



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	ASHOKA CENTER FOR BUSINESS AND COMPUTER STUDIES
• Name of the Head of the institution	Dr. Harsha Patil
• Designation	I/C Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0253 6689561
• Mobile No:	7722032362
• Registered e-mail	acbcsnaac@gmail.com
• Alternate e-mail	principal.acbcs@aef.edu.in
• Address	Nandanvan Estate, Near Chandsi Village, Anandwalli, Gangapur Road, Nashik
• City/Town	Nashik
• State/UT	Maharashtra
• Pin Code	422013
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>Savitribai Phule Pune University</b>				
• Name of the IQAC Coordinator	<b>Mrs. Jayashree Darade</b>				
• Phone No.	<b>9850671326</b>				
• Alternate phone No.	<b>0253 6689561</b>				
• Mobile	<b>9595984218</b>				
• IQAC e-mail address	<b>acbcsnaac@gmail.com</b>				
• Alternate e-mail address	<b>principal.acbcs@aef.edu.in</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-aqar-201920-1-614d6a4b614f1.pdf">https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-aqar-201920-1-614d6a4b614f1.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-academic-calendar-and-committee-202021-61ade19556b1c.pdf">https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-academic-calendar-and-committee-202021-61ade19556b1c.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>2.55</b>	<b>2019</b>	<b>04/03/2019</b>	<b>04/03/2024</b>
<b>6.Date of Establishment of IQAC</b>			<b>14/08/2017</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of			<a href="#">View File</a>		

IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1]M.Sc.(CA) and B.Com. are the two new courses initiated in the A.Y.2020-21. 2]National Level Multidisciplinary IQAC Webinar Series "Rendezvous with Experts" conducted from 9th June,2020 to 15th June,2020. 3]ACBCS organized a State Level Innovative Idea Competition, EUREKA 2021 to purvey a platform for young minds to present their innovative ideas. 4]ACBCS recognize as a member of National Rural Entrepreneurship Mission and the ACBCS has constituted Rural Entrepreneurship Development Cell in the campus. 5]Mental wellbeing of staff and students: In the covid-19 crisis, situation became very hectic. It was very mandatory to maintain student's as well staff mental wellbeing. Online meditation sessions conducted exclusively for the students as well as staff as per the guidelines by UGC and SPPU.Covid-19 helpline was also initiated by the institutes. 6]E-Content Developments.</p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
Completion of AQAR Process	Successfully uploaded AQAR 19-20 on NAAC Portal	
Quality Inspection Audit (Admin,Academic,Library)	For continual Improvement, 4 Internal Quality Inspection	

Audit was taken. The Surveillance audit by TUV conducted on 28th December 2020 to 30th December 2020. In this audit, Institution has basically demonstrated that it operates its management system in order to ensure fulfilment of its own requirements, the requirements of its customers and the relevant legal requirements. Also the implementation and the effectiveness of the management system and the processes for providing services were assessed by the audit team by means of on-site inspection and examination of documents on a random sample basis.

Regular IQAC Meetings

The meetings held on 17th June 2020, 29th June 2020, 9th October 2020 and 16th February 2021. It ensured enhancement and coordination among various activities of the institution and institutionalize all good practices.

Promotion of research

The basic objective of ACBCS to make the students thinker and help students to explore themselves at global level by solving various problems at local/ national/international level. India with number of young & innovative minds is looking to be a global leader in research and innovation. We at ACBCS are committed to give our contribution in this national mission through EUREKA competition. This competition is challenging students to dare to think different. The objectives of this competition were :1]To

	<p>bring out creative Ideas from students.2]To inculcate research culture among students.3]To encourage original and novel thinking.4]To provide an opportunity for expression of ingenious thoughts.5]To explore the active student centered paradigm of education. The Competition gave great opportunity to Express Ideas. Participants learned many new things. It made participants to think differently.</p>
Green India Activity	1]On the occasion of World Environment Day
Management Review Meeting(MRM)	Management Review Meeting(MRM) held to continual monitor the activities of Institute by top management for improvement & of short term targets set. The MRM was held on 31st August,2020
Alumni Connect	<p>1]Alumni Talks Series was an initiative of ACBCS Alumni Cell to bridge the gap between alumni and current students. Through this platform students were updated with current market trends and happening in industry through domain of respective alumni. This series was conducted in online mode through zoom platform from 05.06.2020 to 14.06.2020. 2]Star alumni were also invited at induction program organised for new admitted students on 3rd October,2020.</p>
Faculty and Student Development Programme	1]IQAC conducted online webinar on
13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	31/08/2020

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-21	08/01/2022

**Extended Profile****1. Programme**

1.1	185
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2. Student**

2.1	636
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	189
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	191
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	26
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of Sanctioned posts during the year	24
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	19 Classrooms and 1 seminar hall
4.2 Total expenditure excluding salary during the year (INR in lakhs)	12422825
4.3 Total number of computers on campus for academic purposes	201
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The institute follows the Choice Based Credit System as prescribed by SPPU. Covid-19 pandemic situation in academic year 2020-21 leads to carry out curriculum planning, delivery, enrichment &amp; feedback carried out in online mode.</p>	

Curriculum planning is initiated at starting of every semester by core Academic Committee who prepares the academic calendar for every semester in accordance with the university academic schedule, which comprises the duration, internal assessments for theory and lab courses, flagship events such as Eureka, Annual Day, Sports day, General Holidays, and disseminates it to the departments and students.

Subject allocation as per expertise & timetable for department is prepared by HOD. The subject teacher prepares Micro plan ,lesson plan and study material along with the Course Outcomes (CO's) and maps it with Program Outcomes (PO's) for each course.

Curriculum Delivery is carried out by using ICT tools and innovative teaching-learning online teaching Pedagogy.

Curriculum is enriched through Expert Session, industry visits and value-added courses like advanced excel, Business Managerial skills, environment etc.

Feedback on curriculum teaching by observing faculties sessions by principal, vice principals & coordinators that helps to change teaching pedagogy to make deployment of curriculum more effective through the interactive two way teaching method.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.aef.edu.in/acbcs/pages/igac-naac">https://www.aef.edu.in/acbcs/pages/igac-naac</a>

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

The Academic Committee prepares the academic calendar for every semester in which comprises detail information about total working days in the semester, holidays and curricular, co-curricular and extracurricular activities and The schedule of internal and external examination which is shared with students through their class what's app group. Telegram and Google classroom. Separate internal committee formed to execute& monitor CIE .Internal evaluation pattern is shared with students and shown below.

Evaluation1



Evaluation2

Evaluation3

Mid Term Exam

End Team Exam

Attendance

- Evaluation may consist of subject wise written test, Orals, Assignment writing, Group activities, subject wise Presentation on respective topic, etc.
- Midterm based on 50% & End Term based on 100% syllabus which are in written form. 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 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.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.aef.edu.in/acbcs/pages/exam-time-table">https://www.aef.edu.in/acbcs/pages/exam-time-table</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

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

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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

636

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

636

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Modern curriculum always responds to the needs of the society emerging out of various social issues and challenges. The college

has taken special efforts through online zoom platform in this academic year to integrate the cross cutting issues as given below:

**Gender :** Programmes, workshops, seminars related to issues of gender for girl as well as to boys students of the college to sensitize them towards the issues of women under the "Vishakha". Issues like women health, female abuse, female feticides, anti dowry etc are dealt.

**Environmental Education and Climate Change** organizes environment awareness camp, tree plantation, Eco-friendly, Ganesh Idols Waste Management System ,Rain water harvesting, e-waste disposal, saving energy, proper ventilation, optimal use of energy are few of the highlights.

**Human values :** Anti-ragging and 'Women's Grievance Committee' monitors the matters of conduct and discipline. Students Participate in various social activities Traditional day ,Teachers Day, Visit to adhar ashram, Health Check Up , Save girl child activity , Traffic Rules and Road Safety & Swachh Bharat Abhiyan.

**Professional Ethics:** Industrial visits/internship carried out by students through telephonic/zoom interview and offline visits by taking all precautionary measures of Covid 19 pandemic. Students participated in various conferences/seminar to present their research work

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

49

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

519

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-feedback-2021-62cd1c5d2902e.pdf">https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-feedback-2021-62cd1c5d2902e.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
398	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
72	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<b>Every student has different learning attitudes and learning habits.</b>	

Faculties are applying different teaching methodology to cope up the students from their needs. Different types of internal assessment of the learning levels of the students, which is done by the teachers in the classrooms during the lecture and by conducting tests, assignments, presentation, viva. On the basis of assessments Advanced and slow learners are identified. Specific teaching learning methodologies are designed, and needs of such students are planned and implemented.

#### Slow Learners:

Ashoka Center for Business and Computer studies has created a Remedial club after identification of slow learners. This will help them to do better in academics. This cell will provide necessary support in terms of content, Question bank and additional lectures to weaker students.

#### Advanced Learners:

Ashoka Center for Business and Computer studies has created an Elite club after identification of advanced learners. This Cell will cater the specific needs of academically Class toppers. This will help them to excel in academics and get ranks in university results. This cell will cater the needs of academically excellent students.

File Description	Documents
Link for additional Information	<a href="https://www.aef.edu.in/acbcs/pages/activities-student-development-program">https://www.aef.edu.in/acbcs/pages/activities-student-development-program</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
636	26

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

**1. Projects:**

Students are working on various companies project to fulfil their requirement by this the measurable outcomes desired from a project.

**2. On field Assignment:**

Field Assignment involves analyzing the condition of the field as well as review of all current management practices. Field Assignment on sports, industrial visit, excursion etc.

**3. Internship and placement:**

It's an opportunity from employer of a company to student's interest in gaining work experience in a particular Specialization.

**4. Case Study:**

Case Studies to improve the problem-solving ability of the students.

**5. Research Cell:**

In pandemic situation cell helps students to publishing and presenting students paper in national and international level.

**6. ICT and E-Resources:**

College encourages students use ICT and E-Resources.

**7. Interactive Approach:**

The college serve an interactive approach through discussions, peer learning, Subject presentations to boost greater sharing and interactive learning.

**8. E-bulletin:**

Through E-bulletin students achievements are published to motivate and nurture the skill.

**Participative Learning:**

Through NSS, students work in social group, takes part in seminars, conference and workshop, magazine, sports Competition, case study, supports flipped classroom teaching methodology.



**Problem Solving Methodologies:**

By conducting Mentorship, taking students previous year percentage, SWOT analysis, mentor solve their doubts and problems.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/igac-naac">https://www.aef.edu.in/acbcs/pages/igac-naac</a>

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

Faculties of the College attempt to form the finest utilize of the innovation in their educating process. Teachers have the knowledge and abilities to use new digital tools to help all students to achieve high academic guidelines

- The classes have ICT Enabled Classrooms having Laptops, Desktops, and Projectors which helps students in the e-learning process. Some teachers use and share E-books which are very useful for the students as they are convenient and saves the cost of buying the physical books. In pandemic situation, Teachers used microphone and cameras to connected speakers to enable them to reach to all the students in the classroom.
- College Library is providing E-book through ERP also provides accessibility to e-resources via INFLIBNET to teachers and students.
- The college has well equipped Computer, Mathematics as well as Electronics Labs with software.
- Teachers have prepared and present PPT, videos such as YouTube contents in the classrooms which help them have an interactive conversation with the students.
- Teachers have started taking lectures online on Zoom, MSTeam etc. FDPs are conducted to enable the teachers with these online platforms.
- Teachers share micro plan, reading materials, short/long notes, PPT, e-books over different media like Google Classroom, E-Mail, Blogs, WhatsApp etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.aef.edu.in/acbcs/pages/infrastructure">https://www.aef.edu.in/acbcs/pages/infrastructure</a>

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

#### 2.3.3.1 - Number of mentors

26

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

127

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

There is complete transparency in the internal assessment as per university guidelines. The Examination committee follow academic calendar before the start of the sessions. The institute organizes Induction program to makes the students acquainted with the rules and regulations of the affiliating University, internal examination scheme and evaluation processes. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.

The students are notified about the examination schedule through whatsapp and telegram group. As well as circulates the invigilation duty chart for the faculty. The pattern, quality and correctness of the question papers prepared by the faculty members for the internal assessment tests are verified by the HOD.

The answer papers of the students are distributed to them and the satisfaction of the students regarding evaluation is ensured. Average

internal marks are shown to the students. student must submit lab record regularly. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation / record. For the quality of the projects, the evaluation is done by other faculties.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/examination-cell">https://www.aef.edu.in/acbcs/pages/examination-cell</a>

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

ACBCS is the Minority College of Savitribai Phule University, therefore it follows the guidelines which are set by University for the condition of examinations.

College has well defined system of 3 concurrent evaluations, Midterm, End Term Exam and Attendance. Midterm and End term marks shared with students The students can check their marks and approach the concerned teacher directly in case of any clarification or discrepancy.

At the end all the marks of evaluation and attendance marks are merged and final marks are finalized. Student can report any query, if any with the specified time period after which the marks finally uploaded on the university portal.

The Educator gives the corrected answer scripts to the students for verification. If any discrepancy is noticed, the Educator concerned may rectify and necessary corrections maybe made. If student is not satisfied with the marks awarded even after modification by the Educator, student may present the same to HOD concerned.

The marks are sent to the university only after each student has been given ample opportunity and time to review and register her complaint, if any. The final Internal Assessment marks are reviewed by the Departments with the help of subject teachers.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/examination-cell">https://www.aef.edu.in/acbcs/pages/examination-cell</a>

## 2.6 - Student Performance and Learning Outcomes

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

- In orientation Program, it is circulated for faculties and students.
- Savitribai Phule University provides syllabus on the website portal, also college gives syllabus to students in the beginning of the session
- Savitribai Phule University provides, Program Outcomes, Course Outcomes of each subject which the students will achieve in learning that subject.
- Special Orientation Programme is conducted for the new appointed teacher, so that faculties can get familiar with the outcomes of each Programme and implement their subject microplans accordingly.
- Orientation programmes are conducted for the first year students to make them aware about the desired outcome.
- PO'S CO'S and PSO'S are communicated by the following ways.

1. Stakeholder's especially employers, parents students are informed through electronic media

2. print media i.e.brouchers.

3. Departmental page is published on the college website.

4. Program objectives are printed & pasted in Departments and on the Hand book.

5 Orientation programme is conducted for teachers and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.aef.edu.in/acbcs/pages/igac-naac">https://www.aef.edu.in/acbcs/pages/igac-naac</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The evaluation system and student feedback ensure that the course objectives are received through proper channels to the students. Students are well placed in various sectors of industry with good packages. The institution conducts various curricular activities co-curricular activities and extra-curricular activities in every semester to check whether the stated objectives of the curriculum are achieved during the implementation.

Regular seminars, debates, case studies, quizzes pertaining to the relevant subjects are conducted in the class room .

Extension activities Vishakha, Covid-19 Awareness program, students created video saying how to stay positive during this pandemic under name " Muskurayega India", also has created hash tags like #Stay Home #Stay Safe Message Poster .As a result of this continuous and constant mentoring from the qualified and enthusiastic Educator members, the institution was able to make many students to score distinctions..

Many of students have participated in NSS Activity, Tree plantation, Training and placement orientation, Digital Poster making etc. Extracurricular activities like NSS, kavisammelan, etc. has made our students achieve many awards and grades which are highly exemplary of the attainment of the outcomes as mentioned in the outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.aef.edu.in/acbcs/pages/igac-naac">https://www.aef.edu.in/acbcs/pages/igac-naac</a>

### 2.6.3 - Pass percentage of Students during the year

**2.6.3.1 - Total number of final year students who passed the university examination during the year****190**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-annual-report-202021compressed-61d3f800b9aff.pdf">https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-annual-report-202021compressed-61d3f800b9aff.pdf</a>

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

[https://www.aef.edu.in/acbcs/up-images/downloads/upFile\\_0-sss-action-taken-2-62bbd4d4aaf78.pdf](https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-sss-action-taken-2-62bbd4d4aaf78.pdf)

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0**

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

19

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

16



File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

13

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

ACBCS strive for overall development of students. To promote this overall development we have constituted various cells. In the year 2020-2021 we have conducted various activities under different cells which are as follows. Under holistic development cell and National Service Scheme we have taken activities like employee appreciation, happiness wall, life lesson on the Chhatrapati Shivaji Maharaj, Management lesson from Bhagvat Gita, Youth week, Constitution awareness quiz, Gandhigiri, various sessions of entrepreneurs like Mr. Nikhil Kheluskar, Ms. Kalyani Shinde. The activities like life lesson from Chhatrapati Shivaji Maharaj and Management lessons from Bhagvat gita mostly focused on learning's from Indian mythology and their adaptability in modern world. Even in the pandemic situation we have conducted National service scheme activities according to Savitribai Phule Pune University circular like Awareness quiz to control the spread of Covid-19, Mahatma Gandhi Jayanti, Youth Week, Yoga day, Road safety awareness, Aids day awareness, NSS day celebration, Online E-Pledge, Marathi rashtrabhasa din. The celebration of aids day aimed at spreading awareness about aids students were told to make one minute video with slogan. In road

Safety awareness quiz was conducted. In vigilance awareness week walkathon, poster making, debate competition were organized.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1PT2vF20tuubIULNcIiC1iYipBaaJ37Kt/view">https://drive.google.com/file/d/1PT2vF20tuubIULNcIiC1iYipBaaJ37Kt/view</a>
Upload any additional information	<a href="#">View File</a>

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

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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

24

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

500

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

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

55

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

3

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Ashoka Center for Business and computer Studies has developed high-tech campus with modern facilities/learning resources as per the curriculum requirements and norms of statutory/regulatory bodies. The Ashoka Center for Business and computer Studies provides resources and infrastructure for academic excellence according to its vision and Strategic Objectives.

Sr. No.

Room Description

Quantity

Required Area

Available Area in Sq.Ft.

1.

Academic blocks

22

12 sq. ft.

640

1.

Counselling/Admission rooms

4

2 Square Meter per person

380

1.

Amphi-Theater, Seminar hall

1(150)

1(150)

1200 sq. ft.

A.T. = 4081

S.H. 1740

1.

Computers labs

4

600 sq. ft.

1000

1.

Electronic Lab

1

600 sq. ft.

802

1.

library

1

600 sq. ft.

1022

1.

Girls /Boyscommon room

2

150 sq. ft.

378

1.

Maths & stats Lab

1

0.557 Sq. meters (6 Sq. ft.)

532

1.

Exam Room

1

543

1.

NAAC Room

1

150 sq. ft.

543

1.

Store Room

1

1000 to 2000 sq. ft.

543

1.

Reading Room

1

2.33 m

660

1.

Cafeteria

1

3240

1.

Staff room

1

600 sq. ft.

802

1.

AISC & T&P

1

543



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/infrastructure">https://www.aef.edu.in/acbcs/pages/infrastructure</a>

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

ACBCS has 20209.43 SQ. FT Sports ground. Through its excellent sports facilities, ACBCS offers opportunities to students for regular work-out, lifestyle management and interaction. Every year ACBCS Organizes Sports Meet in which Sports Competitions held each year as a mega event. Different sports events, games like badminton, basketball, volleyball, cricket, football, chess, tug of war, athletics (Shot put, 100 m sprint, Long Jump) to clinch the much coveted trophies. The students of various institutions also present a colourful cultural programme depicting the different cultures followed in different states of India.

Facility available

Quantity

Area

Football Fields

01

171162 Sq. Ft.

Volleyball Courts

01

Basket Ball Courts

01

Cricket Ground

01



Tug of war Rope

01

Carom Boards

08

628 Sq. Ft.

Chess Boards

08

2. Cultural activities: To explore and nourish the hidden talents among the students, every year institution organizes various cultural events. ACBCS also organizes 'UDAAN' a state level competition and 'Indradhanushya' is organized at ACBCS campus every alternate year. The institution has made available auditorium with 150 seating capacity, Seminar hall with 150 capacity, and Institution organises competitions like poster making, face painting, tuck shop, etc. where students display their creations and innovative ideas, talent in various form.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/sports">https://www.aef.edu.in/acbcs/pages/sports</a>

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

21

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

21

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/infrastructure">https://www.aef.edu.in/acbcs/pages/infrastructure</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

8196196

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Library is the resource hub for knowledge and has a vast collection of books, journals, magazines, periodicals. Library has facilities such as ERP software and OPAC (Online Public Access Catalogue) which is used by students & faculty for search of books by title/ author name etc. Separate reading room is available for undergraduate students and teachers. Separate e-library is also available with facilities such as subscription for e-journals, e-books, N-list etc.

Description of ILMS is as follows:

Name of ILMS software

**Nature of automation**

**Version**

**Year of automation**

**ERP**

**Partially automated**

**V1**

**2016-2020**

**Highlights of facilities in Library:**The books are arranged according to Dewey decimal classification and arranged in the library in systematic manner.

**Facilities**

**Details**

**Reference section**

Separate reference section for Books, Journals, project report is also available in the library.

**Journals**

The national and International Journals are arranged separately

**E-Library**

There is a E-Library section for e-recourses

**News paper section**

There is a separate News paper section.

**Question Bank**

Question papers of Sessional & University Examination are available

for students' reference

Journals, theses and CDs available in library

Books

Titles:

1600

7011

Volumes:

Theses:

4

Journals:

National: 10

International: 03

CDs

1023

News paper

09

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.aef.edu.in/acbcs/pages/library">https://www.aef.edu.in/acbcs/pages/library</a>

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

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

154319

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

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

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

25

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

ACBCS has enormous and latest IT Infrastructure to support the teaching & learning processes. During pandemic situation ACBCS has provided strong IT support which helps students as well as faculties to effectively adopt the online teaching mode. ACBCS has purchased Zoom paid version to make online teaching effective and easier. The

upgradation of IT facilities has been regularly done by IT department as per IT maintenance policy. Maintenance has been checked through internal and external audit. Details of ACBCS computing facilities i.e., hardware and software are ACBCS Campus is under CCTV surveillance, Class rooms, Seminar Hall, staff room, electronic and math lab and computer lab, all departments, library and reading room, Principal cabin, QAG office, student development cell, NSS room, IT and server room, admin office, women redressal cell, exam room and sport room with LCD projector, Lecture capturing system, software and internet connection for power presentation etc.

Students and faculty members have access to electronic resources which encourages them to use e-learning resources of library. Software packages provided to the staff and students are given below are as:

- NLIST
- ERP

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/infrastructure">https://www.aef.edu.in/acbcs/pages/infrastructure</a>

#### 4.3.2 - Number of Computers

205

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

8251294

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The ACBCS has a dedicated maintenance department responsible for carrying out the duties of Estate Office and is responsible for overseeing the maintenance of buildings, class rooms, laboratories, cafeterias, sports facilities. A maintenance committee is constituted at campus who oversees the maintenance and upkeep of the physical infrastructure, facilities, green areas etc. The department has qualified and skilled manpower for electric work, plumbing, carpentry work, horticulture etc. Maintenance of infrastructure facilities, services and equipment's is done as per following details:

1. The ACBCS has power management department to ensure uninterrupted power supply and maintenance of electrical assets. The maintenance of equipment like Generator Sets, Adequate Lighting, UPS, Solar Panels etc. are undertaken as per their preventive maintenance schedules, guidelines by the equipment supplier. 2. Maintenance of

**Services:** Further, a fleet of buses are maintained by the transport department of the AEF/ACBCS. Sports facilities, etc. are maintained by the administration department as per the laid down guidelines. Housekeeping services are in-house and available on campus as per their duty hours. **Maintenance of Equipments:** The ACBCS has a dedicated cell for it. Further, major laboratory equipments are under Annual Maintenance Contract (AMC) for their regular preventive and corrective maintenance.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/infrastructure">https://www.aef.edu.in/acbcs/pages/infrastructure</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

26

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

16



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

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

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="https://www.aef.edu.in/acbcs/pages/e-bulletins">https://www.aef.edu.in/acbcs/pages/e-bulletins</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**636**

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

**636**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

50

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

86

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

39

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

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

9

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

As per the provisions of section 40(2)(b) Maharashtra Universities Act 1994, the college has constituted a student council. Student council is decision making body in ACBCS. Every year new student council is formed. Student council consisted of Sports representative, cultural representative, ladies representative, Principal, SDO, Physical director, Cultural coordinator. Various activities like e-orientations, e-workshops & Seminars, E-Alumni Meet, Earn and learn, International Yoga day and many such activities were organized by them. ACBCS involves 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. A class representative is a student who represents the views of his or her class on academic matters to the lecturer, Department and Faculty. CR coordinates and organizes activities like peer group learning, flip class room, quizzes, student presentation, case study etc. Cultural Secretary responsible for arrangements of cultural activities, managing cultural days and annual gathering UDAAN. Coordinated activities like Talent Search, Alumni meet etc. Sports Secretary motivate students to participate in sports activities and organize in-house sports days. Ladies Representative (LR) communicates problems of girls to the administration of the institute and organized Nirbhaya Kanya Yojana activities.

File Description	Documents
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/students-activities">https://www.aef.edu.in/acbcs/pages/students-activities</a>
Upload any additional information	<a href="#">View File</a>

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

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

18

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

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

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).

Alumni Association meeting is organized with committee members and tentative programs are finalized.

1. 7 days Alumni Talks Series details.

Sr. No.

Date

Topic

Speaker

1.

05/06/2020

Opportunities In Crises Of Covid

Siddesh Borase

1.

07/06/2020

Future Of Event Management

Joan Nair

1.

08/06/2020

Being Agile

Hitesh Bhatia

1.

09/06/2020

A Journey Towards Passion

Manas Lohokare

1.

11/06/2020

Art Of Syncing Body Language With Communication

Rashi Mehani

1.

13/06/2020

Wellbeing And Career Opportunities In Cyber Security

Harshita Jadhav

1.

14/06/2020

Industry 4.0\*

Yash Kadwe

1. Other activities

S.no

Event

Names

Date

1.

Alumni Startup Presentation

Ashray, Sushant and Shweta

21/07/2020

1.

Financial Management

Prachi Singh

26/09/2020

1.

Industrial Experience

Varsha Singh, Jessika D'Souza, Kuldeep Sharma and Abhiman Kanojia

3/10/2020

1.

Digital Marketing

Piyush Kukreja

15/10/2020

1.

E Alumni Meet

Alumni

26/12/2020

1.

Digital Marketing Workshop

Piyush Kukreja

21/5/2021- 22/5/2022

1. Alumni Talks Series II details.

Sr. No.

Date

Topic

Speaker

1.

13/03/2021

Employer's need

Mona Shaikh

1.

20/03/2021

Entrepreneur Skills

Yogeshwar Dande



1.

27/03/2021

Passion - A Profession

Rasika Natu

File Description	Documents
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/activities-alumni">https://www.aef.edu.in/acbcs/pages/activities-alumni</a>
Upload any additional information	<a href="#">View File</a>

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

E. &lt;1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

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

**Our Mission:** "To make our students thinker for self-exploration with technical and skill specific knowledge to create young professionals."

**Our Vision:** "To embed need based knowledge through holistic approach to create responsible future generation with deep rooted ethos."

Need based process in education is the process based on exploration of the need of a learner from the perspective of global requirement. Transformation/ Up gradation/ Revision taking into consideration the perpetual sustainability of the imparted knowledge in every walk of life

Holistic approach implies the approach of education for the learner through Intellectual, emotional, Social, Physical and spiritual

## domains

Modernisation in the education system is essential for students to practice the value based culture as it establishes high self esteem among students, which can make them capable of understanding & following core Indian values

To enable and stimulate the learner for realizing the latent potential and ability to perform the best under any circumstances.

Student's thinkers: Accelerated process intended to the education not in general but specific with a speed and accuracy of the learners' ability.

Young professionals signify the ability of students to face these challenges by appropriate methodology followed by providing full exposure to industry during the phase of their growth.

File Description	Documents
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/about-acbcs">https://www.aef.edu.in/acbcs/pages/about-acbcs</a>
Upload any additional information	<a href="#">View File</a>

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

Weekly unit meeting titled "Friday Meet" is conducted chaired by Administrator of the organization and Director of Higher Education. Participants are Principal, Administration department staff, coordinators, all teaching staff. Following points are discussed in it:

Weekly Attendance of students (class wise), admissions and promotional activities conducted, activities planned and conducted for the period, Achievements of unit, Staff, students & alumni, issues/grievances, if any. On the spot point for discussion. Principal & committee heads brief the details in it.

College Development Committee (CDC) is formulated and quarterly meetings are conducted as per norms laid down in university act. Principal & committee heads brief the details in it. The participants for the meeting were CDC committee members including Hon.Chairman, Secretary, Administrator, Director, Principal,

external member, industry member, faculty representative, administration staff.

Management Review meeting (MRM) is conducted six monthly chaired by Honorable Chairman and Secretary of the Organisation. Principal & committee heads brief the details in it. The review of working through Quality assurance cell and ISO process is taken.

Academic Year Committee (AYC) 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.

File Description	Documents
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-academic-calendar-and-committee-202021-61ade19556b1c.pdf">https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-academic-calendar-and-committee-202021-61ade19556b1c.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute operates inline with the vision and mission statement formulated. It also has made its statement of purpose (SOP) which is considered in developing strategy and prospective plan, to deploy various activities and plan of actions.

Statement of Purpose "We are committed and determined to redefine the cause of excellence in Education and implement it through an accelerated need based practical oriented process with holistic approach to empower learners for self-exploration to become a responsible global citizen with deep rooted ethos of Indian culture and tradition."

Admission of Students: Admission committee is formulated every year for allocation of various work of admission.

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 co curricular and extracurricular activities.

**Curriculum Development :** Being an affiliated College follows the curriculum prescribed by the SavitribaiPhule Pune University, Pune and takes utmost care in its systematic implementation by detailed planning and execution by the educators.

**Human Resource Management:** Staff is recruited as per norms of university guidelines. Various FDP (in house and outside) are attended by staff.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/igac-iso">https://www.aef.edu.in/acbcs/pages/igac-iso</a>
Upload any additional information	<a href="#">View File</a>

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

The Organizational Structure of the College consists of the Management Executive Council, Governing body of Board of Directors, the Principal along with Local managing committee (College Development Committee) & Internal Quality Assurance Cell. The teaching staff, the non-teaching staff and the students perform their functions as per policies formulated for college governance.

The Management of the College consists of the Hon.Chairman, Hon.Secretary. The Board of Directors consists of Director: Higher Education, Administrator. They are the highest decision-making body, which are in constant touch with the Principal on all matters pertaining to the smooth functioning of the institution.

The Principal is assisted by the HOD/Vice Principal of Department, Academic Coordinator and Teachers-in-Charge of the Classes, the Staff Council (all teaching faculty) and the Non-Teaching Staff, which comprises of the Administrative Officer, Section Officers (one for Accounts Office and one for the General Administration), Senior and Junior Office Assistants and support staff.

Student council meetings are held regularly to address the student related issues and organize extra-curricular activities through various Cultural Societies.

The Anti Ragging Cell, Grievance Redressal Committee and the

**Internal Complaints Committee:** The objective of these committees is to ensure that no violation of rules takes place within the college.

File Description	Documents
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/mandatory-disclosures">https://www.aef.edu.in/acbcs/pages/mandatory-disclosures</a>
Link to Organogram of the Institution webpage	<a href="https://www.aef.edu.in/acbcs/pages/igac-naac">https://www.aef.edu.in/acbcs/pages/igac-naac</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Faculty empowerment through yearly career planning is the policy that seeks to encompass the whole staff community. Staff career planning and evaluation recognizes scholarly activity in pursuit of academic excellence is the responsibility of each member of the staff, supported and guided by the Head of Department. It includes on-job learning, specific training in order to carry out new activities and challenges, knowledge sharing with colleagues, mentoring, coaching, research and study, consultancy, participation in conferences, seminars, courses and training programmes.

welfare benefits are provided to all staff members:

1. Educator members are promoted for self-development programs and higher education. 2. Various leaves available to teaching and non-teaching staff are vacation leave, casual leave, duty leave, medical leave, study leave and maternity leave for ladies staff. 3. Fees instalments & fees concession scheme for wards of staff. 4. Employee Provident Fund for teaching and non-teaching staff. 5. The College provides college uniform to non-teaching staff (Security Personal and peons). 7. Parking facility to teaching and non teaching staff. 8. Birthday gift and Diwali gift to teaching and non teaching staff. 9. For research work separate PCs are allocated with internet connection. 10. Every year, staff get an increment based on performance.

File Description	Documents
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/Faculty-Welfare-and-Development.">https://www.aef.edu.in/acbcs/pages/Faculty-Welfare-and-Development.</a>
Upload any additional information	<a href="#">View File</a>

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

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

13

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

18

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

25

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Yes , the college has a Performance Based Appraisal System from the initiation of the college. The staff members are required to fill and submit the prescribed performance appraisal forms along with the necessary documents. The principal/Vice principals verifies all the necessary reports and forward it to management.

Teaching staff: Performance appraisal is divided into four categories

CATEGORY-I : Academic performance (Present Educating Status) Results for the academic year for the particular subject taught by the faculty.

CATEGORY-II : Development of Professional Additional training taken in the academic year. Details of refresher course, FDP, Workshops, Seminars attained by individual.

CATEGORY III : Research and Development 1. Details of research papers published in various journals. overall faculty involved in research.

CATEGORY IV : Administrative Work and Contribution in Co-Curricular Activities and organisational contribution. Other details like problems faced in the academic year, Suggestion for the Improvement in the Institutional System

Non Teaching : Performance appraisal is based on the punctuality, sincerity, hard working and other facts of the staff. Performance appraisal form is also filled by non-teaching staff and the same steps are followed with respect to their reporting hierarchy, evaluation is done and forwarded to management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

The Institute have own internal audit mechanism which is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the College. Qualified Internal Auditors from external resources are appointed and a team of staff under them do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. Likewise an external audit is also carried out in an elaborate way on a quarterly basis.



The college has both the internal and external audit mechanisms. For internal audit, a panel of accountants is appointed by the management. They regularly conduct the audit programmes At the end of every financial year final audit is conducted.

The audit of expenditure incurred under various examinations and grants sanctioned conducting seminars/conferences/workshops etc. is conducted. ISO process of an institution conducts audit programmes from time to time. So far there have been no major findings / objections. In or errors of omissions and commissions when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

The institution has a regular system of annual budgeting and auditing of its accounts of internal and external systems. Institutes have developed their own internal audit structure to process and monitor effective and efficient use of available financial resources. The Finance and Purchase Committee is actively involved in the mobilization and use of available financial

resources. As per the requirement of the academic and infrastructural facilities by various departments, the Purchase Committee as well as the Management make new purchases after the procedure and sanction. The budget is allocated to the departments yearly and the expenses are met accordingly after completion of the technical formalities. The funds are allocated on a priority basis for various purposes. The finance head scrutinized to ensure further effective and efficient use of financial resources.

The annual budget of Revenue Expenditure and Capital Expenditure are recommended annually by the Finance Committee and approved by the Board of Trustees. Results are compared and analyzed. Working following on time and real time basis under internal control mechanism. Expenses are monitored, checked and controlled under vertical hierarchy through the internal control system of all the day-to-day transactions. Apart from above external statutory auditors are appointed by the trust.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

The two practices institutionalized by IQAC are:

1] Promotion of research culture through state level "Eureka Research Competition"

A State Level Innovative Idea Competition "Eureka...from the student...for the society" was a unique competition to provide an opportunity for expression of ingenious thoughts. The basic objective of EUREKA was to help students to explore themselves at global level by solving various problems. The objectives of the events are:

1. To make students think beyond the curriculum.
2. To generate innovative and creative solutions to social issues.
3. To inculcate research culture among students.
4. To provide an opportunity for expression of ingenious

thoughts.

## 2. Assure the quality of the institute through QAG (Quality Assurance and Guidance) Cell

IQAC initiated a Quality Assurance and Guidance (QAG) Cell to verify and determine whether institutes meet or exceed all stakeholder's expectations. QAG cell design various 19 cells under it which are QMS/ISO, Employability Cell, Spruce Mechanism, Holistic Development Cell, Monthly Report, Great Teacher Characteristics, Website Management, Class Observation, Staff Academy, Elite club, Remedial club, Mentorship, Competitive exam cell, Literary Cell, E-Bulletin, Brand development, 5S and Faculty Development Program.

QAG adheres to quality objectives that have been developed in consultation with relevant stakeholders

File Description	Documents
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-eureka-2021-report-new-62da4540d85fc.pdf">https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-eureka-2021-report-new-62da4540d85fc.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

It has been one of the primary concerns of IQAC to adopt practices, which will provide quality education to the students through an effective and meaningful teaching-learning process. This plays an instrumental role in enhancing the quality of the academic and co-curricular.

IQAC achieves this through mainly two practices, viz,

1. Conducting Annual Academic Audits where in departments are made to do a SWOC Analysis of their performance based on results, research, use of ICT-related methodologies, etc. The IQAC gives constructive feedback to the Departments for internal quality enhancement.

2. Collecting feedback from stakeholders to facilitate teaching-

learning reforms. This helps in obtaining an unbiased and honest opinion about the institutional performance especially in academics.

Two broad areas where these reforms are reflected are as follows:

1. Attainment of PO, PSO and CO: 7 students from BBA secured top ranks in merit list declared by Savitribai Phule Pune University, among which top 5 students were consecutively from ACBCS. IQAC has ensured that all virtual lectures with revisions, practice test are conducted in pandemic.

2. Placement opportunities are made available to the students by inviting reputed companies to the College through the T&P Cell. 32 students got placed in diff. MNCs.

File Description	Documents
Paste link for additional information	<a href="https://www.aef.edu.in/acbcs/pages/Activities-placement">https://www.aef.edu.in/acbcs/pages/Activities-placement</a>
Upload any additional information	<a href="#">View File</a>

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.aef.edu.in/acbcs/pages/mandatory-disclosures">https://www.aef.edu.in/acbcs/pages/mandatory-disclosures</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The admission report observed that there is a high social diversity among the students of the college, number of women students is higher than men, The report also recorded that the campus, infrastructure and space for interaction between different groups are good. As per the UGC regulations, 2015 the grievance Committee (GC) is constituted by the college. The Women Complaints and Redressal of the complaints are worked out by VISHAKHA Committee. Expert sessions are organised. We take various competitions, where all girls and boys participated.

Our whole campus is under CCTV surveillance. We have two security gates where security officers are on duty. We have good parking place. No entry is given under premises for students and faculties without i-cards. For any misbehaviour of the students, appropriate action is taken. College send sms to absent student's parent. College provides a vending machine for girls. We conduct counselling sessions regarding sexual harassment and self defence. We also have Anti-ragging committee. We also have a grievance cell where a record is being kept. The Suggestion box/complain box is kept at the admin section.

The College provides three common rooms for boys, girls and faculty for healthy relation and mutual contact among them.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-academic-calendar-odd-sem-ay202122compressed-6129fd67a2dd7.pdf">https://www.aef.edu.in/acbcs/up-images/downloads/upFile_0-academic-calendar-odd-sem-ay202122compressed-6129fd67a2dd7.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.aef.edu.in/acbcs/pages/igac-naac">https://www.aef.edu.in/acbcs/pages/igac-naac</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-**

**B. Any 3 of the above**

**based energy conservation Use of LED bulbs/  
power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Table 7.1.5: Type of waste generated from various sources**

**Sr no.**

**Source**

**Type of waste generated**

**1**

**Classrooms**

**Paper, plastic, pen, pencil, charts, disposable cups, wrappers**

**2**

**Lab**

**Paper, Plastic, Pen, Pencil, Bottles**

**3**

**Staffroom**

**Paper, Wrappers, Plastic, Bottles**

**4**

**Office**

**Paper and plastic**

5

**Library**

Paper and plastic

6

**Toilets**

Paper, plastic and sanitary napkins.

**E-Waste management**

Institute works on awareness building about E-waste management. Policy of 3 R is accepted and disseminated through awareness building on Reduce, Reuse and Recycle. This is done through roadshow activities, display boards, and student projects. Awareness about proper e-waste management is also built among the students and especially among those departments teaching Computer Based Courses to minimize e-pollution on and off the campus. The Ashoka Education Foundation has centralized facility to collect e-waste from Colleges, housekeeping and disposal. E-wastes such as computers, laptops, scanner, printer etc. if generated are collected centrally & disposed off. Old monitors and CPUs are repaired and reused.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://www.aef.edu.in/acbcs/pages/infrastructure">https://www.aef.edu.in/acbcs/pages/infrastructure</a>
Any other relevant information	<a href="#">View File</a>

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.1.7 - The Institution has disabled-friendly,

B. Any 3 of the above



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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducts several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation but also to generate the feeling of oneness and social harmony. The college and its teacher and staff jointly celebrate the cultural and regional festivals like Fresher Party ,teacher's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, festivals like Diwali celebration etc. religious ritual activities are performed in the campus. Motivational lectures are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. Besides academic and cultural activities, sports activities for the physical development

of the students. In this way the institute's efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

In observation of the importance of inculcating the constitutional obligations, values, rights, duties and responsibility in both staff and students of ACBCS, the college has taken the initiation of introducing the Constitution of India as an audit course to its students besides organizing sensitization and awareness programmes in the college regarding Human Rights, Fundamental Rights, Legal Awareness, Traffic Awareness, Civil Safety, Values etc.

The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations. In college various activities are conducted to sensitize students and employees with values, rights, duties and responsible citizen. Various activities like Blood Donation Camp, Road safety, Independence day, Republic Day, swachataabhiyaan were initiated.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. All of the above**

**of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

All staff members and students gather in the college to celebrate these days. Celebration of cultural and constitutional festivals is integral part of college's co-curricular activities. The academic calendar is brimming with important events which show enthusiasm of this institution in celebrating many national and international days and festivals. Republic day on 26th January and Independence Day on 15th August is celebrated every year in the college with great enthusiasm and pride. A function is organized in the college campus where all staff members and students share their thoughts about importance of this day in history of nation and pay tribute to all freedom fighters. National and international days are also celebrated in our institution so that students get knowledge about the great personalities in our political, social, cultural and scientific history. International Yoga day is also celebrated on 21st June every year in the college. Teachers day is also celebrated on 5th September we celebrate the birth anniversary of Dr. Sarvepalli Radhakrishnan. The common birthday of Mahatma Gandhi and Lal Bahadur Shastri on 2nd October is commemorated as Swachhta Diwas.. The birth anniversary of Sardar Vallabhbhai Patel on 31st October is celebrated as National Unity Day. 26th November is also celebrated as National Constitution day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice - I

**Title : Student Development Program(SDP)**

**Objectives:**1. To provide need based Workshop to students according to their goal.

1. To arrange recent trends seminars to provide practical knowledge and hands on experience.
2. To conduct market required skill development program for the students.

**The Context :**1. Student Development Program focuses on the enhancement of the skills of the students apart from regular academic development.

1. It at increasing levels of understanding of the concepts and practical implementation of knowledge along with their research aptitude.
2. It help holistic development of the students them thinkers.
3. To bridge the gap between the theory and practical knowledge.

### Best Practice - II

**Title of the Practice: Holistic Development Cell**

**Objectives of the Practice:**

1. To impart selected life skills in students which will help them to live more happy and meaningful life
2. To inculcate selective social and Universal human values in students.

3. To help students in being physically, emotionally and mentally fit and make them ready to face challenges.

The Context : Holistic Development cell will work for overall development of students. This cell help students in inculcating some life skills and human values.

(Detailed format is uploaded on portal and Institute website)

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

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

Good reporting system helps the management in proper planning and controlling. Monthly report is having total marks 300. It includes Teaching Learning for 70 marks, Class Observation 35 marks, Central Committee for 35 marks, Unit Committee 50 marks, Research and Academic Contribution for 70 marks, Mentoring Feedback Score for 30 marks and Teaching feedback (Academic) for 10 marks.

- Teaching Learning includes number of planned lectures V/s conducted actual lectures , percentage of planned syllabus and actual completed syllabus in particular month. Central Committee Marks are taken as per QAG Committee List. Unit level committees are not considered under central committee. Marks for incharge are 35.
- Research and Academic Contribution for international level is 20,national level for 15 marks, state level for 12 marks, university level for 10 marks, college level for 8 marks, FDP unit level for 8 marks and paper work started or initiated for 5 marks.
- Mentorship feedback will be taken from mentees based on questionnaire included in the Google form.
- Monthly Report duration is first day of month to last working day of month .Principal/Director checks and verifies Monthly reports of each and every faculty and do the appropriate action.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1] **Quality Enhancement:** Periodical IQAC meetings and ISO audits will be taken. The measurable reports of all the activities will be shared to the management in Management Review Meetings.

2] The institution is ranked by EducationWorld as 4th in Maharashtra and 40th in all over India. Institution is planning to go for NIRF ranking.

3] **Curriculum Enrichment:** Institute will design and plan add on courses and seminars, workshop and National Level conference.

4] ACBCS will motivate students for SWAYAM or MOOC. Special efforts will be taken for elite students and slow learners. The institute will try to implement course outcome and program outcome and calculate the attainment for the same.

5] Research Cell will motivate faculties and students to present or publish their research paper at UGC approved journals, national and international conferences. National level "Eureka" competition is planned.

6] Institute will collaborate with industries for the bridge courses.

7] Interaction with Alumni to get awareness of current market needs and trends.

8] Institute will also go for external audits, Energy audit, green audit and AAA audit.

9] Institute will assist students for academic and career objectives through different QAG cells.

10] Various FDPs are planned to improve proficiency of educators.