Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**ASHOKA CENTER FOR BUSINESS AND COMPUTER STUDIES**
Name of the head of the Institution	**Dr. D. M. Gujarathi**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0253-6689561**
Mobile no.	**7722032362**
Registered Email	**acbcsnaac@gmail.com**
Alternate Email	**principal.acbcs@aef.edu.in**
Address	**Nandanvan Estate,Near Chandsi Village,Anandwalli, Gangapur Road, Nashik**
City/Town	**Nashik**
State/UT	**Maharashtra**

Pincode	**422013**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Mrs. Jayashree Darade**
Phone no/Alternate Phone no.	**02532463374**
Mobile no.	**8329616714**
Registered Email	**acbcsnaac@gmail.com**
Alternate Email	**principal.acbcs@aef.edu.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-aqar-report-2018191-5e71a015d973c.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-acidemic-calender-201920compressed-5d52707591942.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Period To
1	**B+**	**2.55**	**2019**	**04-Mar-2019**	**04-Mar-2024**

6. Date of Establishment of IQAC	**14-Aug-2017**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Formation of Quality Circle Team	01-Jun-2019 260	634
CO-PO Mapping	01-Jun-2019 260	608
International Exchange Program(AISEC)	01-Jun-2019 260	608
Class Observation with new criteria Mechanism	01-Jun-2019 260	26
Improvisation in Great Teachers Characteristics Mechanism	01-Jun-2019 260	26
Monthly Report Mechanism through ERP	01-Jun-2019 260	26
Holistic Development Cell	01-Jun-2019 260	608
Entrepreneurship Skills-AISC	01-Jun-2019 260	608
Employability Skills Cells	01-Jun-2019 260	608
Crisis Mgt. System	01-Jun-2019 260	608
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
ACBCS	Parking Shed	Savitribai Phule Pune University(SPPU)	2020 1	500000
ACBCS	Computer Server	Savitribai Phule Pune University(SPPU)	2020 1	100000
NSS	NSS Camp	Savitribai Phule Pune University(SPPU)	2020 1	10800
ACBCS	Earn & Learn Scheme	Savitribai Phule Pune University(SPPU)	2020 1	13050
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes

Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Add on Course Android Development started in association with ACOM Solutions One Day workshop on Education on Change organized on 14th August 2019 IPR Awareness Session on 24th January 2020 State Level Workshop on Data Analytics Tools and Techniques 3 days Intercollegiate Udaan Competition organized on 16th December 2019 to 18th December 2019

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

Plan of Action	Achivements/Outcomes
RYIY State Level Competition	**"1]Provided unique platform for students to showcase their talent in different areas of competitions 2]Appreciated talent among the students from different streams 3]Identified leadership skills among youth. 4]Recognized student through "Rising Youth Icon of the Year" award."**
Udaan- Intercollegiate competition	**The response received from various colleges and the feedback of the participants was positive.which is a great boost to the institution. Overall the event was well organized and successful.**
State Level workshop	**2 Days State level Workshop on "Data Analytics-Tools and Techniques" done with 70 registrations. The objective of this workshop is to know concept of Data Analytics and to understand various data analytics toola and techniques**

Alumni Connect	Alumni meet held on 30th October,2019 and 4th Feb,2020.alumni associations is to support a network of former graduates who will, in turn, help to raise the profile of the Institute.
Management Review Meeting(MRM)	Management review meeting held to continual monitor the activities of Institute by top management for improvement & of short term targets set. The MRM was held on 21st September 2019 and 31st August,2020. The Unit head presented review of quality policy and review of qulaity objectives of current year, The remark was given by top management. so plan of action was prepared and implemented till next MRM.
Green India Activity	Under Green India Cell various activities were conducted. Details are as follows : 1]Green India Awareness session for all students were taken on 24th July,2019. 2] Tree Plantation Activity was conducted on 10th August,2019. Orientation of "Importance of Tree plantation" given to all students on 22nf Novemner,2019. 3] Book Reading activity on issues of Acid Rain has conducted on 19th September,2019. 4]Essay Writting competition at college level on topic "Deforestation and Over Popullation"
Research Paper Competition	Research paper competition held on 30th January,2019 at college level and total 17 students from all departments presented their research paper in the competition. The main objective of this competition is to inculcate the research culture among the students.
Regular IQAC Meetings	The meetings held on 1st July 2019, 20th July 2019,3rd September 2019 , 9th October 2019 and 13th February 2020. It ensured enhancement and coordination among various activities of the institution and institutionalize all good practices.
Quality Inspection Audit(Admin,Academic,Library)	For continual Improvement, 4 Internal Quality Inspection Audit was taken on 15th Oct.2019, 16th Non.2019,14th Dec.2019 and 18th Jan.2020. Two external audits were taken on 13th Aug.2019 and 24th Feb.2020. And one surveliance audit was taken by external agency(TUV) on 26th September,2019.
Completion of AQAR 201819 Process	Successfully uploaded AQAR on NAAC Portal
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Development Committee	15-Feb-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes

Date of Visit	13-Feb-2019

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020

Date of Submission	06-May-2020

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The Institution has been using the Management Information System through Academia ERP, Version 1.0 from the academic year 2018, developed by Serosoft Solutions Pvt. Ltd. The system is used for the modules like Campus and setup, Program and Subject, Admission Management, Student Information System, Time Table Management, Attendance Management, HR Management, Finance and Accounts, Payroll management, Inventory Management, Library Management, Student Portal, Faculty Portal, Mobile App. Under Program and Subject, we can create our programs, courses and allocate subjects with respective their credits. This system is also functional for online admission system, keeping details related to financial transactions in admission process. It is a one stop package for uploading personal as well as academic student details of students applying for various programmes. The system so adopted has provisions for uploading relevant documents and photos. This system has enabled to generate merit lists before the commencement of the admission procedure. This system is also helpful to generate inquired

students database. Information related to student parameters viz. Year wise admitted students list, caste wise students list, gender wise students list, subject combination wise student lists, registration number wise students list, etc. can be obtained through use of this information system. Information related with employee can also be obtained through ERP system. System is helpful to create class timetables. After creating master time table, system is able to generate department wise timetable, faculty wise timetable as well as lab time table. We can map faculty to his/her subjects and class. Attendance Management system is useful to mark student attendance. ERP system generates various reports like class wise attendance, subject wise attendance, student wise attendance. System is also providing provision to mark leave for students if he/she informed in advance. Also system will send auto SMS to all absent student's parents informing them about their ward absenteeism. The library management information system is also implemented in ERP. The institutional repository is managed through this platform. Works pertaining to data entry in these platforms is done by the library staff, whereas book searching, issue and return works are openly accessible to all cards that are issued to both students and faculty members. Students are able to access all study material using this ERP system. Under HR/Payroll management, we can maintain the records of leaves of teaching and nonteaching staff. System has provision for auto deduction of CL in case of late coming, Employee attendance summary, holiday calendar etc. Inventory management system under ERP provide the facility for material requisition, Purchase requisition and its approval, pending requisitions, purchase item delivery report etc. ERP system is useful to handle accounts in terms of voucher preparation, budget preparation, budget report summary, budget availability/status report etc. ERP system also provides the mobile app for easy functioning of modules.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to Savitribai Phule Pune University. The College follows syllabus for programmes designed by the SPPU. The college implemented the Choice Based Credit System (CBCS) for all UG courses from the academic year 2019-20. Planning: The College has adopted the curriculum designed by Savitribai Phule Pune University to develop competency, obtain employment and promote research among students. - At the beginning of every academic year, Principal conducts meeting with all faculty members to develop strategies for effective implementation of curriculum as well as co-curricular and extension activities through subject allocation, - Various committees like examination, time table, academic monitoring, mentoring, grade up gradation, ISO, research, and many more etc are formed & functioning very effectively to strengthen co & extracurricular activities. - Semester wise Academic calendar is form, which deals with schedule for various activities & events coming in semester & activity proposal is prepared with all details. - The departmental meetings are held at the commencement of the academic year to assign workload to individual teachers. Each teacher prepares the teaching plan for the academic year. Curriculum Delivery: • College develops and deploys action plans for effective implementation of the curriculum as follows, • Academic year is always start with orientation program to all students which gives the exact idea about what will be schedule of co & extracurricular activities in upcoming semester & also gives orientation about syllabus of various subjects, rules & regulation etc. • Effective teaching Pedagogy is achieved through theory sessions by using LCD Projector presentation, duster –marker, audio-visuals clips, charts, models, mnemonic, mind maps, group discussion, case lets/case studies concurrent test, term paper, quiz, debate, research paper discussions; laboratory sessions for computer languages & electronic subject. Curriculum enrichment: • The institution takes all the efforts for achieving goals and objectives by organizing academic, co-curricular activities such as educational tours and visits, various workshops and hands-on training, value added courses ,competitions, skill oriented programmes etc. for the benefit of the students • Guest lecturers of various subject experts and practitioners are organized for students. • Every year study tours, internships and field visits are organized for the students to give them real life exposure. The students are also given an opportunity to explore various aspects of curricula by organizing curricular and co-curricular competitions every year • The institution contributes to nation building through the Students' Service Units like NSS & Vishakha samitee. Feedback: Yes, the college established formal mechanism for obtaining feedback from all the stakeholders as per the guidelines of NAAC. The institution has formal mechanism to obtain feedback from the students and stakeholders on curriculum. Feedback forms are designed and uploaded on college website. The feedback is obtained manually as well as online. The feedback obtained is analyzed and the information or suggestions is communicated to BOS for the necessary improvements/modifications/restructuring in the syllabi.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Personality Development	Nil	01/08/2019	30	yes	yes

| Android | Nil | 20/02/2019 | 30 | yes | yes |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BBA	BBA	01/07/2019
BBA	Computer Application	01/07/2019
BSc	Computer Science	01/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	281	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Personality Development	01/07/2019	88
German -Foreign Language	25/11/2019	88
Principles of Programming and Algorithm	01/08/2019	67
Advanced C Language	25/11/2019	67
Android Training Workshop	06/02/2020	11

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	HR	11
BBA	Finance	30
BBA	Marketing	29
BBA	HR/Finace/Marketing	84
BBA	BBA	95
BBA	Computer Applications	73
BBA	Computer Applications	73
BSc	Computer Science	60
BSc	Computer Science	43
BBA	Industrial field visit	84

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Ashoka Center for Business and computer studies is affiliated to Savitribai Phule Pune University. The affiliating university (Savitribai Phule Pune University) revises the syllabus once in five years. The recent trends in the areas of knowledge, market demand and the National Development concerns are the key factors for revision. The college provides all the facilities for the overall growth of students. The main motto of the college is to provide quality education to generate employable opportunities to its output. The Institute is constantly in dialogue with all its stake holders like students, faculty, alumni , employer and parents in order to get valuable inputs in the many areas. The college has structured feedback system and and feedback taken from all stakeholder twice in a year after end of every semester. STUDENT FEEDBACK: It was executed in the online mode through Google form link .This link shared with all students through their respective class groups. Students give the feedback regarding teaching, Curriculum, activity, expert session and infrastructure. Feedback coordinator summarized all feedback obtain from students, do analysis and grade the feedback. Principal and vice principals have an interaction with individual faculty, activity head and departmental heads to discuss feedback report and suggest measures for improvement if necessary. ALUMNI STUDENTS FEEDBACK (ALUMNI STUDENTS): Whenever alumni Visits College or all called for any specific occasions like alumni meet, alumni events etc. Feedback from them is taken in both formal and informal way that led to the formation of ideas and opinions regarding developmental aspects of the institution. Alumni feedback is also taken through Google form link for various alumni activities and also curriculum feedback taken out. Report is prepared from feedback analysis . Discussion is carried out by principal on report along with alumni head, vice principals and management representative for improvement if necessary. PARENT FEEDBACK: In every academic year 2 parents meet carried out after midterm examination during that feedback taken from parents through offline as well as online Google form mode regarding student growth, curriculum and overall functioning of college. Report is prepared on the basis of feedback received from parents and discussion is carried out by principal on report along with, vice principals, coordinators and management IQAC Core Committee meetings for seeking possible remedial measures. EMPLOYER FEEDBACK: Employer feedback taken to know students performance who placed in their companies to know that whether curriculum fulfill their requirement and also feedback regarding students performance, skills leadership skill etc taken through Google form link. Report is prepared on the basis of feedback received from employer and discussion is carried out by principal on report along with, vice principals, coordinators and management representative for improvement if necessary. TEACHER FEEDBACK: Google form is designed to take curriculum feedback regarding teaching hours, content mentioned curriculum, gap between curriculum and current market requirement, improvement requirement in syllabus

as per current need taken not only from our college teachers also from other college teacher taken. Report is prepared on the basis of feedback received from teachers.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Computer Science	80	117	53
BBA	Computer Application	80	166	65
BBA	Management & Business Administration	88	337	88
[View File](#)				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	608	Nill	28	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
28	28	294	16	Nill	294
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, Students mentoring system available in the institution. 20 to 25 students are assigned to a faculty member who acts as their mentor for the entire programme duration. Mentor regularly interacts with the students and monitors their academic performance and attendance as well as motivates them to take part in extracurricular activities. Students are counselled by the mentors, class teachers, subject faculties and HOD for improving their academic performance and attendance. Mentors counsel the students regarding their performance and guide them accordingly. At first year level, students academic and personal issues of concern are well looked after by the mentors. The critical cases are handled as per the need of the student. This way the students realize their responsibilities at the early stage itself. Mentoring system is followed by all departments of the college. The students are given guidance for career, personal, besides academic issues. For higher semesters, the mentors allocated to the students will council same group of students for three years i.e. the same set of students will be monitored and counselled till they have passed the course. The special mentorship lecture is arranged for each class mentorship is conducted in which students meet their mentors for academic and personal issues. Students discuss all problems with their mentors freely mentor also giving maximum help from his/her side for solving the

problem. The students who have less attendance are paid special attention from mentor side. Mentor also identify the slow and advanced learners and counselled them accordingly. For slow learners mentor may ask subject teachers to take remedial lectures. Advanced learners are encouraged to take more efforts to achieve even more excellence in academics as well as extracurricular activities. Even the students with many issues are asked to call parents for parents- mentor meetings. Management is also get involved if required for the student help. The mentor is also responsible to provide counselling to the student and provide guidance regarding personal and academic issues. The mentor keeps track on their improvements and counsels them accordingly. The role of the mentor is to nurture the students and guide them for any issues they are coming across. A large number of students who perceive the professional course are quite focussed still they may fall short of score to be promoted to above sections. Such students are given counselling by the mentors and the subject teachers and remedial lectures are conducted. Students are supported and guided both in co-curricular and extracurricular activities. The mentors of the class discuss with each and every student individually and support them in all the possible ways to enrich their academic performance. The mentors contact the parents and educate them, if required about their wards performance, and the academic programmes of the college as well as the support system and the monitor system the student and parents. The mentors always keep a check on the attendance of the student.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
608	28	1:22

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
22	28	Nill	28	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Parmeshwar Biradar	Assistant Professor	Member of Green Army
2019	Mrs. Sonali Ingle	Assistant Professor	Stood 1st in English Communicati on(Spruce Exam)
2019	Dr.D.M.Gujrathi	Principal	Awarded Shikshak Gaurav Puraskar by Sarvajanik Vachanalaya Nashik on 22nd Oct. 2019
2019	Ms. Pragati Govardhane	Assistant Professor	1st prize for research Paper competition held at D.Y.Patil pune, on topic Social Acceptance of Artificial Intalligence
2019	Mrs.Komal Kadam	Assistant Professor	Got Consolation Medal for research Paper competition held at D.Y.Patil

| 2020 | Mr.Sudarshan Nagare | Assistant Professor | Appointed as university committee member as accommodation incharge at west zone all india inter university tennis men's tournament held at JDC BYTCO College, Nashik Road under SPPU. |
| 2020 | Mr.Sudarshan Nagare | Assistant Professor | University level appointment for Team Manager of Boys and Girls Tennis competition under 1st khelo India organized by Ministry of India at Bhuvaneshwar in Odisa. |

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BBA	5362	2019-20	24/10/2020	19/11/2020
BBA	5363	2019-20	21/10/2020	18/11/2020
BSc	5316	2019-20	24/10/2020	10/11/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

? The college has the mechanism to ensure that the stake holders of the college especially students and faculty are aware of the evaluation processes. ? Orientation Programme is conducted for the first year students. Scheduled and structure of college and SPPU examination evaluation system, academic calendar, examination and assessment system along with extracurricular activities are addressed in Orientation program. ? Separate Internal Examination committee has formulated by the college to control and measure the efficiency of Concurrent Evaluation Process. ? The schedule of internal and external examination is displayed on notice board. ? Academic calendar consists of Mid Term exam and End Term exam dates and displayed on notice board. ? The periodic instructions issued by the parent university are promptly communicated to the students. ? CEO gives guidelines to junior supervisors regarding supervision duty. They also guide students to follow rules and regulations as per university exams. ? The subject faculty explains the internal evaluation process, the format of

question papers and weightage of marks during lecture. ? Internal evaluation is divided into different forms of assessments shown below. Evaluation1 Evaluation2 Evaluation3 Mid Term Exam End Team Exam Attendance ? Evaluations are conducted in the first three months of the academic year. ? Evaluation may consist of subject wise written test, Orals, Assignment writing, Group activities, subject wise Presentation on respective topic, etc. ? Mid Term Exam is conducted in the mid of the semester to evaluate the performance of the students. Through Mid Exam students get idea about their studies and try improve themselves with the help of faculties, if they are lacking behind ? End Term Exam is conducted at the End of the semester which is similar to university exam after completion of the syllabus. Purpose of taking End Tem exam is to make students familiar with the University paper pattern as well as to teach them time management to complete the paper within stipulated time. ? As attendance of student is compulsory for each course, so attendance marks are consider in continuous internal evaluation. ? After completion of each evaluation students are categorised into different grades as mention below Grade Percentage O Above 90 A 80-90 B 70-80 C 60-70 D 50-60 E 40-50 ? After every evaluation, depending upon the current grade of the student faculties gives commitment for each student for the further evaluations. After grading of the student, if student is in lower grade, faculties' takes continuous efforts on the student to improve his/her grade in next evaluation. ? Remedial sessions through extra lectures are also planned for the students achieving low grades. ? Continuous follow up regarding student grade improvement is taken by management.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

? ACBCS is affiliated to Savitribai Phule Pune University. ? At the beginning of the academic year the university provides its academic calendar which contains the exam date, government holidays, commencement and end date of the semester. ? Based on the academic calendar of Savitribai Phule Pune University principal, vice principal course coordinators prepare academic calendar. ? Academic calendar has detail information about total working days in the semester, holidays and Faculty Development Program (FDP). ? Academic calendar contains date wise planning of the semester, like Orientation to FY, SY, TY students, curricular, co-curricular and extracurricular activities, Internal examination, Syllabus completion, seminar workshop, etc. ? Along with these activities, institute adhere university circulars regarding NSS, SDO, University Examination, Convocation Ceremony. ? Academic calendar is communicated with the students in Orientation program and sent by email to all staff. ? In case of any unusual and unscheduled break in the working day like National Bandh / Death of a VIP/ Natural Disaster, the staff committee meets again to work out a schedule to compensate the working days. ? The time table of each department is prepared and is strictly followed. ? This timetable is given to each and every student and staff of the department to ensure that they stick to the schedule. The calendar is well planned in advance and is outlined in a detailed manner. The college functions and adheres to the minimum number of working days and teaching days. ? Under Examination, institute conducts continues internal evaluation. ? Internal evaluation is divided into different forms of assessments shown below. ? Evaluation1, Evaluation2, Evaluation3, Mid Term Exam, End Team Exam, Attendance ? Evaluations are conducted in the first three months of the academic year. ? Evaluation may consist of subject wise written test, Orals, Assignment writing, Group activities, subject wise Presentation on respective topic, etc. ? Mid Term Exam is conducted in the mid of the semester to evaluate the performance of the students. Through Mid Exam students get idea about their studies and try improve themselves with the help of faculties, if they are lacking behind ? End Term Exam is conducted at the End of the semester which is similar to university exam after completion of the

syllabus. Purpose of taking End Tem exam is to make students familiar with the University paper pattern as well as to teach them time management to complete the paper within stipulated time. ? As attendance of student is compulsory for each course, so attendance marks are consider in continuous internal evaluation. ? The students are informed about the marks scored by them. The college has an excellent work culture and therefore it seldom faces difficulties in completing the curriculum within the planned time frame of the calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.aef.edu.in/acbcs/pages/iqac-naac

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
5316	BSc	Computer Science	60	55	91.67
5363	BBA	Computer Application	73	72	98.63
5362	BBA	Business A dministratio n	81	80	98.77
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-report202109140001-6141b5d31dacb.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Intellectual Property Rights (IPR)	BBA	24/01/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Receive 2nd Position in Poster making Competiton at KTHM College under Zonal Youth Festival on	Mr. Tanmay Wamne	SPPU	10/12/2019	Student
Won a Consolation medal in Research Paper Competition at Dr. D.Y. Patil College, Pune,	Mr. Punj Manek	Dr. D.Y. Patil College, Pune	27/08/2019	Student
Won 1st prize in Research Paper Competition at Dr. D.Y. Patil College, Pune, .	Ms. Neha Badkas	Dr. D.Y. Patil College, Pune	27/08/2019	Student
Won a Consolation medal in Research Paper Competition at Dr. D.Y. Patil College, Pune,	Komal Saskar	Dr. D.Y. Patil College, Pune	27/08/2019	Teacher
Won 1st prize in Research Paper Competition at Dr. D.Y. Patil College, Pune, .	Pragati Govardhane	Dr. D.Y. Patil College, Pune	27/08/2019	Teacher
Won a Consolation medal in Research Paper Competition at Dr. D.Y. Patil College, Pune,	Mr. Aryan Mistri	Dr. D.Y. Patil College, Pune	27/08/2019	Student
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NA	NA	NA	Nill
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1605	13140	2000

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Sports	1	6.6
International	B.Sc.(Comp.Sci.)	1	6.3
International	BBA(Comp.Application)	1	5.75

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
BBA	7
BBA-CA	7
B.Sc.(CS)	4
Sports	1

View File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	NIL	Nill

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	Nill	Nill	NIL

View File

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	7	37	Nill
Resource	Nill	1	1	2

persons				
Presented papers	2	10	2	Nill

View File

| **3.4 – Extension Activities** |

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tobaco Free India – Pledge	NSS SPPU	24	82
Tree Planatation	NSS SPPU	12	40
Swacchata Pandharwada	NSS SPPU	15	35
Fit India Movement	NSS SPPU	28	95
Teacher Day Celebration	SPPU	28	96
Sadbhavna Pandharwada	NSS SPPU	15	92
Organ Donation Awareness Program	NSS SPPU	20	100
Flood Relief Fund Collection	NSS SPPU	28	100
NSS Day Celebration	NSS SPPU	12	100
River Cleaning	NSS SPPU	14	35

View File

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS Camp	Work Appreciation	Gram Panchayt Moh Farm	50
Tree Plantation	Work Appreciation	Gram Panchayt Jakhori	32

View File

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS	SPPU	River Cleaning	14	35
NSS	SPPU	NSS Day	12	100

NSS	SPPU	Flood Relief Fund Collection	28	100
NSS	SPPU	Organ Donation Awareness Program	20	100
NSS	SPPU	Sadbhavna Pandharwada	15	92
NSS	SPPU	Teacher Day Celebration	28	96
NSS	SPPU	Fit India Movement	28	95
NSS	SPPU	Swacchata Pandharwada	15	35
NSS	SPPU	Tree Planatation	12	40
NSS	SPPU	Tobaco Free India – Pledge	24	82
[View File](#)				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
State level Workshop on Data Analytics : Tools and Techniques	70	SPPU, Pune	2
AISEC	1	Student her self	40
[View File](#)			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Android Development	Android Development Course	ACOM Solution	20/01/2020	20/01/2020	10
Business Communication , Aptitude tests	Business Communication , Aptitude tests	Bulls Eye Knowledge system PVt ltd	07/02/2019	07/02/2020	208
Soft skill, Behavioural and QMS	Soft skill, Behavioural and QMS	TUV India pvt ltd	30/05/2019	30/05/2020	608

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
RoundGlafts Wellbeing Private Limited,	15/05/2019	mental wellbeing of their students.	208
Roteract club of nashik (Nine hills)	01/06/2019	cummunity service and professional development	10
ACOM Solutions	20/01/2020	Android Development Training	10

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
9100000	9006595

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
ERP	Partially	V2	2019

4.2.2 – Library Services

Library	Existing	Newly Added	Total

Service Type						
Text Books	2857	511680	246	33656	3103	545336
Reference Books	3459	1601346	309	146764	3768	1748110
e-Books	12	Nill	Nill	Nill	12	Nill
Journals	18	34083	14	29679	32	63762
e-Journals	2	1680	2	1680	4	3360
CD & Video	914	Nill	89	Nill	1003	Nill
Weeding (hard & soft)	7	1875	Nill	Nill	7	1875
Library Automation	1	Nill	Nill	Nill	1	Nill
[View File](#)						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Khushbu Mahesh Pawar	Data Structure Blog	Blogger.com	23/09/2019
[View File](#)			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	204	5	1	0	0	1	3	10	0
Added	2	0	1	0	0	0	0	0	0
Total	206	5	2	0	0	1	3	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	[NIL](#)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
9500000	9220621	500000	433212

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Laboratory Maintenance: The practical teaching laboratories in various departments operate from Monday to Saturday as specified in course curriculum with a desired area. The laboratories are centrally air- conditioned. In order to ensure smooth functioning of the lab facilities, following procedure is followed: ? Students and staff must carry their ID card to utilize the facilities of the laboratories with proper log book entry. ? The entire lab facilities are under CCTV surveillance. ? The laboratories are equipped with fire management system. ? The facilities be designed and constructed in a manner which is conveniently accessible by differently-able users. The justified utilization of the facilities is to be governed as per the following rules and guidelines: 1. Entry of lab equipment /components / computers into stock register 2. Codify the lab equipments/computers 3. Systematic arrangement of equipments/computers in lab 4. Determine the frequency and parameters for preventive maintenance of equipment / computers. 5. Carry out the maintenance as per plan and maintain record of it. 6. In case of breakdown, repair the fault internally and / or with the help from external agency. Also maintain record of it. 7. Internal stock audit 8. Following rules regulation in all areas of the labs: • After completing practical shut down PC properly • Switch off the main switch/plug • Do not use mobile phone or any other electronic Gazette • Keep your bags outside the lab • Keep Lab neat clean • Maintain discipline Sports Utilization and Maintenance The department operates from Monday to Saturday as specified in course curriculum with a desired area. Following procedure is followed: ? Students and staff must carry their ID card to utilize the facilities of the sports with proper log book entry. ? The entire sports room is under CCTV surveillance. ? The sports room is equipped with fire management ? Regular maintenance of the sport equipment. ? First aid kit must be available. ? The reparable equipments are maintained and repaired for proper utilization, which are not reparable are added to dead stock. Library Maintenance • Everyone must carry their ID card to enter the library. • Visitors are permitted to use the Library on specific requests to the Library Authority. • The entire library is under CCTV surveillance. • Library is equipped with fire management. LIBRARY RULES REGULATIONS 1. Keep personal belongings in the property counter. 2. Student should be in complete uniform with Identity card. 3. Every student will be issued books for seven days. Non returning of books by due date/time will be charged fine of Rs. 2/- per book per day. 4. If the book is lost then the students will be charged some fine. 5. Every Person should sign the visitor register while entering. 6. Use of mobile Phones is strictly prohibited. 7. Library must be used for reference reading purpose. 8. Students can take help of Library staff in any case. 9. Students should handle the books carefully.

https://www.aef.edu.in/acbcs/pages/iqac-naac

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support	Ashoka	85	146210

from institution	Scholarship for meritrious students and TADA for Sports		
Financial Support from Other Sources			
a) National	Government of India Post-Matric Scholarship, Post Matric Scholarship Scheme (Government Of India), Post-Matric Tuition Fee and Examination Fee (Freeship), Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Scheme, NSDL Vidyasarthi Shiks	22	481418
b)International	NIL	Nill	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counseling	01/06/2019	608	ACBCS
Competitive examinations Counseling	01/06/2019	288	Bulls Eye
Career Counseling	01/06/2019	150	Bulls Eye
Yoga and Meditation	01/06/2019	202	Bahai academy

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Guidance for competitive examinations and career counselling	308	470	Nill	56

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year		
Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	10	8

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Infinium Global Research WNS Ampcus Waiz Telecalling Services TestQ Technologies Chola MS. Pvt. Ltd Extramarks Education Pvt.Ltd Kotak Mahindra Bank	171	33	TCS, LT, Capgemini, Infosys, Wipro, Hexaware, Byjus, Climber Knowledge and Careers Pvt Ltd	139	47
[View File](#)					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	27	BBA	BBA	ABS,MET,IBS,NMIMS,ICFAI,MIT	MBA
2019	9	B.Sc.(Comp.Sci.)	B.Sc.(Comp.Sci.)	VIT, Fergussian,ABS,KKW,Bhonsala,Bytco,Symbiosis	MSc(CS),M.Sc.(CA),MCA,MBA,PGDM
2019	16	BBA(CA)	BBA(CA)	IGNOU,ABS,MIT,Weligkar,DY Patil,MET etc.	MCA,MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying

CAT	22
Civil Services	3
Any Other	47

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	Institute	324
Cultural	Intercollegiate	160
Cultural	Institute	608

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	All India Inter University Participation	National	1	Nill	8906 8068 9198	Mr. Jayesh Chaube

[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per the provisions of section 40(2) (b) Maharashtra Universities Act 1994, Ashoka Center for Business and Computer Studies (ACBCS) has constituted a student council. For every academic year, new student council is formed consisting of Principal, Student development officer (SDO), Physical Director, Faculty Cultural Coordinator, General Secretary, Sports Secretary, Cultural Secretary, Class Representative and Ladies Representative. An active Student Council with the strong support of students and administration organises the various technical events, cultural programs and sport activities throughout the year. The institute also involves the students representatives in various administrative and decision making committees of college like IQAC, Training and Placement Cell, Vishakha committee, admission committee, academic calendar planning committee, sports committee, cultural committee, holistic development cell, employability cell etc. Anti Ragging Cell is also formed to maintain the discipline and harmony in the college. In AY 2019-20 various activities like UDAAN intercollegiate competition, cultural events, tree plantation, earn and learn scheme, solar energy workshop, e-waste management, Nirbhay kanya workshop and Youth Festival was organised by student council. Cultural Secretary of institute is responsible for arrangements of cultural activities. Our institute has organised UDAAN which is intercollegiate cultural competition and annual gathering called INDRADHANUSHYA at college level. Sports department motivates the students to participate in sports activities and sports secretary is playing vital role in organizing in-house sports days for entire streams of the students and to celebrate the Sports Week. Ladies Representative (LR) of institute represents on the behalf of girls of entire institute and communicates problems of girls to the administration of the institute through

women's redressed cell. . At the commencement of the academic year, the Class Representative (CR) is elected from each class which is based on academic performance of the previous year. CR is the linkage between the class and department. The issues related with the quality of education, quality of test papers, the quality of tutorials, and teaching facilities are resolved by CR in coordination with faculties and department. As there are two divisions in each year, one male and one female student is selected as CR. CR is also the members of Elite Club of the institute and also works as the mentor to the slow learners to guide them for improving their academic performance. Students are also involved in internal quality assurance cell (IQAC) to improve the academic quality. IQAC organizes the various programs for the betterment of the students and students are actively participating in planning and execution of such programs. The inputs received from students are respected, encouraged and accepted in our institution. Student Grievance cell is resolving the difficulties and problems of the students related to academic, examination and so on.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

ACBCS alumni association is registered as "Ashoka Education Foundation's Ashoka Center for Business and Computer Studies, Alumni Association" on 12th March 2019 under the societies Registration Act, 1860(XXI of 1860). The aims and objective: 1. To provide the forum for the members of the alumni association to interact among themselves and with the principal, teachers and present students of ACBCS. 2. To disseminate knowledge and skills for the mutual benefit of the members as also for the benefit of the college. 3. To undertake the various activities like intellectual, academic and social for the benefit of the members, college and for society at large. 4. To conduct academic meets by eminent personalities from various walks of life for all the stakeholders. 5. The association shall be govern by the general body comprising the Principal, other two members from teaching and/or non teaching nominated by principal. The affair of the association shall be managed by executive committee comprising president, vice president, secretary, treasurer and three committee members elected from the alumni. 6. The accounting year of the association shall be financial accounting year as per Income Tax act. 7. All the income, earnings, movable and immovable properties shall be solely utilize and applied only towards the promotion of alumni activities. The membership of the alumni association shall be open to all the Ex-students of the ACBCS. The Principal and two teaching and/or non teaching staff members of the ACBCS nominated by the Principal will be the patron members of the association. There will be mainly three types of membership such as Patron, Life member and Ordinary member. The elected positions will be filled through the elections in the annual general body meeting. The elected office bearers shall hold the office for the period of 3 years. The executive committee manages the activities of alumni association to ensure the continuous communication amongst the members, to constitute sub committees and delegates the powers for specific purposes for specified period, to maintain the accounts of alumni association and to arrange for auditing the accounts. The annual meeting of the association shall be generally held at least once in a year within nine months of the close of its accounts. The special meeting may be conveyed at the instance of the president or executive committee by giving request in writing to the secretary signed by at least 4 members who may give notice in writing to the secretary. The membership fees, other contributions from the members, donations, sponsorship from external agencies, proceeds from various activities shall constitute the income of the association. The executive shall have power to decide from time to time the membership fees to be collected from the new members. The funds of

the association shall be maintained in a separate bank account. The patron and life members are eligible to propose amendments to the constitution of the association. The amendments shall be passed only if two-thirds of the members present in the annual meeting support the amendments in voting.

5.4.2 – No. of enrolled Alumni:

696

5.4.3 – Alumni contribution during the year (in Rupees) :

3600

5.4.4 – Meetings/activities organized by Alumni Association :

In line with the objectives defined in the Alumni Association chapter draft, meeting is organized with alumni committee members and tentative programs are finalized for the academic year 2019-20. Accordingly, following activities are conducted throughout the year. 1. Orientation program of FYBBA was conducted on 01/07/2019. Following alumni oriented the FY students about the course and college and shared their experiences. Nishant Jadhav, Prachi Singh, Pragati Bhandari, Aashray Shah, Akshada Karamchandani,Hitesh Bhatia, Darshana Sawlani. 2. Orientation program of FYBBA CA and FYBSc CS was conducted on 06/07/2019. Following alumni oriented the FY students about the course and college and shared their experiences. Prerana Patil, Nikita Karda, Soni Choudhary, Chetan Dhole. 3. Induction program of FYBBA/ FYBBA (CA) and FYBSc CS was conducted on 18/07/2019. Following alumni guided the students on programming skills and communication skills. Dhruv Patodia, Ms. Shivani Nagdev. 4. Session of Rashi Mehani Alumni of BBA was conducted on 16/07/2019 on topic "Soft Skill and Personality development". 5. Session of Mr. Aman Verma Alumni of BBA was conducted on 06/09/2019 on topic "Interpersonal Relationship". 6. Ms. Dhruvi Shah and Preeti Sonar Alumni of BBA were invited as a Judge for "Gharba – Raas" event which was held on 09/10/2019. The objective of the event was to celebrate the event along with donation as charity to the needy. 7. Seminar on "Introduction to Block-chain" was conducted on 14/01/2020 by BCA Alumni Mr. Paras Kale, CEO RWaltz – A leading Block-chain Company. 8. Session on "Corporate Finance and Project Work" was conducted on 29/01/2020 by BBA Alumni Ms. Litsy Tomy. 9. Alumni Meet was conducted on 30/10/2019. The Alumni meet was organized with the objective to make alumni collaboration in various activities of college. Coordination and team games were organized during the meet. 10. Second Alumni meet was conducted on 04/02/2020. The Alumni meet was organized to interact with faculty members and other alumni. In all the above activities, Alumni association members, faculties and all stake holders have taken active participation and made these events successful.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Committee wise working : Academic Year Committee (AYC) is a centralized (Institute level) committee responsible for drafting, regulating and implementing different academic policies. It is meant for smooth uniform conduction of academics throughout the institute. Composition: AYC is headed by Chairman, the Principal of the institute. Other members of the committee are Academic Coordinator, event coordinators, class teachers and exam in charge etc. Throughout year activities are conducted by AYC through various sub committees formulated viz., 1. Core Academic Committee : Consists of Principal, HOD : BBA, HOD : BBA-CA, HOD : B.Sc., Class In charge/Teacher, 2. Time Table committee 3. Discipline committee : Physical Director, Lab In charge. IT

Officer 4. Evaluation committee University Exam C.E.O., University Exam Committee, Internal Exam C.E.O., Internal Exam Committee 5. Event management committee consists of co-curricular activities incharge, RYIY Event Incharge, Cultural Committee Incharge, Student Development Officer, Sports Committee incharge (Physical Director), Educational Visit / Industrial Visit Incharge, Magazine Committee incharge, Chief Editor, Editorial Board, Seminars and Guest Lecture incharge, Student Development Officer 6. Training and Placement committee T P officer, S.D.P. officer 7. Admission committee 8. Promotional Activity 9. Student services Alumina committee 10. Library committee : Librarian Alumina committee 11. Administration and Accounts committee : Principal, Admin Officer. 2. Staff and Students Welfare Committee : Staff Welfare Officer is appointed Outcome: The institute encourages teachers, students, parents, corporate resource persons, employers, alumni, staff, class coordinators and class representatives to share their ideas, opinions, suggestions through proper channels Viz., through parent-teacher meet, alumni meet, class teachers meetings, student feedback system, and through other various committee meetings. The inputs received from various stakeholders of the institute are reviewed and those which are in line with the institute's Vision and Mission Statements are considered for the decision making. The committee formulated various activities from time to time for welfare. 3.. Students Council: A Student Council is a group of elected and volunteer students working together with an Educator (Students Development Officer) within the framework of a predefined tasks responsibility area objective is to provide a means for student expression and assistance in college affairs and activities, it gives an opportunities for student experience in leadership and encourages student - faculty relations. OBJECTIVES OF STUDENT COUNCILS: 1. To initiate, implement, and complete various projects and activities which will be of help to the college, the students, the faculty, the administration, the Board of Trustees and the community. 2. To develop and provide opportunities for leadership and service in the college and in the community. 3. To contribute to the educational experiences of students by providing them with a positive involvement in the college, with widened areas of responsibilities and with more direct participation in organizing and implementing activities. 4. To promote respect for law and order and general welfare of the college and community. 5. To improve understanding between and within groups through interaction and communications. 6. To develop student potential and encourage a well-informed, honest, interested and active citizen.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	The institution has infrastructure according to university norms. The classrooms are equipped with technology to enhance the teaching learning process and to help in conducting cocurricular and extra-curricular activities. ICT has been deployed in all the areas such as Academic, Admin and Library. Adequate budgetary allocations are made to purchase rather than rented of equipments. Efforts are made to ensure a safe and secure environment for faculty and students by

	installation of CCTV camera, fire extinguishers and efficient security system. Sports rooms, Dance room, separate rest room are provide for constructive utilization of time. Regular maintenance of infrastructure is done.
Research and Development	To develop research attitude among the faculty, workshops, sessions on research are organized by the institute. Faculty and students are encouraged to conduct mini projects and participate in workshops, seminars and conferences and present papers there. Institute organizes research orientation for the Students too. On the basis of areas of competencies faculty are invited by different Educational Institutions to conduct sessions on various topics related to Education. staff academy is formed for research guidance of faculties. Participation expenses are reimbursed by the college for research purpose. Students are encouraged for research paper and case study writing along with the staff.
Examination and Evaluation	Orientation Programme is conducted for the students and stakeholder to ensure awareness of mechanism. Schedule of college and SPPU examination evaluation system, academic calendar, examination and assessment system along with extracurricular activities are addressed in Orientation program. Separate Internal Examination committee has formulated by the college for control and measure the efficiency Concurrent Evaluation Process. The schedule of internal and external examination is displayed on notice board and whatsapp/telegram group. Academic calendar consists of Mid Term and End Term exam dates. Sufficient staff are appointed to conduct supervision during the exam under CCTV surveillance. Transparent evaluation system is ensured.
Teaching and Learning	Constructivism: In the most general sense, it usually means encouraging students to use active techniques (experiments, real-world problem solving) to create more knowledge and then to reflect on and talk about what they are doing. Educators use ICT equipment like computers, laptops, audio visual equipment's, software and

	network equipment, etc. Final year students actually conduct live projects, which are beneficial to them for real world exposure. Regular lecture observations are conducted by authorities, on basis of which educators are provided opportunities for improvement. Elite group is formulated for meritorious students for accelerated learning. Concurrent evaluations are conducted for better performances.
Curriculum Development	Being an affiliated College follows the curriculum prescribed by the Savitribai Phule Pune University, Pune and takes utmost care in its systematic implementation by detailed planning and execution by the educators. Educators attend orientation organized by the University. They participate in workshops and seminars on various new themes. They try to use different innovative teaching pedagogies to transact the curriculum, delivering it effectively through innovative and ICT enabled teaching and learning practices. The curriculum is enriched by using multidisciplinary /interdisciplinary, value based approach. Certification courses are offered as per need of syllabus requirement to enhance learning quality experience.
Industry Interaction / Collaboration	Industrial visit is a part of a college curriculum, during which students visit companies and get insight regarding the internal working environment of a company and how a company functions, as well as useful information related to the practical aspects of the educational course, which cannot be visualized in lectures. Seminars, workshop and conferences : Workshop on Android, Seminar on Emerging trends in IT was held for the students. "State Level workshop on Data analytics" was also conducted in the college Different Memorandum of understanding has been signed executed to provide effective exposure for industry requirements. Internship opportunities are provided.
Human Resource Management	Staff is recruited as per norms of university guidelines. Various FDP (inhouse and outside) are attended by staff. Research cell is formed for improving research attitude in staff.

	There is a scope of getting good increments through performance appraisal. As per ISO system a procedure is prescribed for staff selection, training need identification, providing training to staff, and exit interview. In its routine function they maintain all records for salary, leave other statutory calculation. Human Resource Policy is designed by Institute. Orientation program for new joined employees are provided by HR department. Training and certifications are done by staff.
Admission of Students	Admission committee is formulated every year faculties are made incharge with non teaching staff for allocation of various work of admission. Individual counselling is done for each visiting student for admission. Applications are invited from interested students and admissions are given on merit basis in 2 or 3 slots. Various scholarship schemes are implemented to attract quality students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Institute uses ERP software for planning and developmental activities. Budget is prepared and previous year budget analysis is done to plan requirements for next year. Different modules are developed in ERP for effective planning development like timetable,admission etc.
Administration	Students modules are developed in ERP software for updating of various information. Daily attendance is updated in ERP on basis of it weekly,fortnightly monthly attendance is calculated for administration of students attendance. Stores module is used for issue monitoring of stationary requirements. With a view to encourage paperless communication for various inhouse, WhatsApp Groups (for Heads of Academic Departments, for Faculty Members and for students). Various urgent notices and information has been transmitted via these groups at various times. Institutional Email IDs for various faculty members and administrative heads have been created.

Finance and Accounts	The college continued with the already established Tally system of accounting in its office, which is operational since 2009. Salary bills of the permanent staff being sent online to the bank. Serosoft ERP software is also made operational at initiation phase. During the new admission process, the financial transactions by the some students were made in cashless mode. Yearly Audit Reports are uploaded in the college portal
Student Admission and Support	Admission of students are done by creating students profile in ERP software. All the documentation details are verified. Students are allocated their respective classrooms mentors for further support. Teaching Micro plans are uploaded by subject teacher with notes of subject. Students may also apply for any specific requirements doubts using online communication with the educators
Examination	Examination module is developed by ERP system through which all the concurrent evaluation marks of students are uploaded. Details of examination time table are made available and further updates are made for each student. System is full fledge to issue marksheet for all First year students

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Harsha Patil	Conference Recent trends in innovative practices in Higher Education by AICESR	AICESR, Nashik	1000
2019	Khushbu Pawar	Conference Ongoing research in management IT by ASM group	ASM group, Pune	2000
2019	Khushbu Pawar	Conference Recent trends in innovative practices in	AICESR, Nashik	1000

2020	Sudarshan Nagare	Seminar on Best practices for physical education and sport faculty development in the college by YCMOU, Karmala	YCMOU, Karmala	1000
2019	Dr. Manisha Shirsath	Conference Recent trends in innovative practices in Higher Education by AICESR	AICESR, Nashik	1000
2019	Dr. Manisha Shirsath	Conference Ongoing research in management IT by ASM group	ASM group, Pune	2000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Institutional Branding	NA	21/11/2019	21/11/2019	26	Nill
2019	Orientation for New Joinee Mentoring Mechanism for Staff Students	NA	03/06/2019	03/06/2019	6	Nill
2019	Orientation for New Joinee Know Ashoka Culture Know Ashoka Policies	Orientation for New Joinee Know Ashoka Culture Know Ashoka Policies	01/06/2019	01/06/2019	6	2
2019	Participatory	Education	12/08/2019	12/08/2019	22	3

Year	Title	Title	From Date	To date		Number	Duration
	Learning Universal Human Values	For Change					
2019	Orientation for New Joinee Holistic Development	Orientation for New Joinee Holistic Development	03/06/2019	03/06/2019		6	1
2019	Orientation for New Joinee International Exchange Programs Mechanism of AEF AIESEC.	Orientation for New Joinee International Exchange Programs Mechanism of AEF AIESEC.	03/06/2019	03/06/2020		6	1
2019	Orientation for New Joinee Research Methodology /Mechanism	Orientation for New Joinee Research Methodology /Mechanism	04/06/2019	04/06/2019		6	1
2019	Orientation for New Joinee Enterpreneurship Skills-AISC	Orientation for New Joinee Enterpreneurship Skills-AISC	04/06/2019	04/06/2019		6	1
2019	Orientation for New Joinee Employability Skill, Personality Development	Orientation for New Joinee Employability Skill, Personality Development	04/06/2019	04/06/2019		6	1
2019	Round glass wellbing ERP- New Version Monthly	NA	23/04/2019	23/04/2019		30	Nill

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short term training	2	18/11/2019	23/11/2019	6

program on Case methdology Case Writing by WeSchool, Mumbai				
Short term training program on legal interdisciplinary Research Methodology by NBT law college	1	24/02/2020	29/02/2020	6
Innovation and best practices in Higher Education by modern college pune	2	26/07/2019	26/07/2020	1
Maxima Software Discssion on FYBSC / FYBSC (CS) Syllabus	1	18/07/2019	18/07/2019	1
Implementation of CBCS for BBA-CA, by DYPatil, Pune	2	09/07/2019	09/07/2019	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
21	7	19	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Free transport facility, Free food facilty,Tea Facility,wards fees concession,Diwali Gift	Free transport facility,assistance in mediclaim, wards fees support	Subsidized canteen facility, Institute scholarship and government for needy selected students, earn and learn scheme

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

At the end of each financial year the institution undertakes financial audit byChartered Accountant. Institute has own internal audit mechanism where internalaudit is an ongoing continuous process in addition to the external auditors toverify and certify the entire Income and Expenditure and the CapitalExpenditure of the Institute each year. Qualified Auditors from

externalresources have been appointed and a team of staff under them do a thoroughcheck and verification of all vouchers of the transactions that are carried out in each financial year. The institutional accounts are audited regularly by Internal and statutory audits.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Ashoka Education Foundation	5361061	Deficit

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6.4.3 – Total corpus fund generated

5361061

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	TUV	Yes	IQA
Administrative	Yes	TUV	Yes	IQA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. ClasswiseWhatsapp Group for effective communication of college activities 2. Semesterwise Parents Meet Feedback 3. Internship opportunities for students

6.5.3 – Development programmes for support staff (at least three)

1. Support Staff Day 2. Diwali Gifts 3. Mediclaim assistance 4.Concession in tuition fees of their ward in own Institute 5. Health Check up and awareness Programme

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1]Registered Alumni Association 2]ISO 9001:2015 Certification 3]Two Days State Level Workshop on Data Analytics: Tools and Technique 4]National Level Rising Youth Icon of the Year(RYIY) 2019-20 Competition 5]3 new MOUs are signed in year 2019-20 6]Four days State Level Udaan Season 2-.an Intercollegiate Competition

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Crisis Mgt. System	01/06/2019	01/06/2019	31/05/2020	608
2019	Employabil	01/06/2019	01/06/2019	31/05/2020	608

2019	Entrepreneurship Skills-AISC activities	01/06/2019	01/06/2019	31/05/2020	608
2019	Udaan-Intercollegiate competition	16/12/2019	16/12/2020	18/12/2020	607
2019	State Level Rising Youth Icon of the Year Competition	01/11/2019	01/11/2019	15/01/2020	5000
2019	Literary Activities Cell-especially understanding Biography of Great Leaders	01/06/2019	01/06/2019	31/05/2020	608
2019	Elite Club of students	01/06/2019	01/06/2019	31/05/2020	45
2019	Remedial Club of Students	01/06/2019	01/06/2019	31/05/2020	168
2019	Formation of Quality Circle Team	01/06/2019	01/06/2019	31/05/2020	8

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
"Seminar on "Vishakha" Women Welfare : Vishaka Samiti/Anti sexual Harassment Committee"	27/07/2019	27/07/2019	90	Nill
Women Health and Hygine	03/06/2019	03/06/2019	90	Nill
NSS-Sadbhavna	09/05/2019	09/05/2019	40	60

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
10KWH

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	Yes	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	6	14	18/06/2019	53	Swachata Abhiyan	Importance of cl enliness	1268
2020	2	1	26/01/2020	3	Swachata Abhiyan	Importance of cl enliness	123
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for students	06/06/2019	Students are oriented to adhere to the code of conduct of the university and institution. In the Application form for admission a few information about discipline and responsibilities is printed for which the student has to sign and adhere. Students and Faculty voluntarily donate saplings to promote Green India activity. Students filled anti ragging form every year. Also oath of no tobacco/no smoking conducted every year by students. Students are

		motivated for less use of plastic in campus.Students behaved respectfully with support staff.
Code of conduct for Teachers	06/06/2019	Faculty induction programs for new employee are organized to get aware about code of conduct. A copy of code of conduct is displayed on staff room notice board for reference of faculties. Faculty prepared their own micro plan for teaching. Faculties planned,execute and analyzed the assignments time to time in continual evaluation sheets. Faculties maintained their subject wise attendance record in ERP. Faculties also planned remedial lectures for slow learners before exams. Faculties were assigned as a mentor for guiding and motivating students. Monthly Mentorship report is shared with authorities.
Code of conduct for Administration	06/06/2019	Admin Development Programs (ADP) was organized for admin staff. Administration followed all deadlines of statutory bodies. Administrative professionals maintained and enhance the dignity, status, competence and standards of the profession. Administrative staff had clear and specific communication with faculty. They ensured all expenditures fall within academic budget. Administrative staff abides by all copyright laws which applies to the internet as well as paper.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day under Holistic Development	21/06/2019	21/06/2019	52
Workshop on education on change(Human Values)	14/08/2019	14/08/2019	187
Birth Anniversary of Lokmanya Talik	23/07/2019	23/07/2019	63
Birth Anniversary of Dr. Sarvapalli Radhakrishan	05/09/2019	05/09/2019	80
Plastic reduction awaremess session	26/02/2020	26/02/2020	50
Road Saftey Awareness session	13/01/2020	13/01/2020	90
Intelectual Property Rights(IPR)	24/01/2020	24/01/2020	78
Republic day celebration	26/01/2020	26/01/2020	100
Internatinal Womens Day	08/03/2020	08/03/2020	25
Celebration of Smrutidin of Savitribai Phule	10/03/2020	10/03/2020	24

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.Donation of saplings by students and faculties on their birthdays. 2.Best out of waste activity conducted. 3.For guest instead of gifts we offer one plant so as to keep environment green. 4.Use of Solar Energy in campus. 5.Use of ERP to implement paperless office. 6.Events like tree plantation, swachcha Bharat Abhiyan were organized regularly. 7.Maintenance of plants and garden is done by gardeners regularly.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The Context : 1. Student Development Program focuses on the enhancement of the skills of the students apart from regular academic development. 2. It aims at increasing levels of understanding of the concepts and practical implementation of knowledge along with their research aptitude. 3. It would help in holistic development of the students making them thinkers. 4. To bridge the gap between the theory and practical knowledge. The Practice : Step 1: We discuss with each student and find out the need of the student of each class(first, second and third year). We indentify their area of interest and where they are lacking. Depending on this the topics are identified and discussions were done with the student. Step 2: Pre test is taken on the topics which are identified in step1 for each class. These papers are checked by respective Educators. They also get clarity of knowledge the student have for specified topic. Step 3: Educator

guide them to enhance their knowledge. They also help students to develop in the area they have selected. Step 4: Finally a Post Test is taken to evaluate them. We also compare the pretest and post test result to identify the knowledge gain by each student. Evidence of Success : 1. SDP strives to make education and learning an interesting activity for the youth. 2. It helps to get rid of fear and anxiety. 3. Its ultimate goal is to facilitate overall Personality Development and Personality Enrichment for every student thus making them Happy and Successful in life. Problems Encountered and Resources Required: 1. It's important to match the maturity level of students while developing the personality of students. 2. Timetable adjustments specially for SDP at college level 3. Finding out appropriate need based module. Notes SDP-focus : Student Development programme focuses on the enhancement of the skills of the students apart from regular academic development. It aims at increasing levels of understanding of the concepts and practical implementation of knowledge along with their research aptitude. It would help in holistic development of the students making them thinkers. SDP Key area to work upon: 1. To increase the General Knowledge of the student in terms of the happenings in the outside world. 2. To make them aware of the current market needs/requirements. 3. To enhance their skills required for higher education and research. 4. To bridge the gap between the theory and practical knowledge SDP- Plan of Action: First Year: During first year, students would be exposed to develop and enhance their fundamental skill set by providing them training on subjects like Communication skills, computer proficiency etc by the in house faculties Second Year: In second year our aim is to develop student's thinking abilities and make them thinkers. Students are sent to Industry for visits to study the functioning of the industry unit. Students submit report on this. We call experts from industry to speak on current topics who will guide them in identifying and taking right decisions in selection of their specializations Third Year : In third year, students would be given assignments to develop their leadership skills and responsibilities both on campus and in society. Students are sent to industry for projects. Students would be given presentations to be taken up so that this practice provides students with an opportunity to reflect on and share their entire developmental journey, learning, and accomplishments with peers, faculty, industry and family Best Practice – II Continual excellence of College through Rigorous working - ISO Process Title of the Practice: Excellence through ISO process Objectives of the Practice: 1. ISO 9001:2015 sets out the development and communication of the quality policy and what this means for quality professionals. 2. It sets out the requirements of top management in respect of the organisation's quality policy. 3. Top management must establish a quality policy that is appropriate to the purpose and context of the organisation and critically, it must support its strategic direction. 4. It must also provide a framework for the setting and review of Quality objectives, include commitments to satisfy any applicable requirements and to continually improve the quality management system. 5. It is the responsibility of top management to implement and maintain the quality policy. 6. Through ISO we meet student's expectation and improve Teaching and Learning quality. The Context: 1. Through ISO we strive for excellence. 2. The SOP/vision of the College mentions importance of excellence. 3. ISO promotes the excellence through PDCA (Plan, Do, Check and Act). 4. It helps in proper documentation of admin, academic and library separately. 5. From academic year 2015-16 ISO 9001:2008 certified is done and in academic year 2018-19 ISO 9001:2015 certification done by institute. 6. Now onwards the ISO processed are designed as per NAAC Criteria. The Practice: Step 1: We have designed the ISO processes for academic, admin and library separately. Step 2: For all Educator members the ISO training is given so that they should know their processes properly. Step 3: The Processes are distributed among the Educators and for each process owners and members are decided. Each process owners is expected to have full-fledged knowledge of his/her process along with its objectives,

Sessions are also planned for Educators to educate them about ISO . Step 4: The documentation is maintained properly by all processes. Step 5: In each quarter, Internal audit is done Step 6: Once in a year College undergoes for surveillance audit. Step 7: Auditors check the system keeping in mind the PDCA cycle. If any of the processes is missed then the auditor marks OFI (Opportunity for Improvement). Step 8: OFI is expected to comply within 48 hours. Evidence of Success: 1. Documents are maintained properly as per process based on Quality policy. 2. Management System approach. 3. Continual improvement and feeling of ownership. Problems Encountered and Resources required: 1. Approach of each stakeholder with respect to quality initiative. 2. Certification of auditors. 3. External agency to get certificate. Notes: Transition from ISO 9001:2008 to ISO 9001:2015 Quality Management Support: Obtain fast answers to your quality management system questions from experienced, certified quality managers that can lead management reviews with complete records of results, follow-up on management review action items, and oversee non-conformance, corrective and preventive action processes. Technical advice on quality policy, quality objectives, and overall QMS performance is readily available. Continuous Improvement Support: Trained and experienced facilitators are available to organize, lead and document for continual improvement in the system like proper system follow up, Preventive Maintenance to reduce risk occurrence.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.aef.edu.in/acbcs/pages/iqac-naac

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Mentorship: Institute believes in student's development and their continual improvement and for that it conducts number of activities to improve students' performance and progression. We also believe student's growth is our College growth. Hence mentorship is one of the best areas where mentor has thrust to adopt student as mentee and guide as much as he/she needs in all area. Mentorship: The College always maintains a supportive environment and is ready to support those who face problems. The students are benefitted from the Mentorship support systems The college provides counselling services through college mentoring meetings. The mentorship caters the students through Career guidance programme, Personal Counseling, Academic counselling, Family counseling and Group counseling programme. Personal care by mentor is taken in the critical issues. In addition to this, the college provides academic advice through regular meetings of the faculty and their mentees. The mentorship is based on student's career goal. Mentor creates a friendly atmosphere to solve mentees problems. The main objective of Mentorship is to provide overall growth of the student based on its strength and weakness, To Create Sense of belongingness among the students, to help students in achieving academic excellence, to help students in personality development, to help students in a framing and achieving the long term career goals. College have designed the mentorship process in ISO to review and evaluate monthly academics activities and progress of the mentee, to do the SWOT Analysis of the Mentees, to provide a platform to express their personal and educational concerns, to facilitate the support of the respective mentor to the mentee. We follow step by step practices through which over all analysis is being done. 1. Student information form is filled by the mentees which includes brief information and academic record of the mentees. 2. Allocation of Mentees to each Mentor is being done. 3. Formal meetings of mentor mentee are conducted twice in a month but informally a mentor interacts with the mentee on regular basis as the need is

perceived. 4. A mentor keeps a good rapport with the parents of the mentees also. 5. Mentor categorize mentees in O, A, B, C and D category (on the basis of soft skill, academic result). 5. Mentor frequently discussed their academic goals to motivate them. 6. Mentor does the analysis of their strength and weaknesses along with their short term and long term goal. 7. Mentor motivates mentees to participate in all the activities. 8. In case there is a major issue regarding any of the mentee, it is diverted immediately to the counsellor and a follow up of the same is taken. 9. Throughout year Mentor keeps track of student's progress. Every mentor works hard for their mentees and takes them under her wings, offer them comfort, attention and love. 10. A mentor helps to set academic goals for the mentees. 11. A plan of action is decided for mentees to achieve goals.

Provide the weblink of the institution
https://www.aef.edu.in/acbcs/

8.Future Plans of Actions for Next Academic Year

Future plans of the institute are aimed to promote measures for institutional functioning towards quality enhancement by enrichment of Curriculum, Feedback System, Teaching learning process, Student development programs, Research, Alumni engagement, Faculty empowerment and incorporate of best practices. Academic year 2019-20 ended with COVID-19 pandemic situation, by considering this situation institute prepare plan of action for academic year 2020-21 as follows: 1] Curriculum Enrichment: Academic year 2020-21 will start by introducing two new courses B.Com. and M.Sc.(CA) which are affiliated to SPPU. ACBCS is also planning to start at least two certification courses, QIP workshops and seminars, value added courses to impart life skills among students. Institute will give academic flexibility by providing more elective courses to students. 2] Teaching Learning- ACBCS will plan to publish teaching pedagogy booklet. Faculties will focus on e-contents development. ACBCS will motivate students to participate in online learning courses through SWAYAM or MOOC. Institute will go for LMS implementation. 3] Research: will motivate faculties and students to present or publish their research paper at UGC approved journals, national and international conferences. We are applying to all possible funding and grant schemes from government and non government organizations. National level "Eureka..Research Idea" competition is planned. 4] Industry Connect: TP Cell has planned to improve quality of placements of ACBCS. Institute will have at least two collaborations with industries for the bridge courses in next academic year. 5] Alumni: ACBCS will plan various E-Alumni Talk sessions between alumni and current students to get awareness of current market needs and trends. Regular alumni meetings are planned. 6] Quality Enhancement: To ensure quality enhancement of the institution periodical IQAC meetings will be taken with action plan. Periodically academic and administrative audit will be taken through IQA ISO audits for continual improvement. Institute will also go for external audits, Energy audit and green audit. Institute will take care of preparation and submission of the Annual Quality Assurance Report (AQAR). The measurable reports of all the activities will be shared to the management during Management Review Meeting (MRM) twice a year. 7] Student Development Program: Student development in higher education is the integration of academic learning programs with the larger issues of personal improvement and individual growth. It is a student centered, holistic experience focused on understanding (and demonstrating) values, nurturing skills, and moving towards knowledge. Institute will assist students towards their academic and career objectives by encouraging self direction and by promoting personal development and empowerment through different cells like Elite, Remedial, Holistic, Mentorship, competitive exam cell etc. We have also planned e-learning certifications as well as recent trends workshops for students. 8] Faculty Development Program: Various FDPs are planned to improve proficiency of educators. Aim is to increase the number of Ph.D. holders through research cell.

Emphasis is to improve soft skills among faculties. 9] Holistic Development: Holistic development sessions for faculties and students are planned like meditations, Yoga, health care, various hygiene issues to fight against CODID-19.