develop leadership qualities among them.

Guidance is provided for competitive examinations.

BBA students are career oriented and preparing for corporate jobs and the mentor teachers pay special attention to develop their communication skills, language proficiency and overall personality development.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Answer: 18.19

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Answer: 0

2.2.3.1 Number of differently abled students on rolls

Answer: 0

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

Answer:

The college makes learning student centric so that they acquire lifelong learning. The student centric methods encourage active participation and involvement of students. The student centric methods include experiential learning, participative learning, problem solving methodologies, etc. The student centric methods used by the College are appropriate to make the students understand and interesting in terms of imparting application based knowledge.

Student Centric Methods used by the college includes following:

1) Lecture method: This conventional method is commonly adopted by all the teachers, especially language teachers. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners.

2) Interactive method: The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs.

3) Problem Solving Methodologies: Catering to critical thinking, creativity and problem solving skills required by the corporate world many activities are undertaken to acquaint the students with real issues of business. Student should learn to identify problems and use innovative thinking to solve problems faced by the business organizations. Such activities include - Case Analysis and Discussions, Scenario Analysis, Research Projects, etc.

4) Learning through Co-Curricular Activities: The students participate in various co-curricular activities which support teaching learning process like Induction Programs, Curriculum Enrichment Program, Industrial Visits, Educational Tours, Entrepreneurship Development Activities, Specialization Club Activities, Expert Sessions, Workshops etc. The students are actively involved in organizing these activities which enriches their experiences.

5) Experiential Learning: College teaches conceptualises various courses in the class and provides students with an opportunity to understand it's applications through experiential learning. Catering to the demands of corporate employer many activities are undertaken to acquaint the students with real life scenarios of business. The main motive is to get them out of student mode and plunge into the corporate mode. These activities are – Internships, Dissertation, Case Discussions, Projects, Research Work, Industrial Visits, Entrepreneurship Development Activities, Activity Based Learning in Courses like Business Communication Lab, IT Sessions, etc.

6) Learning through Certificate/Value Added Programs: The students participate in various certification programs which enhance their knowledge, skills and experiences. Additional Input sessions on varied topics beyond the syllabus related to current trends in the global environment are organized on a regular basis to provide add-on knowledge to enhance their corporate readiness.

7) Learning through Extra Curricular Activities: Students participate in various extra-curricular activities organized by the College like Cultural and Sports Activities. The students are actively involved

in organizing these activities which enriches their experiences. The students are encouraged to participate in Inter-College Cultural and Sports Competitions.

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

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

Answer: 87.5

2.3.2.1 Number of teachers using ICT

Answer: 14

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

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

Answer: 20.79

2.3.3.1 Number of mentors

Answer: 14

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Answer:

To make the students life-long learners and innovators the institute excellent classrooms with computers and compatible accessories along with web based learning resources. Student centric learning processes are implemented to ensure student satisfaction, value added courses both for the students and the faculties to ensure their continuous development and growth.

Innovation and creativity used by the Institute includes following:

1) Evaluation of Teaching Learning Process: Efforts are made to encourage the students to participate in various managerial events. Contemporary management topics are covered through guest lectures from subject experts. Proper academic procedure is adopted to evaluate teaching learning process and for taking appropriate measures for possible improvements.

2) Transparent and constructive evaluation: Faculties are involved in the improvement of teaching learning methods and their suggestions are implemented on a regular basis at the college level. Transparent and constructive evaluation process ensures fair assessment of student's performance.

Performance benchmarks are set to establish qualitative and quantitative improvements in student's performance.

3) Certificate/Value Added courses: The college provides certificate and value added courses for the students on regular basic as a result of which their soft skills are improved in terms of computer knowledge, current affairs, communication skills, etc. This is an attempt of innovation and creativity in teaching and learning at college level.

4) ICT Enabled Teaching-Learning Process: Students make use of the digital library for literature survey of seminar/project topics which develops awareness of the latest trends in respective fields. The students make an attempt to find research gap and the topics are selected for research projects. These become innovation in teaching and learning. Many times the students are encouraged to select latest topics from the course content and they give presentations in classroom as a part of their creativity in learning.

5) Development of communication skills: The college has Tata Sky connection installed in language lab on second floor. The English teachers download different modules on communication skill from Tata Sky and these modules are shown to the students on regular basis which improve their communication skill. In this way the teachers bring innovation and creativity for the students in their learning.

6) Students Self assessment: The college mission indicates self assessment by students whereby the teachers conduct surprise tests on each unit of the courses taught in classroom. These surprise tests help the students for evaluating their knowledge at any point of time thus it is a creative learning process adopted by all faculty members.

7) Teaching Pedagogy Adopted: All the faculty members adopt teaching pedagogy designed by the college administration. This teaching pedagogy includes lesson plan by each teacher, explaining the unit in detail to the students, asking them to write a summary of the unit taught in class, conducting surprise tests any time and giving home assignments to the students. This kind of classroom teaching pedagogy provides excellent understanding of the course units therefore it is creative teaching and learning.

8) Google classroom: All the faculty members have been using Google Classroom for each course and Unit.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

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

Answer: 134.55

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

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

Answer: 24.2

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
8	4	2	2	2

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

2.4.3 Teaching experience per full time teacher in number of years

Answer: 7.58

2.4.3.1 Total experience of full-time teachers

Answer: 121.2

File Description	Document
Any additional information	View Document

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

Answer: 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

Answer:

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

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

Answer: 46.09

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
15	8	7	3	2

File Description	Document
List of full time teachers from other state and state from	View Document

which qualifying degree was obtained	
Any additional information	View Document

2.5 Evaluation Process and Reforms

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

Answer:

Balaji College of Arts commerce and Science evaluates the its students performance in two ways :

College follows all the rules and regulations given by Savitribai Phule Pune University for conducting University Examinations. College has formed College Exam Committee which works under College Exam Officer along with Internal Senior Supervisor and Custodian to ensure the smooth conduction of Examination. Reforms are made in external evaluation as per the guidelines and circulars issued by Savitribai Phule Pune University.

1. **Internal Evaluation** : Assessment of performance of students is integral part of teaching learning procedure of this college. Under the Internal evaluation procedure periodic evaluations are done to assess all the aspects of students development.
 - A Practice exam is conducted at the end of each semester for BBA program students and for B.com program students. These examinations are mentioned in Academic Calender prepared at the beginning of each academic year by Academic Planning Committee.
 - Students are made aware of the evaluation process through the induction program organized by the college for all the first year students at the beginning of academic session . Faculty members share the pedagogy given by president of Sri balaji Society which includes the home assignments and conduction of surprise test after completion of every single unit. Thus learners are evaluated on continuous basis to ensure that students learning takes place in graded manner.

Reforms in continuous internal evaluation

- Individual faculty has flexibility to design the methods of evaluation by way of Seminars, debates , quiz, case study, individual and group projects, group discussions, role play, viva-voce etc depending on subjects.
- Students are encouraged to give PowerPoint presentations in classrooms on pre decided topics in the courses.
- The college also organizes industrial visit programmes for second year third year students which makes student explore their area of interest as they learn to implement the theoretical concepts into real case scenario.
- Summer internship projects and dissertation projects are compulsory for second year students which are evaluated based on project report, internal viva-voce and external viva-voce. This gives exposure to students and help them to relate and understand the actual corporate world.
- Slow learners and Advanced learners are identified by the tests conducted in a class. Remedial classes are organized for these slow learners to update their subject knowledge. This is also helpful for the absentees and students who participate in sports, NSS camp and placement interviews.
- The institution is keen on monitoring the performance of students and reports to the Parents in the meeting with them and take remedial measure if needed.
- Our college has also introduced Google classrooms to share home assignments, test questions, study material and some useful links related to the concerned subject.
- College has developed well-structured mentor mentee system. While all teachers in Faculty are potentially academic advisors to all students who seek their advice and each teacher(mentor) is assigned particular responsibility to a small group of students (mentees).
- In this manner the college undertakes reforms in continuous internal evaluation of the students.

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

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

Answer:

College follows transparent mechanism for the internal assessment of the students. Students are briefed through the course faculties about rules and guidelines of internal assessment, question paper patterns and university examinations at the beginning of each term. Changes in schedules, patterns, methods if any, are immediately notified to the students through notice boards and also through classroom briefing by the concerned subject teachers.

- All the faculties prepare their lesson plan for their respective subjects and the same is communicated to the students through the students' academic coordinator.
- Each student has to maintain assignment notebooks of each subject. For every unit students have to submit the assignment. Dates for submission of assignments are notified on the college notice boards and informed by the teachers individually in the classrooms at least a week in advance. Assignments are then corrected by the course faculty and marks for the same are given on their notebook and the same are displayed on the notice board.
- After completion of each unit the course faculty conducts oral test or quiz of that unit and assessment is communicated to them.
- Surprise test for each unit is conducted, question paper is printed which consist of questions from previous year university question paper which is then evaluated. Corrected papers are shown to students and marks are displayed on notice board.
- The student can approach the teachers in case they need a clarification on the award of marks based on the scheme of evaluation discussed in the class. Students are free to interact with the teacher to resolve grievances if any, regarding the assessment.
- All assignments and surprise tests, the status of each and every student is communicated to their parents on monthly basis through phone calling.
- In order to check understanding of the topic by the students, presentations are given to them on some subject related topic which is then assessed at the same time and remarks for the same is informed to them.
- Proper record of assessment of every student is maintained during the academic year.
- The College conducts Practice Tests in each semester, which is well informed to students in advance. Time table is displayed on the notice board and their weightage in overall internal marks is also communicated to the students. Practice test is conducted on same guidelines of University examinations. Answer books are assessed in adherence to university guidelines. Then the same is shown to students also with remarks on it. It helps students for improving performance in university examinations.
- Marks for Internal assessment done throughout the semester (Home Assignments, Oral Test, Quiz, Surprise test, presentations and practice test) are compiled and then converted into final internal marks. These marks are communicated to the students individually. The results of Final internal assessment are displayed on the notice board at the end of the semester.
- Evaluation practices and procedures of college are fair, reasonable, and equitable for all the students

- Students are given timely opportunities to place their grievances regarding assessment to college authorities.

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

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

Answer:

BCACS conducts university exam as per the ordinance of SPPU. College Exam Committee, Chief Examination Officer along with principal and other teaching, administrative faculty ensure smooth conduct of the examination and internal assessment. If any grievance occurs it is immediately considered and redressed within short time. Following mechanism is set to deal with examination related different grievance

Grievances related to university examination:

For grievance related to University examination for SY and TY students, CEC collects application from student duly signed by Principal and forwards it to university. If grievance is related to revaluation of marks, student is supposed to fill online revaluation form on university website. Student gets Xerox copy of answer sheet of the concerned paper. After studying answer sheets, student can apply for verification and revaluation of answer sheet. The result of revaluation is given by the university within 30 days of the application. The grievances related to problem in submission of online examination forms and queries related to mistakes in hall tickets and mark sheets regarding name, course name, and programme name are resolved promptly by the CEO by communicating with university. Grievances related the question paper is reported to the university by the CEO and the decision of the university is conveyed to the student immediately.

Grievances related to college examination:

Assessment of answer sheet for all first year is done in college under CAP. Any grievance related to examination in combinely resolved by CAP and CEC. The student in case of any grievance approaches the examination department which is responsible for dealing with all exams related grievances. An application is to be submitted by the student to the examination department explaining their grievance. The examination department on going through the application forward it to the Principal. The Principal at his discretion decides whether to grant approval or to deny the request submitted by the student like loss of hall ticket, reissue of mark sheet, after approval the letter comes back to the examination department who then approaches the CEO of the department concerned. The CEO consults his teachers and finds a solution for resolving the grievance to help the students.

Grievance related to internal marks:

The Examination Department also deals with mistakes/errors related to internal assessment of the students promptly. All internal examinations are conducted adhering to the norms of SPPU. Internal marks are given considering surprise test, home assignment, quiz etc. The system of internal marks is very transparent. The students are given opportunity to redress their grievances concerning internal marks if any. CEO can intervene and seek opinion of another course teacher. The grievances are resolved by showing his/her performance in the answer sheet or the answer sheet is reassessed by the faculty once again in his presence. Any corrections in the total of marks or assessment of answer books are immediately done by the faculty members. Very few grievances related to evaluation are reported in past few years which shows the transparency and credibility of system in which college adheres to.

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

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

Answer:

The college forms Academic planning and development committee at beginning of each academic year. The Committee consists of Principal, College Examination Officer and Course Coordinators of BBA and B.Com programme. The Academic Planning Committee prepares the academic calendar at the beginning of each academic year. Academic Calendar is displayed on website, College Notice Board and communicated to teachers and students. Academic calendar makes students aware of various dates of the important events within the same academic term. Academic Calendar includes dates related to commencement and end of terms, festival celebrations, public holidays notified by Savitribai Phule Pune University's calendar, guest lectures and cultural events of the college, sports events of the college. It also includes dates of university examinations as well as dates of practice examinations to be held just before University Examination.

Each teacher takes the liberty to schedule their respective internal evaluation in the form of surprise test on each unit, home assignments, power point presentations, quiz, debates etc. It is practice of BCACS to consider surprise test, home assignments etc. for giving internal marks to the students which are submitted to the university authorities to incorporate in semester wise result. The decision regarding dates for the conduct of surprise tests depends on completion of the course unit and it is left to individual teacher. The dates of submission of home assignments are given to students by the teachers verbally in the class, through whatsapp group or through Google classrooms. The teachers after evaluating answer sheets put some remarks and return it to the students. Thus an opportunity is given to students to discuss the evaluation with the teacher and improve themselves for future assignments. The progress reports are communicated by phone calls and written communication to parents on monthly basis by professor-in-charge duly counter signed by Principal.

Based on the start and end dates of semester shown in Academic Calendar each faculty member prepares the lesson plans before the commencement of the semester. The lesson plan contains week wise distribution of course units and its related contents to be covered by faculty in the upcoming academic sessions. The lesson plan comprises of content, learning aid and methodology. Lesson plan is duly reviewed by principal and Course Coordinators.

In order to adhere to the dates mentioned in the Academic Calendar, the principal along with course coordinators conduct meetings from time to time and motivate faculty members to complete the syllabus within stipulated time. All the faculties plan their course curriculum and implement the delivery of lectures within their allotted time periods as per static timetable. If required, the faculty members also conduct extra classes to cover the left out portions/syllabus.

Unlike co-curricular activities, extra- curricular activities like cultural events, fresher's party and sports are organized tentatively as per the dates shown in the Academic Calendar. It is observed on the basis of experience that there are slight variations in the dates may be due to valid reasons like pre-occupied auditorium, unavailability of dignitaries etc.

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

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

Answer:

The College runs two programs BBA and B.Com. Each program consists of 3 years duration. Both the programs has various courses as prescribed by Savitribai Phule Pune University. Each course provides unique learning objectives and outcomes. These learning objectives and outcomes are linked to the Program outcomes. The College displays its vision, mission, goals, program outcomes, program specific outcomes and course objectives and outcomes on the College website. Moreover, the College Prospectus provides the basic structures consisting of syllabus prepared by the Savitribai Phule Pune University and the outcomes of all programs offered by the College. Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are discussed with the parents and their wards at the time of admission by the members of the admission committee of the College. At the beginning of every course unit, the faculty converse learning outcomes, program outcomes and course outcomes which makes the teaching learning process more meaningful and fruitful. Through this, College makes students aware of the relevance of the topic in their pursuit of knowledge. POs, PSOs and COs are mandatory part of course file prepared by the course teacher. The alumni association members are invited to interact with students and teachers time to time. They share their experiences on, how a specific course helped to shape their career and thus encourages students to look positively towards the outcomes of the program and courses. They also explain the current students the linkage between the learnings and the actual job scenario in current environment.

Copies of the entire syllabi of all the courses are kept with the course faculty, Program Coordinator and in the library for the student's reference and also made available on the College Website and University Website. In the recent years, the College also encourages its faculty to use digital avenues like Google Classrooms, WhatsApp groups to disseminate knowledge and share information in the form of notes, presentations, important questions etc.

The assessment of the Program Outcomes and Course Outcomes are monitored through their performance in the university examinations, practice examinations, surprise tests and home assignments after completion of each course unit.

The College authorities are keen to evaluate POs and Cos by making Result Analysis in which an attempt is made to assess the number of students coming into First Class and First Class with Distinction. Each Course of both the programs is also analyzed to assess the outcome by that teacher.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

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

Answer:

The implementation of the syllabi with changes and the process of evaluation of the learners are monitored by the University authorities, the management of the college and the Principal. Internal assessment is the requirement of the continuous assessment and is essential for the fulfilment of the course outcomes and program outcomes. The process for the evaluation of the students in different subjects is followed as per the rules and regulations of the University authorities, Board of Examinations and Faculty.

Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by institution in following ways:-

1. Direct Evaluation

College conducts internal and external examination in semester and yearly pattern. There are some courses in BBA like marketing, finance and HR whereby internal faculty members evaluate the students on the basis of their performance in practicals and projects. However, there are some courses in BBA whereby external referees are appointed by the universities to evaluate the practicals and projects. The college students are performing well in specific courses of BBA as a result of which first rank holders in the order of merit April 2018 examination was from the college. There is an internal college examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes. The committee initiates a few steps such as Unit Tests, Field Survey, Study Tours, Practical Work, Seminars etc.

The college conducts practice test just before the university examination which has shown remarkable progress in university result. The institute provides opportunities to the students to exhibit their understanding through the oral and written expression. The outcome of entire exercise is that the students are evaluated according to specific courses by the concerned faculty. Students can optimally express their knowledge which enhances their confidence.

1. Indirect Evaluation:

Besides direct evaluation the college also tries to attain the course outcomes and program outcomes such as leadership qualities, confidence building team management, coordination by conducting the activities such as cultural activities, N.S.S. Activities, Career Counselling, Personality Development Program, Communication Skills etc.

In addition to above activities, the students are given opportunities to write articles and poems in the college magazine "Orion" which is published every year. This helps to develop creativeness and innovativeness among the students.

The College has introduced Career Oriented Courses such as Spoken English, Tally and Microsoft Excel to attain the COs and POs. Moreover, the huge playground of our college is used to organize sports activities and competitions during sports week which is useful to develop sportive skills among the students.

The college provides placement to interested students. The college students are placed in renowned companies related to marketing sector, insurance sector, banking and finance like ICICI, TCS, HDFC etc. Most of the BBA students continue their education leading towards PG programmes for which they prepare for entrance examination. They peruse their study after graduation is the real programme outcome supported by the college.

Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Answer: 77.97

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

Answer: 46

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

Answer: 59

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Answer: 3.57

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)

Answer: 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)

Answer:

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

File Description	Document
List of project and grant details	View Document

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

Answer: 0

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

Answer: 0

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

Answer: 16

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

Answer:

The Balaji College of Arts, Commerce and Science has provided a conducive research environment for innovative development in the field of commerce and management. The students and the teachers are motivated to undertake research activities throughout the academic year. The cases studies, research articles, project reviews are made available to the students and teachers to inculcate the research aptitude among them. To formulate the roadmap for the students, Research Committee is conceptualized and formed by the college. The committee has been working on the policies framed on the motive of research culture among the faculties and students. The committee believes in the practices carried out throughout the academic year on the line of policies. The outcomes are measured in the framework of the same. Ample facilities are provided to the faculties and the students to undergo various research activities. The efforts are made to instil research culture in the benefit of students and society at large. Research Committee encourages faculty members to submit research proposals. It guides and motivates faculty and students to publish/present their research work in reputed journals/various national and international conferences. The college is looking forward to organize seminars, conferences and workshops in near future. Journal Club Program is initiated to instil research temperament among students. The committee responds positively to the suggestions and valuable inputs by the research scholars for organizing multifaceted programs. The administrative support is rendered by the college to hold programs for fruitful research outcomes. The committee tries to seek help from the government and non-governmental funding agencies to carry out research for mutual benefits. The research scholars are made aware about the importance of patents through organizing sessions on Intellectual Property Rights. The college arranges guest lectures and training sessions on Intellectual Property Rights (IPR) for students and faculty members. Training and Placement Cell of the college is well in place and focuses on bridging the industry academia gap. The research scholars are advised and encouraged to engage themselves in research activities during their internships. The faculty members are given good exposure to enlighten themselves to cope with the academic excellence and industrial requirements. The main functions of the cell include taking efforts for collaborative activities in areas of research and training and to arrange industrial/ field visits and campus interviews.

As per the instructions of university authorities the college has established " Startup and Incubation Center " promoting the ideas of business entrepreneurship and starting new ventures by the students. There are some courses on entrepreneurship development explaining the conceptual framework of business entrepreneurship and vocational activities. The ideas are inculcated among college students to start their own business venture.

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

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

Answer: 6

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

Answer:

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

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

Answer: Yes

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

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

Answer: No

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

Answer: 0.06

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
02	01	01	01	00

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

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

Answer: 0.47

3.3.4.1 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

Answer:

2018-19 2017-18 2016-17 2015-16 2014-15
00 04 03 00 00

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	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

Answer:

The College promotes neighbourhood network and students engagement in extension activities, contributing to good citizenship bearing high moral values, community service and holistic development of students. To sensitize students, Cultural and NSS Program management Committee plays pivotal role. The faculty members of these committees introduce various activities to the students during induction program and ensure their participation throughout the academic year.

Blood Donation Camps: Their social concerns are strengthened through the conduction of various programs like blood donation camps, health check-up camps, etc. The College arranges health check-up camp, blood donation camp, and awareness programs about diseases like dengue, swine flu, AIDS, etc. and other social awareness programs in association with other College and recognized bodies like Rotary club and other organizations. Involvement in such service-learning activities helps students to become matured and socially responsible.

Clean India Campaign: The students are motivated to participate in need based outreach activities, such as 'Swachh Bharat Abhiyan', the river cleaning campaign is carried out by the students. Sanitation and hygiene is maintained by the students in the campus premises as it is practiced and preached at the time of such campaigns. The student volunteers provide medical help to 'Warkaris (pilgrim)' during Ashadiwari procession (annual pilgrimage of Maharashtra) and raise funds to help the victims of natural calamities. The habit of cleanliness is made evident at the time of procession of the pilgrims. These activities help to sensitize and inculcate ethical behaviour among the students

Social Awareness Program: Activities like street play on various issues inculcate the awareness and social values among the students. Road safety awareness program is organized by the college. Women Empowerment, Kargil Vijay Diwas, Indian Constitution Day, Voter Awareness Program are celebrated. Students actively participate in various inter-college competitions like Drawing, Elocution, Debate, Quiz Competition, essay competition etc. These lead to emotional, intellectual, social, and inter-personal development of students.

Green India Campaign: Activities like tree plantation, adaptation of the plants and trees in and around the campus or vicinity are carried out by the students. Participation in such activities imbibed the sense of national integrity, environmental and social responsibility among the students. Every year college organizes World Environment Day and arranges Tree Plantation Program in College campus.

Visit to Orphanage and Old-Age Home: The students of the College visits nearby orphanage at Dange Chowk on various occasions. Clothes and food items being provided to the needy people by the students and College management. This is helpful in creating the sympathy among the students about the poor and

old people. Visit to the orphanage and old age homes render the sense of belonging among the students. Study materials and useful things are donated liberally by the students.

Student-Led Conference: Student-led conference was organised in collaboration with SNTD College.

Inter-Collegiate Quiz Competitions: From the academic year 2018-19 college is organising Inter-Collegiate Quiz competitions, which enables the students to interact and compete with the students from various colleges. It also gives platform to students to show their talent.

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

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

Answer: 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

Answer:

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

Answer: 4

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

Answer:

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

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	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

Answer: 7.9

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
115	00	00	00	00

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document
Any additional information	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

Answer: 0

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

Answer:

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

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document
Any additional information	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)

Answer: 3

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

Answer:

2018-19 2017-18 2016-17 2015-16 2014-15
00 01 02 00 00

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

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.

Answer:

The college has ample infrastructure amenities and resources for teaching learning undertakings. The college houses classrooms and laboratories in the single building surrounded by the fortified walls within the campus. The college has the campus built-up area of 51680.96 sq. ft. with sufficient number of classrooms, laboratories, a well-stocked Library, administrative office, well-furnished seminar hall, with the seating capacity of 160 students and an auditorium which has capacity of 900 students, and wash rooms on each floor. The college has an Examination Room, a room dedicated to CAP, Principal's Cabin, Director's Cabin, a placement cell, an IQAC room, a language laboratory, Physical Director's cabin, room dedicated to NSS and boys common room and girls common room.

The staffroom has been provided with computers for academic purpose. The ICT enabled classrooms have been utilized for curricular and co-curricular activities. Gymnasium and playground provide platforms for the extra-curricular activities throughout the year. The college campus is enabled with Wi-Fi facility.

CLASSROOMS

The College has 14 classrooms including a Smart Classroom, one seminar hall with ICT enabled facilities.

LABORATORIES

The college has two computer laboratories accommodating 111 computers for the courses offered by the college such as Advanced Excel, Tally, etc. Internet facility, through the LAN, provides the students for instant accessibility to knowledge and references needed for projects, assignments and researches. Two IT laboratories cater the need of the students in an efficient manner. The computer laboratories have a leased line connection of 50 MBPS. Each laboratory has sufficient number of equipment and infrastructure required for practical and research purpose. The LCD projectors are installed in the laboratories as well.

LANGAUGE LAB

The language laboratory has TATA SKY's ACTIVE ENGLISH subscription to provide language skills like reading, listening, speaking and writing. In addition to the academic excellence, group discussion, interview skills, basics of other language are perfected through the videos on the television set. A television set facilitates the students to improve their subject knowledge like pronunciation, word power, communication skills and body language etc.

LIBRARY

The Balaji College of Arts Commerce and Science's library occupies an area of 2771.50 sq. ft., and it contains 5616 text books, 5837 Reference Books, 04 Rare Books, 22 Magazines, 220 Educational Compact Discs, 324 magazine Compact Discs, 09 National and 02 International Journals. The library has membership of Jayakar Library (Savitribai Phule Pune University) and National Digital Library. Koha software is being used for the hassle free book transactions. The spacious and cozy library has an ample reading arena for seating capacity of 75 students. To update the students about the current affairs and happenings in the business world, 14 regional and national level newspapers are available in sufficient quantity. The students and teachers have been given the access to the digital database such as National Digital Library to browse books and references for study purpose. The book bank facility is provided to the students. The Digital Library has been consolidated by 10 computers which are being used by the students for their academic purpose.

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

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

Answer:

The college believes in the holistic development of the students to nurture the society with civilized human beings. The diversified flair of the student is given poetic justice through indoor and outdoor games and cultural activities.

Sports Facilities:

The department of Physical Education and Sports conducts sports lectures and events to imbibe the sportsmanship among the students. The college has provided a dedicated room for the department. The sports facilities including indoor and outdoor facilities, catering the diverse needs of students, have been provided to the students to inculcate leadership qualities, sportsmanship and team building in the long run. The said facilities are elaborated as under:

Indoor Amenities: -

Gymnasium:

The college has provided state-of-the-art gym facility for the students. It is equipped with treadmill, weightlifting equipment, dumbbells, wash rooms and changing rooms. The well maintained swimming pool facilitates the students to participate in related competitions.

Indoor Games:

The department of Physical Education and Sports provides excellent platform for the indoor games activities like, carom, table tennis and chess. The students have represented our college at zonal, University, state and national level.

Yoga :

The college caters the need of yoga sessions at regular intervals. Yoga Day and regular yoga sessions are conducted for the physical fitness of the students. It helps them to concentrate and boost their gusto for the sound mind in the sound body.

Outdoor Amenities:-

The Physical Education and Sports department has a multipurpose ground with a sprawling area of 60000 sq. feet. Various games Kho- Kho, Kabaddi, Volleyball and Football and other games are played on this multipurpose ground. The students are given training for sports in number of games which has increased participation at intercollegiate, zonal, University, state, and national level. The students have received medals at national level and state level. The physical department has always provided a platform for the budding sports talent. The Sports Department is dedicated towards the renovation and modernization of the existing sports equipment.

Cultural Activities:

To hone the extra-curricular skills of the students, the college has been encouraging our students to organize and participate in the extra-curricular activities. The faculties and the students jointly organize the cultural and sports events to boost the team spirit and sportsmanship among them.

The Cultural Committee of the college is formed for the successful conduction of the cultural activities throughout the academic year. The committee aims to provide a platform for the students to exhibit their creative talent. The Cultural Committee of the college strives to enhance the creative talent of the self-motivated artists like painters, cartoonists, illustrators, sketchers, dancers, singers, musicians, performers and dramatists. The college makes use of the auditorium for dance, music and drama practice. The cultural committee conducts various cultural activities like Raksha Bandhan, Ganesh Festival, Holi, Diwali, Christmas and all other festivals. The committee holds auditions for students to exhibit the rare talents of the students through multifaceted cultural events.

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

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

Answer: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Answer: 14

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

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

Answer: 13.37

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
5.75	27.25	23.35	8.35	2.85

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Answer:

The Library is an integral part of the college. Well established library, easy accessibility to the students and faculties, digitized services, book bank facilities are the prominent features of the library. The library extends valuable services to the students and the faculty members in the following manner:

Announcement of new books on Public Address System: We have been utilizing the public address system to announce the newly purchased books, journals and any other print material, so the students would be aware about the addition to the library and their knowledge.

Library Orientation Program: Every year the librarians have been conducting the orientation program for the newly admitted students for acquainting the students to the services offered to them.

Book Bank Facility: The BCACS library has been providing the Book Bank Facility for the enrolled students every semester. The books are given to the students for their academic enrichment for the whole semester.

Display of Newspaper Cuttings about Current Happenings: In order to keep the students in touch with the current happenings in the business and commercial world, the library keeps the records of the news articles pertaining to the same fields.

Question Banks of SPPU Examinations: The library has collected the university papers of the previous years. They have been compiled in a file to facilitate the students to have a look at the types of questions, which were asked in the previous academic years.

Membership of Jayakar Library and other e-resources: The BCACS library has membership of Jayakar Library of Savitribai Phule Pune University and National Digital Library, New Delhi. The students have easy access to the renowned books and other than the books available at BCACS library.

Local and National News Papers: The students have easy access to the local and national newspapers to broaden their perspective towards the global and local scenario. The Times of India, The Economics Times, The Indian Express, Lokmat, Sakal, The Sakal Times, are some of the newspapers subscribed by the college.

The Library Management Software

The library has KOHA software (18.5 Version) which provides various services like library category management, library Membership, Bill management, Subscription Management, Item Reservation, Cataloging, Acquisitions like renewing the book, holding the que, holding or awaiting pick-up, holding ratios etc., Reports like patrons with most checked outs, most –circulated items, items with no check-outs, items lost, catalog by item type, average loan time, etc. This software provides facility to view and print accession register, transaction report, bill report, membership reports etc. It shows the status of the book

such as availability, issued status, shelf number, accession number, title, author and publisher. It helps to track the books in an easy way. Category wise book, subject wise book, accession-wise book record is easily generated in this software.

The Digital Library

The library is equipped with the 10 computers. It is connected through LAN and has an internet access. The internet facility enhances the knowledge of the students for searching information and completing assignments or projects assigned to them.

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

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

Answer:

The library of the college is a treasure of knowledge. The library enhances the collection of its knowledge source by procuring more books and magazines, journals. It has rich collection of books, journals, newspapers, magazines, and project reports etc. which help the students to seek relevant information pertaining to their discipline. The library has a spacious reading hall which offers the comfortable ambience for reading purpose. The BCACS library provides various services to the users like Circulation, Book Bank Facility, Reference Service for Syllabus, Old Question Papers, e-Library Facility & Online Public Access Catalogue, etc. The library has a subscription of National Digital Library of India to give easy access to the rare and various books. The library has a subscription of Jayakar Knowledge Resource Centre (Formerly Jayakar Library). The students can utilize the facility to issue the needed books by browsing the catalogue online on the Jayakar Library's website. The students and staff members are encouraged to use www.rarebookssocietyofindia.org, which has a rare books collection of India. This website has been used by the students for the books which are not available or out of print. It has articles/essay, events, new books, rare books, rare manuscripts, rare photographs, etc. These various resources help the students to understand the subjects in an effective manner.

The college library has pride possession 03 Encyclopedias, 02 World Books, 28 Dnyankoshas, 01 Vishwakosh, 24 English Dictionaries, 01 Sanskrutikosh, 03 Marathi Dictionaries, 01 Manorama Book, 01 Dnyaneshwari, 01 Sant Tukaram Sandarbh Kosh, 03 Bhagwat Geeta, 06 copies of Indian Constitution. The following events help the library to inculcate the reading habits among the students and explore the available knowledge resource.

Exhibition of Rare and Popular Books: Every year the college library organizes exhibition of rare and popular books. The exhibition helps the students to know the mostly read books in the library and books which are out of print these days.

Events to Boost the Reading Habits: The college has been conducting various events like Vachan Prerna Din, International Library Day, Birth Anniversary of S. R. Ranganathan, International Literary Day, Book Exhibition, and Book Donation Drive to boost the reading habit.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

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

Answer: B. Any 3 of the above

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

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

Answer: 2.81

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
0.39	1.88	3.72	6.18	1.87

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

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

Answer: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Answer: 14.01

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

Answer: 43

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Answer:

The college has state-of-art Information Technology services which enhance the quality education in Balaji College of Arts, Commerce and Science. IT facilities are used in the academic activities and services.. It encompasses the one stop solutions for the academic urges and safety concerns in the campus life. IT facilities are put to the maximum utilization as the portal for knowledge and effortless services to the students.

IT services are empowered with modification, maintenance, and regular updates as per the requisitions and academic demands. IT facilities include the leased line connection provided by Tata Teleservices (Maharashtra) Ltd. with the bandwidth of 50 MBPS. The internet facility has been upgraded from time to time by the college considering the pressing need of technology. The college has 08 efficient printers for academic usage. The college has advanced facilities of Information and Computer Technology in the class rooms for enhancing the pedagogy adopted by the college, which prove efficient in the teaching-learning environment. The college has automation software for administrative staff and accounts. It endows the administrative staff to offer services such as bonafide certificates, hall tickets, recommendation letters and other official documents. IT facilities are made available in the seminar and auditorium hall for the successful conduction of the arranged conferences and other programs.

The college has two computer laboratories with 54 computers in IT laboratory, 57 computers in the other laboratory. Similarly there are 10 computers in library for students, which have updated software for efficient working. The college has provided Wi-Fi facility for the academic purpose. There are functional projectors installed in the classrooms and laboratories. All the classrooms record the biometric attendance of the students. The Smart Classroom has short through projector and interactive board providing advanced features of learning technology to the teachers and students. The college has installed CCTV cameras at 65 places in and around the campus to ensure the security and safety of the students. The CCTV camera provides extra security and safety. The public address system helps the principal and higher authorities to address all the students and faculties regarding instructions and announcements.

Hardware and Software:

The IT facilities houses Desktop, Laptops, LCD Monitors, LCD Projectors, Smart Tele Vision Set, HP6200 as Server, computer connected with LAN, UPS, Electronic Private Automatic Branch Exchange (EPABX) System, Biometric Attendance System, Public Address System, 02 collar mics for MS Office-03, 07 License Copy 2013, License Copy of Microsoft Windows-10, Microsoft Windows-7,8.1, Leased Line of 50 Mbps, Tally 9.0, MS Office – 16 License Copy, Wi-Fi facility, ERP software and antivirus software for the protection of software. There are 128 inverter batteries providing power backup to sustain all IT equipment working for 10/12 Hrs.

The college has IT technician stationed for continuous working of entire IT infrastructure enabling teachers and staff to work without any interruption.

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

4.3.2 Student - Computer ratio

Answer: 2.45

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Answer: 5-20 MBPS

File Description	Document
Any additional information	View Document

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

Answer: Yes

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

Answer: 10.14

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)

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
14.39	4.37	8.12	9.15	6.34

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

Answer:

A well-defined policy has been framed by Balaji College of Arts, Commerce and Science (BCACS) for effective utilization and maintenance of physical and academic facilities. The justifiable allocation and proficient utilization of facility is in tune with the designed policy and procedure as per the needs of

educational, research and administrative activities. The outcome of this procedure is seen in the quality learning and working environment for students and faculty members. The effective implementation is evident in the prolific utilization of physical, academic and support facilities.

I. Utilization of Physical Facilities

The classrooms, laboratories, library, sport room, ground, boys common room, girls common room, administrative office, parking area and canteen facilities make the teaching- learning process conducive. The Time Table committee ensures the proper utilization of dedicated classrooms and Smart Class Room. It facilitates the students to attend classes and instructional resources in proficient manner. All the class rooms are well equipped with the projector, a computer, a close circuit television for the effective learning.

The IT laboratories are utilized optimally for university prescribed courses and add-on courses. The computer facility is availed by the students for reference, project work and examination form filling purpose, conduction of MS- Excel courses, Talley Courses, research purposes and preparation of presentations. The computer laboratories are well maintained and upgraded periodically. The college owned equipment such as computers, LCD projectors, and printers are maintained and monitored by IT engineer and electrician. The laboratories are cleaned by the housekeeping staff members daily.

The seminar hall facilitates the students to conduct seminars, workshops, student led conferences and induction programs. The seminar hall is utilized for the convocation ceremony, alumni meet and guest lectures. The quiz competitions, women empowerment program, career counselling and other academic sessions are arranged in the seminar hall.

The library is spacious enough to accommodate the voracious readers. Dedicated time is given to the Library sessions for the effective usage of the library resources. The library space is well utilized for various purposes like, referencing, reading and internet surfing. The library is well maintained and modernized intermittently. The knowledge resources are meritoriously employed by the students and the faculty members. The digital library gives an edge to the learned scholars apart from the physical books available in the library. The computers and infrastructure available in the library cater the academic need of the students.

The Placement Cell is proactive throughout the academic year for providing the best placement and internship opportunities to the students. The placement cell offers the job opportunities and career avenues to the students. All the students are given maximum exposure to hone their skills and talent by the placement cell. The executives from the renowned companies are invited for the placement activities. They tap the endowed and skillful students for various job requirements. The offers made by the companies are accepted by the interested students for better career growth.

The sports department conducts the sports events and schedules regular lectures dedicated for the sport activities on college ground. The indoor and outdoor sports events are well managed by the student coordinators and the faculty in-charge of assigned task. They are encouraged to participate in intercollegiate and national level sports events too. The sport equipment are well maintained and used by the Physical Education Department.

The boys' common room and girls' common room help the students to have academic and extra-curricular activities. They are utilized by the students in the recess time for taking lunch together and practice sessions for events.

The administrative office facilitates the students to seek various academic support like examination, bonafide certificates and result related documents. The classrooms, seminar hall, sports ground, administrative office, canteen facility and ample parking space for 2 and 4 wheelers provide adequate space for academic and related activities.

II. Maintenance Policy

The college has framed a policy for maintaining the physical infrastructure for enhancing the campus amenities. Renovation, facelift and apt utilization of the available resources for academic and support building is carried out by the college. IT infrastructure and electrical equipment are well maintained on regular basis for the durability and sustenance by the appointed electrician in the campus. In-house maintenance is carried out regularly by the technician appointed by the management. The technician replaces or repairs the computers, projectors, printers, tonners, hardware and software related issues. The related requirement is raised and resolved for the smooth functioning of academic work. Major replacement and requirements are put forward for procurement through a channelized way of requisition.

Civil construction related requirements are fulfilled periodically. The competent external agency is appointed by the Society for Website hosting and maintenance of it. Decontamination of the campus is executed by external agency regularly for the prevention of spread of diseases like dengue, malaria etc. in the campus premises.

The water coolers have purifiers regularly well-maintained by the external agency. The water treatment plant is in place ensuring clean and safe water. The Close Circuit Televisions are properly maintained by the in-house technician. The housekeeping staff members look after the cleaning and disposal of waste in an organized manner. The gardener looks after the regular maintenance of the lush green campus. The lift facility is maintained by the vendor on regular basis. The fire extinguishers are utilized and replaced as and when needed ensuring the safety of the premises. The UPS backup with 128 inverter batteries ensures the hassle free ongoing academic work and tackles the power failure issues. The backups are well maintained and monitored by an electrician. The campus has canteen is internally managed. The Play Ground is maintained by Physical Education Department. The security and safety measures are monitored by the security personnel , who are mostly ex-servicemen.

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

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

Answer: 0

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

Answer:

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

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

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

Answer: 0.79

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
4	0	3	3	2

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

- 1. For competitive examinations**
- 2. Career counselling**
- 3. Soft skill development**
- 4. Remedial coaching**
- 5. Language lab**
- 6. Bridge courses**
- 7. Yoga and meditation**
- 8. Personal Counselling**

Answer: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

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

Answer: 47.36

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
291	265	159	0	0

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

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

Answer: 0

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

Answer:

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

File Description	Document
Details of the students benefited 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

Answer: Yes

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

5.2 Student Progression

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

Answer: 4.82

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	10	0	0

File Description	Document
Self attested list of students placed	View Document

Details of student placement during the last five years	View Document
Any additional information	View Document

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

Answer: 43.75

5.2.2.1 Number of outgoing students progressing to higher education

Answer: 21

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

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

Answer: 0.67

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

Answer:

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

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
38	20	30	12	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	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.

Answer: 5

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
04	01	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Answer:

The College has a proactive 'Student Council' as per the Maharashtra University act 2016 section-99 representing students on various academic and administrative committees. Students are involved in planning, organizing and control of various activities which motivate them and develop their qualities like leadership, initiation, team-building etc. Student council members actively participate in various yearly activities like Spandan, NSS, Sports Week, Field visit, Study tours, Festive celebration, Competitions, Academic activities and cultural programs.

1) Student Council:- Every year students' council is formed according to SPPU guidelines. A committee of 4 to 5 faculty members headed by the Principal is formed to nominate student council members. Interested students fill the nomination forms and submit it to committee members, then they are called for the interview process from which student council members are nominated.

2) College Development Committee:- Student council members actively participate in the meetings of College Development Committee and put their issues and suggestions in front of committee members. The acceptable and constructive suggestions are incorporated in day to day functioning of College.

3) Participation in Co-curricular activities:- College organizes various co-curricular activities yearly like Inter-College Quiz Competition, Industrial Visits, Study tours, Student led conferences, guest lectures, Seminars, etc. in which student council members are actively involved. The President or Secretary of student council are incharge of most of the activities and teachers are in the guiding capacity. The leadership qualities are developed among student council members.

4) Participation in Cultural and Sports Events:- Student council is also responsible for organizing cultural events of the College such as -SPANDAN, Fresher's Party, Drishthi, etc. They act as CCT Members i.e. Central Coordinating Team in all those events. Every year college organizes sports week in the month of December. Student Council co-ordinates all the sports events smoothly and successfully. Special days and festivals such as Independence day, Republic Day, Raksha Bandhan, Diwali, Ganeshotsav, Navratri Celebration, etc. are commonly organised by student council members under the guidance of teachers.

5) Participation of Students in Statutory Committees:- College has various Statutory committees and student council members are student representative of the same:-

a) Anti-Ragging Committee

b) Student Grievances Redressal Cell

c) Internal Complaint Committee

6) Participation in Placement Cell:- College has an active Placement cell responsible for internships and placement of students. The cell is also responsible for preparing students for Group Discussions, Aptitude tests, Resume writing, Preparation for Interview, etc. Student Council members actively participate in coordinating with companies, organizing pre-placement talks and interviews at the College campus.

Student Council timely meet with Principal Sir and management authorities for new ideas, suggestions and feedback of the College on various areas such as infrastructure facilities, drinking water, canteen, sports equipment, etc. NSS Secretary is a student council member who manages entire NSS camp for whole one week at some village. The Sports Secretary is the leader of entire Sports week.

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

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

Answer: 2.4

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
03	02	03	02	02

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	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

Answer:

The Balaji College of Arts Commerce & Science believes in fostering long-term relationships with the alumni of the college. College has formed Alumni Association (Unregistered and functional) which plays a vital role in the progress and achievement of the College. As a society is self-financing, college does not accept any kind of financial aid from alumnus but we consider them as good asset and look for long term association with alumnus. The contribution of the alumni for the growth and progress of the College is immeasurable. They offer student support services by way of counselling, guidance and lectures. The association also serves as a fruitful adviser towards the growth and development of the College by participating in various events of the college like Sports Week, Spandan etc.

College had also organized matches between our alumni and current students. Alumni had also taken many carrier counselling sessions for our present students. It meets periodically to discuss the ways and means to improve the academic environment of the College, as well as to exchange views on the employment opportunities and scope for higher education. The association has very positive suggestions for NSS-based activities to illustrate its social relevance. They also give their suggestions on how to make more interesting activity sessions of our college.

Following Alumni Association formed for the year 2018-19

Sr. No	Name	Designation	Contact No.
1	Rahul Vishwakarma	President	09503677766
2	Gayatri Shinde	Secretary	07972660921
3	Tarang Holmukhe	Member	09511015555
4	Atul Jagtap	Member	08657551918
5	Vamsi Kalyan Bojja	Member	07798487314
6	Aaachal Shivsundar	Member	09545092212
7	Gourav Malakar	Member	07770096927
8	Yash Agarwal	Member	08668602604

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

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

Answer: <1 Lakh

File Description	Document
Alumni association audited statements	View Document
Alumni association audited statements	View Document

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

Answer: 3

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

Answer:

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

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

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

Answer:

Sri Balaji Society, Pune is a Charitable Educational Trust established under the Bombay Public Trust Act, 1950. The Society functions under the able guidance of its Founder and President, Dr. (Col) A. Balasubramanian assisted by the Directors of respective Institutes. Sri Balaji Society got approval to establish Balaji College of Arts, Commerce and Science (BCACS) in 2003. BCACS provides quality higher education to the students. Vision and Mission of the College are as follows:

Vision:

To turn out of its portals competent human resource excelling both in academics and in values.

Mission:

To undertake the task of shaping impressionable young minds with moral values and leadership qualities. To enable them to attain a very high level of academic excellence and to achieve this object, provide best infrastructure, opportunity and environment.

BCACS is approved by government of Maharashtra and affiliated to Savitribai Phule Pune University, Pune. Sri Balaji Society governs BCACS through a transparent governance system in the form of College Development Committee including Campus Director, Society Directors and President Sri Balaji Society. BCACS has well defined policies and these are implemented by Campus Director, Principal, teaching staff and non-teaching staff of the College.

The management of Sri Balaji Society has provided all modern teaching tools in the classrooms of BCACS. Every classroom has bio-metric attendance machine for students. Each class has projector along with CPU and caller mic. The faculty members make extensive use of these teaching aids which help in preparing students as per requirements of corporate world. The extensive use of technology disseminates knowledge with dynamic teaching pedagogy laid down by Sri Balaji Society. BCACS has an excellent pool of faculty with core experience of their subjects supported by visiting and guest faculties.

BCACS is located on Aundh-Ravet Road, which is prominent in Pimpri-Chinchwad area of Pune city. It has excellent infrastructure with high standards of teaching, strong corporate connectivity and excellent placements to students of B.Com. and B.B.A.

As a part of academic governance, BCACS has established Internal Quality Assurance Cell (IQAC) to institutionalize the process of quality enhancement and provide sustenance to quality standards, while imparting education to undergraduate students. As a result three students of BBA 2018 pass out batch, secured first, fourth and fifth positions in the University. Meetings of IQAC are held from time to time. The faculty members and student representatives are given excellent opportunity for developing their leadership potentials. The course coordinators' for B.Com. and B.B.A. programmes are responsible for co-ordination of day to day academic and co-curricular activities of the College. The Principal is solely responsible for overall development of the College and maintaining discipline among faculty, administrative staff and students. He is also responsible for recruitment and selection of faculty, staff and follows service rules, leave rules, administrative procedures as laid down by University and Govt. Of Maharashtra. Performance appraisal of teaching staff along with feedback by students is collected annually, analyzed and corrective measures are initiated to improve overall performance of the College.

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

6.1.2 The institution practices decentralization and participative management

Answer:

BCACS has decentralized governing systems to all academic and administrative departments for better functionality and accountability. Each program B.Com. and BBA has separate course coordinators who have the responsibility of day to day functioning of academic activities. Each class has a professor-in-charge. Faculties prepare their individual teaching plans for their day to day lectures. The faculty give their suggestions for implementation of their teaching pedagogy to the course coordinators and Principal.

There are various committees taking care of all the non-academic activities. BCACS has all the statutory committees like Anti-ragging, Student Grievance Cell, Internal Complaint Committee and other functional committees like Students Council, Time-table Committee, Activity Committee, Training and Placement cell etc, facilitating decentralized governance. All the committee heads are responsible for the activities of their committees.

The Principal calls for periodic meetings to discuss various Academic and Co-curricular and extracurricular activities such as Industrial Visits, Sports meets and other events with the involvement of faculty & students. Departmental meetings are also being conducted periodically to discuss internal issues within the departments where the Principal, course coordinators, faculty members, attend these meetings regularly where the problems are addressed and appropriate remedial plans are prepared at the college level. The suggestions of committee members are well perceived by the top management.

Case Study

Library Committee and purchase of Books and Journals

The College has a library committee which looks after the functioning of library. Every-year regular meetings of library committee are held in which the budget for purchase of books, journals and allied items for each programme are decided. List of books to be purchased and journals to be subscribed are sought from all the faculties including visiting faculties. The requests of students for any books are taken into consideration. After discussion with faculty members the course coordinators prepare the list of books and journals to be purchased. The list is submitted to the librarian. Librarian put forth the requirements in the library committee and take approval for the lists. Quotations are taken from different dealers and comparative charts are made by the librarian and chairman of Library committee. The comparative chart and the proposal for purchase is submitted to the Principal, and the same are forwarded to the college development committee for approval. After approval from management, purchase or subscription is done by the librarian.

Once the books are received in the Library along with the bills, the price of each book and discount rates is verified by the Library staff. Entry for each book is made in Accession Register with all relevant details of the book like its price, publisher, vendor, year of publication etc. Then the bills are processed for payment. The Administrative Section certifies the above procedure before forwarding the bill to the Accounts Section. With the permission of Principal, account section makes the payments to dealers.

Similar procedure of decentralized and participative management is practiced for all the other purchases as well for organization of co-curricular, extracurricular and sports activities in our institute.

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

6.2 Strategy Development and Deployment

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

Answer:

A proactive role by the IQAC of an institution is crucial in maintaining the momentum of quality consciousness. NAAC and UGC assign the responsibility to the IQAC for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the institution. With this background, the College IQAC has undertaken the task of designing a Perspective Plan. In the preparation of the Perspective Plan, Internal Quality Assurance Cell (IQAC) of the College has taken initiatives to obtain Inputs from all stakeholders viz, management, Principal, faculty, administrative staff, students of the college, Alumni Association, the parents and peer colleagues. Stakeholders' expectations, management policies, goals and objectives and vision and mission statements of our College and quality policy of the college are also considered as a base for formulation of the perspective plan.

GOALS OF PERSPECTIVE PLAN

Considering the background of BCACS, an institution imparting quality education in commerce field, the College IQAC has identified following goals of the perspective plan, which are as follows:

Short Term Goals

- To keep faculty members abreast with the latest trends and developments in Research, Technology and Teaching methodologies.
- To motivate the faculty to remain exposed to the Industrial processes & activities.
- Majority of the students should graduate with Distinction/Honors in all branches.
- To continue the special classes for non-English medium students to improve their English Communication Skills.
- All information concerning students/ staff to be made available online.
- To make the Campus green and chemical free.
- To go for the energy auditing of the whole campus.
- We shall strive to produce more national level players in upcoming years.
- Conducting faculty and student development programs for cutting edge trends and technologies.

Long Term Goals

- To build and promote teams of experts in the upcoming trends and technologies in education sector.
- To promote quality research and undertake research projects keeping in view their relevance to needs and requirements of technology in local industry.
- To institute a sustained quality system embedded with a conscious, consistent and programmed action;
- To create an enabling academic environment for students embedded with sincerity, discipline and commitment;
- To mould humane citizens of the nation;
- To establish globally, brand image of the College;
- To emerge as a model College for commerce education.

The perspective plan aims to bring together skill development through advanced knowledge and inculcating human values among the students with the help of "Discipline, Dedication and Determination" (3Ds) which are the three pillars of the College philosophy.

At the end of every academic year a review is taken about the implementation of the aspects of the perspective plan.

The IQAC shall continuously strive to achieve above goals and objectives of the perspective plan keeping the vision and mission statement of Balaji College in view. The College has been able to achieve 50% of the goals during the last three years. We shall achieve balance 50% goals in next two years.

Any additional information	View Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

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

Answer:

The College follows decentralised structure for effective management. It has a Governing Body, Administrative Setup, Academic Administration, various College Committees for effective functioning, Service Rules and Recruitment, Promotional Policies and Grievance Redressal Mechanism.

Administrative Setup:

The College has well defined internal organizational structure for decision making and their effective implementation. Organizational structure of the College consists of governing body comprising of President Sri Balaji Society (SBS), Principal Director SBS, Director Finance SBS and Chairperson College Development Committee(CDC).The CDC carries out all administrative work through IQAC, Heads of Departments, Training and Placement Departments and Examination Department. The other miscellaneous activities like cultural, sports, greivences, anti ragging are also carried out under CDC. Accounts, Finance and HR functions are executed by concerned heads of SBS. The day to day administration of the College is carried out by the Principal with the help of Course Co-ordinators and faculty. The College also has an administrative office headed by the Office Superintendent, catering to requirements of staff and students.

Academic Administration:

At department level, the organization includes Heads of BBA and B.Com. departments, their faculty members and non-teaching staff. For library,there is a Librarian and an Assistant Librarian. The Department of Physical Education and Sports, functions under Director of Physical Education.

College Committees:

Various committees are constituted for the planning and execution of academic, administrative and extra-curricular purposes. Each committee consists of chairperson and members. The IQAC plays an important role in monitoring the internal quality of these committees. It is through these committees that decentralization is achieved.

Service Rules and Recruitment:

For service conditions and rules, the College follows the rules and regulations laid down by Savitribai Phule Pune University, UGC, New Delhi and Government of Maharashtra. The candidates are interviewed by the Selection Committee as per the rules. For recruitment of non-teaching staff, the management follows the rules set by Government of Maharashtra. Temporary posts are filled by the management.

Promotional Policies:

All the promotions of faculties are as per UGC norms. The annual performance appraisal system plays a crucial role in promotions.

Grievance Redressal Mechanism:

The College has a Grievance Redressal Committee, Internal Complaints Committee, Anti-Ragging Committee and Discipline Committee for proper redressal of the grievances of students and the faculty. Student's Grievance Cell enquires and analyses the nature of the grievances in a strictly confidential

manner. The aggrieved student is informed about the measures taken and check system is introduced to ensure that there is no repetition of the same.

The CDC works as a Grievance Redressal Cell for employees and has one meeting in every semester. The representatives of teaching and supporting staff are free to raise issues regarding grievances, if any, in the meetings. CDC looks after the grievances related to service conditions, long leaves and other relevant problems.

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

6.2.3 Implementation of e-governance in areas of operation

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

Answer: A. All 5 of the above

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

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

Answer:

BCACS, being an affiliated college within Savitribai Phule Pune University, provides tremendous opportunities for our students to excel in a forward thinking, technology rich environment so our graduates are educated in business and commerce streams. We are committed to enhancing our students' ability to engage creatively and successfully in a global environment and strive for excellence in all aspects of research, teaching, service and administrative activities. We value diversity in all our stakeholders, research interests and teaching styles, and we aim to promote a collegiate and inclusive environment in which we treat our students, staff and other stakeholders with fairness and respect.

For academic excellence, BCACS has revenue of dedicated, devoted and determined teaching faculties, who encourage & empower students to do their best. The curriculum embraces both the vertical (industry specific) and horizontal (functional discipline specific) specialization streams. It focuses on the practice of oriented-learning thus creating knowledge-base through experience. For placements, the students are groomed through activities such as Industry presentations, interactive sessions, mentorship programmes, case studies, projects, social activities and value addition programmes besides regular studies. Guest sessions and HR sessions are also directed to make them fit for the role of committed executives in the corporate world. The guiding philosophy of BCACS throughout has been to instil in the scholars a passion for knowledge, comprehend management and accounting concepts and integrate globally. The objectives of imparting education, combined with creation, dissemination and application of knowledge, are being met in an integrated form.

There are various committees operating in BCACS such as College Development Committee, Library Committee, Training and Placement cell, IQAC, Anti-Ragging Committee, Students' Grievance Committee, Internal Complaints Committee, Magazine Committee, Research Cell, Alumni Association and Cultural and Sports Committee. All these committees have regular meetings as deemed necessary by the head of the committee. The minutes of all these meetings are recorded and action taken report is also prepared to monitor the implementation of their resolutions.

Case Study - Effectiveness of the Grievance Redressal Committee

Grievances in the College are dealt with proper procedure by the Grievance Redressal Committee. The committee comforts the students who come with the grievance and assures quick and immediate action. The committee takes its task seriously and is agile while solving problems and dealing with tough situations.

We can consider the students' grievance that was reported on 9th August 2017 by the class representative of First Year B.B.A., Mr. Mayank Pandey. On behalf of the entire class, the representative filed a grievance about the breakfast timing given to the students. It was reported that all students were not able to collect the breakfast from the canteen within the previous time duration of tea break. So the students requested to increase the duration of the breakfast break so that the students don't miss the next lectures. The grievance was resolved by the Principal of the College by extending the breakfast time to 30 minutes. The students were satisfied with the resolution for their grievance.

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

6.3 Faculty Empowerment Strategies

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

Answer:

The College has effective welfare measures for teaching and non-teaching staff. The following are some of the welfare measures.

- College provides financial support for employee's children in respect of overseas education.
- The college organises one day picnic for teaching and non-teaching staff along with their family members every year.
- College also provides blazers to all teaching staff members.
- College gives free ship to the children of non-teaching staff.
- The College is also offering financial support and duty leave to encourage the faculty members to participate in Faculty Development Programmes, Seminars, Work-shops, conferences, symposia, presenting paper at the national/international seminars, chairing the session at conferences.
- College encourages the faculty to take up various university assignments such as – CAP examiners, VIVA expert, member of flying squad, selection committee of paper setter, examiner and resource person for various programs.
- Separate seating arrangement with table, chair, cupboard, personal computers, centralized printers & photocopy machines is available to every staff member.
- The College has provided safe drinking water, proper parking facility and security guards are engaged by the institute at the premises.
- College organises faculty development programs for the development of faculty.
- Sri Balaji Society has Memorandum Of Understanding with two hospitals.
- College has Memorandum of Understanding with other colleges and institutes to facilitate faculty exchange programs for increased exposure.

- The College has battery backup for ensuring non-stop electricity supply to the computers & internet for teaching & non-teaching staff.
- The college employs Ex-Military staff in various roles like Office Superintendent and security guards.
- The management encourages the staff by making the provision of tea on a daily basis and lunch during special occasions.
- All faculties are provided access to numerous e-journals and well-stocked library to have more value addition in their teaching-learning process.
- The College also provides conveyance to the staff if they use their personal vehicle for official work.
- The indoor and outdoor games facility is available to all staff members. During holidays, the staff members are encouraged to come and play friendly matches with the students to develop and maintain a healthy and friendly student-teacher relationship.
- A healthy and hygienic work environment is maintained in the campus.

File Description	Document
Any additional information	View Document

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

Answer: 2.68

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

Answer:

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

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document
Any additional information	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

Answer: 4.2

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
12	4	5	0	0

File Description	Document
------------------	----------

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

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

Answer: 4.03

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

Answer:

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

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

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

Answer:

The institution has a performance appraisal system for its teaching and non-teaching staff. It is obligatory for the faculty members to fill and submit the performance appraisal report. It includes teaching –learning and evaluation, curricular and extra- curricular activities and Research.

It consists of the following aspects.

Section A: Syllabus coverage

Section B: Teaching learning activities

Section C: Overall parameters

Section D: Self-Appraisal

In section A, following points are included for the evaluation of teaching staff members.

- Syllabus coverage and reasons for incompleteness
- Home assignments and their evaluation
- Surprise Test and its evaluation
- Practice test and evaluation

In section B, the following points are included for evaluation.

- University Results of the courses taught by the faculty (Average of all courses)
- Additional Inputs given to the students
- Seminars and workshops in which the faculty participated in the academic year
- Research and consultancy projects undertaken / conducted
- Case studies read / developed

- Punctuality in conducting lecture sessions

In section C, the following points are included for evaluating.

- Quality of teaching
- Subject knowledge
- Uninformed / unplanned leaves
- Obedience
- Knowledge of administrative procedures
- English language – overall communication
- English written communication
- Work quality in general
- Ability to guide the students and maturity

In section D, the following points are included for evaluation.

- Strength
- Weaknesses
- Plan to overcome weakness
- Achievements
- Future plan of action for improved performance

Non-teaching staff performance appraisal includes 4 parameters as listed below.

- Personal information
- Nature of Duties performed
- Overall Performance parameters
- Self-appraisal

Based on this self-appraisal and the evaluation, performance indicator is calculated and appropriate increments are provided to the staff accordingly. The existing appraisal systems provides an opportunity to map / assess self SWOC analysis and of self-development to the teaching and non-teaching staff.

All the above mentioned parameters are assessed by the management in due course of time.

The prescribed form has to be filled by each staff member at the end of each academic year which is then submitted to the Principal with essential documents. This report is then forwarded to the CDC Chairperson with Principal's remark. The management takes action accordingly. The good performers are rewarded with financial and / or promotional decisions by the management. Similarly low performers are penalised by taking appropriate actions. In this process, appropriate feedback and suggestions are communicated to the concerned staff for their future improvement.

In addition to that, the College collects online feedback from the students to evaluate the teacher's performance. The feedback is analyzed and report is prepared and, if necessary, action is taken.

The teaching and non-teaching have to fill up the weekly report of their activities and submit it to the administrative office. The office then maintains the file of weekly report of all staff members verified and signed by the Principal regularly. This is also taken into consideration during the performance appraisal of the staff by the management.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Answer:

Sri Balaji Society conducts external financial audits every year on behalf of BCACS. In order to verify compliance with respect to rules, regulations, and standard operating procedures and to evaluate the adequacy of internal control systems and management of funds.

External Audit: Sri Balaji Society conducts external audit annually for BCACS, after the completion of every financial year. The external auditor checks accession records at three levels viz.

- 1) The checking of accession record of the library
- 2) All the purchase records
- 3) The dead stock and equipment of the gymkhana

This is also checked by the auditor. The bills and vouchers of the revenue expenditure is checked. After final checking of records, the external auditor signs the receipts and payment. This is duly checked by the CA and submitted to the corresponding authorities.

Internal Audit: The budget of the BCACS is prepared by Principal and office authorities and sent for the approval to College Development Committee (CDC). The budget gives directions for utilization of financial resources for a year. As per the budget allocation, and instructions from the management, the Principal and staff members decide the approximate expense for each and every event separately and send the sanction letter to the CDC. After getting the sanction from the CDC Chairperson and Director - Finance, the centralized accounts department of the society allots the sanctioned credit to the concerned coordinator. After the completion of the event, the bill settlement is done by the Accounts Department of SBS.

The Accounts Department uses 'Tally' financial software for maintaining quantitative financial records and also the legitimate proofs of income and expenditures are maintained appropriately. In case of the expenses which are not pre-budgeted but are necessary to be done, prior permission from the appropriate authorities is taken well in advance before making such expenses. Biometric attendance system is used to record the attendance of the employees and is verified against the salary calculation and payment. Before submitting the final report to the management, Auditor from the Society Accounts Office visits the College to check and investigate all the records along with proofs at the end of the financial year. Till date, the College has not received any query about mobilization of financial resources by the management.

The internal audit takes place at two levels viz. receipt and payment. The receipts of the fees collected from the students are checked by the auditor. The official letters, official funds collected, and bank statements are checked by the internal auditor. At payment level the account of the purchase bills is entered in the tally system, vouchers are created which come under various ledgers. The payment vouchers are signed by the office superintendent and finally the Principal.

These vouchers are checked by the accounts department of SBS and cheques are issued to the concerned parties.

File Description	Document
Any additional information	View Document

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

Answer: 0

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

Answer:

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

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

Answer:

Availability of fund is essential for running everyday operations of the organization, but at the same time it is very important to utilize the funds in most effective manner. Mobility of funds in right direction is essential for organizational development.

Our only source of income is tuition fees. Major expenditure consists of payments made on account of academic related services, salary to employees of the institute, training and development programmes of faculty. Administrative and general expenses such as office expenses, repairs and maintenance of movable are made to ensure smooth functioning of the institute. Student welfare expenses are also made for various activities such as student participation in conferences, sports and cultural events etc.

It is said that no institution is recognized by its infrastructure but by the success of students studying in it. Therefore, certain part of the income is invested on purchase of books / apparatus and sports equipment also. Various programs like sports, yoga, personality development and other activities are organized to maintain good health and welfare of the students and employees. To upgrade the students and employees, various programs like guest lectures, seminars, workshops, discussions are organized and they are also encouraged to participate in research work, seminars and other developmental activities. We ensure that recurring and capital expenditures are controlled within the budgeted resources of the College.

The College has a well-defined procedure for utilization of financial resources. The Institute prepares budget for every year based on requirement for optimal utilization. Appropriate funds are allocated for infrastructure development like computers, other equipment etc. The management reviews the budget and approves it after required changes, if any. All the activities and purchases are conducted as per the approved budget. Most of the purchases are made from approved vendors. In cases where approved vendors aren't there, quotations are invited, comparative statement is made and order is given to the organization which has quoted the lowest after approval from the management. To maintain the expenses within a limit, periodic comparison between the actual expenses and budgeted expenses is done.

Deficit, if any, is managed by funding from parent trust "Sri Balaji Society". Suitable institutional mechanisms are available to monitor the effective and efficient use of financial resources. For this purpose, the internal auditor from SBS comes to check this periodically. After approval of annual budget, expenditure during the year is planned.

The financial audit is conducted by Chartered Accountant every year to verify compliance with established procedures under arrangements of Sri Balaji Society.

File Description	Document
------------------	----------

6.5 Internal Quality Assurance System

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

Answer:

As a result of IQAC initiatives, two significant practices have been institutionalized, during last five years in addition to many others. They are:

Practice 1: Effective use of pedagogical tools to enrich teaching and learning process

Teaching millennials is a very complex process as most of the learning happens out of the class in terms of internet, blogs, video platforms, social media and so on. This is a great challenge to the teaching fraternity, to engage with the students and make them attentive and retain their interest in the courses offered by the curriculum.

One of the practices adopted by BCACS is making use of the diverse pedagogical tools which ensures that sincere efforts are made by the faculty members to enrich the teaching learning process.

Following list indicates pedagogical tools adopted along with the conventional methods by the faculty members of the College.

1. White board teaching
2. Case Studies
3. Video Lecturing
4. Newspaper in Teaching
5. Magazine based assignments
6. Powerpoint Presentations
7. SWAYAM Courses
8. Seminars / Workshops / Conferences
9. Field Visits / Field Surveys
10. Home assignments
11. Research Papers
12. Industrial Visits
13. Group Assignments
14. Open Book Class Tests and Surprise Tests
15. Use of Television
16. Book / Article Reviews
17. Practice Tests before University examinations

Practice 2: Mentor-mentee system

The purposes of the mentor-mentee system are to provide guidance to students performing poorly in academic matters and to foster a close and constructive professional relationship between students and the faculty members. While all the faculty members in the College are potentially academic advisors to all students who seek their advice, but each class has been assigned two professors-in-charge as mentors. Selected meritorious students will be assisting the mentors in monitoring the academic progress of the slow learners. The slow learners are academically weak students who have been identified by the mentors at the beginning of every academic year.

Role of Mentors:

In essence, the key role of mentors is to

- a) Assist their mentees to gain an understanding of the curriculum, the faculty's expectations of its students and the University's requirements;

- b) Provide advice and guidance to students regarding academic matters;
- c) Provide feedback and opportunities for reflective review following the test results after every unit;
- d) Assist students in solving problems and, when necessary, refer them to an appropriate authority or resource person;
- e) Perform any other functions as required by the mentees.
- f) Implementation of the Mentor-Mentee System

Responsibilities of Mentees:

- a) All Students are encouraged to meet with their mentors, on a regular basis, for example, approximately three to four times per semester for BBA and 6 to 8 times per year for B.Com. under normal circumstances to discuss their learning progress including any academic problems encountered.
- b) Although each student will be assigned to a mentor, students may seek advice from other mentors with whom they feel comfortable.

The outcome of the mentor-mentee system is evaluated through result analysis of the University at the end of semester / academic year by the Principal and management.

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

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

Answer:

IQAC of BCACS takes initiatives to review the teaching learning process, methodologies of operations and learning outcomes at periodic intervals. The College is committed to learner centric approach regarding teaching learning progression and has designed the policy to assess and evaluate it intermittently. Accordingly, it provides support and guidance to the faculty. Teaching and learning activities are improvised, modified after taking the review and feedback from the students. Then the suggestions are implemented as per the needs. The IQAC has designed the additional attributes like academic excellence, communication skills, personality development and leadership among the students. To achieve learning outcomes, the IQAC periodically reviews teaching learning process and suggests gradual and regular expansion, upgradation and addition of the requisite material, equipment, infrastructure, etc..

The quality parameters of teaching and learning process, structures and methodologies of operations and learning outcomes are monitored by IQAC during the meetings. The faculties try to provide better inputs to the students by using new teaching methodologies. Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are shown below:

1. **Curriculum delivery:** As per the course outline and teaching plan, every semester, curriculum delivery is done as per the course outline or lecture plan made by the individual faculty. Lecture preparation, monitoring of sessions as per the academic calendar or activity planner along with conducting sessions as per the lecture plan is done by the faculty and syllabus completion report is submitted to the Course Co-ordinators and the Principal who ensure smooth functioning of the academic activities in consultation with the IQAC.

2. **Academic Feedback and Internal Audit:** Balaji college is a student-centric organisation. Academic feedback is collected from students and analysed every year. Any issues in teaching will be sorted out immediately by the authorities. Internal audit is regularly done by competent authorities by verifying and confirming the performance of academic practices and procedures against planned / standard procedures. The course completion report including the number of units completed, surprised tests taken, presentations etc. collected from the student academic coordinator of each class about individual subjects and submitted to the Principal of the college. After having a discussion with the management authorities, the output will be shared with the faculties by the Principal. Faculties prepare their course files which includes - university syllabus, course time-table, course objective. course outcome, individual time-table, overall session plan, powerpoint presentations, teaching notes for each individual session, list of text books / reference books / e-learning resources, surprise tests and their marks, planned assignments and their marks. list of slow learners and advanced learners, and cases studies / projects, previous university question papers, practice test question papers etc. Academic progress of students is continuously monitored through assignments and surprise tests. Lecture deviation report is prepared to monitor the static time-table lectures changed due to different reasons. This ensures identification of gaps, if any, and necessary corrective actions are taken for filling up the gap.

The College ensures that the Program Objectives and Outcomes, Program Specific Outcomes, Course Objectives and Outcomes are well communicated to all the faculties and also to the students at the beginning of the academic year. The lecture plan and the course completion report are used to monitor any deviations in the syllabus completion. The course completion report and student feedback helps the IQAC to ensure that the course objectives are being achieved.

The complete result analysis of the University examination is prepared and presented to the IQAC for analysis. The IQAC analyses the result as to the number of students passing with First Class and First Class with Distinction both overall and subject-wise. Also, an analysis is made as to how many slow learners have shown considerable improvement. Accordingly, plans and suggestions are made as to how the low scorers can be helped to improve and score better in the next examinations.

The use of upgraded and modern technology enables the students to be at par with the current times and make creative use of technology in their learning and professional lives. For this purpose, the College ensures that the faculty use latest technology in their teaching methodology. Most of the teachers use powerpoint presentations to teach their course units. Also, google classrooms are used by the teachers to share lecture notes, assignments and other relevant material. The students are encouraged to research and collect material for their assignments from various internet based sources also. The College has also actively encouraged the students to opt for SWAYAM courses to widen their horizon. Language lab is available in the college which is used to hone the communication and language skills of the students. Fully functional computer labs with latest software updates are available in the College campus. The college library is equipped with computers with internet facility for the students. The library is also well stocked with e-journals for the students' perusal. One of the recent additions to the technological advancements of the College is a smart classroom equipped with a short-throw project and an interactive smart board.

File Description	Document
Any additional information	View Document

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

Answer: 4.2

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	3	8	2

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	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**

Answer: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of 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)

Answer:

The Internal Quality Assurance Cell (IQAC) of the College is responsible for quality initiatives, quality assurance and quality improvements. The IQAC sets the benchmarks and focuses on establishing standard operating procedures. The College has undertaken many quality initiatives in the last five years which are as follows:

Quality enhancement initiatives started in the Academic year 2014-15

1. The Internal Quality Assurance Cell of the College was introduced.
2. Library committee was constituted to look after all library related activities and issues.
3. College introduced three value added courses – Advanced Excel, Tally and Soft skills.
4. IPR Cell has been formed by the college.
5. World Environment Day celebration in College was started in 2014-15.

Quality enhancement initiatives started in the Academic year 2015-16

1. College introduced subject related certificate course – Professional Accountant.
2. College started Women's Redressal Cell to deal with sexual harassment cases at workplace.

3. Biometric attendance system was introduced in the college to record the attendance of students.
4. International Yoga Day celebration was introduced in the college.
5. Online Admission Process started by the college.

Quality enhancement initiatives started in the Academic year 2016-17

1. MOU was signed with International Institute of Management Science.
2. MOU was signed with Arusai Hostel as an initiative to help outstation students find good accommodation.
3. The college has initiated Student Council formation.
4. IQAC formed the Students' Grievances Redressal Cell for timely redressal of student grievances.
5. Current affairs session introduced as part of competitive exam guidance to empower our students and help them excel in various competitive and entrance examinations.
6. Career Guidance program by Prof. P. Mahadevan has been introduced for students' benefits.
7. College introduced General Knowledge course as a value added course for the students.
8. IQAC took the initiative to organize Faculty Development Programs for the faculty.
9. Dahi Handi celebrations were initiated from 2016-17 to celebrate the festival of Janmashtami.
10. Rakshabandhan celebrations were initiated from 2016-17.
11. Standard Operating Procedure for the organization of the annual cultural event of the College, Spandan, was formulated by IQAC.
12. Standard Operating Procedure was developed for the Placement and Training Cell.
13. Standard Operating Procedure was developed for the maintenance of classrooms, sports areas and equipment.
14. Standard Operating Procedure was developed for Purchase Committee activities also.

Quality enhancement initiatives started in the Academic year 2017-18

1. MOU was signed with IQAC Cluster.
2. MOU was signed with PES Modern College of Arts, Commerce and Science.
3. MOU was signed with SNTD Arts and Commerce College.
4. MOU was signed with Pratibha College of Commerce and Computer Studies.
5. MOU signed with College of Computer Accountants.
6. Kargil Vijay Diwas was celebrated in the College by inviting army personnel.
7. IQAC has taken the initiative to organize seminars and workshops for the students on topics related to current trends and markets.
8. IQAC has also taken the initiative to organize guest lectures for the students exclusively based on exam preparation by experienced speakers before the university exams to help them score better.
9. Uniform comprising of formal shirt, trousers, tie, blazer and formal shoes was introduced and made compulsory for all the students.
10. College introduced Practice tests before university exam to give practical experience to students.
11. Voters' drive was conducted in the college to increase awareness among students and staff.
12. Alumni association was formed.
13. Alumni meet was organized.
14. College took initiative to connect students to local community.
15. Inter collegiate cultural event "Drishti" has been organized by the college in association with its parent organization.
16. Industrial visits were organized for the students to increase industrial exposure.
17. The students were informed and encouraged to participate in Model United Nations – MUN.

Quality enhancement initiatives started in the Academic year 2018-19

1. StudyBuddy system was introduced.
2. Introduced language lab to improve communication skills of the students.
3. Standard Operating Procedure prepared for FDPs, workshops and guest lectures to be organized in the college.
4. Standard Operating Procedure for the library was prepared.
5. Public Address System was introduced in the college campus.
6. Research Cell has been formed in the college.

7. Students' and teachers' handbook prepared.
8. One day picnic was organised by the College for the staff along with their families.
9. NSS Unit has been formed.
10. Annual camp of NSS has been organised at Markal village.
11. The College has given sports scholarship to national level sports players as an initiative to appreciate them and also encourage more students to pursue sports enthusiastically.
12. Green Audit was conducted.
13. Energy Audit was conducted.
14. Intercollegiate quiz was organized by the College.
15. The College has empowered the students to opt for Swayam courses.
16. College has organized a student-led research conference as an initiative to promote research aptitude among students and faculty.
17. Academic and Administrative Audit was conducted.
18. Feedback surveys were conducted online as an initiative by the IQAC to go paperless.
19. Standard Operating Procedure was prepared for the admission process.
20. IQAC proposed to increase the internet leased line speed to 50 MBPS.
21. IQAC has initiated the process to procure KOHA software for library automation.
22. IQAC has initiated the process for a smart classroom.

File Description	Document
Any additional information	View Document

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

Answer: 7

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	1	1	0

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Answer:

Institute shows gender sensitivity in providing facilities such as:

a. Safety and Security:

1. CCTV cameras are installed at the entrance gate of the campus, library, office, all class rooms, exam room, all floor open areas, parking slot as well open areas around the buildings to ensure safety and security of students as well as staff members. Total of 56 cameras are installed surveillance. Dedicated 4 TB hard disk and Separate server space is allocated for back-up of CCTV camera recording.
2. BCACS has appointed ex-servicemen as security personnel and also has an agreement with a security agency which provides security personnel for college premises. These security persons work 24 by 7 throughout the year keeping the campus safe & secure.
3. All students, faculty and staff members are given ID cards. It is mandatory for all students to show identity card at the entrance gate & wear the same all the time they are on campus. Security persons are authorised to deny entry to all those students who fail to present identity card at the time of entrance. Parents or relatives of the student who are willing to visit faculty members or office staff in the campus are required to enter the details in the register at the entrance. The security persons are required to inform the same to the concerned faculty/staff member and then allow the parent/relative inside the campus.
4. To educate the students regarding safety, institute conducts various programs related to safety and security of girl students.
5. BCACS attempts to impart gender sensitivity among students by showcasing the gender sensitivity related short films, documentaries etc. in computer lab.
6. The Institute has set up various committees like - Internal Complaints/ Women Grievance Committee.
7. Girls and boys students are appointed in equal proportion as a member of student council & class representatives.
8. Proper lighting and security measures are ensured for students when they stay after office hours.
9. First Aid and Sick Room Facility is provided to female students. In case of emergency, students and staff are taken to nearby hospital. Shri Balaji Society has tie up with Aditya Birla Hospital, Thergaon and Life point hospital Thergaon for emergency hospitalisation and other medical facilities.
10. Nearby Police Station's contact number and toll free help line numbers are displayed on Institute's notice boards.
11. All class rooms, office, staff room open passages etc. are cleaned by housekeeping staff to maintain hygienic conditions.
12. All rest rooms are thoroughly washed and cleaned on daily basis. Sanitary napkin stock is kept with Vice Principal madam in case any female student staff is in need of the same.

b. Counseling:

BCACS promotes Didi-Bhaiyaa (Brother-sister) culture in the college campus wherein students are encouraged to presume their fellow students as well as faculty members as brothers and sisters. This creates conducive environment to discuss all academic as well as administrative problems faced by students with the faculty/staff members.

Also student counselling is done by faculty members for every class and subject level whether students have any academic/non-academic difficulties. Dedicated Professor in-Charge is assigned for each class to address all academic as well as administrative problems faced by students.

Especially academic performance of the student is meticulously monitored and on the basis of student's performance, further necessary counselling is provided. The parents/local guardians are also kept well informed about the academic progress of an individual student. If necessary Principal calls the concerned parents to discuss the same and meet in person too.

In case of other difficulties like problems faced by students in their hostels, food served at mess etc. is discussed with the owner of the hostel/ mess and instructs for further necessary improvements as institute has formal Memorandum of Understanding (MoU) signed with them.

Students are encouraged to discuss any matter with Principal/Campus Director anytime as institute's top management believes in Open Door Policy. Students can even approach to the Founder President of Sri Balaji Society Hon. Dr. (Col.) A. Balasubramanian who believes in students first policy all the time.

c. Common Room:

The institute has allocated separate rooms for female students well equipped with water coolers, furniture and charging points for mobile handsets for boys and girls. Students can study there during the free time period. Facilities to rest and study are made available in those common rooms.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Answer: 0

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

Answer: 0

7.1.3.2 Total annual power requirement (in KWH)

Answer: 111966

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

Answer: 6.8

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

Answer: 4968

7.1.4.2 Annual lighting power requirement (in KWH)

Answer: 73032

File Description	Document
Details of lighting power requirements met through LED	View Document

bulbs	
Any additional information	View Document

7.1.5 Waste Management steps including:

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

Answer:

This initiative was taken in view of the Swachha Bharat Abhiyan. As an Institute we take steps in whatever small way we can, to support the global cause by initiating few but concrete steps towards the goals by following practices:

Solid waste management

1. For solid waste management plastic use is kept as minimum as possible.
2. The faculty members and non-teaching staff utilize one side used papers for printing wherever possible in order to reduce the quantum of waste.
3. Paperless communication (e-mail/Whatsapp communication) is a regular practice.
4. Old files and folders are used by faculty/staff members.
5. Newspapers, office paper stationery as well as metal and other scraps are given to agents for further processing as a part of recycling to local vendors.
6. Wooden scraps found on campus are reused in mending damaged furniture.
7. Students also reuse solid waste to make decorative items for college cultural events.
8. In canteen, dry and wet waste garbage is separated and disposed off properly.
9. Dustbins are kept at all convenient locations like classrooms, faculty rooms, administration office, computer centre, library, corridors, washrooms, common rooms, etc., on all floors and in the campus.
10. The wastage from all dustbins is collected in permitted specification plastic bags and handed over to municipal corporation garbage/waste collecting vehicles/containers on a daily basis.
11. Sanitary napkin incinerator machine is available in the ladies restroom.
12. All possible dry leaves/branches/grass etc. is fed to compost pit for manure preparation. The manure is then used as soil conditioner, land fill cover and fertiliser for the plants in the campus.

Liquid waste management

1. In BCACS, liquid waste is only in the form of water discharge from washrooms as well as wash basin in office, canteen/campus.
2. The septic tank discharge line is connected to main chamber of Municipal Corporation.
3. Septic tanks are regularly pumped out, emptied, and sludge is cleaned.

E-waste Management

- All e-waste generated in the campus is handed over to local vendors.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Answer:

BCACS is located in Tathawade, Pimpri Chinchwad Municipal Corporation (PCMC), Survey No.PCMC does not provide any water to BCACS. The water to the college is arranged through bore-wells owned by the College and the same is treated upto the level of potability of PCMC/ MPCB. The College is very conscious of preserving ground water sources. To meet this objective, the College has installed the following Rainwater Harvesting Systems:-

1. The huge roof top is an advantage for Rainwater Harvesting Systems installed at BCACS. The roof top rain water is collected and channelised into 6 downtake pipes. At ground level, this water is then directed into recharge bores having collection and filtration pits. The size of each filtration pit is 1mtr by 1 mtr by 1mtr and the water is passed through filter media and finally funneled into recharge bores. The recharge bores are drilled upto a depth of 100 to 120 ft.
2. Surface water is channelised into the same recharge pits and also is made to flow into the recharge bores.
3. The water so collected is used to enrich the underground water level. Replenishment of underground water directly ensures that the groundwater table is maintained and that bore-well water is available to us throughout the year.
4. Additionally, we are planning to create an open pond for collection of surface water which otherwise was being let into Pawana River flowing on North side of our campus.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

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

Answer:

Students, staff using

- a) Bicycles – Yes
- b) Public Transport -Yes
- c) Pedestrian friendly roads - Yes

Plastic-free campus: Use of plastic is kept to minimum possible level in the campus. Notices are displayed in the campus to refrain from using plastics. In addition, the security is alerted to check plastics entry on campus in any form. Cafeteria, Staff Rooms are monitored for all such usages and an attempt is made to eradicate any form of plastic on campus as much as possible. Use of recycled-paper bags, used clothes bags, jute bags by the students and staff members is encouraged.

Less-Paper office – Even though BCACS does not follow complete paperless office policy but it continuously strives hard to reduce the usage of paper by using one-sided-printed waste papers for new print outs.

Green landscaping with trees and plants –

BCACS has well planned and regularly maintained garden and lawn in open areas. Efforts are taken by the management to maintain the plant diversity in the campus. The perimeter of the college campus is treelined throughout. The census of the trees is periodically carried out by BCACS.

The number of plants present in the campus are more than one thousand. Among the huge number of plants ; 900 plants are with number tags, 300 plants are present around the playground (Lower/sub section of the campus). The number of plants present around the college building are 586.

The plants show diversified habit. The majority of the plants are trees and shrubs. Few climbers are also present in the campus. On and around the playground herbs are present. Among 900 plants, majority of the plants are indigenous. They are eco-friendly. The exotic plants are few in number. The present plants are flowering, botanically called angiosperms. Especially palms in the campus add beauty to the surrounding. Palms reflect the sunlight and keep the climate cool.

These plants are ecologically important. Birds, butterflies are also found in the campus. Some trees are shade giving. Majority of the plants are ornamental like Shankeshwar/peacock flower plant, Tabebuia, Sonsavar, etc. They are medicinally important. The fruits of Jamun are useful for diabetic persons. There are many custard apple trees. Some plants are very common for e.g. Ficus sp. Nandvriksh/Nandruk, Bitterneem, Ashoka, etc. Some plants are of rare category e.g. *Callocarpus elegans*, *Elaeocarpus angustifolia*, etc.

BCACS has appointed full-time gardner to look after the greeneries and lawns around the campus as well as culling the tree branches from tme to time. There are appropriate underground pipelines providing water supply throughout the year. Moreover, trees are planted in the campus every year paying special attention on bio-diversity.

File Description	Document
Any additional information	View Document

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

Answer: 1.75

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)

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
0.74500	0.26400	0	0	6.52862

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

Answer: C. At least 4 of the above

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

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

Answer: 0

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

Answer:

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

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	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)

Answer: 0

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

Answer:

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

File Description	Document
Report of the event	View 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

Answer: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

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

Answer: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

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

Answer: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

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

Answer: No

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

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

Answer: Yes

File Description	Document
Any additional information	View Document

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

Answer: 13

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

Answer:

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

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

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

Answer:

National festivals, birth / death anniversaries:

1. World Hindi Day :

BCACS celebrates World Hindi Day on January 10th every year, marking the anniversary of first World Hindi Conference which was held first time in 1975.

2. Rajmata Jijau Jayanti & Swami Vivekananda Jayanti(National Youth Day):

At BCACS we celebrate the birth anniversary of Jijabai Bhosale-mother of Chatrapati Shivaji Maharaj, commonly (and fondly) known as Jijau or Rajmata Jijau and Swami Vivekananda Jayanti(National Youth Day) on 12th of January.

3. Makar Sankranti :

BCACS celebrates Makar Sankranti to promote cordial relationship amongst students as well as staff by distributing Tilgul (jaggery mixed with crushed sesame seed proportionately) to each other. It iterates compassion, mutual understanding and to let go the past feud/hostility, etc.

4. Republic Day Celebration:

Republic Day honours the date on which the Constitution of India came into effect on 26 January 1950. BCACS every year celebrates Republic Day with flag hoisting in presence of top management dignitaries and cultural program based on pertinent theme like Gender equality, National integration, and communal harmony, etc. followed by breakfast/snacks serving to all the participants.

5. Chatrapati Shivaji Maharaj Jayanti:

Every year, BCACS takes pride in celebration of Chatrapati Shivaji Maharaj Jayanti who has very high regards amongst all the citizens.

6. International Women's Day:

To honour the women power and recognize the contribution of women at workplace, International Women's Day is celebrated globally on 8th March. BCACS organizes a function to celebrate International Women's Day every year on 8th March (a day before/after 8th March in case Sunday/holiday on 8th March).

7. Holi Celebrations :

One of the major Indian festivals, the festival of colours celebrated with zeal and fervour across India. We organize a function for all students and staff to celebrate Holi in BCACS campus every year.

8. World Environment Day:

In order to encourage awareness and action for protection and preservation of our environment, we at BCACS celebrate World Environment Day on 5th of June every year.

9. International Yoga Day:

Since 2017, BCACS celebrates International Yoga Day annually on 21st June after its inception in the United Nations General Assembly in 2014.

10. Raksha Bandhan:

At BCACS we follow Didi-Bhaiyaa Culture wherein students are encouraged to presume their faculty members as well as colleagues as brothers and sisters. Raksha Bandhan festival celebration resonates all these feelings in the form of festival every year.

11. Dahi Handi:

Students take active part in organizing Dahi Handi at BCACS every year in August/September, the day after Krishna Janmashtami. Both boys and girls team up in a human pyramid as Govindas to break the Dahi Handi amid zeal and enthusiasm in the musical backdrop which promotes team building and coordination skills amongst the students.

We at BCACS also celebrate following festivals

12. Independence Day Celebration

13. Shri Ganesh Festival (Sthapna & Visarjan)-5 days

14. Dasara Pujan

15. Diwali Celebrations

File Description	Document
Any additional information	View Document

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

Answer:

Sri Balaji Society's BCACS believes in Discipline, Determination & Dedication. The management strongly believes in participative management style and maintains complete transparency in its functions by taking all the stakeholders into confidence. The College maintains transparency in financial, academic, administrative and auxiliary functions as follows-

1. Transparency in Financial Function:

- Annual Budget is prepared and is adhered to throughout the year after approval from the management.
- For every activity, expenditure proposal / budget is prepared by the concerned staff members and approval is taken from the management.
- Most of the purchases are made from approved vendors. In other cases for which approved vendors are not available, quotations are invited, comparative statements are made and then orders are given

to the organization which has quoted the lowest after approval from the Sri Balaji Society.

- The dead stock register is maintained properly.
- The purchases of books are entered in library accession register.
- Most of the Payments are made through cheques.
- Salary is deposited timely into employees' bank accounts.
- Fees are collected strictly through demand draft or online mode.
- To maintain the expenses within a limit, periodic comparison between the actual expenses and budgeted expenses is done.
- The physical stock verification is done by the Internal Auditors appointed by the management. The report is sent to the management.
- External Financial Audit is done by the Chartered Accountants.

2. Academic Transparency:

- Academic Calendar is prepared after discussion in faculty meetings and this ensures complete transparency. It is displayed and followed.
- The faculty members share course material, handouts, question bank, etc. with the students.
- Attendance is monitored on a regular basis and consolidated attendance is displayed along with defaulters' list on the notice boards.
- Academic Transparency is maintained through ERP system.
- Examination Time Tables are displayed well in advance to maintain transparency.
- Internal Evaluation Marks are displayed on the notice boards. Corrected Internal Exam Papers are shown to the students and signatures of the students are taken.
- Feedback regarding teaching staff is collected from students in an impartial manner and analysis reports are discussed with concerned staff to have complete transparency.

3. Administrative and Auxiliary Functions:

- The Institute follows all the norms and guidelines of the regulatory bodies like Government of Maharashtra, Savitribai Phule Pune University, etc.
- The students are informed about all forthcoming activities in advance by way of notices.
- The academic and administrative decisions are taken in staff meetings and minutes of the meetings are maintained to have complete transparency.
- All leave records of staff members are maintained systematically.
- Biometric record of students as well staff is maintained.
- Service Book record of staff is maintained properly.
- Feedback from students, parents, faculty, alumni, employers, stakeholders are taken regularly, which is used for improving quality of education.

In addition to above, the College has a Quality Assurance Manual which includes standard operating procedures for all functions and overall working of the Institute.

File Description	Document
Any additional information	View Document

7.2 Best Practices

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

Answer:

Best Practice N0. 01

1. Title of the Practice: Study-Buddy

2. Objectives of the Practice

The objectives of the Study-Buddy system include:

- To provide a platform for slow learners to get knowledge on the subjects from advanced learners.
- To involve all interested meritorious students to provide guidance to the students performing poorly in academic matters.

3. The Context

The students who join graduation programs (BBA/BCom) at BCACS are coming from various socio-economic backgrounds, medium and board of higher secondary education (State Board/CBSE/ICSE) and from different parts of country.

These students inherently differ in grasping the course content. Some of them being very sharp and fast learners and some being slow learners.

The course content delivered by concerned faculty members time to time while teaching in class is comprehended at various levels by these students. In spite of the respective faculty members being ready to address subject-related queries /difficulties, not all students could gather courage to ask questions or repeat the delivery of particular topic/concept.

It is observed that these students understand the same concept or topic relatively better sometimes from their fellow Buddy (peers) who are relatively sharper.

Hence we have come up with an idea to implement the Study-Buddy system at BCACS.

4. The Practice

This practice involves appointing few handful or self-nominated/interested meritorious students volunteers as Buddies (friends) to a small group of students (slow learners) who are performing poorly in academic matters.

The Buddies and Slow Lerner meet in their class room *regularly* to discuss various topics.

I) Roles of Buddies

In essence, the key roles of Buddies are to:

- a) Assist their friends (slow learners) to gain an understanding of the curriculum, the faculty's expectations of its students and the University's requirements;
- b) Provide advice and guidance to slow learner students regarding academic matters;
- c) Provide feedback and opportunities for reflective review following the end-of-the-topic or course unit.
- d) Assist slow learners in solving problems and, whenever necessary, refer them to an appropriate authority or resource person;
- e) Assisting the faculty members in Mentor-Mentee System adopted by the College.

II) Role of Slow Learners

All Students are encouraged to meet with their Buddies, on a regular basis, to discuss their learning progress including any academic problems encountered.

The uniqueness of this practice is reflected in the elated sense of empowerment and responsibility entrustment among the Buddy students as well as sense of inclusiveness among the slow learners.

5. Evidence of Success

- a. The improvement in the academic performance of both Buddies and slow learners stand testimony to this practice.
- b. The College analyses University Examination results every semester and it is observed that minimum students are in the category of failures and pass class. More and more number of students are found either in the First Class or Distinction.

6. Problems Encountered and Resources Required

While implementing this practice following problems are observed:

1. Many times, Buddies are under the impression that this responsibility is extra burden on them which may hamper their performance.
2. Sometimes a sense of undue superiority generated among the Buddies which threaten the very purpose/objective of this activity.
3. Slow Learner students see it as strenuous to devote time for this activity after toiling hard in class room.

Resources Required-

1. This practice being inter-student, no special/extra resources are required for this practice except extended access to class room and library.

Best Practice NO. 02

1. Title of the Practice

Monthly attendance report sent and follow-up calls to parents of students

2. Objectives of the Practice

Objectives of this practice include:

1. To comply with 75% attendance norm of SPPU and UGC.
2. To correlate attendance (Learning Hour Record- LHR) with academic performance (internal evaluation).
3. To keep parents updated about their wards attendance.

3. The Context

Most of the students joining BCACS are non-residents; coming from various parts of country. Normally parents of all these students have no avenue to track the progress of their wards as many parents visit only at the time of admission; that too if possible.

Also it is observed that those students who attend classes regularly perform better in academics than those who do not. Attending college is not merely meant for studies but lot personality development impetus is also involved while regularly attending college.

Hence our beloved Founder President Hon. Dr. (Col) A. Balasubramanian had introduced this practice to regularly maintain, compile the monthly attendance and share the same with the parents of our students in the form of a report at the end of every month by a courier on the address of their parents.

4. The Practice

Throughout the program the parents of student depend on the inputs provided by their wards regarding the academic progress until they contact the concerned professor in charge/class teacher or Hon.Principal.

For this practice; concerned professor in charge/class teacher compiles daily biometric attendance of their respective class for particular month, prepares a report in pre-determined/customizable format. This attendance report for each student is printed on college letter head and is shared with the student to check

the percentage of attendance, address of parent and other details which is duly signed by the student. Then that copy is signed by concerned professor in charge/class teacher and Hon.Principal with official college stamp. This original copy of attendance report is sent to the student's parent address by post or courier service till the semester/annual exams.

If the attendance of some students is below the prescribed norms i.e. 75% as per SPPU norms, a show cause letter-cum-notice is sent to the parent of concerned student seeking explanation or answer for the absence of the that student. If the student still remains absent and parents do not answer the show cause notice, then the professor-in-charge calls the respective parents to make them understand the seriousness of the attendance and the likely consequences. If necessary, Principal sir also calls the parents of the students. If still the particular student remains absent, he/she is denied permission to fill up university term end/annual exam form i.e. to appear for examination. This results into loss of full academic year of the student. However, the Institute permits that particular student to seek admission in the next academic year in the same class without paying any fees.

The photo copy of the attendance report and show cause notice; if any, is kept in the individual file of each student maintained throughout the program.

Apart from sending letters, all faculty members/professors-in-charge also call parents of each student to inform the academic progress and overall performance and development of their wards, especially those who are not upto the mark or conforming to the norms.

5. Evidence of Success

The evidence of this practice is reflected in the regular attendance more than 75% of almost 95% of the students in each class every year.

Also the parents acknowledge this practice as very useful to know the academic progress of their pupil and interaction with the concerned professor in charge/class teacher/ subject teacher.

BCACS has regular practice of analysing the University examination results in terms of the percentage of attendance of the student (Learning Hour Record- LHR) and percentage of marks secured by the students. It has been found that there is a strong positive correlation between the percentage of attendance by the student and percentage marks secured by the students in the examinations.

6. Problems Encountered and Resources Required

While following this practice, following problems are encountered-

- In some cases, the address of the parents is not found by the courier agency or postmen and the letter is returned to the college.
- While following this practice, the students and their parents keep on pressurising through political leaders and bureaucrats. Even the students complain about this practice to the University authorities.
- Sometimes, parents do not revert to the notice.

Resources required-

- Letterheads/ Stationery
- Printers/ PCs
- Courier Service Charges
- Involvement of Professor-in-charge

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

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

Answer:

BCACS envisions turning out of its portals competent human resource excelling both in academics and in values.

Students of BCACS have been consistently performing in university examinations securing top ranks. Besides, the results have also been above the university average; limiting the failures to almost nil.

In this endeavour we at BCACS conduct Practice Tests at the end of each term/semester.

During the internal unit test it is observed that the students find it difficult to write long answer questions at a stretch. They cite lack of writing practice as a reason.

The objectives of the Conducting Practice Test at the end of term/semester include:

1. To get familiar with actual university exam/paper pattern.
2. To enhance time management.
3. To inculcate writing practice amongst the students.
4. To know the shortfall and strong areas of respective subjects.

This is achieved through the following steps/procedure:

1. The schedule of Practice Test is prepared and arranged normally 30-40 days prior to the University examinations.
2. All concerned subject teachers are asked to prepare and submit question papers conforming to the prescribed patterns and syllabus for their respective subjects.
3. Examination committee is formed to assign the roles and responsibilities to conduct fair and smooth examinations.
4. Examination is conducted following the same rules and regulations that are followed by the University.
5. On conclusion of examination, respective subject teacher assesses the answer sheets.
6. The distribution of weightage, to the various questions will be decided by the concerned faculty member.
7. The record of such distribution for each course/subject is be maintained by the Class teacher of the class.
8. The assessed answer sheets are shown to the students and they are guided on the strong and weak areas of the particular subject.
9. The faculty will display the marks on the departmental notice board at least one day (24 hours) before submitting the same to the respective Course Coordinator.

While implementing this practice following problems are observed:

1. There are difficulties in managing class room and Supervision schedule due to semester pattern of BBA & Annual pattern of Commerce program.
2. Lack of seriousness amongst the students

This practice needs:

- Printed Stationery like question papers and answer sheets for conducting test.
- Classrooms to be spared during the examination period.
- Manpower for examination supervision and assessment.

Outcomes-

1. It is observed that the conducting of practice tests results into improvement in writing better answers in the final examination.
2. The students get idea of time management in the examination.
3. The practice helps the students to figure out their strong and weak areas such as handwriting, explanations, scheme of answers, presentation, etc.
4. Students get acquainted with the examination procedures.

File Description	Document
Any additional information	View Document

Extended Profile

Program

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

Answer: 67

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

Answer:

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

Students

Number of students year-wise during the last five years

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
291	307	315	344	265

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
316	312	312	312	312

File Description	Document
Institutional Data in Prescribed Format	View Document

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
48	68	61	35	36

File Description	Document
Institutional Data in Prescribed Format	View Document

Teachers

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
16	14	16	17	11

File Description	Document
Institutional Data in Prescribed Format	View Document

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
16	14	16	17	11

File Description	Document
Institutional Data in Prescribed Format	View Document

Institution

Total number of classrooms and seminar halls

Answer: 14

Number of computers

Answer: 81

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

Answer:

2018-19	2017-18	2016-17	2015-16	2014-15
110.93	115.09	96.55	80.59	83.28

Conclusion

Additional Information :

Sri Balaji Society established Balaji College of Arts, Commerce and Science (BCACS) in 2003 in order to provide quality higher education to the students. The college is functioning under Savitribai Phule Pune University in tune with its mission and vision statement.

Since the inception, the institute is committed to academic rigor and integrity that assures students in-depth and extensive knowledge, understanding their skills in their chosen discipline. The policies and procedures are continuously evaluated to ensure personal and professional growth of the students. The teaching and learning process improve continuously to achieve better student learning outcomes. The college upholds the highest ethical values, integrity and professionalism and an unwavering commitment to welfare of disadvantaged sections of society. All the stakeholders of the college are having a clear understanding of social and civic responsibilities and readiness to accept them.

Concluding Remarks:

Quality education is imparted in Balaji College within the framework of policies and rules designed by University Grants Commission & Savitribai Phule Pune University. The students are motivated for doing PG program and teachers for their carrier advancement by way of undertaking research activities.

We create a safe, social and physical environment that helps all our students learn and succeed in their life. Our College conducts a range of events to impart life skills and global competencies. Honesty and integrity should be your second names. Students from various states learn in this campus. They attain an all-round development of their personality during their stay in this temple of learning. They definitely turn out to be the best citizen endowed with humanistic values after getting formally instructed from our institution and would open new horizons of development.

EXCLUDED METRICES

List of Excluded Metrics

1 Curricular Aspects : Weightage (100)

1.1 Curricular Planning and Implementation : Weightage (20)

Ref No	Details of Metric	weightage	Metric Performance
1.1.2	Number of certificate/diploma program introduced during the last five years	5	0

	(Metric Type : Derived , Question Type : QN , Evaluation : By DVV , Nature : Value)		
--	---	--	--

2 Teaching-learning and Evaluation : Weightage (350)

2.4 Teacher Profile and Quality : Weightage (80)

Ref No	Details of Metric	weightage	Metric Performance
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 (Metric Type : Derived , Question Type : QN , Evaluation : By DVV , Nature : Value)	15	0

3 Research, Innovations and Extension : Weightage (120)

3.4 Extension Activities : Weightage (60)

Ref No	Details of Metric	weightage	Metric Performance
3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years (Metric Type : Derived , Question Type : QN , Evaluation : By DVV , Nature : Value)	5	0

5 Student Support and Progression : Weightage (138)

5.1 Student Support : Weightage (50)

Ref No	Details of Metric	weightage	Metric Performance
5.1.1	Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Metric Type : Derived , Question Type : QN , Evaluation : By DVV , Nature : Value)	12	0
5.1.5	Average percentage of students benefited by Vocational Education and Training (VET) during the last five years (Metric Type : Derived , Question Type : QN , Evaluation : By DVV , Nature : Value)	5	0

6 Governance, Leadership and Management : Weightage (100)

6.4 Financial Management and Resource Mobilization : Weightage (20)

--	--	--	--

Ref No	Details of Metric	weightage	Metric Performance
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) (Metric Type : Derived , Question Type : QN , Evaluation : By DVV , Nature : Value)	8	0

ANNEXURE

1. Metrics Level Deviations

Metric ID Sub Questions and Answers before and after DVV Verification

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Percentage of students undertaking field projects / internships

1.3.3.1. Number of students undertaking field projects or internships

Answer before DVV Verification : 74

Answer after DVV Verification: 73

Remark : DVV has not considered internship certificate of GAIDDU PRABHJOT KAUR for 2017-18.

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

Answer before DVV Verification : A. Any 4 of the above

Answer After DVV Verification: A. Any 4 of the above

Feedback processes of the institution may be classified as follows:

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

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

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
135	138	144	145	116

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
68	53	49	81	58

Remark : DVV has made the changes as per clarification provided by HEI. Domicile certificate of Shobita Pujari not provide by HEI.

Average Enrollment percentage

(Average of last five years)

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
291	307	314	342	264

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
135	147	109	182	162

2.1.2

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
608	600	600	600	600

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
208	200	200	200	200

Remark : DVV has made the changes extract report number of sanctioned and enrolled students in the first year B.Com and B.B.A provided by HEI.

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable

reservation policy during the last five years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
36	45	45	68	57

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
35	44	44	67	56

Remark : Provided Reservation Policy has not reflect number of actual students admitted from the reserved categories for 2014-15 , 2015-16 , 2016-17 , 2017-18 and 2018-19.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
6	4	2	2	2

2.4.2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
8	4	2	2	2

Teaching experience per full time teacher in number of years

2.4.3.1. Total experience of full-time teachers

2.4.3

Answer before DVV Verification : 182.8 years

Answer after DVV Verification: 121.2 years

Remark : DVV has made the changes as per clarification of HEI which include only experience of full-time teachers for 2018-19. DVV has not considered experience of full-time teachers for 2019-20.

2.4.5

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
6	8	7	3	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
15	8	7	3	2

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

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

Answer before DVV Verification : 0

3.1.2 Answer after DVV Verification: 0

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

Answer before DVV Verification : 15

Answer after DVV Verification: 16

Remark : DVV has made the changes as per list of full time teachers for 2018-19 provided by HEI.

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

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

Answer before DVV Verification:

3.3.3

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

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
02	01	01	01	00

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

3.3.4.1. 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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
00	04	03	01	00

Answer After DVV Verification :

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

00	04	03	00	00
----	----	----	----	----

Remark : E-copy of the first page of the (any one) book /chapter published for 2015-16 , Evaluation of Entrepreneurship Development in MSME of Kolhapur District , Digitization in banking Sector for 2016-17 not provide by HEI.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
165	00	00	00	00

3.4.4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
115	00	00	00	00

Remark : DVV has made the changes as per report of number of students participating in HDFC/Sasoon Hospital/ Sri Balaji Society, Rotary Club-Pimpri Chinchwad, Ms. Prajakta Rudrawar, Perna Orphanage Home for 2018-19 provided by HEI. DVV has not considered Harit Wari for 2019-20.

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

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

Answer before DVV Verification:

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

3.5.1

Answer After DVV Verification :

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

Remark : DVV has not considered report of MOUs of SNTD Arts and commerce College for Women, Pratibha College of Commerce and Computer Studies, Pune, PES Modern College of Arts, Science and Commerce, Ganeshkhind, Pune provided by HEI.

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)

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)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
00	02	01	00	00

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
00	01	02	00	00

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

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

Answer before DVV Verification:

4.1.4

2018-19	2017-18	2016-17	2015-16	2014-15
6.13	29.25	27.35	14.35	4.75

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5.75	27.25	23.35	8.35	2.85

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

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

Answer before DVV Verification:

4.2.4

2018-19	2017-18	2016-17	2015-16	2014-15
1.49	2.13	4.47	6.32	1.97

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.39	1.88	3.72	6.18	1.87

4.2.6 Percentage per day usage of library by teachers and students

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

Answer before DVV Verification : 130
Answer after DVV Verification: 43

Remark : DVV has made the changes as per average of teacher and students using library per day on 16/07/2018, 17/07/2018, 18/07/2018, 19/07/2018 and 20/07/2018.

Available bandwidth of internet connection in the Institution (Lease line)

4.3.3 Answer before DVV Verification : ≥ 50 MBPS
Answer After DVV Verification: 5-20 MBPS

Remark : DVV has made the changes as per report of bandwidth of internet connection provided by HEI.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
144	100	80	0	0

5.1.4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
291	265	159	0	0

Remark : Number of students benefited by guidance for competitive examinations and career counselling is more than number of student hence. DVV has made the changes as per provided list of students in 2.1 by HEI.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
17	4	10	0	0

5.2.1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	10	0	0

Remark : DVV has made the changes as per pro-rata basis of provided placement certificate by HEI. Placement certificate of Shrushti Bhosale, Sahil Trivedi, Manjeet Kumar, Rahul Chodhary for 2018-19 and Nandini patil, Shourya Jaiswal for 2017-18 not provide by HEI.

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)

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
38	20	30	12	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
38	20	30	12	0

Remark : DVV has not considered provided Identity Card of Sweety Agarwal.

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.

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

Answer before DVV Verification:

5.3.1

2018-19	2017-18	2016-17	2015-16	2014-15
6	01	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
04	01	0	0	0

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
17	14	08	08	11

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
03	02	03	02	02

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

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

Answer before DVV Verification:

6.3.2

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

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

6.3.4

2018-19	2017-18	2016-17	2015-16	2014-15
16	14	16	4	0

Answer After DVV Verification :

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

Remark : DVV has considered only those programme should be of minimum 05 days.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
41	30	18	6	11

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	3	8	2

Remark : DVV has not considered Conducting a tree plantation activity to create environment awareness.

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

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)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0.74500	0.261362700	0	0	6.52862

7.1.8

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.74500	0.26400	0	0	6.52862

Remark : DVV has made the changes as per expenditure of maintenance-garden riverside SBS in closing balance duly signed by chief accounts officer.

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

0	0	0	0	0
---	---	---	---	---

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

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

Answer before DVV Verification:

7.1.11

2018-19	2017-18	2016-17	2015-16	2014-15
5	2	0	0	0

Answer After DVV Verification :

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

The institution offers a course on Human Values and professional ethics

7.1.15

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : Report of courses offered by the institution on Human Values and professional ethics for 2018-19 not provide by HEI. DVV has not considered provide report of course on Human Values for 2013-14, 2014-15, 2015-16.

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

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

Answer before DVV Verification:

7.1.17

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	2	2	2

Answer After DVV Verification :

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

Remark : DVV has made the changes as per report of activities conducted for promotion of universal values provided by HEI.

2.Extended Profile Deviations

ID Extended Questions

Number of students year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
291	307	314	342	264

1.1

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
291	307	315	344	265

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
316	312	312	312	312

1.2

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
316	312	312	312	312

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

Answer before DVV Verification:

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

2.2

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
16	14	16	17	11

Number of computers

3.2 Answer before DVV Verification : 119

Answer after DVV Verification : 81

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
95.18	97.19	86.29	71.13	71.88

Answer After DVV Verification:

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

110.93	115.09	96.55	80.59	83.28
--------	--------	-------	-------	-------