



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	BALAJI COLLEGE OF ARTS, COMMERCE AND SCIENCE
• Name of the Head of the institution	Dr. G. Y. Shitole
• Designation	In-Charge Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02067084053
• Mobile No:	9322247148
• Registered e-mail	principal@bcacspune.edu.in
• Alternate e-mail	gyshitolesndt@gmail.com
• Address	Sr. No. 3/ 1 to 4 Tathawade, Aundh Ravet road, Pune-411033
• City/Town	Pune
• State/UT	Maharashtra
• Pin Code	411033
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing

• Name of the Affiliating University	Savitribai Phule Pune University				
• Name of the IQAC Coordinator	Dr. Jayasree Nambiar				
• Phone No.	02067084050				
• Alternate phone No.	02067084054				
• Mobile	9921089518				
• IQAC e-mail address	iqac@bcacspune.edu.in				
• Alternate e-mail address	jayasree.nambiar@bcacspune.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year))					
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.bcacspune.edu.in/assets/policyDocuments/Academic_Calendar_.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.15	2021	03/08/2021	02/08/2026
6.Date of Establishment of IQAC			10/01/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			3		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Organized Faculty development program and Webinars for the students 2. Introduced Microsoft Teams for conducting online sessions 3. Organized International Conference 4. During lockdown the college library sent all university prescribed text books to the students by courier. 5. Work from home provision is given to the staff members during the pandemic.</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
<p>1. To equip the faculties for effective online teaching 2. To assess and monitor academic activities so as to ensure quality education online. 3. To provide extra curricular activities online.</p>	<p>1. Online teaching has been carried out Effectively. 2. IQAC has continuously monitored syllabus progression and conduction of assignments and tests through online mode., 3. Organized annual cultural event Spandan online and celebrated Independence day and Republic day online.</p>	
13. Whether the AQAR was placed before statutory body?	Yes	
<ul style="list-style-type: none"> Name of the statutory body 		

Name	Date of meeting(s)
College Development Committee	28/01/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	31/12/2021

Extended Profile**1. Programme**

1.1	98
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	353
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	312
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	102
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1	15
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	11
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	09
Total number of Classrooms and Seminar halls	
4.2	62,58,966
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	155
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>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 Savitribai Phule Pune University designs the curriculum and revises it from time to time as per decisions and approvals in various bodies like Board of Studies, faculties and Academic Council etc. The College follows revised study pattern of 2019 by affiliating University and the same curriculum is displayed on the website of the University and the</p>	

College. The College is implementing the structure planned through the academic calendar every year on a regular basis.

Planning Phase:

Academic Planning and Development Committee of the College are responsible for planning and execution of overall academic activities. Based on inputs and academic calendar of the University, Academic Committee prepares an academic calendar for the College. The Academic calendar is the blueprint of all the curricular, co-curricular and extension activities for the students and staff development. The Academic calendar is well-prepared before the commencement of every semester of the academic year by each department as per guidelines of Savitribai Phule Pune University. 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 faculty members. Lecture schedule and evaluation parameters are finalized after discussion with faculty members as per the University guidelines. The entire planning and organizing of sessions, celebration of various days, cultural as well as festival activities through online platform due to pandemic situation. The Principal conducts the online meetings before the commencement of every semester, based on the competency of faculty, choice given by the faculty related to teaching; the courses are allocated to faculty members under the guidance of the Principal. The timetables are prepared and communicated to the students by way of electronic communication, e.g. whatsapp groups, Teams app email etc.

Faculties prepare their course files which include the following:

1. Syllabus of each course.
2. Course Objectives
3. Course Outcomes at the end of semester.
4. Lesson Plans
5. Previous years question papers
6. Surprise Test records (Question Paper)
7. Home assignments records (Assignment & Marks)
8. Study material like PPT, MCQ Quiz, list of practical, list of

project topic, list of reference books etc.

Execution Phase:

1. Attendance of students is monitored every month and communicated to students as well as parents through the messages from e-prashsan. Every parent gets reported about their Child's performance and attendance through the messages.

2. For newly admitted students, induction programs are conducted to understand the academic culture, curriculum norms, examination pattern and code of conduct.

3. The college conducts regular activities like assignments and surprise tests through online using teams app.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://docs.google.com/spreadsheets/d/1-43Q93ZojB2R2VC1WsrsgEtXk6aTtiwHhfr-crYzwuo/edit?usp=sharingonedriv

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

Balaji College of Arts, Commerce and Science follows the calendar issued by the University meticulously and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institutional level calendar and subsequently every department prepares its calendar. Department heads closely supervises and monitors the completion of the syllabus as per the lesson plans prepared by faculty members. Syllabus coverage for under each mechanism of continuous Internal Evaluation decided well in advance and faculty members adhere to it. Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar activities. The internal assessment test timetable prepared by the examination committee is published to the stakeholders on the website and conducted as per the schedule. Continuous evaluation and assessments are also done for project work, seminars, and

internships. The internal test is conducted at the end of the each semester. The Principal, through the academic committee meetings, frequently makes an attempt to review the semester's progress and provides suitable suggestions. In case of revision of the academic calendar by the university, institute incorporates the necessary changes accordingly.

An academic calendar is prepared by the concerned official at the beginning of each semester in line with the University's calendar consisting of various curricular activities. The calendar is uploaded on the college website, displayed on notice boards and is communicated to students through the notice. All the classes are engaged as per the static time table and examinations are planned as per the calendar, thus ensuring complete adherence.

Compliance of Continuous Internal Evaluation with Academic Calendar-

1. Internal Examinations- The dates of Internal examination are mentioned in the academic calendar. The detailed examination schedule is announced in advance, respective HODs. To maintain further compliance, exam sheets are checked within three days after the commencement of each examination. In case of projects, internal viva and practical exams are conducted by respective departments before the pre university examinations.
2. Question Paper Setting- The question paper of internal examination is prepared by concerned faculties and is approved by the head of the department.
3. Exam sheets evaluation- The answer sheets are cross checked in each department to ensure transparent and unbiased evaluation.
4. Assignments and Surprise Tests- In addition to the tests, assignments and quizzes are also the part of Continuous Internal Evaluation. Every teacher conducts regular class tests consisting of theory or MCQs on the related topic for practice and revision with the help of Teams app.
5. University Examination- The tentative dates for university examination are indicated in the academic calendar. The final university examination schedule is also displayed on students' notice boards.
6. Students feedback - At the end of each academic session, students submit their feedback for each subject through online feedback forms maintaining complete anonymity.

7. Academic Monitoring- Each Head of the Department maintains a monthly monitoring report on course coverage, student attendance and assignment provided for every subject. Remedial classes are conducted for weak students in practical/conceptual subjects.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

02

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

35

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

35

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The College curriculum effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and

professional ethics and leads to a strong value-based holistic development of students. Various activities are organized throughout the year as part of the curriculum that helps in this endeavor.

Moral Values, Human Values & Professional Ethics

Ten days Induction program related to values and ethics is an integral part of the curriculum of the first year. The compulsory course "Business Ethics" for 3rd year B.B.A. Students will be able to understand the importance of ethics and values in their personal, social & professional life after studying these courses. These subjects provide a free environment for inculcating values and developing ethical competence among the students. The College celebrates Republic day, Independence Day, International Yoga Day, etc. These celebrations nurture the moral, ethical and social values in the students. The curriculum has the following compulsory core courses in all UG programs specially focused on the development of human values and professional ethics:-

Course Name- GC 503 Business Ethics Compulsory for T.Y.B.B.A (Page No. 12) Link:-[http://collegecirculars.unipune.ac.in/sites/documents/Syllabus2021/2\)%20TY%20BBA%20Semester%20%20V%20AND%20VI%2010-6-21_08.07.2021.pdf](http://collegecirculars.unipune.ac.in/sites/documents/Syllabus2021/2)%20TY%20BBA%20Semester%20%20V%20AND%20VI%2010-6-21_08.07.2021.pdf)

Gender Sensitization

The college has Women Grievance Cell and Grievance Redressal Cell to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTV and high level security.

Environment & Sustainability

The course "Environmental Science " related to ecosystem, its balance & sustainability is an integral part of the curriculum of the second year B.Com. University prescribed this course for creating awareness and developing importance of environment among students. Awareness about Environment is necessary for the protection of the environment and survival of human life. The basic aim of this subject is to make the students aware about the importance of ecosystems to human life.

Compulsory Courses in S.Y.B.Com

Link:-<http://collegecirculars.unipune.ac.in/sites/documents/Syllabus>

2020/Environmental%20Studies%20Syllabus%20-%20for%20All%20Faculties_22.122020.pdf

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

03

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

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

196

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

1.4 - Feedback System

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

B. Any 3 of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.bcacspune.edu.in/assets/policyDocuments/Action Taken Report (2020-21).pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

200

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

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

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

53

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

2.2 - Catering to Student Diversity

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

After the completion of admission procedure for the two programs BBA and B.Com, the regular classes commence from July onwards. However due to Pandemic Situation of COVID 19 and following government norms and protocols students were not allowed to enter college campus and lectures were conducted online henceforth the regular commencement of classes were from 1st September 2020 onwards. This year lectures were commenced online on Microsoft Teams. Students ID and Password were created on MS-Teams by our IT Support team and shared on email id to each student. In first week Bridge Course is conducted for the two programs BBA and B.Com for the first year students only. After completion of bridge course, the Diagnostics test was conducted for the two programs BBA and B.Com. On the basis of the response of diagnostics test, slow learners and advance learners were identified by faculty members.

In that test those students whose score was less than 40 percent marks are considered as Slow Learners. The students securing marks above 70 percent are identified as Advanced 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 either group or individual in order to nurture and express their thoughts and ideas about the topic and are also 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 nurture 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.

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 and as well as Career Guidance Webinar are conducted.

MAXQDA Software is useful for research purpose and, training to such software programme are conducted by organizing workshops for advance learners.

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

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

Number of Students	Number of Teachers
353	15

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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. Due to Covid 19 pandemic hitting in 2020-2021, education in Balaji College of Arts, Commerce & Science changed with distinctive rise of e-learning whereby teaching was undertaken remotely and on digital

platform Microsoft Teams. Many inter-college events, seminars and programs like counselling and orientation of students, Student led conference, research programs, alumni meet etc. were conducted online. Also, online tests were arranged for the students through Google forms, Testmoz, MS teams assignments to monitor the performance of the students.

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 and due to pandemic situation sessions were conducted online on Microsoft teams.

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,

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 Online, Commerce & Management Week Online Even though the activities are conducted online the students are actively involved in organizing these activities which enriches their experiences.

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

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

In Balaji College of Arts, Commerce & Science the classrooms and laboratories are ICT enabled with projectors installed and the campus is enabled with high speed WIFI connection with 50 Mbps lease line. The faculty members of our college use various ICT enabled tools to enhance the quality of teaching-learning like, however due to Pandemic Situation faculty members are conducting session on Microsoft Teams and every individual student is given Login ID and password. In addition to this platform other ICT tools are :

1. Google classroom are used to manage and post course related information- learning material,

quizzes, lab submissions and evaluations, assignments, etc.

2. The academic plan with budget, lesson plan, question banks with solution are made available at the very beginning of the semester. Called it as Academic Book for each semester.

3. Online drawing tools like concept maps, mind maps, are used to perform student centric

activities, google jam board, testmoz, eduflow, padlet

4. The PPTs are enabled with animations and simulations to improve the effectiveness of the

teaching- learning process.

5. The online learning environments are designed to train students in open problem-solving

activity.

6. Media lab facility is used to create video lectures and upload in appropriate platforms for

students to use as extra learning resources.

7. Lab manuals are mailed to students well in advance the experiment is performed.

8. Online quizzes and polls are regularly conducted to record the feedback of the students.

9. To teach mathematical subjects in online mode, teachers have used various online tools

like- whiteboard in Microsoft teams, Jam board in Google meet, etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.bcacspune.edu.in/assets/policyDocuments/AQAR - 2 3 2 - ICT Tools.pdf

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

2.3.3.1 - Number of mentors

14

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

2.4 - Teacher Profile and Quality

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

15

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

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

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

6

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

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

2.4.3.1 - Total experience of full-time teachers

14

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

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.

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. Assignments are then corrected by the course faculty and marks for the same are given on their notebook.

After completion of each unit the course faculty conducts oral test and surprise test of that unit and assessment is communicated to them.

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.

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.

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

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

Due to pandemic situation all the examinations internal as well as external were conducted in online mode only. The College conducts university exam as per the affiliating Savitribai Phule Pune University. 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. But due to pandemic situation no examination were conducted offline.

Online Grievances related to university examination:

Due to pandemic situation of COVID 19 all examinations conducted by affiliating Savitribai Phule Pune University were held Online and examination link and password was shared by University to each respective student in their mail box. Therefore all the grievances if any during online examinations were handled by university itself and their own level only.

Online 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 affiliating Savitribai Phule Pune University. 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. College Examination officer (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	Documents
Any additional information	No File Uploaded
Link for additional information	http://exam.unipune.ac.in/

2.6 - Student Performance and Learning Outcomes

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

The 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. However also to create awareness amongst the students regarding the programme outcomes of the programmes offered by the institution college organizes induction program of week's duration every year for the first year B.B.A & B.Com students. For A.Y 2020-21 the induction program was conducted online on microsoft teams platform from 14th September 2020 to 19th September 2020.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.bcacspune.edu.in/Academics/about_bcom#po
Upload COs for all courses (exemplars from Glossary)	View File

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

The 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 practical's and projects. However, there are some courses in BBA whereby external referees are appointed by the universities to evaluate the practical's and projects. However due to pandemic situation all journals and practical's were collected online on Microsoft Teams Platform. 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 Practice Test and Practice Work. The College conducts practice tests just before the university examinations in the form of multiple choice questions online which has shown remarkable progress in university results to the extent of 100 percent. The institute provides opportunities to the students to exhibit their understanding through the oral and written examination. 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.

2. 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 online such as cultural activities (Spandan 2021), Commerce Week, Management Week, Career Counselling Webinar, Personality Development Program, Communication Skills etc.

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, Goodrej & Boyce, Jhonson Controls , TapertrueServices. 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.

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

2.6.3 - Pass percentage of Students during the year

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

102

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://forms.office.com/Pages/AnalysisPage.aspx?id=Amw2cJWOCUOAGkU1KVDIOr4e9RHnVVOuaAwd1NJRO1UQU1FNklNUEhHVFVNMzVMSkVaSFZZRkhLTS4u&AnalyzerToken=dJwysopkVnqUVVpaCFniDRE8jOscOlKY>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

13

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
6	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
01	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File
3.3 - Extension Activities	
3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
<p>The College promotes neighborhood network and student's 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. The College arranges health check- up camp, blood donation camp, and awareness programs about diseases like COVID, 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</p>	

activities helps students to become matured and socially responsible.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/StudentLife/NSS
Upload any additional information	View File

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

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

00

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

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

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

02

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

146

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

3.4 - Collaboration

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

0

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

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

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

01

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College has adequate infrastructure and physical facilities for teaching-learning activities. The college has classrooms and laboratories located in the dedicated building. The built-up area of 51680.96 sq. ft. with adequate number of classrooms, laboratories, a well-stacked library, administrative office, seminar hall, with the seating capacity of 160 students. The College has auditorium which can accommodate 900 students. Wash-rooms for boys and girls are located on each floor. The college has dedicated space for Examination Room, Central Assessment Program room, Principal's room, Campus Director's room, a placement cell, IQAC room, language laboratory, Physical Director's room, room devoted to NSS, boys' common room and girls' common room. The faculty room is well equipped with computers for academic activities. The ICT enabled classrooms are available for curricular and co-curricular activities. Gymnasium and playground cater to the need of extra-curricular activities throughout the year. The campus has Wi-Fi facility.

Classrooms:

The college has 07 classrooms which include a Smart Classroom with ICT enabled facilities.

Smart Classroom:

Usage of smart learning system improves the teacher-students' interaction. The teacher can keep a track on students learning activities. The college has smart classroom. The smartboard can store the data in the format of word file or Power Point

Presentation file for future reference. Smart classroom makes use of computer and short-throw projector. Lectures are engaged by trained teachers by using a multimedia screen, which brings visuals rather than the traditional chalk and blackboard method. It helps the students to learn the subjects effectively.

Laboratories:

The college utilizes two computer laboratories located at second floor of the building. Two computer laboratories have 111 number of computers for the various courses such as Advanced Excel, Tally, etc. Facility of Internet connection, through the LAN, gives the students quick accessibility to knowledge required for projects, assignments and research. The computer laboratories run on a leased line internet connection of 50 MBPS. Liquid Crystal Display projectors are available in the laboratories.

Language Lab:

The language laboratory utilises subscription of Tata Sky's Active English Channel to deliver skills like reading, listening, speaking and writing to the students. Videos related to group discussion and interview skills are available on Tata Sky's Active English Channel. These videos are shown to the students on the television set. Activities conducted in the language lab help the students to improve their pronunciation, word power, communication skills and body language etc.

Library:

The college's library occupies an area of 2771.50 sq. ft., and it has 16142 text books, 2668 Reference Books, 04 Rare Books, 19 National Magazines, 220 Educational Compact Discs, 338 magazine Compact Discs, 10 National and 02 International Journals. The library also utilises the membership of Jayakar Library (Savitribai Phule Pune University) and National Digital Library for seeking information and knowledge.

For the hassle-free book borrowing and lending, Koha software is used by the librarians. An Online Public Access Catalogue (OPAC) is used to access resources of library. The library provides an ample reading space for seating capacity of 75 students. The library has 14 regional and national level newspapers in adequate quantity. The students and teachers have been accessing the digital database such as National Digital Library to browse books and references for study purpose. The students have been given a book bank facility. Ten

computers with internet connection have been allocated to The Digital Library, which are being used by the students for their academic activities like projects, research papers etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bcacspune.com/images/igac/4.1.1.pdf

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

The college has firm belief in the all-inclusive progress of the students. The exposure of indoor and outdoor games and cultural activities provide platform for the diversified talent of the students.

Sports Facilities: The department of Physical Education and Sports holds sports lectures and events to instil the sportsmanship among the students. A dedicated room is provided by the college has for the Physical Education department. The sports facilities including indoor and outdoor facilities have been given to the students to explore leadership potentials, sportsmanship and team building in their professional life.

Indoor Amenities: -

Gymnasium: The college provides advanced gym facility for the students. It has treadmill, weightlifting equipment, dumbbells, wash rooms and changing rooms. The well sustained swimming pool helps the students to participate in swimming related competitions.

Indoor Games: The Sports department of Physical Education offers outstanding platform for the indoor games, activities like, carom, table tennis and chess. The students have participated in zonal, University, state and national level games.

Yoga: The Sports department conducts yoga sessions regularly. This year Yoga Day was celebrated in an online mode for the physical fitness of the students.

Outdoor Amenities: - The College has dedicated grounds with a sprawling area of 60000 sq. feet. Various games like Kho- Kho,

Kabaddi, Volleyball and Football and other games are played on this multipurpose ground. The students are trained for number of games. The students participate at intercollegiate, zonal, University, state, and national level tournaments. The students have received medals at national level and state level. The Sports Department looks after the reformation and renewal of the current sports equipment.

Cultural Activities: The college has organised online Spandan, an annual social gathering, during pandemic. The college encourages our students to organize and contribute in the extra-curricular activities. The Cultural Committee of the college looks after the successful conduction of the cultural activities throughout the academic year. The committee provides a platform for the students to display their artistic talent. The auditorium provides a platform for dance performances and drama practice etc. Various cultural activities like Raksha Bandhan, Ganesh Festival, Holi, Diwali, Christmas and all other festivals are celebrated as per the pre-decided program schedule..

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bcacspune.com/images/iqac/4.1.2.pdf

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

09

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

09

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101449/4.1.3_1578810403_4152.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

3900000

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

4.2 - Library as a Learning Resource

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

The college library is a knowledge hub of the college. The prominent features of the library are well established library, easy accessibility to the students and faculties, digitized services, book bank facilities. The library provides valuable services in the following manner:

Announcement of new books on Public Address System:

We utilize the public address system to announce the recently procured books, journals and any other print material, so the students would be cognizant about the addition to the library and their knowledge.

Library Orientation Program: The librarians conduct the orientation program for the newly admitted students for familiarizing the students to the services offered to them.

Book Bank Facility: The library provides the 'Book Bank Facility' to 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: The students are kept 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 University Examinations: The library has good collection of the university papers of the previous years. It is compiled in a file to ease the students to have a look at the types of questions, which were asked in the preceding academic years.

Membership of University Library and other e-resources: The library has membership of Jayakar Library of Savitribai Phule Pune University, Pune and National Digital Library, New Delhi. The students can access the renowned books and other than the books available at 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 makes use of KOHA software (18.5 Version) which offers various services like library category management, library Membership, Bill management, Subscription Management, Item Reservation, Cataloguing, 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, catalogue by item type, average loan time, etc. This software offers facility to view and print accession register, transaction report, bill report, membership reports etc. It displays 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 produced in this software.

The Digital Library:

The library has 10 dedicated computers only for the students. All the computers are connected through LAN and internet connection. The internet facility improves the knowledge of the students for searching information and completing assignments or projects assigned to them.

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

206943

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for

online access) (Data for the latest completed academic year)

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

5

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The college has state-of-art Information Technology services which improve the quality education in Balaji College of Arts, Commerce and Science. IT facilities are used in the academic activities and services. IT facilities are put to the maximum use for the academic purpose.

IT services are provided 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 updated time and again by the college considering the pressing need of technology. The college has 08 efficient printers for academic usage. The college has automation software for administrative staff and accounts. It helps the administrative staff to offer services such as bonafide certificates, hall tickets, recommendation letters and other official documents. IT facilities are available in the seminar and auditorium hall for the effective conduction of the conferences and other programs.

The college has two computer laboratories. Information and Communication Technology laboratory has 54 computers laboratory number two has 57 computers. Similarly, there are 10 computers in library for students. The college has provided Wi-Fi facility for the academic purpose. There are LCD projectors available in the classrooms and laboratories. All the classrooms record the biometric attendance of the students. The Smart Classroom has short-throw projector and an interactive board. The college has used CCTV cameras at 65 places in and around the campus to ensure the safety of the students. 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 include 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 Office03, 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 for electricity backup. The college has IT technician for the entire IT infrastructure.

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

4.3.2 - Number of Computers

151

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

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

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

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

5,54,812

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

A well-defined policy has been framed by Balaji College of Arts, Commerce and Science for effective utilization and maintenance of physical and academic facilities. The allocation and proper 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.

I. Utilization of Physical Facilities:

The teaching- learning process is made conducive by the proper utilization of classrooms, laboratories, library, sport room, ground, boys' common room, girls' common room, administrative office, parking area and canteen facilities. The college ensures the proper utilization of dedicated classrooms and Smart Class Room. All the class rooms are well equipped with the projector, a computer, a close circuit television for the effective learning.

The IT laboratories are used for university prescribed courses and add-on courses. The computer facility is used 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 regularly. The equipment such as computers, LCD projectors, and printers are maintained and monitored by IT engineer and electrician. The hygiene and cleanliness of the laboratories are maintained by the housekeeping staff members daily.

The seminar hall helps the students to conduct seminars, workshops, student led conferences and induction programs. The seminar hall is used for the convocation ceremony, alumni meet and guest lectures.

The library is well maintained. 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, newspaper reading, reading books and using internet facility. The knowledge resources are used by the students and the faculty members. The digital library is useful to the students apart from the physical books available in the library.

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 options to the students. All the students are given maximum exposure to improve their skills and talent by the placement cell. The executives from the well-known companies are invited for the placement activities. The offers made by the companies are accepted by the interested students for better career growth. The indoor and outdoor sports events are well managed by the student coordinators and the faculty in-charge.

The boys' common room and girls' common room are utilized by the students in the recess time for taking lunch together or the preparation of various events. The administrative office helps 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 two-wheeler and four-wheeler parking provide adequate space for academic and cultural activities.

II. Maintenance Policy

The college has framed a well-defined policy for maintaining the physical infrastructure. Renovations and maintenance activities of the available resources are 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.

Civil construction related requirements are fulfilled as per the need. The competent external agency is appointed by the college for Website hosting and maintenance of it. Decontamination of the campus is carried out 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 CCTVs 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 to ensure 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 which 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	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

00

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

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

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

01

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

D. 1 of the above

File Description	Documents
Link to institutional website	https://www.bcacspune.edu.in/StudentLife/ces
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

344

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

344

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

10

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

26

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

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

17

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

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

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

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. In the academic year 2020-21, student council was formed online. During this year student council members actively participate in various yearly online activities like Spandan, Co-ordination with Alumni for interaction, Festive celebration, Competitions like Management Week, Commerce Week, Academic activities and other cultural programs.

1) Student Council:- Every year students' council is formed according to SPPU guidelines. A committee of 4 to 5 faculty members was formed to elect student council members online. Student council members are selected on the basis of academics, participation in various activities, attendance and faculty feedback.

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:- In 2020-21 , College organizes online co-curricular activities like Student led conference, 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 Events:- Student council is also responsible for organizing online Annual social gathering of the College -SPANDAN. Special days and festivals such as Independence day, Republic Day, Holi Ganeshotsav, , 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, Scheduling pre-placement talks on MS Teams and interviews on online platform.

Student Council timely interact online with Principal and Heads of Departments for new ideas, suggestions and feedback of the College on various areas such as guest lecture, to organize online events , social awareness programs on COVID-19 etc.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/StudentLife/students_council
Upload any additional information	View File

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

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

09

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The 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 online counselling, guidance and lectures on MS Teams.

Alumni had also taken many carrier counselling sessions for our present students on specialization selection. They meets periodically and interact on WhatsApp 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. They also give their suggestions on how to make more interesting online sessions of our college.

Following Alumni Association formed for the year 2020-21

S.No

Name of the member

Designation

1

Mr. Gaurav Malakar

President

2

Ms. Yukta Rai

Secretary

3

Ms. Natalie David

Member

4

Ms Pranita Jindal

Member

5

Mr. Tushar Mishra

Member

6

Ms Shweta Vetel

Member

7

Mr. AQmay Vikram Singh

Member

8

Ms. Pratishta Chamaria

Member

9

Mr. Vishvtej Sawant

Member

10

Mr. Mayur Jain

Member

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/StudentLife/alumni_association
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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 biometric attendance machine for students. Each class has projector along with CPU and collar 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.

Keeping in line with the institution's vision and mission, BCACS has continued to work towards academic excellence even during the COVID-19 pandemic. The College has taken initiative to procure the license for Microsoft Teams and Office 365 for all the staff and students. This has ensured smooth transition of academic activities from offline to online mode. All the faculty members were trained through workshops and faculty development programs regarding the utilisation of various online tools and technologies. This enabled them to conduct online lectures effectively thereby retaining the academic quality.

The NSS unit of the College has taken up various initiatives to promote social responsibility and awareness values among students. The annual student led conference was also conducted on the theme of Post Covid- 19 Challenges before Indian Industry to keep the students aware of the current situation and to inculcate research aptitude among them. The student led conference and other annual events organized by the students are also a great display of their leadership and management skills.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/About/vision_mission
Upload any additional information	View File

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

The following practices were followed to ensure decentralization and participatory management.

1. Appointment of Professor in-charge for each class.
2. Preparation of semester wise timetable is done by the timetable committee as per the detailed discussion in timetable committee meeting with all faculty members.
3. Academic planning and development committee have been given the responsibility of preparation of academic calendar and day to day functioning of academic and non-academic activities.
4. The teaching pedagogy has been designed by the faculty members as per the directions from the management representatives.
5. The head of the departments keep cross checking the effectiveness of teaching plans prepared by individual faculties.
6. There are 19 academic and administrative committees to take appropriate decisions and implement it for the benefit of the students and College.
7. The smooth conduction of internal and external examination, both online and offline is the responsibility of exam committee which consists of the faculty members and non-teaching staff of the College.
8. The quality initiatives of the College have been discussed and approved by the IQAC committee which consists of representatives from management, local society and students.
9. The Principal organized periodic meetings to discuss various

academic / Co-curricular and extracurricular activities such as industrial visits, Annual Day, Sports meets, Events and seminars with the involvement of faculty & students.

10. The College believes that all the stakeholders in the educational community students, parents, teachers, administrators, policymakers, and the public must have an equal voice in the education process. The Principal meets the members of the Student Council, when required to address areas that are of concern to the students. Department heads are encouraged to meet parents on a regular basis to apprise them of the progress of their wards and also of the challenges faced by their children. The College Development Committee is a forum where matters pertaining to the smooth functioning of the College including issues related to the teaching and non-teaching staff are discussed. This is the endeavour by institution to achieve decentralization and participatory governance.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/assets/upload/about/organogram-section/Organogram.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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.

The perspective plan till 2020-21 academic year and strategic plan documents are uploaded on the college website. Various short-term

and long-term goals of BCACS as per the perspective plan and the action taken to achieve these goals during 2020-21 are as below.

Short term goals

Action taken

Research, technology and teaching methodologies

- Research project conducted in collaboration with
- SNTD Arts and Science College for Women, Pune and Gramonnati Mandal's Arts, Commerce and Science College, Narayangaon, Pune.
- Microsoft Office 365, Microsoft Teams are being extensively used for online teaching during the lockdown period.
- Faculty members trained through workshops & faculty development programmes to help them conduct online teaching and evaluation effectively.

Industrial Exposure to faculties

- Organized FDPs to get more exposure to faculty members.
- Faculties are also encouraged to participate in external FDPs

Students' progression

- Number of students passed with distinction and first class increased considerably
- Students have performed successfully in various competitive entrance exams and progressed to higher education from various reputed institutions.

Online information

- College website is continuously updated

We shall strive to produce more

national level players in upcoming years

- Students have participated and won accolades at national level sports competition.
- Efforts are going on to continue the same

Faculty support

- Faculty development programs, workshops and sessions were organized by the college to help the faculty learn and use online tools for teaching and evaluation during the lockdown.
- Laptops provided to faculty members to work-from home during COVID-19 pandemic as per requirement.
- Free COVID-19 testing camps organized by the college for the faculty members for safe resumption of duties post COVID-19 lockdown.
- Extended work-from-home option for faculty members as per requirement post lockdown.

Long term goals

Action taken

To build & promote teams of

experts in the upcoming trends and technologies in education sector

- Signed MOUs with different colleges to know the upcoming trends in education sector
- Faculty development programs, workshops and sessions were organized by the college to help the faculty learn and use online tools for teaching and evaluation during the COVID-19 lockdown.

To promote quality research and

undertake research projects

- Research project conducted in collaboration with SNTD Arts and Science College for Women, Pune and Gramonnati Mandal's Arts, Commerce and Science College, Narayangaon, Pune.
- International student led conference has been organized to promote research culture in students.
- Organized multiple national & international webinars and conferences to promote research aptitude and culture.

Sustained quality system

embedded with a conscious,

consistent and programmed action

- Continued to impart quality education even during the COVID-19 pandemic through extensive use of licensed tools like

Microsoft Office 365 & Microsoft Teams that ensured seamless teaching learning experience even during online teaching.

To create an enabling academic

environment for students embedded with sincerity, discipline and commitment

- College extended e-library resources and also couriered text books to students to their place of residence during the pandemic.
- Well-disciplined education system based on 3 Ds (Dedication, Discipline and Determination)

To mold humane citizens of the

nation

- Various programs initiated by the college to maintain social connectivity to students

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.bcacspune.edu.in/strategic-plan.php
Upload any additional information	View File

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

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, grievances, 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 extracurricular 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	Documents
Paste link for additional information	https://www.bcacspune.edu.in/sri-balaji-society.php
Link to Organogram of the Institution webpage	https://www.bcacspune.edu.in/assets/upload/about/organogram-section/Organogram.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for teaching and non-teaching staff. The College supports the welfare of teaching and non-teaching staff, thereby enhancing professional development in

following ways.

- The perspective plan of the College includes several professional developmental goals for the teaching and non-teaching staff.
- Providing blazers to all teaching staff members.
- Separate seating arrangement with table, chair, cupboard, personal computers, centralized printers & photocopy machines are available to every staff member.
- The College has provided safe drinking water, proper parking facility and specialized security guards are engaged by the institute at the premises for safety and security of the employees.
- The College has battery backup for ensuring non-stop electricity supply to the computers & internet for teaching & non-teaching staff.
- Provided laptops to the faculty members to conduct online sessions.
- COVID-19 precaution protocols are continuously practised to ensure safe working environment. College has provided sanitizers at several points across the campus, thermal screening at the entrance and frequent sanitation of the premises are common practices.
- Conducted Covid RT-PCR test drive for all staff members.
- Organised Corona vaccination drive for all staffmembers and their family members.
- Teaching staff members are given work from home facility during pandemic situation.
- Faculty members were provided access to new e-libraries to equip them during the pandemic work-from-home situation.
- Special leave sanctioned for staff members without any loss of pay in case of either the staff or any immediate family member testing COVID positive.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/About/perspective_plan
Upload any additional information	View File

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

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops

and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

10

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

15

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The 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
- Communication skills
- 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 analysed 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	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Institution regularly conducts rigorous internal and external financial audits every year 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. Internal audits are conducted by the Accounts Section of the institute and Accounts Department at Head Office. Institute Budget is sanctioned by the management which gives directions for utilization of financial resources. Institute uses 'Tally' financial software for maintaining quantitative financial records and 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 salary calculation and payment. Before submitting the final report to the management, Internal Auditor from head office periodically visits the institute every year to check and investigates all the records along with proofs.

Till date institute has not received any query about mobilization of financial resources or concern over SOPs.

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

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

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

00

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

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

Availability of fund is essential for running day to day operations of the organization, but at the same time it is very important to utilise the funds in most effective manner. If the available funds are used in the right direction, the progress of the organization will be in high order otherwise it leads to downturn even though sufficient fund is available. Therefore, for organizational development, movability / utilization of fund in right direction are essential.

Our major source of income is tuition fees. Major expenditure consists of payments made on account of Educational / Academic related services, salary to employees of the institute, training and placement expenses of students, staff training and faculty development programmes, contribution to research activities. Administrative and general expenses such as office expenses, water supply and testing charges, electricity charges, repairs and maintenance of movable and immovable assets are done to ensure

smooth functioning of the institute. Student welfare expenses are also done for various student activities such as student participation in conferences, sports and cultural events etc.

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 effective and efficient use of available financial resources, we are having our own internal audit team. Board of Trustees approves annual budget of Revenue and Capital Expenditure recommended from the Director. Financial results are compared, analysed and verified by the governing body under different heads such as Infrastructure & Development, Purchase of Library Books / Journals, Academic Facilities, Physical facilities and Green Initiatives and overall management of activities.

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 and apparatus, sports, cultural events and some other items. Majority of the income is spent on salary and up-gradation of institution professors and non-teaching employees also. Various programs like sports, yoga, personality development and other activities are organized to maintain good health and welfare of the students and institute employees. To upgrade the students, professors and employees, various programs such as guest lectures, seminars, discussions are organized and they are also encouraged to participate in different institution, research work, seminars and other developmental activities. We ensure that recurring and capital expenditures are controlled within the budgeted resources of the institute. There exists a Financial Resource Mobilization Policy of the institute. Objective of the policy is to "To ensure the mechanism of resource mobilization and effective use of financial resources."

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

6.5 - Internal Quality Assurance System

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

As a result of IQAC initiatives, some of the significant practices that have been institutionalized are:

Practice 1: Revision of Standard Operating Procedures to facilitate remote functioning of the College

Practice 2: Organizing faculty development programs to equip the teaching staff with relevant tools to conduct online lectures

Practice 3: Purchase of licensed version of Microsoft Office and Teams incorporating all the staff and students to continue imparting quality education

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/iqac.php
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC periodically monitors the quality of teaching and learning process, structures and methodologies of operations and learning outcomes during the meetings. Teaching to millennial generation is very complex and ambiguous process as most of the learning happens out of the class in terms of internet, blogs, video platforms and social media. This put forth 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.

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 lesson plan, every semester curriculum delivery is done. Preparation, monitoring and controlling of academic calendar and activity planner along with conducting sessions as per session plan is done by the faculty and syllabus completion report is submitted to Course Coordinator who ensures smooth functioning.
2. Academic Feedback and Internal Audit: BCACS is a student-centric organization. Academic feedback is collected from students and analyzed. Any issues in teaching will be dealt

with 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. Faculties prepare their course files which includes - University syllabus, Course time table, Individual timetable, Overall Session plan, PPTs, teaching notes for each individual session, List of text books/reference books/e-learning resources, Planned Assignments and cases studies/ projects, previous University Question papers. Academic progress is continuously monitored through assignments and surprise tests. Deviation report is prepared for the number of lectures planned and the number of lectures actually conducted. This ensures identification of gaps, if any, and necessary corrective actions are taken for filling 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 help 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 projector and an interactive smart board.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/IQAC/iqac_index
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.bcacspune.edu.in/other-documents.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

a. Medical Check-up for girls and boys

b. Pre-Marriage counselling lecture/workshop of lady social worker

c. Self-Defence Workshop**d. Haemoglobin Checking Camp****e. Lecture on Women's Right****f. Gender Audit**

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid waste management -

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	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

C. Any 2 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

BCACS is undertaking various initiatives in the form of celebration to remember contributions of eminent personalities as well as National Festivals and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment.

BCACS also organizes various cultural programs like Ganesh Festival, Gokul Ashtami (Dahi Handi) festival to celebrate the cultural diversity of India. Students from various regional and cultural backgrounds participate in such programs and present their regional or cultural folk songs and dances. These cultural events are organized at institute level and on different occasions like Independence Day, Republic Day etc.

Apart from these programs, annual cultural event "Spandan" is organized at BCACS. The institute also conducts a week long sport event. These functions help in developing tolerance harmony towards culture, region and linguistics and also communal social economics and other diversities.

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

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

For Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens, we at BCACS -

1. Display the Preamble of the Constitution of India as well as the National Emblem.
2. Play National Anthem on all working days at 7.58 am.
3. Celebrate the Constitution Day on 26th November, every year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

BCACS celebrates / organizes the following national and international commemorative days, events and festivals time to time:

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	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice No.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 socioeconomic 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 Learners 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

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 encounteredIn 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	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Institutional Distinctiveness :Conducting Practice Test at the end of term/semester:

In the times of Covid pandemic we started conducting practice test in online mode. This is to help students to be able to cope with new mode of assessment.as per the Savitribai Phule Pune University guidelines. Before pandemic the practice test was conducted in offline mode as 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 though 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.
3. 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	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

a) Proposal for asking PG Program in Commerce (M.Com.) to S.P.P.U.

b) Proposal for additional division for intake of 80 students of B.B.A. at first year in academic year 2021-22 which will help to have two divisions of first year B.B.A. from academic year 2022-23.