



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**SURYADATTA COLLEGE OF MANAGEMENT
INFORMATION RESEARCH AND TECHNOLOGY**

S. NO. 342, BAVDHAN, PUNE
411021
scmirt.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Suryadatta Education Foundation, SEF, is a charitable trust registered with the Registrar of Societies, Government of Maharashtra. The Suryadatta Group of Institutes was established in the year 1999, with the blessing of Late Smt Ratanbai & Shri Bansilalji Chordiya in Pune - The Oxford of East.

Suryadatta College of Management Information Research & Technology, Bavdhan, Pune was established in the year 2005, and ever since then has been a leading college in the Semi-urban of Pune area successfully run under the aegis of the Suryadatta Education Foundation, Pune. In the course of its glorious journey of over 14 years, the College has achieved many prestigious recognitions. The College has been catering to the educational and cultural needs of the society since its inception with a ethos of Suryadatta is “**Enlightening and Disseminating Knowledge for Prosperity**” and realizes the importance of need based regional, national and global level studies.

At present the college is recognized as one of the multi-faculty colleges with adequate infrastructure, facilities and support services in urban and rural area. The college works on the basis of following core values

Core Values

Academic Excellence : We are committed to academic rigor and integrity that assures students in-depth and extensive knowledge, understanding and skills in their chosen discipline and understanding of the interconnectedness of different disciplines.

Accountability: We assume and demonstrate our accountability for personal and professional growth. We will continuously evaluate and improve our policies and procedures.

Assessment and Improvement: We will continuously improve the assessment of students learning outcomes. And on the basis of assessment we will we will improve teaching learning process.

Work culture: We create an environment that continually builds students’ capacity to work collaboratively as part of a team, negotiate, and resolve conflict; display initiative and drive, and use their organization skills to plan and manage their workload, and take pride in their professional and personal integrity.

Social Responsibility: An understanding of social and civic responsibilities and readiness to accept them. An awareness and appreciation of social and cultural diversity and secularism. An awareness and appreciation of human rights, equity and ethics.

Vision

The Vision of Suryadatta is to be a World Class Centre of Excellence in innovative learning, combining the best of Indian sensibilities with a Western outlook and to be rated as a premier Education Institute; offering contemporary education, using state-of-the art technology, spearheading high quality research, besides providing expert training and consultancy services catering to the ever-changing needs of the Industry and

Society.

Mission

- Create multi-faceted professionals in emerging disciplines, attuned to a rapidly evolving, volatile, global economy.
- Develop sustainable network of reputed academicians and high level achievers in the Corporate and social arena.
- Shape a complete human being steeped in rich values through a holistic approach to teaching methodologies designed by Industry Experts.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Dynamic and efficient management.
- Beautiful campus and located in the industrial area.
- Qualified staff actively involved in teaching-learning, research and extension activities.
- Well-equipped laboratories with computer, internet facility and Virtual Labs.
- Well ventilated and spacious classrooms.
- Library with large collection of books, periodicals, and separate reading rooms for students and the staff.
- Well-equipped gymnasium for ladies and gents as well as facilities for various sports
- Computers with internet connectivity, Wi-Fi .
- Modern Teaching aids like LCD projectors, Smart boards
- Licensed software and Computer Interfaced experiments for teaching and learning.
- Strong extension activities through NSS and excellent performance in Sports and Cultural activities.
- Two Postgraduate courses .

Institutional Weakness

- Space constraint for horizontal expansion.
- Accommodation facility for students.

Institutional Opportunity

- To develop media centre to create ICT material development.
- To introduce more job oriented courses.
- To provide residential facilities for students.
- To establish collaborations with nearby reputed industries and research organizations
- To motivate students for NPTEL courses.

Institutional Challenge

- Globalization and Privatization of Higher Education.
- Professional and P.G. courses are permanently self-financed.
- To achieve excellence in academics by involving masses from socially weaker sections.
- Motivation for faculty for research by getting research grants from various funding agencies.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college has designed Curriculum Delivery Policy and Procedure and working according to this. The college has introduced 55 various Certificate course in last 5 years.

The teachers of all the departments have actively participated in the syllabi restructuring workshops.

The postgraduate programs, B.Com, BBA, BBA(IB), BBA(CA), B.Sc(Computer Science) programmes follow the Choice Based Credit System pattern.

The college has introduced 52 subject related/value added certificate/diploma courses approved by IQAC and the management. The syllabi of these courses are designed by the college with a view to add skills and enhance employability of the students.

The college ensures that through the curriculum the various cross cutting issues such as gender-sensitization, environment and sustainability, human values, professional ethics are inculcated among the students. All Second Year undergraduate classes take a course in Environment Awareness. Students are sensitized towards these issues through various extra-curricular activities by National Service Scheme(NSS) and Student Welfare Committee.

The 2nd year students of M.Sc. Computer Science take internships. In addition to this, undergraduate and postgraduate students undertake field projects and field visits.

The college has a Feedback Committee to collect feedback on curriculum, teaching-learning process, support services, infrastructural facilities, etc. from the stakeholders -students, parents, employers, teachers and alumni.

The analysed feedback and action taken reports are displayed on the college website.

Teaching-learning and Evaluation

In last five years more than 3000 students have taken admissions in college every year. Reservation policy is strictly followed by the college in admission.

The College has a well-designed academic monitoring policy to track and evaluate the performance of the students on a regular basis. The institution assesses the learning levels of the students, after admission and organises special Programmes for advanced and slow learners. The practice of innovation and creativity in the college is a systemic activity and implemented in a way that it is sustainable over the years. The college faculty adopts student centric teaching methods such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences through different activities like field visits,

internship, industrial training and hands on training. Use of Virtual Laboratories, Laboratory Tools, and Hands on Experiences helped students to master skills and to build their confidence. The college has well qualified faculty involved in teaching-learning and research.

The IQAC ensures the strict implementation of the Academic Calendar by monitoring activities and implementing gaps are reviewed periodically.

The college has designed academic policy and teaching-learning is carried out according to the policy.

The college follows the modalities of conducting the CIE. Academic calendar is prepared for CIE. Performance of the student is evaluated through assignments, unit tests, attendance, seminar, quizzes, and activity assessment through rubrics, projects and group discussions/presentations. Each department has stated CO, PO and PSO with assessment strategy for its programs. Appropriate tools for assessment of CO, PO and PSO are used.

Attendance records are maintained. There is a mechanism to deal with Grievances related to university examination, college examination; CIE is transparent, time- bound and efficient.

Research, Innovations and Extension

Suryadatta College of Management Information Research & Technology, Bavdhan, Pune keenly involved in creating and promoting a research culture amongst the faculty and students. The effective implementation of these schemes resulted in up-gradation of the research facilities and in inculcating academic and research ambience in the campus. The college has well equipped research laboratories.

The college has taken efforts in creating an ecosystem for innovation by faculty and students, and successfully established an INCUBATION CENTER .

Organisation of hands-on/ workshops / seminars/ conferences on several cutting-edge issues including IPR and Industry-Academia Innovative practices are a regular feature in the college. An Institutional Academic Integrity Panel (IAIP) and department wise Departmental Academic Integrity Panel (DAIP) according to the guidelines of Savitribai Phule Pune University have been instituted in the college. These panels have responsibilities of work and research scholar's plagiarism check before submission.

There is noteworthy increase in the number of research publications by faculty in reputed indexed research journals. Our faculty members published the research articles in UGC approved journals, papers in conference proceedings and books with ISBN number.

The college is upholding research ambience via establishing the MoUs, linkages and collaborations with academic and research institutes.

Major Extension Activities organized in the College through Board of Students Development, NSS, and extramural so that to sensitize the students for social issues.

Infrastructure and Learning Resources

The college has adequate infrastructure facilities and resources to conduct the curricular, co-curricular, extra-

curricular, and research activities. The college has the campus area of hgfhgfhgfhgfhgfhgfh with 36 ICT enabled classrooms, 2 well equipped laboratories, well stacked library, administrative office, and well – furnished seminar halls. The physical education and Sports department have multi-gym for boys and girls. Apart from this, the college is committed to innovate, modernize and update the existing sports facilities. In fact, the Department believes only in provision of the distinguished sports facilities.

The college library has an area of 408.65 sq. mtr. The total expenditure towards books, e-books, journals, e-journals in the past five years has been Rs. and it contains text books, reference books, e-books, e-journals, CD, Bound volume and National and International Journals. For Visually impaired users, Braille materials are available with Audio-Cassettes and recorder. Separate reading hall is provided in the library for research students and teachers.

Every department is equipped with a Computer having internet connectivity and all computers are connected in LAN. The college is equipped with LCD projectors to facilitate the Modern teaching methods to be adopted.

Wi-Fi facility is made available throughout the campus.

ICT resources has been sufficiently strengthened in the institution with Computer to Student ratio being about 1:12. The college has started policy for utilization and maintenance of physical and academic facility hardware technician and electrician is appointed.

RO drinking water facility is made available in the college building to ensure the health of the students. There is also a canteen in the college premises, providing hygienic breakfast, vegetarian lunch, coffee, tea, snacks and refreshments at nominal cost. Uninterrupted electricity supply is ensured in the campus with the help of Gen set and many inverters and UPS systems.

Student Support and Progression

The College aims at developing the all-round personality of students through student centric education by providing healthy environment and supportive resources for student progression and wellbeing. The institution extensively plans various student activities in areas such as admission, infrastructure, curricular, co-curricular, sports, cultural and extension activities. Government scholarships are made available for students. The college helps economically and socially backward students by providing them with fee concessions, scholarships and support through alumni. The students are provided a support for overall development through competitive examination centre, career guidance, counselling on career planning, personality development, soft skill development, language lab, remedial teaching, and bridge courses. Student welfare cell, NSS, etc. arrange different activities for personality development. Grievance redressal cell, Anti-harassment and Anti-ragging committees are constituted in the college for student grievances. The college has an active student council. Representation is given to students and alumni in committees like CDC, IQAC, Magazine Committee, Student Welfare committee, and NSS committee. Competitive examination cell and counselling cells are established in the college and guidance is provided to the students for different competitive examinations and about 32% students are benefitted in the last five years. Students have participated in sports and cultural activities from local level to international level during the last five years. Number of cultural and sports activities were arranged in the college. During last five years 60 students have received medals or awards at international and national levels.

Placement cell is established in the college and it assists students in on and off campus placements. About 19%

outgoing students are benefitted. About 23% students have progression to higher education in the 2017-18 batch. The college have registered alumni association and regular meetings are held. The alumni of the college have supported the college through different financial and non-financial means.

Governance, Leadership and Management

The vision and mission of the college is in tune with the national policies of higher education, based on commitment towards excellence, achieving educational objectives and acquiring competency required to succeed in 21st century through activities such as Soft Skills Development Program, Students Welfare Schemes, Sports, NCC etc. The institute imparts the best possible quality education for by recruiting qualified staff to achieve their goals.

The college practices decentralization and participative management through College Development Committee, IQAC and various committees for administration and welfare of the students. The IQAC designed a perspective plan (2015-2020) in April 2015 for the augmentation of academic, administrative and infrastructural facilities. 85% of the proposed plan has been completed and the remaining will be completed by March 2020. All the AQARs, Academic Calendar, Upcoming events, Future plans are uploaded on the website and the deployment is done through the working of various committees headed by senior faculty.

E-Governance is practiced by the college in administration, finance, accounts, admissions, examination, library with the aid of software packages There are a number of welfare measures for the benefit of teaching and nonteaching staff. The performance of the teaching and non-teaching staff is assessed through the Appraisal System. Professional development, training programmes, seminars, conferences, workshops are organized by the institution for teaching and non-teaching staff for updating their knowledge. Faculty is encouraged to participate in Orientation, Refresher courses and attending seminars, conferences workshops etc. Faculty is granted leave under Faculty Improvement Program for Doctoral Research.

The IQAC contributes towards quality assurance strategies and processes related to academics and administration. There has been a continuous, incremental growth in the post accreditation period by addition of new courses, Research centres, organization of seminars, workshops, Career development and placement services, upgradation of hardware and software. There is an effective use of ICT in teaching and learning system with a gradual increase in the use of New Technology for enhancement. The college Implements outcome based education and attainment of learning outcomes. Paperless documentation is practiced by IQAC.

Institutional Values and Best Practices

College organizes gender equity promotion programs such as Women Empowerment- Lecture on Laws protecting Women, four wheeler driving workshop for girl students and teachers, Hemoglobin Test for girl students, Nirbhay Kanya Abhiyan, Self Defense Workshop, Personality Development Workshop for Girls, PreMarriage Counselling, Rubella Vaccination Camp etc. College implemented security and safety measures especially for girls. CCTV camera's and 24 hours' security obviabile in the campus. A separate common room facility is available for girls and boys in the college. Women Redressal Cell and Anti-Harassment Committee working for the betterment of girls and Sanitary Napkin destroyer machine also installed in gills washroom.

About 90 % of the annual lighting power requirement is through LED lamps. Solid, liquid and e-waste management system is working as per the norms. 40 kwh greed solar photovoltaic is already working as

renewable energy sources. Rainwater harvesting project implemented with two bore well to preserve ground water.

Several initiatives have been taken up based on locational advantages and disadvantages. The college conducted a green audit and energy audit as green campus initiative. The campus of the college is plastic free.

The college has complete financial, academic and auxiliary functions transparency mechanism. Events for promoting truth, love, non-violence and peace are organized. The college observes the birth and death anniversaries of great personalities. Considering the college research facilities, it is becoming institutional distinctiveness.



2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SURYADATTA COLLEGE OF MANAGEMENT INFORMATION RESEARCH AND TECHNOLOGY
Address	S. No. 342, Bavdhan, Pune
City	Pune
State	Maharashtra
Pin	411021
Website	scmirt.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Abbas Lokhandwala	020-67901300	8956938605	020-67901333	scmirt.naac@suryadatta.edu.in
IQAC / CIQA coordinator	Rasika Naik	020-67901354	9960434341	020-24330400	rasika.naik@suryadatta.edu.in

Status of the Institution	
Institution Status	Self Financing and Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes jain minority letter.pdf
If Yes, Specify minority status	
Religious	Yes
Linguistic	no
Any Other	no

Establishment Details				
Date of establishment of the college	01-01-2005			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	Savitribai Phule Pune University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	S. No. 342, Bavdhan, Pune	Rural	3	4359

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom, Commerce	36	HSC	English	132	120
UG	BBA, Commerce	36	HSC	English	91	91
UG	BBA, Commerce	36	HSC	English	80	34
UG	BBA, Commerce	36	HSC	English	80	71
UG	BSc, Science	36	HSC	English	80	24
UG	BSc, Science	36	HSC	English	30	30
PG	MCom, Commerce	24	B.Com	English	60	25
PG	MSc, Science	24	B.Sc.	English	84	62

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				23			
Recruited	0	0	0	0	0	0	0	0	5	18	0	23
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				6
Recruited	3	3	0	6
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	16	0	21

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	37	1	0	3	41
	Female	18	0	0	0	18
	Others	0	0	0	0	0
UG	Male	691	7	0	9	707
	Female	254	6	0	1	261
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	26	21	16	16
	Female	3	5	4	11
	Others	0	0	0	0
ST	Male	1	2	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	26	35	24	22
	Female	11	9	2	8
	Others	0	0	0	0
General	Male	191	181	140	100
	Female	78	77	51	29
	Others	0	0	0	0
Others	Male	6	11	6	5
	Female	1	5	1	3
	Others	0	0	0	0
Total		343	346	244	194

3. Extended Profile

3.1 Program

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

Response: 11

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

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

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
982	826	577	358	284

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
65	73	46	56	18

File Description	Document
Institutional data in prescribed format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
347	344	304	185	104

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
29	21	8	7	5

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
23	21	8	7	5

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 22

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

2018-19	2017-18	2016-17	2015-16	2014-15
189.61	223	882	137	291

Number of computers

Response: 152

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Since Suryadatta College of Management, Information Research and Technology is affiliated to SPPU. The curriculum for all the programs is provided by SPPU. The delivery of the curriculum at the college level is planned and monitored by program planning and monitoring committee. The committee comprises of members of all the programs offered by SCMIRT.

Curriculum of the College is run through structured planning and implementation. It is discharged as follows:

- a) Subject preference is taken from faculty members in subject preference sheet.
- b) Subjects are allotted to faculties as per area of their specialization, past experience and industrial experience if any.
- c) Preparation of course plan in a structured, predesigned format is done by the faculty members.
- d) Discussion of the course plan if subject is same taught by three different faculties. Course Coordinator and Coordinator Academics coordinate the plan.
- e) Course plan is approved by Course Coordinator, and finally by Principal.
- f) Teaching plan includes collaborative learning, group learning, use of e- resources, spot tests, group activities, work books, open book tests etc.
- g) Syllabus and Course Plan is also discussed with students at the beginning of semester by conducting subject orientation.

Subjects are taught as per Course Plan and record is maintained properly.

- j) Course plan is reviewed and signed by HOD, Coordinator Academics and Principal on weekly and fortnightly basis respectively for better implementation of plan.
- k) Feedback is taken from students on individual subjects and action plan is prepared as per feedback for further improvement. Feedback is also taken from industry regarding course content for enrichment of the curriculum and to minimize the gap between theory and practice.

Academic calendar is prepared for internal evaluation and strictly followed. Internal assessment is done through internal tests, assignments, tutorials, term end examinations, interviews or observation of students engaged in activities. Regular internal assessment tests, orals are conducted by the teachers. The evaluation is carried out in a variety of formal and informal ways including group discussions, interviews, distribution and collection of assessment instruments, and semester end examinations.

Feedback from Faculty, Students, Alumni, Employers and Academic Peers is important to judge effectiveness of curriculum. The college collects feedback regularly on curriculum, analyses it, prepares a report and wherever necessary action is taken.

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

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

Response: 54

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

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

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

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

Response: 0

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

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

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

1.2 Academic Flexibility

<p>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>Response: 72.73</p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 8</p>	
File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

<p>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>Response: 80</p>	
<p>1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.</p> <p>Response: 8</p>	
File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

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

Response: 57.85

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

2018-19	2017-18	2016-17	2015-16	2014-15
598	505	342	210	140

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

1.3 Curriculum Enrichment

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

Response:

The cross –cutting issues like Gender, Environmental sustainability, Human Values and Professional Ethics etc., find an ample space when it comes to applying them positively into the curriculum. We believe in maintaining healthy environment for all its students. The curriculum is designed by the university itself does include many of these aspects such as the subjects namely Professional Ethics and Moral Values in the I Year and Environmental Studies in II Year.

Sr. No	Course offered	Programme to which course offered	Academic year
1	Gender Issues	B.Com, BBA, BBA(IB), BBA(CA), BSc (CS) B.Sc(Animation) M.Com, M.Sc.(CS)	2014-15
2	Environment and Sustainability	BBA, BBA(IB),	2015-16

		BBA(CA), M.Com, M.Sc.(CS)		
3	Human Values	B.Com, BBA, BBA(IB), BBA(CA), BSc (CS) M.Com, M.Sc.(CS)	2016-17	
4	Professional Ethics	B.Com, BBA(CA), BSc (CS) B.Sc(Animation) M.Com, M.Sc.(CS)	2017-18	
5	Environment and Sustainability	BBA, BBA(IB), BBA(CA), M.Com, M.Sc.(CS)	2018-19	
6	Professional Ethics	B.Com, BBA(CA), BSc (CS) B.Sc(Animation) M.Com, M.Sc.(CS)	2018-19	

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

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

Response: 37

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

Response: 37

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 41.34

1.3.3.1 Number of students undertaking field projects or internships

Response: 406

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

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

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

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

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

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 8.81

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

2018-19	2017-18	2016-17	2015-16	2014-15
30	57	34	43	46

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 98.93

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

2018-19	2017-18	2016-17	2015-16	2014-15
982	826	577	358	284

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

2018-19	2017-18	2016-17	2015-16	2014-15
590	590	590	710	710

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
65	73	46	56	18

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The college adopts the system for identification of slow and advanced learners. We follow the procedure to assess the learning level of students as follows:

Soon after the admission process completes, the faculty conducts regular classes for the students. After completion of one or two units from the syllabus, the internal class test is conducted of 20marks on the topic taught to identify slow and advanced learners.

Slow Learners:

To enhance their topic comprehension and understanding, the following activities are organized:

1. Repetition of difficult topics
2. Remedial Coaching
3. Compensatory Education Program
4. Providing additional books, study material
5. Tutorial classes for difficult subjects

6. One to one interaction with subject experts
7. Assignments to boost their confidence level

Advanced Learners:

1. Providing guidance for better job placement
2. Brainstorming sessions
3. Meet HRM program
4. Expert guidance talks to have global competency
5. Interaction with alumni
6. Training for using ICT
7. Online courses
8. Involvement in video conferencing
9. Encourage and motivate students to appear for competitive exams.

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

2.2.2 Student - Full time teacher ratio

Response: 33.86

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.2

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

Apart from lecture method we use teaching methods involving experimental learning, participative learning and problem solving methodology.

Learning is student-centric by following measures:

Experiential learning

- Research surveys, industrial visits are organized
- Students are motivated towards data collection on different issues, analysis, mini projects, seminar, conference, publication work etc.
- Students are always given varies case studies, research and data collection tasks and motivate them towards adopting new knowledge and skill of solving business problems.
- Guest lectures of industrial experts are conducted. Industrial visits, mini projects, surveys, research data collection these activities are conducted which help students for practical experience
- Skill oriented programs
- Field visits ,Mall visits
- Event analysis
- Intergroup competition
- Tutorial
- Organizations of related events.
- Academic programme
- Preparing PPTs,videos through Google Classrooms
- Cloud computing,Python,OER ,Mooc ,Moodle

- Practical

Participative learning

- Group discussions, debates, competitions are conducted
- Paper presentations,
- Debates and group discussions
- Seminars are arranged.
- Conducting quiz, MCQ
- Participation game
- Pictures, posters or story cards
- Case studies
- Role play
- Project Assessment
- Exhibitions
- E-content development
- Creation and transfer of knowledge by using Google Classrooms
- Lecture Capture System
- Audio/Video Recording
- Seminar Halls with LAN computers Facility.

Problem solving methodologies

- At beginning of academic year teaching plans are prepared. Particular, clips, PPTs and CDs are used.
- Add on courses are organized to developing special skills of students.
- Skill development programmes, interview techniques, resume writing, personality development programmes are arranged.
- Daily lecture/subject wise student's attendance is recorded. Names of poor attendance students are displayed on notice board and communicated to parents appropriate follow up is taken regularly. Mentors always provide right guidance to students in this regard and motivate them.
- Round-Robin brainstorming technique
- Home Assignments, Projects
- Preparing PPTs.
- Communication Skill development
- Case studies

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

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. Response: 79.31	
2.3.2.1 Number of teachers using ICT Response: 23	
File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues Response: 42.7	
2.3.3.1 Number of mentors Response: 23	
File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning Response: <ul style="list-style-type: none"> • Online syllabus, university question papers are made available • CDs, PPTs, Clips, Videos and pictures are used during lectures. • All mentors encourage and motivate students to use online resources and help building online research skills and other important information. • Faculty members encourage students to use technology and tools to complete assignments that ask for problem solving and creativity on a regular basis. • Modern ICT facilities are available in the institute and used by faculty during lectures, research work and knowledge up gradation. Computers, printers with internet facility in all departments and

Wi-Fi connectivity are also made available. Language lab, e-journals are also available for students.

- Continuously institute organizes guest lecturers of industrial experts and professionals on different areas.
- Seminars, workshops, competitions, presentations, e-journal articles, assignments, mini projects and surveys are conducted.
- Short term courses are imparted like communication skill, personality development, foreign language courses, media management, professional skills related to HR, finance and marketing etc.
- Faculty members and students are encouraged to participate in various National, International seminars, Refresher courses, workshop, industrial exhibition, auto fairs, job fairs etc.
- MIP (Meet Industry Person)
- KYC(Know your College)
- Video Bank
- PPT bank
- Google classroom
- QR code
- Logical assignments on topics taught.
- Demonstrated by Audio/Videos,charts,Models.
- Motivates students to create self directed creative learning methods
- Encourage students to use lab ,library for better understanding .
- One to One counselling which helps them to developed their own thinking methods.
- Create Groups to share knowledge
- Efforts taken to inculcate essential Social,Environtmental,cultural,Industrial realities in learning
- Emphasis given on daily work done.
- More interactive, training sessions on syllabus taught.
- Social –academic events analysis.
- Online /Offline need based courses.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 105.22	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

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

Response: 7.16

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	1	0	0

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 6.69

2.4.3.1 Total experience of full-time teachers

Response: 194

File Description	Document
Any additional information	View Document

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

Response: 21.43

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

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

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

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

Response: 8.32

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

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

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

2.5 Evaluation Process and Reforms

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

Response:

Centralized Continuous Internal Evaluation System: Assessment of performance is an integral part of teaching and learning process. As a part of sound educational strategy, the institution adopts Centralized Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout the year. By conducting Class test, surprise test ,open book test, Quiz competition ,Group discussion ,seminars, webinars,exhibitions,PPt presentation ,Viva ,Event analysis and Case studies.

Orientation on Evaluation Process: Students are made aware of the evaluation process through the following initiatives:-

- The orientation programmes at the beginning of the semester through public address system of the college
- Teaching Plan contains evaluation procedures
- Academic Calendar with CIE Exam dates

- Orientation on changes and amendments in the evaluation process through Tutorial Meetings
- Display in the College and Department Notice Board

Result Analysis & Review Meeting: Result Analysis is done by the class tutors after every CIA Test. Pass percentage of each course is calculated by dividing the total number of students appeared and passed in each course. The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance.

Progress Reports & Parents Meetings: The institution is keen on monitoring the performance of the students and reports to the Parents. Progress Reports are sent by the tutors to the parents after each of the test. Parents/ Guardians are advised to note the performance of their wards and take remedial measure if needed. Whenever necessary, the tutor shall recommend the visit of the parent to the college for a discussion about the

student.

Remedial Classes are conducted for the slow learners, absentees and the students who participate in Sports, NSS activities and Placement Interviews. This practice helps struggling learners to update their subject knowledge and helps them to catch up with their peers.

External examinations of three hours duration will be conducted at the end of every semester for all the theory papers and practical papers. Students should satisfy the eligibility criteria of 75% attendance in each semester to appear for University Examination. The students who have arrears are permitted to write their papers in both the semester examinations.

Reappearing/Recounting/Revaluation: The students are informed of the

Reappearing/Recounting/Revaluation scheme available to them. Re-totalling is permitted for U.G. students who apply for it within the stipulated time on payment of prescribed fee.

Revaluation is permitted only for the papers written in regular U.G. examinations and not for arrear examinations.

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

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

Response:

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

- Familiarity with understudies and their folks of appraisal process through notification, scholarly schedule on site and notice board.
- Imparting the dates of appraisals in every semester through notification on sheets and through email or google homeroom.
- Mindfulness through Orientation program held toward the start of the scholarly year familiarizing them of the schedule, inner evaluation process alongside appraisal devices.
- After the assessment the evaluations or imprints are appeared to the understudies.
- Understudies who are not ready to give inward tests at the booked time because of their commitment in sports or different exercises or because of individual legitimate reasons, opportunity is given to them to return for interior tests.
- Participation records of understudies are carefully checked.
- Question papers are set up in uniform way according to rules and the procedure is checked by heads and school assessment board of trustees.
- Least two unit tests are led in every semester for each course alongside assignments, workshops and so on.
- The after effect of all the inner assessment is proclaimed inside a weeks' time and model answers of the test are talked about with the understudies.
- Understudies are given convenient chances to examine any worries or complaints about appraisal results.
- Notification to all students by displaying all notices on notice boards.
- Parent teacher meets are organized to convey progress of the students.
- For each course, there is arrangement between the course learning objectives and results, Course Portrayal and evaluation systems.
- Appraisal systems and practices are substantial, reasonable, adaptable, doable, and fair for all understudies what's more, join plainly characterized appraisal criteria.
- Learning exercises and evaluations are unmistakably lined up with expressed course results.
- The scope of evaluation undertakings is adequately broad and differed to allow legitimate and solid outcome of an understudies execution.

- Appraisal practices are led and attempted morally and with trustworthiness and respectability by personnel and understudies
- For UG courses (semester design), in principle courses least two unit tests alongside assignments, workshops, tests.
- For UG courses (yearly design), term end assessment and assignments, workshops, tests.
- For PG courses, instruments utilized are assignments, unit tests, participation, class, tests, movement evaluation through rubrics, ventures and gathering discourses/introductions.

- For functional courses, instruments are participation, arrangement, conduction of lab, post investigation test and down to earth diary.

Accomplishment methodologies obviously results (CO), Program results (PO) and Program Specific results (PSO) are chosen by every office. The evaluation is as indicated by this procedure. The IQAC/result based instruction advisory group screens the persistent assessment to guarantee consistency over courses and office. Slow students are allowed to improve their exhibition by re-showing up after therapeutic training.

Interior evaluation marks for every CO are organized considering imprints got for participation, task and inward assessment.

Online test and assignments are utilized by some employees to evaluate understudy's exhibition.

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

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

Response:

Institute level

- Every teacher coordinator and monitors evaluation process at institute level.
- If any student has grievances about the evaluation then he/she reports to class coordinator.
- Coordinator informs the same to respective subject teacher.
- Changes are communicated to student through class coordinator.
- Students have also open access to the Director for his/her grievances.

University level

For University examination, students can apply for photocopy of answer sheet. Students show the photocopy to concerned course teacher, discuss the grievances and seek advice, he/she can apply for revaluation of answer books to the Controller of Examination of the University as per the procedures of the University.

The process of conduct of university examination and revaluation of answer sheets is governed by

Savitribai Phule Pune University, Pune (SPPU) Ordinances. The Principal, with the assistance of college examination committee (CEC) and CEO, carryout timely and effective implementation of the evaluation reforms and ensure the smooth and transparent conduct of University examinations and internal assessments. CEC meets regularly for objective and effective redressal of the grievances of the students regarding evaluation.

The following mechanism is followed for Grievance Redressal in evaluation:

Grievances related to university examination:

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

Grievances related to college examination:

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

- Student have to approach CEO.
- Student have to submit application to CEO.
- CEO will consult with respective head of the department and teacher.
- After taking opinion from HOD and teacher the student will be informed.
- The process is completely transparent and completed in a weeks time.

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

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

Response:

Faculty members complete curriculum within planned time frame. Second and third year classes are regularly starting in month of July and though first year admissions is lengthy, college starts classes in last week of July and syllabus is satisfactorily get completed. For all other classes activities are conducted as per calendar.

The institute believes in transparent functioning on day to day level. The planning of the institute is represented in the academic calendar which is scheduled for the whole year and based on the available working/teaching days as per affiliating Savitribai Phule Pune University (SPPU) norms.

The institute has a well-defined standard operating procedure to develop the academic teaching plans.

The academic calendar of the institute is prepared by the time-table committee and is in line with SPPU calendar.

It shows, dates/plans for curricular and co-curricular activities, holidays, commencement and end of date of the semester, tentative dates of university examination and internal evaluation schedule and dates for declaration of results.

The Academic Calendar is available on the college website and is a source of information and planner for students, parents, faculty, staff, and other stakeholders of the institute.

It encompasses all the activities of the institute such as, Administrative, Academic, co-curricular and extracurricular activities.

The academic calendar is then provided to all faculties of the department before the commencement of the semester.

Preparation of academic calendar immensely contributes to timely completion of all the academic activities.

The faculties then prepare detailed individual academic dairy and academic planner which shows content delivery plan for each course he/she teaches and corresponding execution dates.

The academic planner of the teacher generally highlights the, unit test, Practical, Group discussions, Seminar, Presentations, and Projects etc. as per their teaching plans. These are conveyed to students through google groups and google classroom.

Each teacher has his /her own Internal Evaluation pattern as per their teaching plans, and takes liberty to

schedule their own internal subject's concurrent evaluation.

The IQAC ensures the strict implementation of the Academic Calendar by monitoring activities and implementing gaps are reviewed periodically.

The college examination cell also follows the dates of academic calendar for conduction of term end and internal assessment as well as dates by which the marks need to be submitted online.

Separate calendar is prepared for internal examinations for programmes having semester pattern which contains date of internal tests, dates of submission of question papers by faculty, and dates of submission of marks. These dates are adhered to during each semester. This helps in timely declaration of internal assessment result.

From the academic calendar of events and calendar for internal evaluation, each department prepares its schedule of departmental curricular activities like assessment dates, technical events, field visits, guest lectures, workshops and other extra-curricular activities, seminars, quizzes, project submission, practical journal certification.

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

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college has stated graduate attributes and learning objectives. To attain these attributes Programme outcomes (POs), Programme specific outcomes (PSOs) for all academic programmes are stated by the Institute as per guidelines of NAAC. The POs are aligned to the learning objectives. For each programme, 12 POs are stated. Following attributes are included in the POs.

Knowledge outcomes

Skill outcomes

Generic Competencies

Attitude/Values outcomes

POs are classified according to above criteria. PSOs statements focus on the specific knowledge of core subject.

POs and PSOs are designed to ensure complete and comprehensive learning about the program and courses as these are critical for the future successful career of the student.

The Course Outcomes (CO) are designed through curriculum mapping by identifying which courses, portions of courses, or series of courses fulfil each PO and are in correlation with other courses and POs.

The COs were designed with the following criteria

The course outcomes identify the minimum achievement required for success in the course.

They are based on the principles of Blooms taxonomy.

They are expressed clearly and understood easily.

They can be understood within the context of the discipline (e.g. what is critical thinking within the Programme?)

They indicate the kind of performance expected (either within the outcome or aligned to the criteria for assessment)

They are authentic to the level of learning.

They are demonstrated through assessment

They are supported through teaching and learning activity.

While designing COs, knowledge domains i.e. cognitive domain, affective domain and psychomotor skills were considered.

While designing PO, PSO and CO, workshops and guest lectures were arranged for teachers by IQAC.

Group discussions were arranged among teachers. Documents on Blooms Taxonomy were provided to the teachers.

For each programme, PO/PSO and CO are designed through the following process steps:

- Head of department (HOD) consulted faculty and prepared the draft version of the PSO and Pos with the help of teachers, which are in line with Graduate Attributes and Vision, Mission of the Institute and department.
- Views of alumni, employers are taken by head and teachers.
- HOD and department faculty analysed and expressed their opinion on the revised PSOs and POs.
- The process was continuously monitored by Outcome Based Education Committee and finally were approved by IQAC.

Mechanism of communication:

- POs, PSOs, COs are displayed for all stakeholders at following locations:
- Institutes' website

- Google classroom
- HOD cabins
- Notice Boards
- Department laboratories

During induction program Principal introduces vision, mission, POs and PSOs to the new entrants and their parent. Also, the students are informed that they should familiarize themselves with the Course Objectives and Outcomes for their program as the teaching and exam methodology will be in consonance with the desired outcomes.

Further, Every course teacher discusses expected CO with students in first session plan at the beginning of each semester.

POs, PSOs and COs are mandatory part of course file prepared by course teacher.

Handbook of CO-PO assessment tools and attainment guidelines are made available online for use of all faculty and staff.

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

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

Response:

The Outcome-Based Education committee (OBEC) formulates guidelines concerning direct and indirect assessment tools to evaluate attainment of POs and COs by collaborating with, course instructors.

Assessment of attainment of COs is done at the end of a course. CO assessment for every course is done at individual student as well as class level to identify attainment by students. Each CO has been assigned attainment levels from 1 to 5. Level 5 is the most challenging level. The COs are mapped to POs and units, through the CO-PO and CO-Unit matrix respectively along with the correlation factor. PO attainment is achieved through courses and is computed from CO attainment. Since affiliating university focuses on summative assessment, we use direct and indirect tools for attainment of PO/PSO.

Direct assessment tools are: Unit Tests, Tutorials, Quiz, Assignments, seminars and university exams in theory courses. For Laboratory courses, the tools used are attendance, involvement, understanding, oral, journal writing and timely submission, team work. Indirect assessment tools are through a google forms for Course End Survey for each course and Program End Survey for each programme.

Every unit-test question, quiz and laboratory performance and project is mapped to the respective COs.

Assignments and unit-test questions are designed using Bloom's Taxonomy. Data for assessment is collected for each CO in a particular format.

CO-PO Attainment Method:

The digital course file is maintained for each course which includes following data:

- Syllabus and COs of the course
- Mapping of COs to POs and PSOs with correlation factor
- Marks entry of direct assessment tools, with CO mapping.
- Course-end survey.
- Laboratory/ Seminar & Projects Assessment sheets

The MS-Excel sheets designed to generate report on the attainment of COs and POs.

1. Attainment of COs:

- COs Assessment sheet designed contains marks obtained by students in each CO by using different assessment tools.
- For Internal continuous assessment, CO attainment is calculated from marks obtained in each CO in assessment and attainment level.
- For university exams, COs attained by each student are computed as: (Marks of student*correlation factor of CO with unit) / Unit-average.

2. Attainment of PO and PSO:

- COs and POs mapping sheets are prepared for each course using correlation 1: Slightly, 2: Moderately or 3: Substantially.
- Target and level of attainment for CO-POs are decided by OBEC before commencement of the semester on the basis of last year result.
- Average of CO (m) is computed for every PO from CO-PO matrix with which it is mapped.
- Unit-average is calculated for each CO from CO-unit matrix same as above.
- POs and PSOs attained by each student are computed as: (Marks of student*correlation factor of PO with CO) / m.
- The target level of attainment for all POs and PSOs is pre-decided for each programme. When the attainment is equal to greater than this, POs and PSOs are attained otherwise not.

80% weightage is given to direct assessment and 20% weightage to indirect assessment. Total final attainment is

Final attainment = 0.8* Direct) + 0.2* Indirect.

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

2.6.3 Average pass percentage of Students

Response: 58.15

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

Response: 107

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

Response: 184

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 3.45

3.1.2.1 Number of teachers recognised as research guides

Response: 1

File Description	Document
Any additional information	View Document

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

Response: 0

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

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

File Description	Document
Any additional information	View Document

3.2 Innovation Ecosystem

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

Response:

SCMIRT is located in an eco friendly campus and our management encourages staff and students to carry out research projects that give practical solutions to problems which causes hazard to the environment. Our college has an Incubation centre, named as SCMIRT Incubation Centre and the members are from academic Institutions, Entrepreneurs and Industrialist. The facilities at SCMIRT Incubation Centre includes

Business Plan development: The students of BBA program of SCMIRT along with a management consultant help incubate companies to strengthen their business plan after conducting market surveys, if required, and financial plan.

Business Promotion: SCMIRT Incubation Centre helps finding business partners & venture capitalists and provide consultancy on business promotion with the help of the BBA students & faculty.

Incubation Space: We provide furnished air conditioned space to our Incubates. The centre has rooms of three sizes. Besides this we also have our Seminar/Conference Halls.

Assistance in Obtaining Finance: SCMIRT Incubation Centre facilitates to obtain funds for the incubate companies at a post incubation phase through a network of venture capitalists from all over Maharashtra.

Advertisement Agencies: We have several links to the advertisement agencies all over Maharashtra, which help the companies at our centre to advertise themselves.

Legal experts: We have a panel of highly qualified legal experts which advise the companies at our centre in their legal matters.

Advantages of Electronic and Animation Cell: The UG and PG students of SCMIRT are provided space and necessary facilities to develop novel Electronic and Animated products/software.

Innovative Creation and Transfer of Knowledge to the Society

A Stainless Steel Plate production centre: It produces Stainless Steel plates and marketing it to small vendors in and around Chennai. It has been used in our Canteen and hostel also.

Eco friendly paper cup manufacturing center: The centre has been producing tea cups and it has been marketed to our canteen and local teashops. Areca nut tea cups are also produced and marketed.

Web Design Development Centre: It is facilitating for web development for our various department activities and also for various small ventures in and around of Pune.

Market Research Survey Centre: The service centre has focused on customer and market based research

for limited, private limited and small medium enterprise at National Level.

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

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

Response: 26

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	5	5	4

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

3.3 Research Publications and Awards

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

Response: Yes

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

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

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

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

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

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

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

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

Response: 1

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	8	1	1	0

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

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

Response: 2.43

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

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

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

3.4 Extension Activities

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

Response:

We at Suryadatta College not only excel in academics but also in other extension activities. The NSS of the college actively take part in various activities organized by the government.

Our students took part and won prizes and accolades at various events.

Suryadatta College organises blood donation camps every year.

NSS has been organising various events like reaching the unreached, awareness seminar on commonest infections, rallies on criminal arrack, Road safety awareness at Chandani chowk, Bavdhan Road. The rally was on 15th of June 2016 and the Road safety awareness program was conducted on 23rd and 24th of September 2016. Special seven day camp was organised by NSS every year. (from 24th of January 2015 to 30th of January 2015). Around 50 students participated in this camp. Gram Kalam project rally was widely appreciated by the public. This event was conducted effectively by the NSS wing of the college on 24 July 2016. Around 100 students and staff participated in this event. A tree plantation programme was also conducted by NSS on 27 July 2016. Cancer awareness programme was conducted on fourth of February 2017.

Extensive activities carried out within 2015 to 2019-20. The activities carried out by our college under NSS units are as follows :

- National Youth Day Celebration
- Dealing with Gender Equality at Work Place
- Save Water Rally
- International Yoga Day Celebration
- Book Publishing Event
- Gandhi Jayanti Celebration and Cleanliness Drive
- Session on Life Skills
- International Yoga Day Celebration
- Helmet Awareness Week Celebration
- Traffic Rule Awareness Programme
- Edu-Socio Connect Programme
- Teacher's Day Celebration
- Clean India Healthy India

- Computer Awareness Programme for Auto Rikshaw Drivers
- One Day Seminar on Self Help Group
- Awareness Programme on Aids
- Save Planet Rally
- Blood Donation Camp
- One Day Seminar on Secrets of Zero Error in the Logistics Management by Mumbai Dabbawala
- Spoken English Classes for House Wives
- Environment Rally
- WEREADTHON - 2014
- Spoken English Classes for Coolies of Pune Station

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

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

Response: 0

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

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

File Description	Document
Number of awards for extension activities in last 5 years	View Document

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

Response: 28

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	12	5	5	0

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

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

Response: 31.02

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

2018-19	2017-18	2016-17	2015-16	2014-15
345	430	150	150	0

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

3.5 Collaboration

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

Response: 15

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	1	1	2	3

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

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

Response: 14

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	11	2	0	0

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The vision of the college management is to constantly improve the students learning environment by providing infrastructure that is on par with the prestigious institutions of India. The college is actively trying to improve the quality of the knowledge imparted on the students, our policy allows us to be flexible and adapt to the current needs of our students so that we are able to bring the best out of them. The college is constructing a digital library, an R&D cell to satisfy the aforementioned need.

The college also organizes several seminars, talks, workshops, faculty development programmes related to emerging technologies to keep everyone in college updated in their respective fields. .

The campus is spread over an area of 3.03 acres with a plinth area of 4359.96 sq.m. comprising buildings of high-standard, classrooms with proper ventilation, numerous laboratories, auditorium, smart classrooms, library, indoor and outdoor stadiums. Restrooms are provided at regular intervals in each corridor.

Facility	Total number	Total area in sq.m
Class room	15	1007.87
Class room with ICT	15	1007.87
Computer lab	3	180
Electronic Lab	1	28.12
Auditorium cum Seminar hall with ICT facility	1	2000
Central Library	1	215
Faculty room	2	119.61
Principal room with all facilities	1	74.07
Language Lab	1	213.72
Smart Boards	3	
Yoga Room	1	121.44
Health Check up Room	1	10.78
Sick Room	1	10.78
Reading Room	1	120
Ladies common room with all facilities	1	121.44
Washroom	8	190.32
Pure Drinking Water System	6	50.12
Committee Room, Sport activity with all facility(NSS,CEO,NCC,SDO,Antiragging)	1	32.42
IQAC Room with all facility (ICT,Sofa,LCD,Washroom)	1	31.41
Boys room	1	121.44
Animation Lab	3	192.00

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

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

Response:

Sports facilities have been established for various games inclusive of Cricket, Football, Basketball, Volleyball, Kabbadi to ensure the focus of the institute in providing extra-curricular activities to the students. Separate and spacious hostels are provided for both boys and girls from various regions of the nation.

Sports Complex (Indoor Stadium)

Chess

Badminton

Table Tennis

Carrom

Gymnasium:

Items	Qty
1. Cardio machine	1
2. Rowing machine – Spirit (Brand)	1
3. R Bike Johnson (Brand) –	1
4. Eliptical Trainer Johnson (Brand) –	1
5. Treadmill – Magnum (Brand) –	1
6. Treadmill – Spirit (Brand) –	1

7. Cycle – HMC (Brand) –	2	
8. Stepper –	1(B & A Brand)	
9. Weight lifting		
10. Dumbbell sets		
a. 2.5 Kg	(2 Pair)	
b. 5 Kg	(2 Pair)	
c. 7.5 Kg	(1 Pair)	
d. 10 Kg	(1Pair)	
e. 15 Kg	(1 Pair)	
f. 20 Kg	(1 Pair)	
g. 25 Kg	(1 Pair)	
h. 30 Kg	(1 Pair)	
i. 35 Kg	(1 Pair)	
j. 40 Kg	(1 Pair)	
k. 45 Kg	(1 Pair)	
l. 50 Kg	(1 Pair)	
11. Plates		
a. 10 Kg	(1 Pair)	
b. 20 Kg	(1 Pair)	
c. 25 Kg	(1 Pair)	
d. 35 Kg	(1 Pair)	
e. 45 Kg	(1 Pair)	
f. 25 Kg	(1 Pair)	
12. Machines		
a. Smith Machines I (Body Solid brand)		
b. LG Leg Press Machine –I(Stride brand)		
c. Lat Pull Down Machine-I(Body Solid)		
d. Leg ext/Leg curl Machine-I(Body Solid)		
e. Pick Fly Machine-I (Stride)		
f. Chest Press Machine-I(Body Solid)		

g. Lat Pull Down Machine-I(Stride)		
h. Abs bench-I(Body Solid)		
i. Cable Cross over machine-I(Body Solid)		
j. Triceps Push Down Machine-I(Stride)		
k. Weight tree Stand-I (Stride)		
l. Twister Machine-I(President Sports)		
m. Benches-I(Stride)		
n. Benches-I(Body Solid)		
o. Preacher Curl Bench(Stride)-I		
p. Dumbells Rack-I(Stride)-I		
13.Bar		
a. Plain Bar-I		
b. Zig Zag Bar-I		
c. Tommy Bar-I		
14. Punching Sack-I(Choice of Champions)		
15. Punching Gloves-	2 Pairs	
16. Clock		
a. Wall Clock-I	1	
17. Music Systems		
a. Speakers-II	1	
b.Computer-I	1	
18. Push-ups Stand-	2 Pairs	
19. Skipping Rope		
20 Ball		
a. Swiss Ball-I		
21. Mats		

a. Gym Matts-	5	
22.Pull up bars Squat stations		

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

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

Response: 81.82

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 18

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

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

Response: 2.67

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

2018-19	2017-18	2016-17	2015-16	2014-15
9.01	8.20	13.66	1.00	7.63

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

4.2 Library as a Learning Resource

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

Response:

The library is the knowledge resource center of the college and is automated through integrated Library Management System ETH Software Version 8.1.1 developed by ETH Ltd, Pune. The LMS have modules Viz. Library Category Master, Item Management, Subscription Management, Bill Management, Library Membership, Item Reservation, Issue Item, Return Item, etc. This software provides facility to create, view and print records of accession register, subscription list, transaction report, bill report, membership reports

etc. The software has facility to generate identity card for students and staff from the records. Web OPAC facility is available in the LMS for the status of a book such as available, issue, shelf number, accession number, title, author and publisher. Due to this the books are easily tracked. Records of books are

generated as category wise (Text, Reference or Other), Subject wise, accession number wise.

Issue and return modules available in the software are used for issue, renewal and overdue of books.

Book Bank link is provided to keep record of this facility for students.

Bar code labels are generated through this software using accession register data of books and circulation of books done through Barcode system and OPAC and Web OPAC facility is made available to the users.

File Description	Document
Any additional information	View Document

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

Response:

Suryadatta College of management Information Research & Technology is having following special collection of books and reports.

1.THE PRINCIPLE OF UPANISADS BY S. RADHAKRISHNAN

Library Book Acc. No.: 13459

Genre: History

Sacred book

Author: Radhakrishnan, S

Publisher: New York: Harper, copyright 1957

Year of Publication: 2011

Language: English

Edition: 22

ISBN No.: 978-81-7223-124-8

Format: Print Book

Description: 958pages

About Book:

1.ROGET'S THESAURUS OF SYNONYMS&ANTONYMS:in dictionary form BY ROGET,
PETER MARK

Library Book Acc. No.: 7386

Genre: Dictionary

Author: Roget, Peter Mark

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Self Study Report of Suryadatta Institute of Management and Mass Communication (SIMMC)

Publisher: W.R. Goyal Publishers & Distributors: Delhi, copyright 1997

Year of Publication: 2007

Language: English

ISBN No.: 81-8307-071-X

Format: Print Book

Description: 649pages

About Book: Peter Mark Roget was an English physician who was born in 1779 and died in 1869. As a hobby he liked to make a list of words and group the together when they were related to one another.

Altogether Mr. Roget made a thousand different groups in the categories of related words. In 1852 Mr.Roget's list of words was published. He called the book a thesaurus or treasury of words.

1.DAVID COPPERFIELD BY CHARLES DICKENS

Library Book Acc. No.: 13450

Genre: Novel

Author: Dickens, Charles

Publisher: Wilco Publishing House: Mumbai, copyright 1849

Year of Publication: 2005

Language: English

Edition: 2

ISBN No.: 81-8252-137-8

Format: Print Book

Description: 768pages

About Book: About Author,

David Copperfield is the story of a young man's adventures on his journey from an unhappy & impoverished childhood to the discovery of his vocation as a successful novelist. Among the gloriously vivid cast of characters he encounters are his tyrannical stepfather, Mr. Murdstone; his formidable aunt, Betsey Trotwood; the eternally humble yet treacherous Uriah Heep; frivolous, enchanting Dora; & the magnificently impecunious Micawber, one of literature's great comic creations.

1.THE WORD FINDER BY RODALE,J.I

Library Book Acc. No.: 14663

Genre: Dictionary

Author: Rodale, J.I

Publisher: Rodale Press: Pennsylvania, copyright 1947

Year of Publication:

Language: English

Edition: 4

ISBN No.:

Format: Print Book

Description: 1317pages.

About Book:

1.COPY READING AND NEWS EDITING BY TALOR, H.B & SCHER, J.

Library Book Acc. No.: 14618

Genre: Report

Author: Talor, H.B &Scher, J

Publisher: Prentice Hall: USA, copyright 1951

Year of Publication: 1957

Language: English

Edition: 5

Format: Print Book

Description: 386pages

About Book: This book sets down the contents of two courses- copy reading and news editing –taught by the authors at the Medill School of Journalism at Northwestern University. With the help of practical examples this book gave an amazing knowledge to the willing to be a journalist.

1.REPORTS OF THE CONGRESSIONAL COMMITTEES INVESTIGATING THE IRANCONTRA AFFAIR: with the minority views BY INOUYE,D.K & HAMILTON,L.H

Library Book Acc. No.: 14648

Author: Inouye,D.K& Hamilton, L.H.

Publisher: Times Books, copyright 1988

Year of Publication: 1988

Language: English

Edition: 1

ISBN: 0-8129-1695-6

Format: Print Book

Description: 475 pages

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

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

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

Response: 3.82

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

2018-19	2017-18	2016-17	2015-16	2014-15
3.86	3.74	3.98	3.94	3.58

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

4.2.5 Availability of remote access to e-resources of the library	
Response: Yes	
File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students	
Response: 1.48	
4.2.6.1 Average number of teachers and students using library per day over last one year	
Response: 15	
File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi
Response:
<p>The college has more than 4 WiFi hotspots with extenders provided to cover the wireless range throughout the college. All computers in the campus are connected to the internet as it is essential for them to work, also surplus Ethernet ports are provided for laptops or other devices in need of internet connectivity.</p> <p>A separate team with in-house staff is formed to take care of the IT & related needs of the campus such as Software Development, Hardware & Networking, Website designing & hosting, Email solutions, SMS solutions, etc. The entire campus including Hostels has Wi-Fi connectivity and speed of the internet connectivity is 50 Mbps provided by Tata.</p>
4.3.2 Student - Computer ratio
Response: 6.46
4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS
35-50 MBPS
20-35 MBPS
5-20 MBPS

Response: >=50 MBPS

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

Response: Yes

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

4.4 Maintenance of Campus Infrastructure

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

Response: 2.42

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
8.19	7.45	12.41	0.91	6.93

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

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

Response:

The college has centralized maintenance department for the building maintenance. Any Maintenance (regarding carpentry, plumbing, civil, electrician) work required is carried out by in - house personnel from maintenance department. Administration plans and takes decision on major infrastructure issues like painting, infrastructure changes to meet the University requirement. The procedure of daily cleaning, maintenance is followed and looked after by the Housekeeping Department of the institution. Infrastructure maintenance checklists are maintained in each area of the institution. Maintenance for the equipment/instruments are done on regular basis. Staff members are assigned duties to assist the lab assistants in

ensuring that the instruments are maintained properly and calibrated on a daily basis. Critical equipment's are regularly serviced. For maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms the major steps taken for location, upkeep and maintenance of sensitive equipment's. Institution has a generator / backup system for any electricity supply failure or voltage fluctuation. Regular garden work is maintained by maintenance department to keep campus green. Daily cleaning activity is scheduled for the cleanliness of the campus. Safe water supply at prominent places adequate number of water reservoirs is there in place. These water reservoirs are well maintained so that they conform to the standards of hygiene and safety enforced by the municipal authorities.

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 1.38

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

2018-19	2017-18	2016-17	2015-16	2014-15
29	11	15	0	0

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

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

[View Document](#)

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

Response: 1.38

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

2018-19	2017-18	2016-17	2015-16	2014-15
29	11	15	0	0

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses

7. Yoga and meditation

8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

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

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

Response: 13.09

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

2018-19	2017-18	2016-17	2015-16	2014-15
110	85	65	54	50

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

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

Response: 12.76

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

2018-19	2017-18	2016-17	2015-16	2014-15
105	85	65	50	50

File Description	Document
Details of the students benefitted by VET	View Document
Any additional information	View Document

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

Response: Yes

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

5.2 Student Progression

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

Response: 17.58

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

2018-19	2017-18	2016-17	2015-16	2014-15
25	21	18	15	63

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

5.2.2 Percentage of student progression to higher education (previous graduating batch)	
Response: 21.61	
5.2.2.1 Number of outgoing students progressing to higher education	
Response: 75	
File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)				
Response: 0				
5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years				
2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0
5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years				
2018-19	2017-18	2016-17	2015-16	2014-15
22	20	0	0	0

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

5.3 Student Participation and Activities

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

Response: 7

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	1	0	0	0

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

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

Response:

Every year, a Student council is formed comprising of one student representative from each Department. From the council framed one student is being selected as Student Chairman every year. The student council plays a vital role in Departmental activities such as organizing symposiums, seminars, conferences and workshops. The council members and all the other students deliberately involve in their Department newsletter preparation and in editorial committee. The student representatives also participate in the preparation of college calendar every year to plan college activities Department wise. Especially Department symposia are completely planned, organized and conducted by the students under the supervision of the faculty.

The students involve themselves in events such as college day, hostel day, Independence day, Republic day

and various club activities. Each club has several students who take on leadership roles and organize the events and get very good exposure. The student representatives also actively participate in Sports committee, cultural committee, magazine committee, calendar committee etc.

The college provides ample avenues for developing technical skills, updating knowledge, personality development and service to the society through various Associations and Societies. There is a staff advisor to guide the students in the smooth and effective functioning of the Associations.

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

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

Response: 8.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
16	11	6	4	4

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

5.4 Alumni Engagement

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

Response:

The alumnus forms the major strength of the institution. The Alumni Association was formed in the year 2017 under the title “**Suryadatta Group of Institutes Alumni Association**” with the Reg. No:

The alumni meet is conducted once in a year, where the alumni from different branches of the under graduate and post graduate programs share their views and give suggestions for the betterment of their

junior students. The alumni meet is hosted by the management generously and the alumni are honored with mementos. Such meetings are mutually beneficial for the Institution and the alumni. This provides an opportunity for the alumni to meet their friends and act as a bridge for the faculty to share their experience, knowledge and insights.

The alumni visit the institution to deliver Guest lectures and seminars for the students in their areas of expertise and motivate the young minds. Successful entrepreneurs from the alumnus are invited to talk on their success stories at various occasions of the Institute.

The alumni also help the final year students of the various streams of engineering, business administration and computer applications to get their project placements and summer internship in their companies or to assist them get it through their reference. They also assist the students for placement in public and private sectors and the regular alumni association meetings pave the way for the successful placements of the students.

File Description	Document
Any additional information	View Document

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

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

Response: 0

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

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

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

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision

The Vision of Suryadatta is to be a World Class Centre of Excellence in innovative learning, combining the best of Indian sensibilities with a Western outlook and to be rated as a premier Education Institute; offering contemporary education, using state-of-the art technology, spearheading high quality research, besides providing expert training and consultancy services catering to the ever-changing needs of the Industry and Society.

Mission

Create multi-faceted professionals in emerging disciplines, attuned to a rapidly evolving, volatile, global economy.

Develop sustainable network of reputed academicians and high level achievers in the Corporate and social arena.

Shape a complete human being steeped in rich values through a holistic approach to teaching methodologies designed by Industry Experts.

Operating Philosophy

- Treat Industry & Corporate as customers & students as products.
- Encourage research in all Management disciplines.
- Benchmark against the best practices, policies and standards.
- Operate with the spirit of humanity, liberty, integrity, responsibility & togetherness.
- Encourage new ideas & inculcate spirit of entrepreneurship.
- Maintain National & Global identity.
- Create a rewarding sense of belonging for mutual growth.
- Respect for one & all irrespective of any considerations.
- Develop a sense of partnership amongst all.
- Strive hard towards creating human centered development and building knowledge-centered society.

File Description	Document
Any additional information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The college has a College Development Committee (CDC) formulated according to Maharashtra University Act 2016. It acts as a link between the SEF management and the college. Meetings of CDC are held regularly to discuss matters related to college development, student and faculty development.

IQAC is established in the college and plays a pivotal role at academic and administrative level. Number of different committees are formed in the college to look after different types of activities. Representatives of the management, Principal, faculty members, staff members, students, eminent personalities and alumni are part of the committees. The college administration is decentralized through head of the departments, faculty members, Registrar, Committee chairman, members and office staff etc. and role of each one is predecided.

Under the supervision of Principal, Heads and committee members prepare plans for organizing curricular, co-curricular and extracurricular activities. These plans are approved from concerned authorities and implemented accordingly. While preparing plan and its implementation of it views of stakeholders are taken into account. In the decision of purchasing of equipments and upgrading of infrastructure every faculty member as well as heads of the department are involved.

Case study:

College organised two day state level conference on “Big Data computing for Manufacturing Industry” in association with Savitribai Phule Pune university on 15 -16 Jan 2015.

The aim of conference was broaden the horizon of faculty, which will benefit to students. The conference was expected to draw wide participation from academic circle and included opportunities to network with delegates as well to understand application of Big Data.

Following committees were formed to execute various activities. Organizing committee constituted advisory committee, technical committee, registration committee, welcome committee, invitation and follow up committee.

Each committee includes number of students from various department. Students and faculty members from various colleges were invited to participated in the conference.

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

6.2 Strategy Development and Deployment

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

Response:

Enhancement of Infrastructure

The management council monitors the performance and the progress of the institute to ensure the fulfillment of the goals. To ensure consistency in academic excellence, upgradation of facilities in needed spheres is the standard agenda in the council meetings. Resolutions are made as per requirements and they are implemented to enrich teaching - learning process in a broader perspective.

The institution had a humble beginning with one main block and year after year the institution is witnessing upward journey in creating and expanding infrastructure facilities. The institution is now functioning with thirteen main blocks. At SCMIRT, the quality of student experience is our main priority. We seek to ensure that our students benefit from a high quality learning environment that includes spacious classrooms, well-equipped laboratories, state-of-the-art computing facilities, rich and diverse knowledge resource centres, smart class rooms, video theatres, seminar halls, auditoriums, first class sporting facilities with indoor and outdoor complexes, practice and rehearsal halls for cultural activities, feel at home hostel accommodation facilities and extensive facilities for on-campus training and placement. At SCMIRT, quality education is more than a philosophy, it is the very essence of our existence.

With the intension of providing ample avenues, enhancing the infrastructure facilities by means of construction of new blocks, class rooms, laboratories, auditoriums, and library facilities have been in the agenda of the continuous process. Though the needed facilities are in place as per requirements and the recommendations of the affiliating university, they are enriched with the aim of fulfilling the goals in the strategic plans which go beyond the syllabus as well to make the student fraternity not only thorough professionals but also responsible citizens who can contribute for the development of the society and the nation. The quest for enriching the facilities goes beyond the mandatory facilities to execute activities like a few cited below.

- Entrepreneur Development Cell (EDC)
- Higher Education Cell (covers area/ classrooms for training for UPSC Exams, GRE, TOEFL and others)
- Centre for Soft Skills and Latest Trends Club Activities Discussion Rooms
- Practice Rooms / Green Rooms (for Boys and Girls Separately) Retiring Rooms (for Boys and Girls Separately)
- Smart Class Rooms Video Theatres
- Incubation Centre

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document

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

Response:

The receptive management stands as an asset to the system and stakeholders. The Governing Council takes the responsibility of monitoring the implementation of activities in the institutional strategic plan. Though a few vital goals are achieved within a short span of time, the council of top management, HOI, HODs, teaching, non-teaching, students and stake holders work as a team to reinforce the culture of excellence. **“Enlightening and Disseminating Knowledge for Prosperity”** being the motto of the college, excellence in every sphere is ensured not only through the mission and strategies but also in various programmes executed. The below is the list of pivotal activities.

Adopting procedures for contemporary teaching learning processes
Monitoring the procedures and Progress by the HODs & HOI
Analyzing the feedback from students, Parents and experts
Understanding the above said feedback and improving services

Continuous and meticulous efforts are ensured to maintain quality in both academic and administrative levels. Every year ISO audit is conducted and subsequently recertification is granted. The branches of MBA, & Hotel Management have been NAAC accredited; gearing up for reaccreditation while other branches are applying for accreditation by NBA.

Principal is the chairperson of administrative and academic activities of the institution. Heads of the departments take the responsibility of heading all the administrative and academic activities of the department. The HODs possess both the academic and the financial autonomy in accordance with all academic aspects. They are entitled to take decisions as per the needs of the situations in exigencies and get them ratified by the Head of the Institution subsequently at a later stage. The Principal, HODs and Team leads are sanctioned imprest amount, for seeing the execution of multiple events scheduled. Based on the experience and the expertise of the faculty members, team leads have been identified to lead different teams which are functioning effectively. They can act spontaneously for moulding / grooming the members of their teams and they have been identified as second rung leaders.

Recruitment of teaching, non teaching and office administration staff is planned at the end of every academic year as per the requirements of the next academic year. Staff appraisal system is in existence in tune with the promotional policies. The grievance redressal mechanism helps us to serve better by understanding the expectations.

Academic administration:

At department level, the organization includes Head of departments, faculty members and non-teaching staff. In library, the organization includes Librarian, Assistant Librarian, Library clerks and library attendants.

The organization of Department of Physical Education and Sports includes Physical Director and attendant.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: C. Any 3 of the above

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

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

Response:

With the leadership of the Principal, every committee will be assigned with specific tasks pertaining to the requirements of conducting college functions. Heads of the committees monitor the works. A minimum of two meetings will be held prior to the function in the presence of CEO, Principal, HODs and Committee heads. Members are reshuffled for change of committees for different functions. This enables the members getting familiarized with any kind of activities related to any function. The conduct of functions fosters relationship and nurture unity.

The following is the minutes of the meeting held for the successful conduct of Convocation Day on 27/2/2019

- **Chief Guest** – Dr. Surpiya Patil, Head of Dept, Dept of Commerce , SPPU, Pune
- Online Registration will open shortly

- Reporting Time – 12.30 p.m. ,
- Registration Desk will be open from 12.30 p.m. to 2.30 p.m.
- Event will be started from 3.00 p.m.
- Mentors to be follow up the Online Registration
- UG-Students, PG –Students Committee list will be sent

In the academic year 2017-18 , the Convocation Ceremony was organized on 27/2/2019 Dr. Surpiya Patil, Head of Dept, Dept of Commerce, SPPU, Pune graced the occasion as the Chief Guest.

The following committees were constituted for the successful conduct of the Convocation day and the committees were entitled to execute the tasks as discussed in the minutes of the meeting held on 6.07.2017 in the HODs meeting with Principal.

- Reception Committee: Receiving the Chief Guest and invitees
- Guard of Honour: Chief Guest will be given guard of honour
- Helpdesk: Registration Work
- Stage Arrangement : Stage Decoration
- Graduands Robe Committee: Robe distribution
- VIP Robe: To enable the guests getting robed for the ceremony VIP Hospitality: Taking care of the VIPs
- Award of Certificates: Distribution of certificates
- Medals and Gifts to the Rank Holders: Presentation of Management gifts
- Catering Committee: Taking care of food services to graduates, parents and guests
- Transport Committee: Taking care of transport facilities as recommended in the minutes of the meeting
- Banners / Photography / Video, Press & Publicity: Bringing visibility and publicity
- Seating Arrangement & Discipline: confirming the participation Announcements & Scheduling: Coordinating the program

The following sequence of activities was done after constituting the committees.

Conducting meetings for the committee heads with members

Circulation of the Minutes of the Meetings among the members of the committees Execution of activities as planned

Successful conduct of the function.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Welfare measures for teaching staff

Waiver of fees upto for teachers' children in the Institution

Medical leave and Maternity leave

Supporting for education of the children of the teachers in the group institutions Medical Support from our Indian Medical Systems

Marriage gifts with the sanction of one week leave

Cab facilities for Heads of the Department and senior faculty

Gifts and mementoes during Teachers' Day celebrations

Sponsoring for attending conference, workshops and FDPs

Incentive for publication of papers / research articles

Reward for producing University Ranks

Cash awards for academic excellence / 100% pass

Special Study Leave (SSL) to pursue higher education

Family Get - togethers

Subsidiary canteen fare for teachers

Group Insurance

Welfare schemes for non-teaching staff

Educational support to the children of the staff

Marriage gifts with the sanction of one week leave

Granting medical leave / maternity leave

Medical Support from our Indian Medical Systems

SSL for higher studies

Incentive for attending orientation programmes, workshops and conferences Gifts during Teachers' Day celebrations

Family Get - togethers

Incentive for dress materials for non-teaching staff

Incentive for vehicle utilization or transport allowance for non-teaching staff Incentive for dress materials for housekeeping staff

Subsidiary canteen fare for non-teaching staff Group Insurance

File Description	Document
Any additional information	View Document

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

Response: 0

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

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

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

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

Response: 3.4

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	7	2	2	4

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

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

Response: 18.81

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

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

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

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

Response:

The management evaluates the performance of the faculty based on teaching, research, participation in teamwork, arranging co curricular and extracurricular activities and publication works. They are awarded and appreciated during teachers' day celebrations. The appraisal system motivates the staff to excel and put forth the best of their efforts. Staff retention is one among the strengths of the institution.

The following factors are deeply analysed in the appraisal system for teaching staff

- Experience
- Skill upgradation through participation in Conferences, Workshops, Faculty Development Programs and others

- Innovative teaching practices Pursuing higher studies (Ph.D, PDF)
- Research activities and obtaining patents
- Result percentage produced in the University Examination
- Publication works in the Scopus indexed / impact factor / e - journals & conference proceedings
Publication of chapters in books and publication of books
- Carrying out sponsored projects Mentoring and Counseling methods Feedback from HOD and Principal Feedback from students Establishing rapport with peers Active participation in team work
- Undertaking new academic ventures and being team leads
- Rewards for outstanding achievements in their studies pursued after joining the institution Attending specific conferences / workshops / training programs related to cells and clubs, for which they coordinate as team leads
- Awards and Rewards for being good academicians – state and national level Community service through the institution and outside the institution Participation in conducting extracurricular activities.

The following factors are deeply analysed in the appraisal system for non-teaching staff

- Experience
- Skill upgradation through Orientation Programs, Refresher Course, Short Term Courses and Faculty Development Programs
- Higher Studies
- Feedback from HOD and Principal Active participation in team work Work Discipline
- Outstanding Achievements in their studies Participation in Community services

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institution conducts internal and external financial audits regularly.

Mechanism for internal Audit and External Audit is as follows.

Internal Audit: Internal audit is a continuous process which ensues after each and every financial transaction. The auditor is appointed by the Suryadatta Education Trust.

The audit takes place at two levels viz. receipt and payment.

The receipts of the fees collected from the students are checked by the auditor.

The official letters, official funds collected, and Bank statements are checked by the internal auditor.

At payment level the account of the purchase bills is entered in the tally system, vouchers are created which come under various ledgers.

The payment vouchers are signed by the Accountant, office superintendent and finally the Principal.

These vouchers are checked by the auditor and cheques are issued to the concerned parties. And this is again verified and checked by the tally system.

The Audited Accounts Statements of the funds received from BCUD under the Student Welfare scheme and for organizing seminars are re audited by the University.

External Audit: The external audit takes place annually after the completion of every financial year. The Chartered Accountant, who works as an auditor is appointed by Suryadatta Education Trust.

The program goes on for 8 to 15 days during the month of May.

The external auditor checks Accession records at three levels viz.

- 1) The checking of Accession record of the library.
- 2) All the purchase records & dead stock of the laboratories.
- 3) The dead stock and equipment of the gymkhana

The nature of the payment is categorized into

- 1) Revenue Expenditure
- 2) Capital Expenditure

This is also checked by the auditor.

The bills and vouchers of the revenue expenditure is checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.

Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked. After final checking of records, the external auditor signs the receipts and payment.

Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by the Auditor General of the Government of Maharashtra periodically after every five years.

File Description	Document
Any additional information	View Document

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

Response: 0

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

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

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

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

Response:

Mobilization

Fees Collections

Students are admitted as per the rules and regulation of Savitribai Phule Pune University and Govt of Maharashtra, Pune through Consortium of Self Financing Professional, Arts and Science Colleges in Tamil Nadu. The latter kind are admitted with the Fees higher than Government Quota students.

Term Loan and Hire Purchase Loans

Institute is getting above Loans from Banks with reduced rate of interest by maintaining the liquidity,

DSCR and Debt Equity Ratios which are sound and the Loans are availed through Suryadatta Group of Institute.

Corpus Donation of Trust and Trust Contribution

The College is functioning under the Suryadatta Group of Institute Trust at Bavdhan, Pune 411021 . The Trust gets corpus donations from well wishers, corporates and philanthropists.

Optimal Utilization Recurring Expenses

Salary to staff, academic activities and payment of bank interest are done with fees collection.

Research and project activities

Knowledge is generated and applied in new innovations and technologies which in turn shall be utilized to enhance the quality of socio-economic and environmental conditions of society. The institute is committed to provide excellence in research. The institute has executed many major Research and Development projects. Donations from government and non government bodies, institutions, industries, firms, well wishers and philanthropists are used for R&D.

Seminars, Conferences and Faculty Development Programmes and other co-curricular

The institute conducts the above said regularly and religiously matching with the latest technology, innovations, research, changes and needs for the society.

Extra-curricular activities

Modern sports complex has been created to provide ample opportunities for conduct of sports and enabling student participation.

Green Atmosphere

Enough care is taken to maintain cleanliness in the campus which coexists with godliness and fund is judiciously utilized.

Bio-waste management expenses

The institute utilizes the policy of bio waste management effectively as it provides revenues.

6.5 Internal Quality Assurance System

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

Response:

IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes for student development through conducting – Alumni meets, conferences, workshops, seminars, and Induction Program.

The two best practices are institutionalized as a result of IQAC initiatives are elaborated below:

Example 1: Induction program for First Year Students

The SCMIRT, organizes induction program for First Year students. The students are informed about the Teaching Learning processes and the evaluation pattern followed at the institute. Several sessions on personality development like Communication skills, smart work, life skills etc. are covered in this program. Considering need on knowledge of IT tools, training of same is also provided during this program.

Objective of conducting Induction Program

1. To get students acquainted with teaching learning process at the institute.
2. To get students acquainted with current trends of industry as well as personality development.

The induction program is conducted in a motive to groom the students to participate in skill development workshops, events etc.

Example 2: Foundation day program

Since inception of Suryadatta Education Foundation (1999) every year on 7th of February, Foundation celebrates its anniversary on a grand scale named 'Suryotsav'. Eminent achievers from different profession are invited who share their experiences in evolving themselves as recognized, respected icon in their respective profession. These famous personalities from various fields are felicitated with Suryadatta Lifetime achievements awards, Suryadatta Adarsh Mata Awards, and Suryadatta Young Achievers Award. Credit for 'Suryotsav' fame and success goes to students, faculty, other members of SCMIRT and institutions under Suryadatta Education Foundation. Eminent personalities from diverse fields from Performing Arts, Hindi-Marathi Silver Screen and Theatre, Global Entrepreneurship, Corporate Social Responsibility, Social Justice, Advocacy, Socio Religious Development, Corporate Excellence, Health and Fitness, Banking and Finance, Motivational Training, Indian Classical Instrumental Music, Social Service, Rural Development, Medical Science, NGO and Public Service, Education, Film Industry, Media and Communication, Sports, Literature, Young Achievers are invited and awarded as well. SIMMC has pride in recognizing around 200 such achievers.

Objective of Foundation Day Program

To show case to students their exists an array of area of opportunities where they can excel by interacting

with these personalities. These interactions leave a unique mark that fosters passion amongst students.

File Description	Document
Any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Content beyond the syllabus and Skill track online programming

The teaching learning process is continuously monitored and reviewed by the Head of the departments and reported to the Principal and the management.

Apart from the regular class room lectures by the faculty members for each course, students are given opportunities to attend the guest lecture from industrial experts in the smart class rooms.

The contents of this type of lecture are beyond the syllabus and they expose the industry requirement to the students. This lecture facilitates the students to know in depth about the industry requirement and the necessary skills they should equip with for placement.

The interactions with industrial experts narrow down the gap between the institute and the industry requirement which helps the management in identifying the necessary soft skill development required for the students.

Placement training through online tests by Skill rack is an online programming introduced by the management with a view to help the students for better placement.

Faculty members are trained on the same before implementing it to the students. Skillrack is an initiative facilitated by IQAC with the support from TAP cell.

Guest lectures on content beyond the syllabus and Skill rack introduced by the management are the outcomes of IQAC which are well supported by the management.

Video Classes

Other than smart class rooms lectures, videos are played for specific topics beyond the syllabus but related to the latest technology in the respective domains.

Through these video classes students are exposed to have a thorough understanding of the processes through visual means with maximum impact and this encourages them to focus on their project work too.

The students show much interest in the videos played in the video theatre and the response by the students to the question session post video session is very interactive.

A regular schedule for proper utilization of the video theatre indicating the date, time, branch and year of study is prepared at the beginning of the semester, so that all the students are benefited through video sessions.

This is a very good motivation from the management to the staff and students. The idea of repaying the fees is put forward by IQAC to the management.

The IQAC is instrumental in implementing new ventures for enabling the learners, acquiring knowledge beyond the syllabus.

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

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

Response: 4.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	7	3	3

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

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document

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

Response:

Increase in student strength, faculty strength, pass percentage of students.

Start of new program B.Sc(Animation).

Enhancement of infrastructure

Starting new student development activity and initiative

Recruitment of Sr PhD Faculty member.

Launch of various Add-on module for student development

Variety in Concurrent Internal Evaluation

Deputing faculty to IIM.

Encouraging the teaching faculty to enroll for Doctorate programme.

Promoting use of ICT in teaching –Learning by way of MOOCs.

Round the year student development programmes.

Provision of Gymnasium for students, hostel facility.

Organizing faculty development programmes by Harward Business Publishing.

Appointment of Physical Education Teacher.

emphasis on placement by means of job fair.

Organizing industrial visit for students, seminar and workshop in the areas of value education and seminar on contemporary topics such as cyber security.

Increase in number of student participating in inter-colligate , zonal district level sports activities.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 13

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	2	4	1	1

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

7.1.2

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

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

Response:

Gender Sensitivity

The college a co-education institute having nearly 50% girl students. The college is sensitive towards gender equality of its students and always try to make different facilities available for them. Concerns regarding security and safety are addressed by the college through different means.

1. Safety and Security:

Protected Campus: The college campus is fully fenced and trespassers are not allowed without permission.

CCTV Surveillance: The campus has 18 CCTV cameras fixed at various locations and complete area of college campus is covered. The footages are monitored in Principal's office. The CCTV footage backup of 30 days is available to monitor.

Security Staff: There is 24 hours' security in the college. The security is managed by duly appointed

security guards. This ensures the safety of the students specially girls and staff. Security related problems are handled by security and college discipline committee. Complaint box installed in the college and follow up taken by Student Grievance committee. Helpline number is provided of Marshall which round up the campus every week.

Student Welfare Committees: Under the Board of Student Welfare various awareness programmes are arranged regarding Personality Development programme for girls, Nirbhay Kanya Abhiyan includes Self Defense Training, Physical Hygiene and Emotional Counseling etc.

Other Committees: Women Redressal Cell and Anti-Harassment Committee organize various programme for woman Empowerment like HB checkup and Rubella Vaccination camps and Complaint box installed with the coordination of local police. These committees organize programs related to gender sensitivity.

2. Counseling:

Counselling Cell: The Counseling cell addresses the problems related physiological, emotional, social and family issues, stress related to study and phobia etc. Our college counseling cell works under the guidance of the Head, Department of Psychology. These services are freely available to the students and focuses mainly to the girl's students.

Staff and Teacher: Non-teaching staff help students and create healthy relations with students and provide counselling regarding their queries of admissions, scholarship etc. Teachers provide career and personal counseling to perform students better in their career as well as academics. Special attention is given to the girl students as these students are from rural and semi urban background. In case of major issues staff and teacher refer the student for counselling cell. Mentor system is implemented in the college under which teachers are allotted students to mentor for academic and personal counselling.

Counselling Workshops: Student Development Committee organizes programs of premarital and emotional counselling in collaboration with the Psychological Department under the Nirbhay Kanya Abhiyan. Self-defense workshops are arranged for girl students. Special programmes for counselling and personality development are organized by Nehru Yuva Kendra, Sanvadini Group of Dynanprabodhini, Rotary Club, Lions Club etc.

3. Common Room:

College provided separate common rooms for girl and boys students. One lady and gents non-teaching staff monitors the area for discipline in the common room. Every common room has the seating capacity of 50 students each. Restroom is provided in emergency which is well equipped, bedding and first aid box etc.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 100

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

Response: 11104

7.1.3.2 Total annual power requirement (in KWH)

Response: 11104

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 100

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

Response: 1664

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1664

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

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

Response:

The total solid waste collected in the campus is 20 Kg/day on an average, from tree droppings, cups, paper

etc. The waste is segregated at source by providing separate dustbins for Bio-degradable and Plastic waste. Single sided used papers are reused for writing and printing in all departments. Less plastic waste (average 0.1Kg/day) is generated by few departments, office, etc., it is collected and given to the vendor on a regular basis. Metal and wooden waste is stored and given to authorized scrap agents for further processing.

E-waste from labs is properly collected and is given to the licensed recycler, reused wherever possible, donated and sold if possible. Non-working computers, monitors, and printers are discarded and scrapped on a systematic basis. Some parts useful for other systems are kept aside for future use. Students are also imparted awareness and education about E-Waste. Our institute has a CII E-Waste Collection center and they collect a considerable amount of E-Waste.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The water flowing down from the terrace is collected in a tank and used for filling the bore well in the campus. Maintenance department check all taps and water outlets periodically to prevent wastage of water.

Every drop of water is utilized in college campus.

Rain Water is accumulated and stored in tank on campus at ground. Various catchments areas are arranged on ground to collect water.

The quantity of rain water is improved by collecting water from larger surface area. By creating the flows of drainage, water loss is controlled.

The areas are cleaned of vegetation and concrete is used so that water can be run off. The slops are created using tiles so that there is better flow and collection of water. Collection devices are used like storage tanks and pits.

Conveyance systems are used to connect collection of water through gutters and drain pipe. They are always kept clean so that clean water is collected. Blockages are always cleared.

Awareness among students and staff is created for rain water harvesting. Construction of tanks and maintenance also takes place periodically.

Rain water harvesting is a novel technique where water is collected from various sources and put for better use. Soil irrigation techniques are used by Institute for rain water harvesting.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

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

Response:

For green practices faculty, staff and students use following ways:

-

As a part of environmental consciousness number of students use bicycle for transportation.

Public Transport:

Every Saturday is No vehicle day is executed in the college on which most of the students prefer public transport except 4 per cent of staff and students use vehicles. 76.42% of students and staff use public transport for conveyance. Staff and students use car, two-wheeler and auto-rickshaw pools. Students are encouraged to make conveyance passes and 52.63% use public transport. 19.16% students and staff walk to college. Campus is a Horn Free zone and vehicle movement is restricted.

Plastic Free Campus:

As a 'Swachha Bharat Abhiyan' initiative Campus is already declared Plastic free. College as well as canteens is instructed to minimize use of plastic and use of disposable plastic is disallowed. Guest for every programme is also given Jute bags for carrying the material as a green initiative. Boards are displayed in the campus to create awareness. The students and faculty are encouraged to plant more trees and making the campus garbage and plastic free zone.

Paperless Office:

Most of the communication between departments is through departmental email and social media as

WhatsApp. Official Information is sent online. College data is stored in hard drives. Photographs are maintained in soft copy. Major Administration processes have been digitized using various software like Vridhhi, ERP software, Tally ERP, ETH, PFMS. Notices are forwarded through Electronic Notice Board and through email or WhatsApp groups of teaching, non-teaching staff and students. IQAC documentation is paperless and google drive is used for communication, sending and storing of documents.

Green landscaping with trees and plants

Initiatives taken by the college to make campus eco friendly

Nursery is developed by Department of Botany.

Tree plantation with medicinal plants have been done in the campus.

Drip irrigation and Sprinkler used for watering to plants.

Roof top water harvesting.

Geography Department well equipped with weather instruments.

Pathnatya (street plays) campaigns for environment.

Nirmalya dan activity during Ganesh Festival.

Guests are gifted books and saplings.

Ecofriendly Garbage disposal demonstrations in Societies by Teachers and students.

Energy conservation is done by maximizing the use of natural light.

Watering to plants is done early morning or in the evening.

Following some trees are in the campus

1.Cycas Revolta

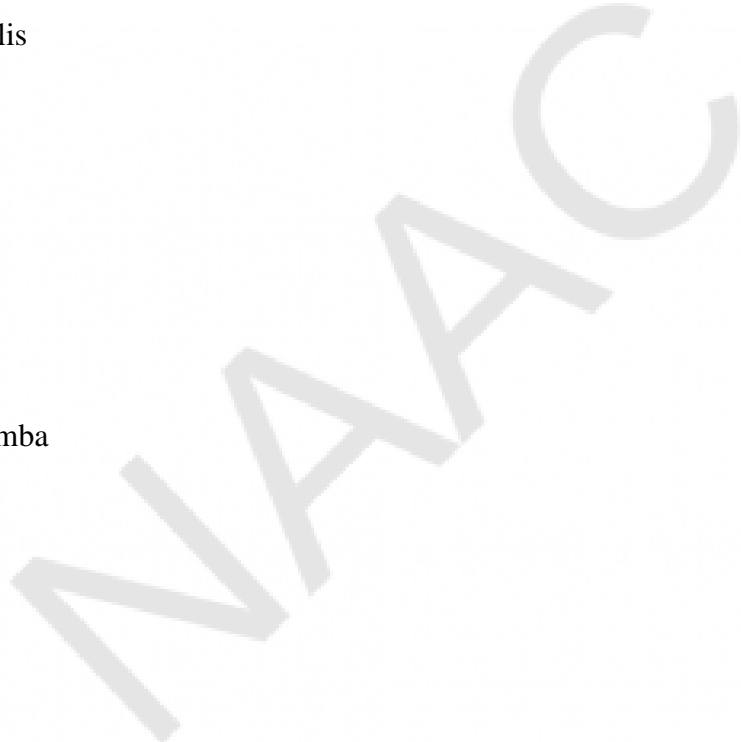
1.

3.Wedetia Bifurcata

4.Melaluca Golden

5.Depsis Decarii

6. Howea Fosteriana
7. Arecaria Cocci
8. Revenia Revularis
9. Raphis Excelsa
10. Golden Cyperus
11. Golden Cyperus
12. Hyphorbe Legunicaulis
13. Beucarnia Recurvata
14. Pheonix Roblenii
15. Alpinea Speciosa
16. Alpinea Red
17. Anthocephalus Kadamba
18. Legistromea Indica
19. Latenia Lantaroides



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

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

Response: 1.59

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

2018-19	2017-18	2016-17	2015-16	2014-15
3.70	3.53	3.53	3.43	4.38

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

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

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

Response: 10

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

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

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

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

Response: 10

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

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

File Description	Document
Report of the event	View Document

7.1.12

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: 9

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

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

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

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

Response:

Our students are on a mission towards better India. They come together breaking the boundaries of religion and caste. The institution celebrates Days of National Importance like Independence Day and Republic day with fervor and festivity. Death and Birth anniversaries of great personalities, Important Days of National and International events are also celebrated meaningfully. The institution celebrates these days of national importance to recall the events or contribution of our leaders in building the nation. Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programmes conducted on these days. Every year Teachers day is celebrated on September 5th recognising the contributions and achievements of teachers, Engineers day on 15th September, to celebrate the contribution and achievements of Engineers and inculcate a sense of pride is religiously celebrated. The institute also conducted a massive plantation campaign to mark the birth anniversary of Swami Vivekananda and a youth summit was organized in remembrance of Dr. APJ Abdul Kalam to foster and encourage innovation in the young minds.

Programmes are organized on Birth anniversary of Chatrapati Shivaji Maharaj to get awareness about his valor and great administrative skills. Savitribai Phule and Mahatma Phule Jayantis are celebrated to give encouragement to students. Dr. APJ Abdul Kalam birth anniversary is celebrated as Vachan Prerana Din to foster and encourage innovation in the young minds. Swami Vivekananda birth Anniversary celebrated as Yuva Din for students to know about him not only as a spiritual leaders of India but also as a prolific thinker and great philosopher.

Voters Awareness Day, Constitution Day, Drugs Awareness day, Global Handwashing day, Republic Day, Independence Day, and Universal Brotherhood day celebrated to increase consciousness about national identities and symbols.

Days Celebration

Republic day	26th January
Independence Day	15th August
Teachers Day	5 th September
'National Education Day'	11th November
'Gandhi Jayanti	2nd October
Vivekanand Jayanti (Youth Day)	27th January
Dr. Ambedkar Jayanti	14 th April
International Yoga Day	21st June
National Unity day	31st October
World Health Day	1st October
'National Education Day'	11th November
Dr. APJ Abdul Kalam birth anniversary	15th October
Savitribai Phule Jayanti	3rd January
Mahatma Phule Jayanti	11th April
Shiv Jayanti	19th February

File Description	Document
Any additional information	View Document

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

Response:

The college maintains complete transparency in its financial, academic, administrative and auxiliary functions.

Financial Transparency:

- Every purchase is made through proper procedure and approval from the management.
- Tendering process is adopted for purchase of equipments.
- Every year budget of the college is prepared. Expenditure incurred on the item are regularly audited by the procedure decided by the management and government of Maharashtra.
- Salary payments are made through bank accounts. Remunerations regarding different activities transferred into the bank accounts.
- Scholarships of reserved category students are directly transferred to their bank accounts.
- Internal and external audit systems are used for auditing of accounts.

Academic Transparency:

- Admission procedure is transparent and carried out as per rules and regulations laid by Savitribai Phule Pune University and Government of Maharashtra.
- Reservation rules are followed in the admission procedure.
- Online admission procedure is used for admissions.
- Academic calendar is prepared every year.
- The workload is allocated to teachers according to the specialization and by the Head of the Department of the respective departments through meetings for the next Academic Year at the end of Academic year.
- Teaching plans are prepared by teachers and implemented.
- Programme outcomes and course outcomes are communicated to students.
- For review of academic activities meetings are held by respective head of departments.
- Academic calendar is prepared for internal evaluation and strictly followed. Results of internal examinations are discussed with students.
- The extra -curricular and co-curricular activities of the college are conducted by the various committees which are distributed according to the interest if the teacher in the specific field.
- All Curricular, Co-curricular, Extra-curricular and Research activities are routed through the IQAC.
- This ensures transparency at all levels and goes a long way in the smooth functioning of the college.
- Selection procedure of faculty and staff is transparent and as per rules of UGC and government of Maharashtra.
- Online feedback taken from different stakeholders on curriculum every year.

Administration Transparency:

- The college administration is decentralized and different responsibilities are divided among faculty and staff.
- Different committees are formed and the chairman and members are decided according to their

interest of work.

- Students and alumni members are taken in CDC, IQAC and some other committees.
- Decisions taken in the meetings are communicated to every stakeholder.
- Development schemes are given to faculty and staff without discretion.

Auxiliary functions:

- Information regarding admissions/examinations are placed on notice boards as well as communicated through email.

Information regarding campus placement are communicated to students in advance

File Description	Document
Any additional information	View Document

7.2 Best Practices

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

Response:

BEST PRACTICE: 1. SURYADATTA FOUNDATION DAY

1 Title of the Practice:

Inviting eminent achievers from different profession who share their experiences in evolving themselves as recognized, respected icon in their respective profession.

2 Objectives of the practice:

To show case to students there exists an array of area of opportunities where they can excel by interacting with these personalities. These interaction leaves an unique mark that fosters passion amongst students.

3 The Practice:

Suryadatta Group of Institutes (SGI) celebrates its Foundation Day every year by inviting a number of eminent individuals who have made exemplary contributions in their chosen profession and over the years personalities who have contributed significantly in activities such as : CSR, Indian Cinema from Hindi & Marathi, Literature and Poetry, TV & Cinema, Creating Peace and Harmony in Society, Motivational Training, Creative Arts, Bravery, Social Service, Medical Science Research, Medical Social Service,

Indian Classical Dance, Education & Public Service, Indian Classical Music (Instrumental), Dance & Choreography, Performing Arts - Acting & Direction for Theatre, Law & Judiciary, Sports, Social & Religious Work, Entrepreneurship and Science & Technology have shared their experiences

with students and faculties

4. Evidence of Success:

It is in this practice in organizing such an event of this magnitude involving many leading personalities under one umbrella requires tremendous team work and students participate and learn application of planning & organizing.

Students are inspired to chase and follow their passion by listening to the experiences shared by these eminent personalities, enhances students to choose their career they are passionate with confidence, and in the days to come we are confident any of these students to gain celebrity status.

BEST PRACTICE 2

1. Title of the Practice – Digital Literacy for development of students and society

2. Objectives of the Practice

The objectives / intended outcomes of this “best practice” are:

- To ensure that government services are available to citizens electronically
- To improve ease of doing business through transformed digital services.
- To aware about financial transactions which are to be made cashless and electronic.
- The improve ability of students to work collaboratively with others, with strong interpersonal and team-related skills.

3. The Practice:

Digital literacy is one component of being a digital citizen - a person who is responsible for how they utilize technology to interact with the world around them. Digital technology allows people to interact and communicate with family and friends on a regular basis due to the "busy constraints" of today's world.

The digital world offers tremendous benefits to all of us. It provides platforms that allow us to connect and collaborate. It opens up opportunities to learn about new and important issues, and it empowers innovation in ways that were unimaginable just a few years ago.

Today, the advancement of technology has permeated every aspect of our lives. Employers expect their workforce to have the skills needed to live, work, and thrive in a digital society.

Developing technical skills is crucial. But digital literacy doesn't just mean IT proficiency (although

knowing how to use tech is now an essential life skill). Digital literacy = digital tool knowledge + critical thinking + social engagement. Digital literacy is necessary to become digital citizens; individuals responsible for how they use technology to interact with the world around them. As a philosophy at Suryadatta is “Strive hard towards creating human centered development and building knowledge-centered society.” Besides academics, the students are given different kind of training that help in developing themselves and society through digital literacy programs. Suryadatta Institute believes that I.T. Proficiency is must for today’s youth for successful execution of Digital India.

4. Evidence of Success

- As in real life, we want students to learn being a responsible digital citizen means treating others with kindness and respect.
- Students have actively taken part in social digital literacy activities and shown great interest as they have realized the benefits.
- Students get introduced to different digital literacy programs initiated by Government of India.
- Digital awareness seminars are organized in campus for digital awareness among students.
- Students’ confidence of on field working practice through such event has resulted in facing interviews confidently.
- Student’s approach towards upliftment of society through digital awareness has become positive.

7.3 Institutional Distinctiveness

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

Response:

The following is one of the point of our vision and mission -

"Enriching careers and enhancing lives".

The following is explanation of performance of college with distinctiveness as per this point of vision and mission during last five years.

The distinctiveness of SCMIRT consists primarily in creating for its faculty and students an ambiance that provides a ‘holding environment’ - a psychological space that is both safe and uncomfortable. ‘Safe’ because a ‘holding environment’ is what we all need to grow and blossom, a supportive environment.

‘Uncomfortable’ because in such an environment one also promotes ‘disruptive creativity’.

Such an environment is the natural result of the following strengths of SCMIRT community:

- It’s adherence to its foundational concepts that have laid out the trajectory of its growth plan.
- Its outstanding Human Resource Management system to ensure ‘a shared vision, a cohesive team

and an engaging work culture’.

- Its meticulously planned and implemented personal and professional development programmes for its faculty and students.
- Its well-oiled governance structure and administrative mechanisms to ensure speedy implementation of all developmental plans.
- Its relentless efforts at attaining the best possible balance between growth and sustainability.
- Its manifest commitment to be responsible stewards of the extraordinary campus it is blessed with by a meticulous devotion to ensuring biodiversity, eco-consciousness and reverence for the gifts of nature.

Taken together, these strengths have contributed in ample measure towards the creation of a culture in the SCMIRT that is uniquely our own, that energises us in all that we do, and knits us together into one educative community.

The ambiance, taken together with our multi-pronged social commitment programmes involving every member of the faculty and students, results in moulding the typical SCMIRT graduate who, because they work relentlessly at being intellectually competent, morally upright, spiritually inspired and socially committed, are bound to leave footprints wherever they are.

SCMIRT strongly believes in enhancement of innovative practices which is the core ethos of SCMIRT. The two best practices described is a testimony to this fact.

5. CONCLUSION

Additional Information :

The institute is applying for permanent affiliation for permanent affiliation and Research centre from SPPU, Pune

Concluding Remarks :

Suryadatta College of Management & Information Research & Technology (SCMIRT) is affiliated to Savitribai Phule Pune University and recognized by Govt. of Maharashtra. Pune University ID No.: PU/PN/CS/229/2005 | College Code: 797

The College offers an array of Bachelors degree programs in Business Administration, International Business, Information Technology, Animation, Commerce, & Masters Degree Programs in the field of Commerce and Information Technology.

College has embarked upon new initiative to strengthen the quality of education, student experience with focus on holistic development. Further initiative will focus on growth and professional development of faculty members.