



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Pemraj Sarda College
• Name of the Head of the institution	Dr. Maheshwari Veersing Gavit
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02412421433
• Mobile no	9822414202
• Registered e-mail	sardacollege2000@yahoo.com
• Alternate e-mail	mvgavit@yahoo.com
• Address	Post Box No. 50, Borkarnagar, Ahmednagar.
• City/Town	Ahmednagar
• State/UT	Maharashtra
• Pin Code	414001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Savitribai Phule Pune University				
• Name of the IQAC Coordinator	Dr. Jypti Papa Bidlan				
• Phone No.	02142431337				
• Alternate phone No.	02412421433				
• Mobile	7276206635				
• IQAC e-mail address	iqac.psc@gmail.com				
• Alternate Email address	jyotibidlan@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://sardacollege.org/wp-content/uploads/2022/06/AQAR-2020-21.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://sardacollege.org/wp-content/uploads/2022/12/Academic-Year-2021-22.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	86.40	2003	16/01/2004	15/01/2009
Cycle 2	A	3.02	2012	23/03/2013	22/03/2018
6.Date of Establishment of IQAC			25/01/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Salary grant	State Government	2022	7,15,99,009
Institution	National Service Scheme	SPPU	2022	1,08,105
Institution	Scholarship	State Government	2022	19,02,565

8. Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File		
9. No. of IQAC meetings held during the year	4		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No		
<ul style="list-style-type: none"> If yes, mention the amount 			

11. Significant contributions made by IQAC during the current year (maximum five bullets)
1. Annual planning of the Curricular and Cocurricular Activities
2. Assessment of the proposals of teachers for Career Advancement Scheme
3. Timely submission of the Annual Report to the affiliating university (SPPU)
4. Awareness creation about the National Education Policy 2020 and

its impending impact on higher education

5. Awareness raising about Intellectual Property Rights (IPR) and patent filing

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To draft a comprehensive Academic Calendar and execute it in the institution for Quality Sustenance.	The Academic Calendar was prepared and measures were taken to implement it against unforeseen circumstances..
To upgrade the institutional infrastructure to meet the present-day challenges..	Measures were taken to upgrade the institutional infrastructure in view of the changing times.
To devise a methodology to evaluate the academic performance of all teachers.	The Yearly API forms submitted by all teachers were assessed.
To track the qualitative and quantitative growth of various departments.	The overall growth and development of the departments was tracked through their Annual Reports.
To submit the Annual Report (2021-22) to the Savitribai Phule Pune University within stipulated time.	The Annual Report was submitted to the University in time.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee (CDC)	01/12/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	24/12/2022

15. Multidisciplinary / interdisciplinary

The institution adheres to the university framed syllabus laid down from time to time. At present, it does not allow for multidisciplinary or interdisciplinary mode of education. With the advent of NEp 2020, it is expected that this facility will be available to the students from the next academic year.

16. Academic bank of credits (ABC):

In view of the *Multiple Entry - Multiple Exit* principle envisaged in the New Education Policy 2020, Savitribai Phule Pune University has recently made it mandatory for the students to create an ABC ID which will be used for their future reference. Accordingly, our institution is taking the efforts to guide and motivate the students to open their accounts prior to examination form-filling. Very soon, each student will have his/her own unique ID and his/her credits will be safe in the Digi Locker.

17. Skill development:

The institution strongly believes that both hard and soft skills are essential for the futuristic growth of the students. The Commerce and Science programmes taught in the college lay emphasis on the development of hard skills. Practical and hands-on training provided to the learners helps build confidence in them. The following soft skills are taught to the students through many curricular as well as co-curricular and extra-curricular activities:

- Goal Setting
- Leadership Skills
- Positive Attitude
- Self Confidence
- Communication Skills
- Group Discussion
- Presentations Skills
- Decision Making
- Self-Awareness
- Stress Management
- Conflict Resolution
- Public Speaking
- Interpersonal & Teamwork Skills
- Time Management

During classroom teaching, the learners perform either or all of the following:

- Role Playing
- Delivering a short Speech on the self-chosen topic
- Making Presentation on the given topic
- Participating in a Group Discussion
- Accomplishing a task set for a team

Objectives -

1. Improve personal accountability
2. Enhance the degree of collaboration
3. Learn the art of interpersonal negotiation
4. Know how to resolve conflict
5. Develop adaptability and flexibility
6. Get training in refining communication skills
7. Cultivate creative thinking
8. Speak in an assertive way
9. Learn team management, stress management and time management
10. Increase self-confidence by improvement in body language

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Being an affiliated institution, our college has limited choice and freedom to frame courses. Indian languages like Hindi and Marathi are taught as optional papers at the undergraduate level. Marathi, the mother tongue of Maharashtra, is taught even at the postgraduate level. In addition, there is a Research Centre for persuance of Doctoral Degree (PhD) in the college.

The curriculum framed by Savitribai Phule Pune University offers considerable exposure to the acquisition of Indian Knowledge System. For instance, Bharat Muni's *Natyashastra* is introduced to the students of M A (English). They are also acquainted to the Indian aesthetics through Rasa Theory.

The homepage of the institutional website displays the link to the SWAYAM portal. The students are advised to benefit from the various online courses offered by the Government of India free of cost.

The website also has an access to UGC E Courses wherein they can pursue 27 MOOCs in 8 Indian languages and E PG Pathshala in 67 languages.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institution offers Outcome Based Education (OBE) both at the undergraduate and postgraduate levels. It is committed to empower the graduate attributes of the learners "that help strengthen one's abilities for widening current knowledge base and skills, gaining new knowledge and skills, undertaking future studies, performing well in a chosen career and playing a constructive role as a responsible citizen in the society" (UGC's book on *Learning Outcome-based Curriculum Framework for Undergraduate Education*, released in January, 2020).

20.Distance education/online education:

1. Online Teaching

During the unpredictable circumstances arising due to the Corona pandemic, the IQAC decided to maintain the record of Online Teaching. The Heads of Departments were instructed to plan their departmental strategy in consultation with their colleagues. Teachers were suggested to use student-friendly platforms like Google Meet and Zoom to interact with the students. Separate WhatsApp groups were created on the basis of Course/Class/Medium. Most of the teachers used PPTs for the convenience of comprehension. Google Classrooms were formed at the Department levels to post the E Resources, Study Material and Assignments. As a part of E Content development, a few teachers started their YouTube channels to post educational videos.

2. Online Evaluation

To comply with the SOP laid down by the Government and the University, the IQAC resolved to carry out the students' internal evaluation on online mode. Multiple Choice Question (MCQ) Pattern was finalised. The Exam Department framed stream-wise timetables. Students were informed about the nature of evaluation. The teachers were advised to use student-friendly modes of evaluation such as Google Forms, Survey Heart, and Testmoz. The presentations as well as practical examinations of the Science subjects were also held

online, through Google Meet.

Distance education: SWAYAM

Extended Profile

1.Programme

1.1 642

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

File Description	Documents
Data Template	View File

2.Student

2.1 2581

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 1417

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

File Description	Documents
Data Template	View File

2.3 611

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 27

Number of full time teachers during the year

File Description	Documents
Data Template	View File
3.2	0
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	32
Total number of Classrooms and Seminar halls	
4.2	2623105
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	117
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The IQAC prepared the tentative academic calendar for AY 2021-22as per the then regulations set by the SPPU in consultation with the Principal and departmental heads.The academic year begun with the process of admissions wherein the admission committees were set up for the proper guidance of the students. The timetabling committees prepared the timetables.The previous year's were analyzed by the departmentsand the performance analysis was conveyed to the IQAC.

Due to online mode there was massive use of ICT. On a large scale zoom/ google meet platforms were used. Google class-rooms, you-tube videos, ppts for certain topics enriched the learning experience in a greater way. The whatsapp groups along with the google classrooms were used as platforms for the students' interactions with the teachers. The questionnaires were mainly supplied to the students to

give a rigorous practice to important topics.

Students' continuous evaluation was done through internal exams, orals, seminars and surprise tests using quizzory, testmoz, google forms etc. Students were also given assignments frequently. Staff participated in the paper setting process. Students completed their respective projects.

Lastly feedback on curriculum was collected from students, parents, alumni, and employers. It was analysed in the IQAC and discussed with the departments.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sardacollege.org/time-table-2021-22-2/

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

The academic calendar takes care of all the activities in the college alongwith the conduct of internal evaluation although all the departments are given liberty for using appropriate methods of evaluation.

The programmes run in the college are all based on choice based credit system and adhere continuous internal evaluation.

Due to the corona pandemic, the academic year 2020-21 was also greatly influenced which resulted in on-line evaluation process for odd semesters. The assignments, quizzes etc were conducted using Google classroom, Google forms, Testmoz and allied platforms. The projects, practicals, ppt presentations wherever feasible were conducted in on-line mode for odd semesters. Due to no-range issue/ health issue few students could not attempt the tests in scheduled time. In such cases exams were rescheduled for odd semesters. The even semester examinations were conducted physically. For internal evaluations it was then possible to have presentation sessions, orals, group activities, assignments, seminars.

The earn and learn scheme was implemented as per the government guidelines. Career guidance lectures were organized departmentwise. A special lecture was conducted on anti-ragging and sexual awareness

and a demonstration in the same respect was conducted. A workshop on 'Intellectual Property Rights' was conducted successfully.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

A. All of the above

Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

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

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

The curriculum of Commerce department at M.Com-Sem-I titled as 'Business Ethics and Professional Values' , tries to raise the students' general awareness on the ethical dilemmas at work place. It presents the concept of Corporate Social Responsibility and explore its relevance to ethical obligations and ethical ideals present in the relationship between employers and employees. The

course enables student to develop their own considered judgment about issues in Business Ethics. Political Science subject at SYBA and TYBA have a unit on 'Feminism' that emphasized on Gender and Gender equality. The emphasis is given on human values throughout the courses under UG and PG. The languages Marathi, Hindi and English also have prose and poetry focussing on human values, gender and environment. The Microbiology subject has special touch to environmental issues. The students of second years of all the programs have to complete a project on Environment preservation and related issues. This course is mandatory for all programs. Thus the institution integrates the crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum.

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

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

6

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

211

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://sardacollege.org/wp-content/uploads/2022/12/Student-Feedback-Analysis-2021-22.pdf-2021-22/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sardacollege.org/wp-content/uploads/2022/12/Student-Feedback-Analysis-2021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2581

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

1417

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

After admission, Statements of Marks of the admitted students are analyzed in order to find out their weak and strong areas. Interaction in the class serves as a tool to detect this speed. Each teacher is allotted a specific number of students for Mentoring. The purpose of these sessions is to establish a rapport with them and to check the overall improvement of the students. Counseling Sessions are conducted by the college with an aim to understand the learning levels of the students. Students are encouraged to participate in various competitions according to their interest areas. Remedial classes are arranged to boost the confidence of the slow learners and improve their performance. The content is carefully designed keeping in view the capacity, requirement, educational and experience levels of the students. Audio-visual aids are used to provide a unique experience to the slow learners while grasping the content. To generate interest and confidence in slow learners, stress is laid on effective use of art, music and drama. To cater to the hunger for knowledge among the advanced learners, a hyperlink titled UGC E Resources is displayed on the homepage of our institutional website. SWAYAM Courseslink is also displayed at the same place.

File Description	Documents
Paste link for additional information	http://sardacollege.org/
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2581	27

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Various teaching methods are employed in the class, keeping the learner at the focal point. Role playing is practiced to enhance communicative competence as a part of experiential and participative learning. Interactive teaching helps to solve the students' problems. Subject-related films are screened; PPTs and 'You Tube' clips are shown. Students prepare Case Studies, Research Projects and Field Assignments. Role Playing helps to understand the role of business executives and skills required to execute such a role. Over and above the University prescribed syllabus, certain activities are carried out in order to increase the students' employability. These activities include courses emphasizing Communicative English, Communication Skills, Presentation Skills, Soft Skills, Group Discussion Skill, Interview, Etiquette etc. Problem-solving methods are employed both at individual and group levels. Remedial coaching is provided to students for subjects like English, Mathematics, Chemistry and Accountancy where their percentage of passing is quite low. As a part of experiential as well as participative learning, students are asked to make presentations followed by question-answer sessions. The Institutional Repository (IR) of the institution is available on its website. It is a rich collection of the study material and useful resources in the form of Powerpoint Presentations prepared by the staff.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://sardacollege.org/institutional-repository-ir/

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

ICT use was prevalent throughout the college's numerous departments. The students were given access to YouTube videos, meetings on Zoom and Google Meet, PowerPoint presentations, online reading materials, and digital textbooks and eBooks were used by teachers to provide students with access to course materials. These tools helped teachers to assign readings, share multimedia materials, and provide students with the opportunity to interact with the text. Both online and offline methods were used to address their questions. Quizzes and assignments were taken by some departments. Use of projectors proved to be supportive for teachers to display multimedia content and visuals, as well as to facilitate group activities. Virtual reality experiences allow teachers to take students on virtual field trips, offering the opportunity to explore places they may never have been able to visit in person. By using ICT enabled tools in the classroom, teachers are able to create an environment where students were actively engaged in the learning process and were able to develop a better understanding of the material.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

30

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

2.4 - Teacher Profile and Quality

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

27

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

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

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

20

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

546

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal assessment of students is transparent and continuous assessment is carried out semester- wise for CBCS pattern courses (2019 Evaluation Pattern). Assessment of students is done as prescribed by S. P. Pune University directives, through regular term end exams, repeater term end exams and practical exams, class tests, presentations, assignments etc. Our College maintains an Academic Calendar for every academic year which consists of plans for internal assessment. Written exams, class tests, presentations, quizzes, group-discussions, etc are methods of assessment for CBCS courses like MCom and FY (2019 PATTERN) which comes under concurrent evaluation. Evaluation schedules are discussed and finalized in department meetings, although every faculty member has liberty to decide their internal assessment activities. The same is communicated to students through time-tables and schedules well in advance. Department-wise internal assessment and transparency is maintained at all times. In case, some of the students failing or getting very low marks in internal evaluation, they are given a chance to improve their grade / score by giving additional assignments, tutorials or re-examination. This ensures robustness in internal assessment of students. Thus, the institute has a proper and objective mechanism to ensure that the internal assessment is transparent and robust in terms of frequency and variety.

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

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

Usual grievances of students before the examination are non-receipt of hall-ticket required to give examinations or wrong entries in

hall-tickets etc. In either case, grievances are communicated to University Examination Section and resolved at the earliest. In certain instances, technical errors in question papers are rectified during examination itself on received from examination section or Chairman of Paper Setters. Resolution of grievances is time bound and increases efficiency of examination system. After Results: If student has grievance regarding marks received in particular courses(s), s/he has right to apply for revaluation and reassessment of papers. Institute collects revaluation and reassessment application form and forwards it to University for necessary action. In case of Revaluation, marks given on paper are rechecked and totaled. During Re-assessment, paper is re-checked thoroughly. In both cases, changes are communicated to students in given time frame.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The programme and course outcomes help the students to learn the basic concepts and understand the fundamentals of the subjects that they apply to in their graduation and post-graduation programmes of all faculties. The available courses encourage the students to study about diverse ideologies, their roots, and the guiding concepts behind them. The POs, COs, and PSOs are created so that students from all backgrounds may study in a thorough manner. The procedure was continually scrutinized, and IQAC ultimately gave its approval. Communication and display mechanisms: All stakeholders can view POs, PSOs, and COs on the institutes' website. The department head, senior faculty, and department faculty reviewed the amended PSOs and POs and provided their analyses and opinions.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://sardacollege.org/wp-content/uploads/2021/09/Course-Outcomes.pdf ,%20 http://sardacollege.org/wp-content/uploads/2021/09/UG-PG-Programme-Outcomes.pdf ,%20 http://sardacollege.org/wp-content/uploads/2021/09/Programme-Specific-Outcomes-PSOs.pdf ,
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The programme and course outcomes help the students to learn the basic concepts and understand the fundamentals of the subjects that they apply to in their graduation and post-graduation programmes of all faculties. The students learn the skill of interpreting , analyzing , classifying and applying the class learnings in the most effective practical mode. The courses offered make the students learn about various ideologies, their origins and the principles on which they are based. The POs, COs and the PSOs are designed in such a way that there is 360 degree comprehensive learning of the students of varied backgrounds. The process was continuously monitored and finally were approved by IQAC. Mechanism of communication and display: POs, PSOs, COs are displayed for all stakeholders at following locations: Institutes' website. The head of the department, senior faculty and the department faculty analyzed and expressed their opinion on the revised PSOs and POs. The main motto behind this is knowledge learning, skill learning and value learning.

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

2.6.3 - Pass percentage of Students during the year

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

611

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

2.7 - Student Satisfaction Survey

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

<http://sardacollege.org/wp-content/uploads/2022/12/Student-Satisfaction-Survey-2021-22.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

02

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

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution is well aware of the requirement of the ecosystem. Still, during the COVID-19 pandemic, the routine institutional work was hampered to a great extent, and the priority during 2021-22 was given to normalising the day-to-day routine. Hence at the moment, there is no such ecosystem in existence. Nevertheless, the institution must have one in place as soon as possible.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

01

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

16

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published

in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

01

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Mainly, the NSS and NCC units were the platforms on which such extension activities were carried out. Almost 355 students participated in these four programmes. The number of programmes could not be increased since the COVID-19 pandemic had affected the regular attendance of students. Still, the activities like birth anniversaries of Mahatma Phule and Dr Babasaheb Ambedkar and the inspirational days like the Shiv Swarajya Day were observed ceremoniously. Among other kinds of remarkable activities, tree plantation at the historical Ahmednagar Fort, and thalassemia awareness programme were also carried out for the benefit of students. These activities cemented the bond between the institute and the community to a great extent.

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

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

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

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

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

04

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

0

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Response - The college has augmented its Infrastructure with green campus spread over an area of 8093.71 sq mt. & total built up area of campus is 66,85,07.77 sq mt viz; includemain building with administrative block,adequate classrooms,departments,central library, reading room, science laboratories,computing equipments,research centres, staff rooms,IQAC,NCC,NSS Training and

placement office, restrooms, conference hall, seminar hall, girls hostel, guest house, ramps for the physically challenged students. The college has 30 classrooms to conduct regular classes as well as used for conducting remedial coaching, certificate courses, mentoring sessions, departmental meeting, various competitions, annual and semester examinations, book exhibitions, soft skill training programme for the school children and competitive exam centre. All the laboratories have fully equipped with advanced equipments in order to meet their own requirements for carrying out academic and research works. The college has 127 computers (with internet facility), OHP LCD projectors & printers to each department for effective ICT enabled teaching and learning. All the departments and computer labs are connected with 100 mbps bandwidth. College has made available advanced language laboratory with interactive language lab software. The girls hostel is provided with mess, pure drinking water, washrooms, solar hot water system, UPS, daily newspaper, film club & reading hall.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sardacollege.org/wp-content/uploads/2022/12/Smart-Classrooms-Seminar-Halls.pdf

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

Response - The Department of physical education and sports was established in 1962 with excellent sports facilities and fully equipped gym khana, fitness zone to develop their skills and be mentally and physically fit along with academics. The college has maintained playground with an area of 93342.41 sq mt. for cricket, football, kho kho, volley ball, handball, running track, one basket ball court. The college has established gymnasium hall and separate gym facility in the premises of girls hostel. The sports department has a yoga centre with a built up area of 1800 sq. ft. Indoor games facilities like table tennis, chess, carom, wrestling, boxing, squash, fencing, power lifting, badminton, fitness bicycle. College has multipurpose hall for cultural programmes, debates, elocution competitions, quiz competitions, exhibitions, etc. In college campus open stage facility is used for the celebrations of Independence day, Republic day and organization of annual social gathering and prize distribution ceremony etc. Open stage in the premises of girls hostel is used to celebrate hostel

day, Ganesh festival and Organization of various cultural activities. An audio-visual hall is provided for screening motivational films through film club for students. Students are given training in all sports games to take part in inter collegiate, inter zonal, inter university, state, national and international level competition.

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

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

05

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sardacollege.org/wp-content/uploads/2022/12/Smart-Classrooms-Seminar-Halls.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

21,62,583

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

4.2 - Library as a Learning Resource

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

Response: Yes

Library is fully automated by using integrated library management system known as SOUL 2.0 Software, designed and developed by the INFLIBNET Centre, Gandhinagar, Ahmedabad, Gujrat. It is a user-friendly software developed to work under client -server environment. The modules covered in SOUL 2.0 software are Acquisition, Circulation, Serials Control, OPAC and Administration. The salient features of this software are member information issue , return, book reservation, minimal data entry, stock verification, write-off, lost and paid, data base backup, bar code support and online help.

Name of the ILMS Software

Nature of automation

(fully or partially)

Version

Year of automation

SOUL 2.0

Fully

2.0

2017

DSpace Digital Library Software

Fully

6.3

2022

User Tracking System

Fully

3.0

2022

The details of PC's are as follows:

Sr. No.

Particulars of Work

Number of PC's

1

Thinkserver TS 150

01

2

Library Web OPAC for Readers

01

3

Circulation of Books

04

4

Administrative work

03

5

Knowledge resource centre for using database

10

6

DSpace as a digital repository for our library

01

7

User tracking system

01

Total PC's

21

The present library collection is 55695 books, 09 national and international journals, 3345 back issue journals bound volumes, CD/DVDs/Video cassettes 446 and other library resources. Issue, return of books has been done by SOUL 2.0 software and Web OPAC facility is provided to users. Library is having independent website. Its URL is <https://psclibrary1962.wixsite.com/sardacollegelibrary>.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://psclibrary1962.wixsite.com/sardacollegelibrary

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

3.21

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

27

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college has upgraded its IT facilities including the internet connection bandwidth from 50 Mbps to 100 Mbps with a campus Wi-Fi facility, updated its IT facilities with increasing the number of computers, printers, scanners, interactive LCD projectors, Xerox machines, online admission process, dynamic website, and various

software's. The teaching and learning process is enhanced through incorporating ICT tools and e-resources such as DELNET, INFLIBNET, online courses, CD's and Video lectures. The students, teachers and non-teaching staff are also encouraged to use various academic and administrative software's such as Vridhhi, Latex and Skylab etc. IT facilities Wi-Fi with the date of updation & nature of updation.

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

4.3.2 - Number of Computers

127

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

12,91,109

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

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

The administrative authorities carries out overall supervision for smooth functioning of college campus viz; includes proper availability of black boards, lighting and furniture in classrooms & invarious laboratories, departments etc. are taken care by these committees. Maintenance work like washrooms cleaning, plumbing, RO water facilities, water tanks, electric work, computer labs, equipments, furniture's, fire extinguishers, botanical garden etc are maintained on daily basis through contract services. NSS & NCC students helps in maintaining and cleaning of college campus. Each departmental laboratory is having lab assistant and lab attendant. Library committee takes care of the library matters and smooth functioning. Sports committee has responsibility of the creation and maintenance of sports facilities. The college has signed following contracts for maintaining and utilizing physical facilities:

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

D. 1 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

78

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

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

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

03

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

35

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

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

Every year the formation of the student council is done as per the specified format. The class toppers are appointed as the class representative [CR] of that respective class. Most of the time girl students are toppers there is no bias regarding gender. This year due to the Corona pandemic the college ran partly in online mode. Subsequently, the student council was not formed, in. Instead, some students were nominated as the class representatives.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

01

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

5.4 - Alumni Engagement

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

It has been a practice of this college to call upon the alumni to address the current students about the outside world. Up till now the college never asked the alumni to contribute financially. Instead, our theme is to continue the chain of knowledge from batch to batch.

The precious event this year was to have the Tax Commissioner of Punjab State Mr Nilkanth Avhad, our alumnus to address our current students. He guided the students for the competitive examinations, the changing trend of education worldwide, the impact of ICT etc.

This event was strongly supportive to the students.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

- '?? ?????? ?? ??????????'

(True Learning Leads to Liberation!)

The college envisages the future of the nation in the enlightenment and empowerment of the youths from the weaker sections of the society. Their holistic progress is the ultimate goal of this institution. The fact worth mention is that the percentage of the students from the down-trodden communities (SC, ST, and VJNT) is around 15% while that of the female students is nearly 40%.

Mission:

- '????????? ?????? ??????? ??????????????'

(Arise, awake, and stop not till the goal is reached!)

The shlok is a call for propagation of the message of peace and blessings. "Awake" denotes the awakening of one's real nature and the consequent ushering in of prosperity. "Arise" is a passionate call for national awakening to obtain political freedom for the country from colonialism, and to not to "stop" until the "goal" is achieved. This is essential in the social, economic, and political fields.

Pemraj Sarda College is committed to its mission and is marching towards its accomplishment. The college has taken strenuous efforts to awaken the students, to make them aware of their aim in life and has motivated them not to halt till their aim is achieved.

File Description	Documents
Paste link for additional information	http://sardacollege.org/wp-content/uploads/2022/03/Vision-Mission.pdf
Upload any additional information	No File Uploaded

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

Central Assessment Programme (CAP) for UG and PG

The University Examinations (April/ May, 2022) were delayed due to the extended schedule in the previous year, owing to the Corona pandemic. In order to declare their results within time and begin the new academic year immediately thereafter, Savitribai Phule Pune University decentralised the assessment of both UG and PG programmes at the district levels. Our institution was given the responsibility to execute the CAP for M Com programme. Simultaneously, we had to carry out the assessment of first and second year UG programmes taught in the college.

The Principal, in consultation with the teaching and non-teaching staff, carefully chalked out the time-bound strategy of the CAP. Two separate committees, headed by the College Examination Officer and CAP Deputy Director, were constituted. The Vice Principal, Registrar and Librarian reinforced them. Letters of Appointments were issued to the Examiners and Moderators from HEIs across the district. Adequate infrastructural set-up and technological assistance was provided to the participants thanks to the consent and cooperation of the Management. There was continuous follow up and meticulous monitoring at different levels to ensure the quality and confidentiality of the work. This mutual trust and teamwork worked wonders.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Activity: Successful Induction of B. Sc. Mathematics, M. Sc. Chemistry & Zoology

The Perspective Plan of our institution, displayed on the website, includes roadmap of the institution. Following is one of the plans envisaged by the leadership:

- **Qualitative and Quantitative Growth:**

As per the strategic plan, the institution is committed to attain qualitative as well as quantitative growth by way of induction of new courses and provision of Post Graduate education in all Arts and Science Disciplines. Sincere and systematic efforts were made to obtain permission to initiate bachelor's programme in Mathematics and master's programme in Chemistry as well as Zoology. All the formalities in this direction were fulfilled successfully. Consequently, the Committee constituted for the same sanctioned B. Sc. Mathematics, M. Sc. Chemistry and M. Sc. Zoology. The admissions to these programmes started in the academic year, 2021-22. They received a huge response. The permissible intake for both the M Sc programmes was full. In view of the second-year admissions, planning and preparation for the smooth conduct of these programmes (expansion in the existing setup, purchasing of new apparatus/equipment, infrastructural up-gradation, recruitment of the staff, etc.) is in progress. In this way, we have executed the activity with success.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://sardacollege.org/wp-content/uploads/2021/08/Institutional-Prospective-Plan.pdf
Upload any additional information	No File Uploaded

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

The College adheres to an established Code of Conduct for all stakeholders, tuned to the UGC guidelines, as under:

- The Governing Council of Hind Seva Mandal plays a vital role in the development of Pemraj Sarda College.

- The Chairman of the Mandal also acts as the Chairperson of the Senior College Committee.
- College Development Committee (CDC) is the apex body of in the college headed by the Chairman. The Principal of the college is the Member Secretary of this Committee.
- The Committee comprises of elected representatives from the teaching and non-teaching staff along with the IQAC Coordinator.
- The CDC looks after smooth functioning of the college and follows the rules and regulations of the UGC, State Govt., and University.
- The Principal is appointed by the Management as per UGC norms and is approved by Savitribai Phule Pune University for five years' tenure.
- Principal is the full time academic and administrative officer of the college.
- Registrar and the Vice Principal assists the Principal.
- Heads of the Departments monitor the Departmental activities.
- Librarian and the Director of Physical Education are assigned with co-curricular and extra-curricular activities.
- The Coordinators of various Committees and NCCC/NSS officers carry out their responsibilities.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://sardacollege.org/wp-content/uploads/2022/04/Organogram.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

There are different welfare measures available for teaching and non-teaching staff at the institutional level. The Hind Sevak Mandal's Employees' Cooperative Credit Society comprises of the teaching and non-teaching staff of Pemraj Sarda College. This Society provides short term, medium term as well as long term loans to the employees. In addition, emergency loans and educational loans are also offered to the members. The Society runs MSKUS (Writing off the Outstanding Loan of the Deceased Member) Scheme, which has been a great relief and support to the members' families. After approval, the employees are benefitted from the General Provident Fund. They can opt for Public Provident Fund on their own. The amount of monthly premiums of the life insurance of the employees is directly deducted from their salary and transferred to the concerned agencies (like LIC), if the employee chooses this option. Most importantly, emergency medical help is provided to every employee, on review of the situation. The parent institution, Hind Seva Mandal, also extends generous help of every kind, whenever asked for. As a part of the welfare initiative, the wards of the staff are admitted to the college at a nominal amount, waiving off his/her entire tuition fees.

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

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

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

0

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

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

0

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

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

02

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

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

The IQAC's contribution in the teaching and learning process is mainly concerned with the preparation and execution of the Academic Calendar. This calendar is prepared at the beginning of every academic year. It is inclusive and comprehensive. The heads of all departments are advised to prepare their departmental plans in accordance with the Academic Calendar. From time to time, the IQAC monitors the teaching process and learning process through formal/informal interaction with teachers as well as students.

The IQAC evaluates every teacher's Annual Performance Indicator (API) form at the end of academic year. This form has been designed by the University in tune to the UGC Regulations and Amendments implemented from time to time. At this juncture, the teacher is required to present supporting documents as proof to the curricular/co-curricular/extra-curricular contribution extended by him/her. Wherever necessary, s/he is instructed to make certain changes in the method of teaching by applying relevant ICT for effective transmission of knowledge and information.

The performance of the non-teaching staff is monitored by the Principal, in assistance with the Vice Principal and Registrar. Every year, a Confidential Report of each non-teaching employee is generated. It includes objective evaluation of his/her performance throughout the year.

File Description	Documents
Paste link for additional information	http://sardacollege.org/wp-content/uploads/2022/12/Academic-Year-2021-22.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The internal and external financial audits were carried out during the year 2021-22 for settling the audit objections.

Internal Audit:

The Management Body of Hind Seva Mandal have appointed M/s. A. S. Gurjar & Co. as Internal Auditor. They are responsible to carry out the regular audit of Pemraj Sarda College. The Internal auditors examine each financial activity thoroughly and suggest proper actions for corrections, if there are any. The Principal takes action as per the suggestions given by the auditor. The Books of Accounts and Vouchers and other statements are examined yearly. The same practice was followed in the year 2021-22.

External Audit:

The External Audit is periodically conducted as per the suitability of the Joint Director of Education, Government Auditor and Office of Auditor General, Bombay. The audit of Karmaveer Bhaurao Patil Earn and Learn Scheme, National Service Scheme and other schemes run by the Board of Student Development is done by the External Auditor appointed by Savitribai Phule Pune University. For this purpose, the University organises District Level Camps every year. Due to extraordinary circumstances in the wake of Corona pandemic situation, most of the schemes could not be implemented. As such, their audit was not done.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

00.00

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

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

Institutional Policy is as follows:

Resource Generation:

Tuition Fees: The College follows the regulations of Savitribai Phule Pune University with respect to the tuition fees.

Funding Agencies:

The Research Committee encourages staff members to apply for funds under various Research Projects.

NSS, NCC, and Board of Students' Development send proposals to obtain funds from the University.

Maintenance of Accounts:

Separate accounts for aided and unaided courses are maintained by the office.

Resource Utilization:

Heads of Departments apply to the Principal for funds to carry out the departmental activities.

Salary: The salary of staff appointed for non-grant courses is disbursed through the funds generated from such courses.

Augmentation of Infrastructure: Provisions for infrastructural development are made by the parent institution.

Centralized Purchase: Purchase Committee asks for requirements from all the departments, negotiates with sellers and dealers, and makes due recommendations.

Repairs and Maintenance: The College follows a time-tested policy for recurring repairs and maintenance.

Library Expenditures: Library is upgraded from time to time. Addition of text and reference books is done in tune with the curriculum.

Laboratory Expenses: Purchase Committee orders Consumables and Equipment based on requirement.

Co-Curricular and Extra-Curricular Activities: Concerned committees submit budgets for the activities. Sports material and stationery are purchased in bulk.

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

6.5 - Internal Quality Assurance System

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

1. KNOWING THE NEP: AN ONLINE QUIZ

The IQAC, after a considerable brainstorming on the need to create an awareness about the new National Education Policy 2020 in the society, decided to prepare and circulate a Google Form Quiz on the social media. The Quiz consisted of 20 Multiple Choice Questions.

The score was immediately released after submission and the participant could view missed questions and correct answers. This initiative received immense response. The Quiz was solved by 862 persons across the nation. Each of them immediately received a Certificate of Participation.

2. ONLINE LECTURE ATTENDANCE REPORT

Amid the mounting cases of Corona, the Government of Maharashtra issued a Resolution on 7th January, 2022, stating that the offline classes shall be discontinued and colleges remain closed till 15th February, 2022. In such circumstances, it was pertinent that the flow of education should remain intact. To cope with this challenge, the Principal, in consultation with the IQAC, prepared an Online Lecture Attendance Report to monitor the effective execution of the Timetable. Accordingly, every teacher was asked to fill and submit the report. It had a positive impact. The syllabus could be completed in time, and students were ready for the examination.

File Description	Documents
Paste link for additional information	http://sardacollege.org/wp-content/uploads/2022/12/Knowing-the-NEP-Online-Quiz-10.08.22.pdf
Upload any additional information	View File

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

1. Online Teaching

During the unpredictable circumstances arising due to the Corona pandemic, the IQAC decided to maintain the record of Online Teaching. The Heads of Departments were instructed to plan their departmental strategy in consultation with their colleagues. Teachers were suggested to use student-friendly platforms like Google Meet and Zoom to interact with the students. Separate WhatsApp groups were created on the basis of Course/Class/Medium. Most of the teachers used PPTs for the convenience of comprehension. Google Classrooms were formed at the Department levels to post the E Resources, Study Material and Assignments. As a part of E Content development, a few teachers started their YouTube channels to post educational videos.

2. Online Evaluation

To comply with the SOP laid down by the Government and the University, the IQAC resolved to carry out the students' internal evaluation on online mode. Multiple Choice Question (MCQ) Pattern was finalised. The Exam Department framed stream-wise timetables. Students were informed about the nature of evaluation. The teachers were advised to use student-friendly modes of evaluation such as Google Forms, SurveyHeart, and Testmoz. The presentations as well as practical examinations of the Science subjects were also held online, through Google Meet.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. Safety and Security:

Security cameras are installed for safety and security of everyone in and around the campus. In all, 20 cameras have been installed in campus. The Committee for Prevention of Sexual Harassment of Women meets at regular intervals. There are complaint drop boxes at various places. The helpline numbers of Police Station have been displayed in the front side. They are easily visible. The Nirbhaya cell of the local police visits the campus almost every day.

2. Inclusive Representation of Female Faculty Members in all Core Committees:

Females surpass the male in almost all the spheres of operation in our institution. They play a crucial role in all the policy making bodies including the College Development Committee, Internal Quality Assurance Cell, Criterion-wise Committees, and Examination Committee. Women hold decision making positions in the institution. At present, a lady heads the administration and academic activities on the college campus in the capacity of Principal.

3. Mentoring and Counselling:

Mentoring and counselling is done as a routine practice. The Mentors are in constant touch with their mentee students. They provide timely help to the students as and when required. Counselling is provided for stress-related issues concerned with personal life.

File Description	Documents
Annual gender sensitization action plan	http://sardacollege.org/wp-content/uploads/2022/12/Gender-Plan-2021-22.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://sardacollege.org/infrastructure-facilities/

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

C. Any 2 of the above

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

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

Solid Waste Management:

To keep campus green n clean ,Pedal-pushed dustbins are provided to all departments. The support staff has been assigned the duty of picking up the garbage and categorize it carefully. Especially during the pandemic situation, all possible efforts were taken to keep the college campus clean and hygienic. Campus was sanitized at frequent intervals. Excessive use of plastic items was discouraged. Wet waste or biodegradable waste generated in campus are composted and used as fertilizers for college garden. Composting facility is available for managing biodegradable /horticulture waste. As a gesture to reuse paper, one sided blank papers are used to print notices, record attendance or obtain feedback for various purpose.

Liquid Waste Management:

Liquid waste generated from various labs in the diluted form is circulated in the college garden which is chemical free. The liquid waste of the Chemistry lab is disposed off according to the standard procedures so that it does not come in contact with the outer environment.

E-Waste Management: it is attentive that E waste is generated in minimal amount. Unused CPU and other electronic devices are used by the students of Electronics to study internal circuits for hands on training. **Sustainability/ Energy Preservation Initiatives:**

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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

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

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

C. Any 2 of the above

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

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

1.KNOW YOUR HEALTH :

A) Free Hemoglobin Check-up Campaign for all girls and ladies staff on the Occasion of Navaratri, 29th Sep 2022:

Our institution, along with Jankalyan Blood Bank, Nalegaon Ahmednagar, organized Free Haemoglobin Check-up Campaign for women on the occasion of Navaratri, 29th Sep 2022. This programme had a noble intention to make the women aware of their Haemoglobin deficiency, if any, and orient them on their health issues. This campaign received a considerable response.

2. Clean and Green Campus Initiative:

The Clean and Green campaign aims to protect and care for the environment by engaging the college students. The institution organized classroom clean day, campus cleaning day initiative. Under this program, the college staff and Program Officers encourage their students to reuse the products such as one sided paper and thereby pass on a message in tune with the SGD 2030 Agenda. The NCC cadets, NSS volunteers, Earn and Learn Scheme participants, and students of our college participate in this ambitious drive. Under this activity, students enthusiastically clean the college campus and also participate in the plantation programme.

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

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

At the start of first semester, the orientation programme orients students about the constitutional obligations: values, rights, duties and responsibilities of citizens. All students are required to sign Undertakings when they join the institute.

Constitution Day:

Constitution Day is celebrated on 26th November every year. The programme initiates with Preamble reading of the constitution followed by lectures on the sensitization of students on responsibility towards the constitutional values, rights, duties and responsibilities of citizens.

Celebration of National Festivals:

Our Institute every year celebrates Republic Day, Maharashtra Day and Independence Day on January 26, May 01 and August 15 respectively. The celebration is attended by Students, Teaching and Non-teaching Staff, Invitees, guests and any attendees. Flag hosting with National anthem and oath of national integrity followed by distribution of sweets is the regular decorum of the programme. NCC parade is the main attraction on these days.

Blood Donation Camp:

Every year, the institute organizes a blood donation camp in association with local blood bank. The NSS and NCC units take lead to make this program successful. Students are sensitized on the importance of blood donation and are encouraged to participate in saving the life of their brothers and sisters, irrespective of caste and class; region and religion!

File Description	Documents
Details of activities that inculcate values; necessary to render students into responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff C. Any 2 of the above

4. Annual awareness programmes on Code of Conduct are organized

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

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

Sr.No

Commemorative Day

Birth and Death/ Martyrdom Anniversary

1

Mahatma Gandhi

2 October - 30 January

2

Lal Bahadur Shastri

2 October - 11 January

3

Babasaheb Ambedkar

14 April - 6 December

4

Savitribai Phule

3 January - 10 March

5

Mahatma Jyotirao Phule

11 April - 28 November

6

Swami Vivekananda

12 January

7

Sardar Vallbhbhai Patel

31 October

8

Chatrapati Shivaji Maharaj

19 February

9

Marathi Bhasha Din

27 February

10

Hindi Bhasha Din

14 September

11

Constitutional Day

26 November

12

Mathematics Day (Birth Anniversary of Mathematician Srinivasa Ramanujan)

22 December

13

World Environment Day**5 June**

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

7.2 - Best Practices

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

This year, we followed these practices:

Know Your Health

- Objectives:

1. To make the female students aware about health issues.
2. To provide simple solution for health issues and share tips to increase haemoglobin.
3. To encourage students to donate blood.

- Context:

Female students face many health issues and most of them also have blood deficiency.

- Practice:

Dr. Rupali Mhase, a medical practitioner, visited our college. She interacted with the students in an informal manner. During her speech, she shared simple solutions on student's health issues.

- Evidence of Success:

Many students openly asked her questions mainly related to MC(Periods) issues.

- **Problems Encountered and Resource Required:**

Space and availability of sound system.

Clean n Green Campus

- **Objectives:**

1. To raise awareness among students about environmental issues.
2. To encourage students to keep their surrounding clean and green.

- **Context:**

Increase in pollution has given birth to many health-related problems. This program was one modest step towards minimizing the pollution.

- **Practice:**

The NCC cadets, NSS volunteers and students actively participated in this program. Playground and classroom was cleaned by students.

- **Evidence of Success:**

The entire campus was visibly clean and green.

- **Problems Encountered and Resource Required:**

Maintain cleanness in the classrooms and greenery on the playground throughout the year.

File Description	Documents
Best practices in the Institutional website	http://sardacollege.org/wp-content/uploads/2021/09/Best-Practices-1.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

200 words

Sports: It's all about Determination and Pride!

Our institution focuses on the overall development of students. The Vision and Mission statements of the institution finds their true reflection in its operation: Arise, awake, and stop not till the goal is achieved! It is sport that awakens and inspires an individual to take tireless efforts till goal is achieved.

Sports have a huge impact on education. Sports contribute to a sense of belonging. Social and communication abilities students obtain help in their future professions and relationships Coaches also teach students about the detrimental effects of drugs in sports. student can achieve his/her objectives through discipline. Sports teach how to manage their time, maintained Health-Regular physical activity boosts energy levels. Sports are Character Building Traits which increase Self-confidence, self-esteem as well as manage emotions.

Our FYBA student Aditya Kudale played Kho-Kho in Ultimate League from Orisa juggernaut (2 Sep 2022). Pranita Soman win bronze medal in cycling competition organized in Ahemdabad National Game(9 Oct 2022). She was also selected for MTB asian Championship, Korla. Our Boys Kho-Kho team win Ahmednagar zonal match.(13 Oct 2022).Sajari Pardeshiwas selected for the University divisional rope Mallakhamba tournament.Suyog Wagh won gold medal in West Zone University Tournament.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The IQAC prepared the tentative academic calendar for AY 2021-22as per the then regulations set by the SPPU in consultation with the Principal and departmental heads. The academic year begun with the process of admissions wherein the admission committees were set up for the proper guidance of the students. The timetabling committees prepared the timetables. The previous year's were analyzed by the departments and the performance analysis was conveyed to the IQAC.

Due to online mode there was massive use of ICT. On a large scale zoom/ google meet platforms were used. Google class-rooms, you-tube videos, ppts for certain topics enriched the learning experience in a greater way. The whatsapp groups along with the google classrooms were used as platforms for the students' interactions with the teachers. The questionnaires were mainly supplied to the students to give a rigorous practice to important topics.

Students' continuous evaluation was done through internal exams, orals, seminars and surprise tests using quizzory, testmoz, google forms etc. Students were also given assignments frequently. Staff participated in the paper setting process. Students completed their respective projects.

Lastly feedback on curriculum was collected from students, parents, alumni, and employers. It was analysed in the IQAC and discussed with the departments.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sardacollege.org/time-table-2021-22-2/

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

The academic calendar takes care of all the activities in the college alongwith the conduct of internal evaluation although all the departments are given liberty for using appropriate methods of evaluation.

The programmes run in the college are all based on choice based credit system and adhere continuous internal evaluation.

Due to the corona pandemic, the academic year 2020-21 was also greatly influenced which resulted in on-line evaluation process for odd semesters. The assignments, quizzes etc were conducted using Google classroom, Google forms, Testmoz and allied platforms. The projects, practicals, ppt presentations wherever feasible were conducted in on-line mode for odd semesters. Due to no-range issue/ health issue few students could not attempt the tests in scheduled time. In such cases exams were rescheduled for odd semesters. The even semester examinations were conducted physically. For internal evaluations it was then possible to have presentation sessions, orals, group activities, assignments, seminars.

The earn and learn scheme was implemented as per the government guidelines. Career guidance lectures were organized departmentwise. A special lecture was conducted on anti-ragging and sexual awareness and a demonstration in the same respect was conducted. A workshop on 'Intellectual Property Rights' was conducted successfully.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for

A. All of the above

UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

23

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

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

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

0

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

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

number of students during the year

0

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

1.3 - Curriculum Enrichment

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

The curriculum of Commerce department at M.Com-Sem-I titled as 'Business Ethics and Professional Values' , tries to raise the students' general awareness on the ethical dilemmas at work place. It presents the concept of Corporate Social Responsibility and explore its relevance to ethical obligations and ethical ideals present in the relationship between employers and employees. The course enables student to develop their own considered judgment about issues in Business Ethics. Political Science subject at SYBA and TYBA have a unit on 'Feminism' that emphasized on Gender and Gender equality. The emphasis is given on human values throughout the courses under UG and PG. The languages Marathi, Hindi and English also have prose and poetry focussing on human values, gender and environment. The Microbiology subject has special touch to environmental issues. The students of second years of all the programs have to complete a project on Environment preservation and related issues. This course is mandatory for all programs. Thus the institution integrates the crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum.

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

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

6

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

211

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://sardacollege.org/wp-content/uploads/2022/12/Student-Feedback-Analysis-2021-22.pdf-2021-22/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sardacollege.org/wp-content/uploads/2022/12/Student-Feedback-Analysis-2021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2581

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

1417

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

After admission, Statements of Marks of the admitted students are analyzed in order to find out their weak and strong areas. Interaction in the class serves as a tool to detect this speed. Each teacher is allotted a specific number of students for Mentoring. The purpose of these sessions is to establish a rapport with them and to check the overall improvement of the students. Counseling Sessions are conducted by the college with an aim to understand the learning levels of the students. Students are encouraged to participate in various competitions according to their interest areas. Remedial classes are arranged to boost the confidence of the slow learners and improve their performance. The content is carefully designed keeping in view the capacity, requirement, educational and experience levels of the students. Audio-visual aids are used to provide a unique experience to the slow learners while grasping the content. To generate interest and confidence in slow learners, stress is laid on effective use of art, music and drama. To cater to the hunger for knowledge among the advanced learners, a hyperlink titled UGC E Resources is displayed on the homepage of our institutional website. SWAYAM Courseslink is also displayed at the same place.

File Description	Documents
Paste link for additional information	http://sardacollege.org/
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2581	27

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Various teaching methods are employed in the class, keeping the learner at the focal point. Role playing is practiced to enhance communicative competence as a part of experiential and participative learning. Interactive teaching helps to solve the students' problems. Subject-related films are screened; PPTs and 'You Tube' clips are shown. Students prepare Case Studies, Research Projects and Field Assignments. Role Playing helps to understand the role of business executives and skills required to execute such a role. Over and above the University prescribed syllabus, certain activities are carried out in order to increase the students' employability. These activities include courses emphasizing Communicative English, Communication Skills, Presentation Skills, Soft Skills, Group Discussion Skill, Interview, Etiquette etc. Problem-solving methods are employed both at individual and group levels. Remedial coaching is provided to students for subjects like English, Mathematics, Chemistry and Accountancy where their percentage of passing is quite low. As a part of experiential as well as participative learning, students are asked to make presentations followed by question-answer sessions. The Institutional Repository (IR) of the institution is available on its website. It is a rich collection of the study material and useful resources in the form of Powerpoint Presentations prepared by the staff.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://sardacollege.org/institutional-repository-ir/

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

ICT use was prevalent throughout the college's numerous departments. The students were given access to YouTube videos, meetings on Zoom and Google Meet, PowerPoint presentations,

online reading materials, and digital textbooks and eBooks were used by teachers to provide students with access to course materials. These tools helped teachers to assign readings, share multimedia materials, and provide students with the opportunity to interact with the text. Both online and offline methods were used to address their questions. Quizzes and assignments were taken by some departments. Use of projectors proved to be supportive for teachers to display multimedia content and visuals, as well as to facilitate group activities. Virtual reality experiences allow teachers to take students on virtual field trips, offering the opportunity to explore places they may never have been able to visit in person. By using ICT enabled tools in the classroom, teachers are able to create an environment where students were actively engaged in the learning process and were able to develop a better understanding of the material.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

30

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

2.4 - Teacher Profile and Quality

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

27

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

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

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

20

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

546

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal assessment of students is transparent and continuous assessment is carried out semester- wise for CBCS pattern courses (2019 Evaluation Pattern). Assessment of students is done as prescribed by S. P. Pune University directives, through regular term end exams, repeater term end exams and practical exams, class tests, presentations, assignments etc. Our College maintains an Academic Calendar for every academic year which consists of plans for internal assessment. Written exams, class tests, presentations, quizzes, group-discussions, etc are methods of assessment for CBCS courses like MCom and FY (2019 PATTERN) which comes under concurrent evaluation. Evaluation schedules are discussed and finalized in department meetings, although every faculty member has liberty to decide their internal assessment activities. The same is communicated to students through time-tables and schedules well in advance. Department-wise internal assessment and transparency is maintained at all times. In case, some of the students failing or getting very low marks in internal evaluation, they are given a chance to improve their grade / score by giving additional assignments, tutorials or re-examination. This ensures robustness in internal assessment of students. Thus, the institute has a proper and objective mechanism to ensure that the internal assessment is transparent and robust in terms of frequency and variety.

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

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

Usual grievances of students before the examination are non-receipt of hall- ticket required to give examinations or wrong entries in hall-tickets etc. In either case, grievances are communicated to University Examination Section and resolved at the earliest. In certain instances, technical errors in question papers are rectified during examination itself on received from examination section or Chairman of Paper Setters. Resolution of grievances is time bound and increases efficiency of examination system. After Results: If student has grievance regarding marks received in particular courses(s), s/he has right to apply for revaluation and reassessment of papers. Institute collects revaluation and reassessment application form and forwards it to University for necessary action. In case of Revaluation, marks

given on paper are rechecked and totaled. During Re-assessment, paper is re-checked thoroughly. In both cases, changes are communicated to students in given time frame.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The programme and course outcomes help the students to learn the basic concepts and understand the fundamentals of the subjects that they apply to in their graduation and post-graduation programmes of all faculties. The available courses encourage the students to study about diverse ideologies, their roots, and the guiding concepts behind them. The POs, COs, and PSOs are created so that students from all backgrounds may study in a thorough manner. The procedure was continually scrutinized, and IQAC ultimately gave its approval. Communication and display mechanisms: All stakeholders can view POs, PSOs, and COs on the institutes' website. The department head, senior faculty, and department faculty reviewed the amended PSOs and POs and provided their analyses and opinions.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://sardacollege.org/wp-content/uploads/2021/09/Course-Outcomes.pdf , %20 http://sardacollege.org/wp-content/uploads/2021/09/UG-PG-Programme-Outcomes.pdf , %20 http://sardacollege.org/wp-content/uploads/2021/09/Programme-Specific-Outcomes-PSOs.pdf ,
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The programme and course outcomes help the students to learn the basic concepts and understand the fundamentals of the subjects

that they apply to in their graduation and post-graduation programmes of all faculties. The students learn the skill of interpreting , analyzing , classifying and applying the class learnings in the most effective practical mode. The courses offered make the students learn about various ideologies, their origins and the principles on which they are based. The POs, COs and the PSOs are designed in such a way that there is 360 degree comprehensive learning of the students of varied backgrounds. The process was continuously monitored and finally were approved by IQAC. Mechanism of communication and display: POs, PSOs, COs are displayed for all stakeholders at following locations: Institutes' website. The head of the department, senior faculty and the department faculty analyzed and expressed their opinion on the revised PSOs and POs. The main motto behind this is knowledge learning, skill learning and value learning.

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

2.6.3 - Pass percentage of Students during the year

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

611

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

2.7 - Student Satisfaction Survey

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

<http://sardacollege.org/wp-content/uploads/2022/12/Student->

[Satisfaction-Survey-2021-22.pdf](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

02

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

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution is well aware of the requirement of the ecosystem. Still, during the COVID-19 pandemic, the routine institutional work was hampered to a great extent, and the priority during 2021-22 was given to normalising the day-to-day routine. Hence at the moment, there is no such ecosystem in existence. Nevertheless, the institution must have one in place as soon as possible.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

01

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

3.3 - Research Publications and Awards	
3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
16	
File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
10	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
01	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Mainly, the NSS and NCC units were the platforms on which such extension activities were carried out. Almost 355 students participated in these four programmes. The number of programmes could not be increased since the COVID-19 pandemic had affected the regular attendance of students. Still, the activities like birth anniversaries of Mahatma Phule and Dr Babasaheb Ambedkar and the inspirational days like the Shiv Swarajya Day were observed ceremoniously. Among other kinds of remarkable activities, tree plantation at the historical Ahmednagar Fort, and thalassemia awareness programme were also carried out for the benefit of students. These activities cemented the bond between the institute and the community to a great extent.

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

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

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

0

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

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

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with

industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

04

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

0

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Response - The college has augmented its Infrastructure with green campus spread over an area of 8093.71 sq mt. & total built up area of campus is 66,85,07.77 sq mt viz; include main building with administrative block, adequate classrooms, departments, central library, reading room, science laboratories, computing equipments, research centres, staff rooms, IQAC, NCC, NSS Training and placement office, restrooms, conference hall, seminar hall, girls hostel, guest house, ramps for the physically challenged students. The college has 30 classrooms to conduct regular classes as well as used for conducting remedial coaching, certificate courses, mentoring sessions, departmental meeting, various competitions, annual and semester examinations, book

exhibitions, soft skill training programme for the school children and competitive examcentre. All the laboratories has fully equipped with advanced equipments in order to meet their own requirements for carrying out academic and research works. The college has 127 computers (with internet facility), OHP LCD projectors & printers to each department for effective ICT enabled teaching and learning. All the departments and computer labs are connected with 100 mbps bandwidth. College has made available advanced language laboratory with interactive language lab software. The girls hostel is provided with mess, pure drinking water, washrooms, solar hot water system, UPS, daily newspaper, film club & reading hall.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sardacollege.org/wp-content/uploads/2022/12/Smart-Classrooms-Seminar-Halls.pdf

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

Response - The Department of physical education and sports was established in 1962 with excellent sports facilities and fully equipped gym khana, fitness zone to develop their skills and be mentally and physically fit along with academics. The college has maintained playground with an area of 93342.41 sq mt. for cricket, football, kho kho, volley ball, handball, running track, one basket ball court. The college has established gymnasium hall and separate gym facility in the premises of girls hostel. The sports department has a yoga centre with a built up area of 1800 sq. ft. Indoor games facilities like table tennis, chess, carom, wrestling, boxing, squash, fencing, power lifting, badminton, fitness bicycle. College has multipurpose hall for cultural programmes, debates, elocution competitions, quiz competitions, exhibitions, etc. In college campus open stage facility is used for the celebrations of Independence day, Republic day and organization of annual social gathering and prize distribution ceremony etc. Open stage in the premises of girls hostel is used to celebrate hostel day, Ganesh festival and Organization of various cultural activities. An audio-visual hall is provided for screening motivational films through film club for students. Students are given training in all sports games to take

part in inter collegiate, inter zonal, inter university, state, national and international level competition.

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

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

05

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sardacollege.org/wp-content/uploads/2022/12/Smart-Classrooms-Seminar-Halls.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

21,62,583

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

4.2 - Library as a Learning Resource

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

Response: Yes

Library is fully automated by using integrated library management system known as SOUL 2.0 Software, designed and developed by the INFLIBNET Centre, Gandhinagar, Ahmedabad, Gujrat. It is a user-friendly software developed to work under client -server environment. The modules covered in SOUL 2.0 software are Acquisition, Circulation, Serials Control, OPAC and Administration. The salient features of this software are member information issue , return, book reservation, minimal data entry, stock verification, write-off, lost and paid, data base backup, bar code support and online help.

Name of the ILMS Software

Nature of automation

(fully or partially)

Version

Year of automation

SOUL 2.0

Fully

2.0

2017

DSpace Digital Library Software

Fully

6.3

2022

User Tracking System

Fully

3.0

2022

The details of PC's are as follows:

Sr. No.

Particulars of Work

Number of PC's

1

Thinkserver TS 150

01

2

Library Web OPAC for Readers

01

3

Circulation of Books

04

4

Administrative work

03

5

Knowledge resource centre for using database

10

6

DSpace as a digital repository for our library

01

7

User tracking system

01

Total PC's

21

The present library collection is 55695 books, 09 national and international journals, 3345 back issue journals bound volumes, CD/DVDs/Video cassettes 446 and other library resources. Issue, return of books has been done by SOUL 2.0 software and Web OPAC facility is provided to users. Library is having independent website. Its URL is <https://psclibrary1962.wixsite.com/sardacollegelibrary>.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://psclibrary1962.wixsite.com/sardacollegelibrary

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

3.21	
File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
27	
File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
<p>The college has upgraded its IT facilities including the internet connection bandwidth from 50 Mbps to 100 Mbps with a campus Wi-Fi facility, updated its IT facilities with increasing the number of computers, printers, scanners ,interactive LCD projectors, Xerox machines, online admission process, dynamic website, and various software's. The teaching and learning process is enhanced through incorporating ICT tools and e-resources such as DELNET, INFLIBNET, online courses, CD's and Video lectures. The students, teachers and non-teaching staff are also encouraged to use various academic and administrative software's such as Vriddhi, Latex and Skylab etc. IT facilities Wi-Fi with the date of updation & nature of updation.</p>	
File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers	
127	
File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File
4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
12,91,109	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
The administrative authorities carries out overall supervision for smooth functioning of college campus viz; includes proper availability of black boards, lighting and furniture in classrooms & invarious laboratories, departments etc. are taken	

care by these committees. Maintenance work like washrooms cleaning, plumbing, RO water facilities, water tanks, electric work, computer labs, equipments, furniture's, fire extinguishers, botanical garden etc are maintained on daily basis through contract services. NSS & NCC students help in maintaining and cleaning of college campus. Each departmental laboratory is having lab assistant and lab attendant. Library committee takes care of the library matters and smooth functioning. Sports committee has responsibility of the creation and maintenance of sports facilities. The college has signed following contracts for maintaining and utilizing physical facilities:

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above
File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

78

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

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

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

03

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

35

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

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

Every year the formation of the student council is done as per the specified format. The class toppers are appointed as the class representative [CR] of that respective class. Most of the time girl students are toppers there is no bias regarding gender. This year due to the Corona pandemic the college ran partly in online mode. Subsequently, the student council was not formed, in. Instead, some students were nominated as the class representatives.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

01

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

5.4 - Alumni Engagement

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

It has been a practice of this college to call upon the alumni to address the current students about the outside world. Up till now the college never asked the alumni to contribute financially. Instead, our theme is to continue the chain of knowledge from batch to batch.

The precious event this year was to have the Tax Commissioner of Punjab State Mr Nilkanth Avhad, our alumnus to address our current students. He guided the students for the competitive examinations, the changing trend of education worldwide, the impact of ICT etc.

This event was strongly supportive to the students.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

- '?? ?????? ?? ??????????'

(True Learning Leads to Liberation!)

The college envisages the future of the nation in the enlightenment and empowerment of the youths from the weaker sections of the society. Their holistic progress is the ultimate goal of this institution. The fact worth mention is that the percentage of the students from the down-trodden communities (SC, ST, and VJNT) is around 15% while that of the female students is nearly 40%.

Mission:

- '?????????? ?????? ??????? ??????????????'

(Arise, awake, and stop not till the goal is reached!)

The shlok is a call for propagation of the message of peace and blessings. "Awake" denotes the awakening of one's real nature and the consequent ushering in of prosperity. "Arise" is a passionate call for national awakening to obtain political freedom for the country from colonialism, and to not to "stop" until the "goal" is achieved. This is essential in the social, economic, and political fields.

Pemraj Sarda College is committed to its mission and is marching towards its accomplishment. The college has taken strenuous efforts to awaken the students, to make them aware of their aim in life and has motivated them not to halt till their aim is achieved.

File Description	Documents
Paste link for additional information	http://sardacollege.org/wp-content/uploads/2022/03/Vision-Mission.pdf
Upload any additional information	No File Uploaded

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

Central Assessment Programme (CAP) for UG and PG

The University Examinations (April/ May, 2022) were delayed due to the extended schedule in the previous year, owing to the Corona pandemic. In order to declare their results within time and begin the new academic year immediately thereafter, Savitribai Phule Pune University decentralised the assessment of both UG and PG programmes at the district levels. Our institution was given the responsibility to execute the CAP for M Com programme. Simultaneously, we had to carry out the assessment of first and second year UG programmes taught in the college.

The Principal, in consultation with the teaching and non-teaching staff, carefully chalked out the time-bound strategy of the CAP. Two separate committees, headed by the College Examination Officer and CAP Deputy Director, were constituted. The Vice Principal, Registrar and Librarian reinforced them. Letters of Appointments were issued to the Examiners and Moderators from HEIs across the district. Adequate infrastructural set-up and technological assistance was provided to the participants thanks to the consent and cooperation of the Management. There was continuous follow up and meticulous monitoring at different levels to ensure the quality and confidentiality of the work. This mutual trust and teamwork worked wonders.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Activity: Successful Induction of B. Sc. Mathematics, M. Sc. Chemistry & Zoology

The Perspective Plan of our institution, displayed on the website, includes roadmap of the institution. Following is one of the plans envisaged by the leadership:

- Qualitative and Quantitative Growth:

As per the strategic plan, the institution is committed to attain qualitative as well as quantitative growth by way of induction of new courses and provision of Post Graduate education in all Arts and Science Disciplines. Sincere and systematic efforts were made to obtain permission to initiate bachelor's programme in Mathematics and master's programme in Chemistry as well as Zoology. All the formalities in this direction were fulfilled successfully. Consequently, the Committee constituted for the same sanctioned B. Sc. Mathematics, M. Sc. Chemistry and M. Sc. Zoology. The admissions to these programmes started in the academic year, 2021-22. They received a huge response. The permissible intake for both the M Sc programmes was full. In view of the second-year admissions, planning and preparation for the smooth conduct of these programmes (expansion in the existing setup, purchasing of new apparatus/equipment, infrastructural up-gradation, recruitment of the staff, etc.) is in progress. In this way, we have executed the activity with success.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://sardacollege.org/wp-content/uploads/2021/08/Institutional-Prospective-Plan.pdf
Upload any additional information	No File Uploaded

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

The College adheres to an established Code of Conduct for all stake-holders, tuned to the UGC guidelines, as under:

- The Governing Council of Hind Seva Mandal plays a vital role in the development of Pemraj Sarda College.

- The Chairman of the Mandal also acts as the Chairperson of the Senior College Committee.
- College Development Committee (CDC) is the apex body of in the college headed by the Chairman. The Principal of the college is the Member Secretary of this Committee.
- The Committee comprises of elected representatives from the teaching and non-teaching staff along with the IQAC Coordinator.
- The CDC looks after smooth functioning of the college and follows the rules and regulations of the UGC, State Govt., and University.
- The Principal is appointed by the Management as per UGC norms and is approved by Savitribai Phule Pune University for five years' tenure.
- Principal is the full time academic and administrative officer of the college.
- Registrar and the Vice Principal assists the Principal.
- Heads of the Departments monitor the Departmental activities.
- Librarian and the Director of Physical Education are assigned with co-curricular and extra-curricular activities.
- The Coordinators of various Committees and NCCC/NSS officers carry out their responsibilities.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://sardacollege.org/wp-content/uploads/2022/04/Organogram.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

There are different welfare measures available for teaching and non-teaching staff at the institutional level. The Hind Sevak Mandal's Employees' Cooperative Credit Society comprises of the teaching and non-teaching staff of Pemraj Sarda College. This Society provides short term, medium term as well as long term loans to the employees. In addition, emergency loans and educational loans are also offered to the members. The Society runs MSKUS (Writing off the Outstanding Loan of the Deceased Member) Scheme, which has been a great relief and support to the members' families. After approval, the employees are benefitted from the General Provident Fund. They can opt for Public Provident Fund on their own. The amount of monthly premiums of the life insurance of the employees is directly deducted from their salary and transferred to the concerned agencies (like LIC), if the employee chooses this option. Most importantly, emergency medical help is provided to every employee, on review of the situation. The parent institution, Hind Seva Mandal, also extends generous help of every kind, whenever asked for. As a part of the welfare initiative, the wards of the staff are admitted to the college at a nominal amount, waiving off his/her entire tuition fees.

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

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

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

0

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

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

0

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

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

02	
File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File
6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff	
<p>The IQAC's contribution in the teaching and learning process is mainly concerned with the preparation and execution of the Academic Calendar. This calendar is prepared at the beginning of every academic year. It is inclusive and comprehensive. The heads of all departments are advised to prepare their departmental plans in accordance with the Academic Calendar. From time to time, the IQAC monitors the teaching process and learning process through formal/ informal interaction with teachers as well as students.</p> <p>The IQAC evaluates every teacher's Annual Performance Indicator (API) form at the end of academic year. This form has been designed by the University in tune to the UGC Regulations and Amendments implemented from time to time. At this juncture, the teacher is required to present supporting documents as proof to the curricular/co-curricular/extra-curricular contribution extended by him/her. Wherever necessary, s/he is instructed to make certain changes in the method of teaching by applying relevant ICT for effective transmission of knowledge and information.</p> <p>The performance of the non-teaching staff is monitored by the Principal, in assistance with the Vice Principal and Registrar. Every year, a Confidential Report of each non-teaching employee is generated. It includes objective evaluation of his/her performance throughout the year.</p>	

File Description	Documents
Paste link for additional information	http://sardacollege.org/wp-content/uploads/2022/12/Academic-Year-2021-22.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The internal and external financial audits were carried out during the year 2021-22 for settling the audit objections.

Internal Audit:

The Management Body of Hind Seva Mandal have appointed M/s. A. S. Gurjar & Co. as Internal Auditor. They are responsible to carry out the regular audit of Pemraj Sarda College. The Internal auditors examine each financial activity thoroughly and suggest proper actions for corrections, if there are any. The Principal takes action as per the suggestions given by the auditor. The Books of Accounts and Vouchers and other statements are examined yearly. The same practice was followed in the year 2021-22.

External Audit:

The External Audit is periodically conducted as per the suitability of the Joint Director of Education, Government Auditor and Office of Auditor General, Bombay. The audit of Karmaveer Bhaurao Patil Earn and Learn Scheme, National Service Scheme and other schemes run by the Board of Student Development is done by the External Auditor appointed by Savitribai Phule Pune University. For this purpose, the University organises District Level Camps every year. Due to extraordinary circumstances in the wake of Corona pandemic situation, most of the schemes could not be implemented. As such, their audit was not done.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

00.00

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

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

Institutional Policy is as follows:

Resource Generation:

Tuition Fees: The College follows the regulations of Savitribai Phule Pune University with respect to the tuition fees.

Funding Agencies:

The Research Committee encourages staff members to apply for funds under various Research Projects.

NSS, NCC, and Board of Students' Development send proposals to obtain funds from the University.

Maintenance of Accounts:

Separate accounts for aidedandunaidedcourses are maintained by the office.

Resource Utilization:

Heads of Departments apply to the Principal for funds to carry out the departmental activities.

Salary: The salary of staff appointed for non-grant courses is disbursed through the funds generated from such courses.

Augmentation of Infrastructure: Provisions for infrastructural development are made by the parent institution.

Centralized Purchase: Purchase Committee asks for requirements from all the departments, negotiates with sellers and dealers, and makes due recommendations.

Repairs and Maintenance: The College follows a time-tested policy for recurring repairs and maintenance.

Library Expenditures: Library is upgraded from time to time. Addition of text and reference books is done in tune with the curriculum.

Laboratory Expenses: Purchase Committee orders Consumables and Equipment based on requirement.

Co-Curricular and Extra-Curricular Activities: Concerned committees submit budgets for the activities. Sports material and stationery are purchased in bulk.

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

6.5 - Internal Quality Assurance System

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

1. KNOWING THE NEP: AN ONLINE QUIZ

The IQAC, after a considerable brainstorming on the need to create an awareness about the new National Education Policy 2020 in the society, decided to prepare and circulate a Google Form Quiz on the social media. The Quiz consisted of 20 Multiple

Choice Questions. The score was immediately released after submission and the participant could view missed questions and correct answers. This initiative received immense response. The Quiz was solved by 862 persons across the nation. Each of them immediately received a Certificate of Participation.

2. ONLINE LECTURE ATTENDANCE REPORT

Amid the mounting cases of Corona, the Government of Maharashtra issued a Resolution on 7th January, 2022, stating that the offline classes shall be discontinued and colleges remain closed till 15th February, 2022. In such circumstances, it was pertinent that the flow of education should remain intact. To cope with this challenge, the Principal, in consultation with the IQAC, prepared an Online Lecture Attendance Report to monitor the effective execution of the Timetable. Accordingly, every teacher was asked to fill and submit the report. It had a positive impact. The syllabus could be completed in time, and students were ready for the examination.

File Description	Documents
Paste link for additional information	http://sardacollege.org/wp-content/uploads/2022/12/Knowing-the-NEP-Online-Quiz-10.08.22.pdf
Upload any additional information	View File

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

1. Online Teaching

During the unpredictable circumstances arising due to the Corona pandemic, the IQAC decided to maintain the record of Online Teaching. The Heads of Departments were instructed to plan their departmental strategy in consultation with their colleagues. Teachers were suggested to use student-friendly platforms like Google Meet and Zoom to interact with the students. Separate WhatsApp groups were created on the basis of Course/Class/Medium. Most of the teachers used PPTs for the convenience of comprehension. Google Classrooms were formed at the Department levels to post the E Resources, Study Material and Assignments. As a part of E Content development, a few teachers

started their YouTube channels to post educational videos.

2. Online Evaluation

To comply with the SOP laid down by the Government and the University, the IQAC resolved to carry out the students' internal evaluation on online mode. Multiple Choice Question (MCQ) Pattern was finalised. The Exam Department framed stream-wise timetables. Students were informed about the nature of evaluation. The teachers were advised to use student-friendly modes of evaluation such as Google Forms, SurveyHeart, and Testmoz. The presentations as well as practical examinations of the Science subjects were also held online, through Google Meet.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. Safety and Security:

Security cameras are installed for safety and security of everyone in and around the campus. In all, 20 cameras have been installed in campus. The Committee for Prevention of Sexual Harassment of Women meets at regular intervals. There are complaint drop boxes at various places. The helpline numbers of Police Station have been displayed in the front side. They are easily visible. The Nirbhaya cell of the local police visits the campus almost every day.

2. Inclusive Representation of Female Faculty Members in all Core Committees:

Females surpass the male in almost all the spheres of operation in our institution. They play a crucial role in all the policy making bodies including the College Development Committee, Internal Quality Assurance Cell, Criterion-wise Committees, and Examination Committee. Women hold decision making positions in the institution. At present, a lady heads the administration and academic activities on the college campus in the capacity of Principal.

3. Mentoring and Counselling:

Mentoring and counselling is done as a routine practice. The Mentors are in constant touch with their mentee students. They provide timely help to the students as and when required. Counselling is provided for stress-related issues concerned with personal life.

File Description	Documents
Annual gender sensitization action plan	http://sardacollege.org/wp-content/uploads/2022/12/Gender-Plan-2021-22.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://sardacollege.org/infrastructure-facilities/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p>Solid Waste Management:</p> <p>To keep campus green n clean ,Pedal-pushed dustbins are provided to all departments. The support staff has been assigned the duty of picking up the garbage and categorize it carefully. Especially during the pandemic situation, all possible efforts were taken to keep the college campus clean and hygienic. Campus was sanitized at frequent intervals. Excessive use of plastic items was discouraged. Wet waste or biodegradable waste generated in campus are composted and used as fertilizers for college garden. Composting facility is available for managing biodegradable /horticulture waste. As a gesture to reuse paper, one sided blank papers are used to print notices, record attendance or obtain feedback for various purpose.</p> <p>Liquid Waste Management:</p> <p>Liquid waste generated from various labs in the diluted form is circulated in the college garden which is chemical free. The liquid waste of the Chemistry lab is disposed off according to the standard procedures so that it does not come in contact with the outer environment.</p> <p>E-Waste Management: it is attentive that E waste is generated in minimal amount. Unused CPU and other electronic devices are used by the students of Electronics to study internal circuits for hands on training. Sustainability/ Energy Preservation</p> <p>Initiatives:</p>	

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and

B. Any 3 of the above

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

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

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

C. Any 2 of the above

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

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

1.KNOW YOUR HEALTH :

A) Free Hemoglobin Check-up Campaign for all girls and ladies staff on the Occasion of Navaratri, 29th Sep 2022:

Our institution, along with Jankalyan Blood Bank, Nalegaon Ahmednagar, organized Free Haemoglobin Check-up Campaign for women on the occasion of Navaratri, 29th Sep 2022. This programme had a noble intention to make the women aware of their Haemoglobin deficiency, if any, and orient them on their health issues. This campaign received a considerable response.

2. Clean and Green Campus Initiative:

The Clean and Green campaign aims to protect and care for the environment by engaging the college students. The institution organized classroom clean day, campus cleaning day initiative. Under this program, the college staff and Program Officers encourage their students to reuse the products such as one sided paper and thereby pass on a message in tune with the SGD 2030 Agenda. The NCC cadets, NSS volunteers, Earn and Learn Scheme participants, and students of our college participate in this ambitious drive. Under this activity, students enthusiastically clean the college campus and also participate in the plantation programme.

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

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

At the start of first semester, the orientation programme orients students about the constitutional obligations: values, rights, duties and responsibilities of citizens. All students are required to sign Undertakings when they join the institute.

Constitution Day:

Constitution Day is celebrated on 26th November every year. The

programme initiates with Preamble reading of the constitution followed by lectures on the sensitization of students on responsibility towards the constitutional values, rights, duties and responsibilities of citizens.

Celebration of National Festivals:

Our Institute every year celebrates Republic Day, Maharashtra Day and Independence Day on January 26, May 01 and August 15 respectively. The celebration is attended by Students, Teaching and Non-teaching Staff, Invitees, guests and any attendees. Flag hosting with National anthem and oath of national integrity followed by distribution of sweets is the regular decorum of the programme. NCC parade is the main attraction on these days.

Blood Donation Camp:

Every year, the institute organizes a blood donation camp in association with local blood bank. The NSS and NCC units take lead to make this program successful. Students are sensitized on the importance of blood donation and are encouraged to participate in saving the life of their brothers and sisters, irrespective of caste and class; region and religion!

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

C. Any 2 of the above

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

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

Sr.No

Commemorative Day

Birth and Death/ Martyrdom Anniversary

1

Mahatma Gandhi

2 October - 30 January

2

Lal Bahadur Shastri

2 October - 11 January

3

Babasaheb Ambedkar

14 April - 6 December

4

Savitribai Phule

3 January - 10 March

5

Mahatma Jyotirao Phule

11 April - 28 November

6

Swami Vivekananda

12 January

7

Sardar Vallbhbhai Patel

31 October

8

Chatrapati Shivaji Maharaj

19 February

9

Marathi Bhasha Din

27 February

10

Hindi Bhasha Din

14 September

11

Constitutional Day

26 November

12

Mathematics Day (Birth Anniversary of Mathematician Srinivasa Ramanujan)

22 December

13

World Environment Day

5 June

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

7.2 - Best Practices

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

This year, we followed these practices:

Know Your Health

- Objectives:

- To make the female students aware about health issues.
- To provide simple solution for health issues and share tips to increase haemoglobin.
- To encourage students to donate blood.

- Context:

Female students face many health issues and most of them also have blood deficiency.

- Practice:

Dr. Rupali Mhase, a medical practitioner, visited our college. She interacted with the students in an informal manner. During her speech, she shared simple solutions on student's health

issues.

- Evidence of Success:

Many students openly asked her questions mainly related to MC(Periods) issues.

- Problems Encountered and Resource Required:

Space and availability of sound system.

Clean n Green Campus

- Objectives:

1. To raise awareness among students about environmental issues.
2. To encourage students to keep their surrounding clean and green.

- Context:

Increase in pollution has given birth to many health-related problems. This program was one modest step towards minimizing the pollution.

- Practice:

The NCC cadets, NSS volunteers and students actively participated in this program. Playground and classroom was cleaned by students.

- Evidence of Success:

The entire campus was visibly clean and green.

- Problems Encountered and Resource Required:

Maintain cleanness in the classrooms and greenery on the playground throughout the year.

File Description	Documents
Best practices in the Institutional website	http://sardacollege.org/wp-content/uploads/2021/09/Best-Practices-1.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Sports: It's all about Determination and Pride!

Our institution focuses on the overall development of students. The Vision and Mission statements of the institution finds their true reflection in its operation: Arise, awake, and stop not till the goal is achieved! It is sport that awakens and inspires an individual to take tireless efforts till goal is achieved.

Sports have a huge impact on education. Sports contribute to a sense of belonging. Social and communication abilities students obtain help in their future professions and relationships. Coaches also teach students about the detrimental effects of drugs in sports. Student can achieve his/her objectives through discipline. Sports teach how to manage their time, maintain health-regular physical activity boosts energy levels. Sports are character building traits which increase self-confidence, self-esteem as well as manage emotions.

Our FYBA student Aditya Kudale played Kho-Kho in Ultimate League from Orisa juggernaut (2 Sep 2022). Pranita Soman won bronze medal in cycling competition organized in Ahmedabad National Game (9 Oct 2022). She was also selected for MTB Asian Championship, Korea. Our Boys Kho-Kho team won Ahmednagar zonal match (13 Oct 2022). Sajari Pardeshi was selected for the University divisional rope Mallakhamba tournament. Suyog Wagh won gold medal in West Zone University Tournament.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- TO GET THE COLLEGE ACCREDITED FROM NAAC:

As one of the oldest educational establishments in Ahmednagar, Pemraj Sarada College has tremendous scope for qualitative and quantitative growth. Our institution has been previously accredited by the NAAC with 'A' Grade. The next year (2023), we have resolved to get the college accredited in the Third Cycle.

- TO STRENGTHEN COACHING FOR COMPETITIVE EXAMINATIONS:

A considerable number of our students are preparing for various competitive examinations. To facilitate their efforts, the college proposes to take this coaching to the next level in order to get desired outcomes.

- TO CARRY ON PROMOTING ENVIRONMENT FRIENDLY ACTIVITIES ON THE CAMPUS:

The college is committed to promote many more green practices such as rainwater harvesting, setting up unconventional energy sources, plantation and preservation of trees, minimum use of plastic, LED fixtures, etc. on the campus.

- TO RETAIN THE INSTITUTIONAL IDENTITY AS THE PATRONAGE OF DRAMA AND SPORTS:

All the stakeholders of the institution unanimously believe that the distinct identity it had gained over the years should be retained forever. From this perspective, all the possible efforts have been taken to support and promote various cultural activities - mainly drama - and sports on the college campus.