

# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

## **COLLEGE OF COMPUTER SCIENCES**

**COLLEGE OF COMPUTER SCIENCES, SURVEY NO.130, NEAR BHUMKAR  
CHOWK, MUMBAI-BANGALORE HIGHWAY, WAKAD, PUNE-411057**

**411057**

**[www.ccspace.in](http://www.ccspace.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

The College of Computer Sciences (CCS) was established in 2000 by the Institute of Science, Poona to meet the growing needs of Computer Science education and training. The institute, being recognized by the Savitribai Phule Pune University not only provides Graduation and Post graduation in the field of Computer (Sciences & Applications), but also in Commerce, Economics and management areas.

As we know that Pune is Hub of Education & IT industry. Hinjewadi is the Heart of IT Industry and it also marked with well reputed MNC IT companies. Quality education in computer science is essential to fulfill their requirement

CCS took the challenge & responsibility to fulfill this requirement and now CCS is one of the pioneer institutes in Maharashtra has started degree courses in Computer Sciences. CCS is located near Mumbai – Pune national Highway (NH4). It's very convenient to students across Pune, Industrial Visitors and academicians.

The College of Computer Science (CCS) is affiliated under SPPU, Pune.

Most of our graduated students are placed and holding the high ranking positions in different corporate bodies, leading business organizations as well as entrepreneurs having their own industries.

### Core Values:

- Academic excellence and integrity.
- Outstanding and integrated teaching and social service.
- Individual and collective excellence.
- Collaboration with different institutes.
- Student Centeredness.
- Respect, diversity and pluralism.

College always promotes the culture of participative management by involving the teaching and non- teaching staff members at all levels of the organization.

### Vision

To educate Students, enhance intellectual growth and enrich lives.

### Mission

To cater quality education and equal opportunity to all including the poor and weaker section of the society.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### **Institutional Strength**

- Driven by our mission statement of imparting knowledge to all.
- Supportive Management.
- Harmonious relationship among the members of the management, staff, Students and parents.
- Illustrious faculty, student-centered teaching.
- Wide range of extension, co-curricular and extra-curricular activities.
- The College has a dedicated faculty, highly efficient support staff.
- Teaching aids for ICT enabled teaching
- Services provided to the poorest of the poor students.
- Integration of teaching and research.

### **Institutional Weakness**

- The socio-economic background of many of the students admitted in the College is responsible for poor language competence (both in their mother tongue as well as English). This leads to an unsatisfactory level of comprehension and communication, particularly in the first two semesters.
- Students with weak basic subject wise concepts.
- Students with low financial background lead to drop out in between the academic year.

### **Institutional Opportunity**

- Location advantage for strengthening academia-industry linkages.
- Partnership/ Collaboration with more Industries strengthening Industry-Institute Interface.
- Exploring possibility of collaborative research with research institutions
- Encouraging the teachers to participate in research activities.
- Immense scope for starting new courses.

### **Institutional Challenge**

- Risk of losing prominent faculty and staff for genuinely better opportunities.
- To undertake research projects- Major and Minor.
- Overcoming Students' English communication difficulties, owing to their vernacular learning background.
- Upgrading Contemporary Knowledge.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

College of Computer Science is established in 2002. The college is affiliated to Savitribai Phule Pune University, Pune. College is a self-financing institution. College Offered courses up to under graduation and

post graduation in Arts, Science and Commerce as per the syllabi recommended by the University of Pune. The vision of the college is to offer quality education at affordable cost in Arts, commerce, science & related fields with a overall concern for superior life, environment & society. Besides the faculty works on providing additional courses in the form of bridge courses to facilitate ease of learning, add-on courses to enhance employability of students and remedial courses to improve presentation in examinations. Thus though syllabi of the degree courses are fixed, additional courses are designed with interests and capabilities of the students in mind. The college has active Placement Cell which enthusiastically organizes placement activities including placement drive, training and development of students, Aptitude training, Group Discussions on a regular basis as per the industry requirements.

The college motivates self-employability to student. Social awareness and culture are inculcated in the students through various extension activities of National Service Scheme (NSS), Cultural activities and Sports activities. The college has a clear and transparent way to monitor and evaluate the quality of various enrichment programs. The feedback in the form of interactions, discussions and suggestions is analyzed. College has the formal mechanism to obtain feedback from students on curriculum as well as faculty behavior and teaching.

### **Teaching-learning and Evaluation**

The most important thing in teaching learning process of this institute is ability of its teachers to create enthusiasm, ignite passion and generate curiosity among the students. The teachers are deputed off and on to participate in conferences, seminars, orientation and refresher courses to boost their teaching skills and make their teaching more innovative and effective.

Admissions to the various courses are given as per rules of the University and State Government. The admission in professional courses is made through entrance tests conducted at the entry level to detect advanced and slow learners and provide them proper guidance. The institute has its own website ([www.ccspace.in](http://www.ccspace.in)) to avail information regarding courses, syllabus, timetable, rules and regulations etc. To cater to the diverse needs of the students various subject combinations are offered so that the students can choose the combination of subjects according to their liking and competence. The admission process is followed by academic calendar which facilitates students for participation in various curricular and co-curricular activities.

The admission committee also designs general time table, providing specific time slots for internet browsing, using library services, invited lectures by eminent personalities, sports and other such activities. To enhance teacher quality, the college deputed faculty to participate in national/international conferences/seminars and training programmes. Evaluation of teachers is done by students and Principal. Continuous evaluation of students is done through tests, tutorials, group discussions, term end and preliminary exams.

### **Research, Innovations and Extension**

Research is the important part for the academic development of Faculties and the students of the college. The college has establish a cell known as Research and development cell (RDC) .This committee always look after the various research activities and publication /presentation of research paper. Though our college is not yet recognized as the research centre of the Savitribai Phule Pune University, Our faculties are taking efforts to do research by visiting various research centers in and around area. Our college has a conference committee which looks after the organization of seminars and workshops for the students as well as to the faculty. We have our Bi-annual research Journal called INNOVATION in which we are publishing the research papers by checking

its plagiarism. We also promote the other institution faculties to publish the paper in our research journal INNOVATION. Our teachers are encouraging the students to take up research project and involve students too. The college always encourages the students to participate in various research events in order to enhance their creative and lateral thinking. The Institute also arrange Industrial visit for BBA and B.Sc (C.S) Students as an indirect support of student research.

This year as per the NAAC suggestion we have started Incubation centre at our college .Through this centre we are guiding non technical students for preparing mini electronics projects such as Door bell, water level indicator etc. Incubation centre boost entrepreneurship among the students. This center is open to everyone with innovative ideas.

### **Infrastructure and Learning Resources**

The College has well equipped and advantageous infrastructure and learning resources. It helps to fulfill requirement of teaching and learning practices. It includes physical facilities, library facilities, Information Technology (IT) infrastructure and maintenance of various Infrastructural facilities and learning resources.

The College has physical facilities as per curricular, co- curricular and extracurricular activities. Curriculum and co curriculum includes classrooms; technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, specialized facilities and equipment for teaching, learning and research activities.

Facilities are provided for extracurricular activities like sports, outdoor and indoor games, NSS, cultural activities, communication skills development, yoga and gymnasium etc.

The college has six computer labs. Lab facilitates well configured computers with up to date technologies. The college has LCD, printers, projectors, UPS backup and Internet connection as IT infrastructure.

Library contains wide range of books. The college has appointed Library advisory committee. It has separate annual budget. It has fully computerized systems. It provides special facilities for physically challenged persons. It comprises of number of journals, articles, newspapers, e-publications. Online library facility is a unique feature of the College.

The College has regular maintenance for various infrastructure facilities. Some of the services are maintained by own staff and some services are given on contractual basis. Maintenance facilities are available for housekeeping, Electricity, Lift Maintenance, Generator backup, Air Conditioners & coolers, Fire extinguishers and water purifiers.

### **Student Support and Progression**

The Institute of Science Poona's college of computer sciences has a robust set of systems and practices that support and care for our students and faculty members. Our intention is to create an environment where all can learn and contribute to the creation of knowledge. The college seeks to engage and support students while respecting each student's independence. Although students are trusted to manage their own affairs, including decisions related to academics, financial concerns, and personal issues, they have access to extensive college resources and mentors to help with these issues. In addition to providing daily support and engagement, the college also responds quickly when a student need help.

Helping and guiding students in their educational and other issues contributes into the overall quality of education. Considering this we try to look after Student mentoring and support, Student progression, Student participation in extracurricular activities. Counseling services - proactive and enabling environment,

- Sensitivity towards issues of social justice, including gender, class and caste
- Anti-ragging , Prevention of sexual harassment
- Career guidance and placement services
- Facilitating educational loans
- Student representation on decision making bodies
- Women Development programs
- Training Centre for Competitive Exams / IT Literacy
- Vocational Guidance and Summer Placement
- Promotion of NSS, Sports, Games and Cultural activities
- Leadership development programs
- Effective Grievances redressal, Welfare & Incentive systems
- Provide for remedial programs for those at risk of failure
- Strengthening Alumni Interface
- Build bridges with Parents – past and present

### **Governance, Leadership and Management**

In this section roll of Management, Administrative and Finance Department is important.

The governing body of Institute of Science is composed of seven very much highly educated and experienced members. The Body elects its chairman and secretary in an organizational meeting. Body members bring to their work a variety of perspectives and strengths gained through their personal experiences, their education and careers, and their volunteer service in the community.

Body members do not have the authority to act individually in the name of the trust. The body may take action only at duly convened regular, special or emergency meetings.

The Body of institute has the dual responsibility for implementing statutory requirements pertaining to education and for meeting the desires of the society. While the Body has an obligation to determine and assess students desires, it is understood that when the trustees along with principal with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility. The Board declares and, thereby reaffirms its intent to establish policies and make decisions on the basis of educational philosophy and goals as well as to meet vision and mission.

The academic and administrative decisions taken by the Principal and communicated to the students through class coordinators and faculty members. The staff members are entitled for casual leave/ medical leave/ maternity leave and vacations as per the University and government of Maharashtra norms.

### **Institutional Values and Best Practices**

As the Green Revolution takes hold, and we finally begin to take responsibility for the well-being of the society around us with the resources available. As we have certain limitations as far as area of campus is concerned, we try to help society in this matter of green revolution by implementing tree plantation programs around villages.

The chief concern of the institute is to maintain the high standard of academic quality and excellence. At the same time it is the need of hour to establish innovative and best practices in the college in order to keep continuity in quality and excellence in higher education. We have tried our level best to implement the innovative and best practices.

The college takes initiative to make the campus eco-friendly by taking initiatives in tree plantation in the campus whatever space is available. The institute has organized 'NO VEHICLE DAY' campaign for social awareness from last five years. College has started Study Material Bank from last four years. Students of various streams can submit/issue study material any available.. Institution has very much serious concern about safety & security of students and employs. Therefore entire college campus is under surveillance of CCTV camera. College is associated with "POLICE KAKA" & "BUDDY COP" scheme also to ensure security of girl students. Gender Sensitization is one basic requirement for the normal development of society, to support this institution maintains gender equity everywhere in all activities.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	College Of Computer Sciences
Address	College of Computer Sciences, Survey No.130,Near Bhumkar Chowk, Mumbai-Bangalore Highway, Wakad, Pune-411057
City	Pune
State	Maharashtra
Pin	411057
Website	<a href="http://www.ccs pune.in">www.ccs pune.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Sudhir Kulkarni	020-22934719	9096725816	020-22934720	iosccs@gmail.com
IQAC Coordinator	Anisha Mahindrakar	-	9028598883	-	nandodeanisha@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	17-10-2000			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Maharashtra	Savitribai Phule Pune University		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>			<b>Date</b>	
2f of UGC			28-04-2010	
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day, Month and year (dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	College of Computer Sciences, Survey No.130,Near Bhumkar Chowk, Mumbai-Bangalore Highway, Wakad, Pune-411057	Urban	1.3979	4912.67

## 2.2 ACADEMIC INFORMATION

NAAC

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA, Humanities	36	Any H.S.C	English	120	43
UG	BCom, Commerce	36	H.SC Commerce and Science	English	120	103
UG	BCA, Commerce	36	Any H.S.C	English	160	29
UG	BBA, Commerce	36	Any H.S.C	English	80	19
UG	BSc, Computer Science	36	H.S.C Science with Math	English	60	27
UG	BLibISc, Library Science	12	Any Graduate	English	60	4
PG	MA (Journalism), Humanities	24	Any Graduate	English	60	0
PG	MA, Humanities	24	Any Graduate	English	120	15
PG	MCom, Commerce	24	Graduate with Commerce	English	60	24
PG	MSc, Computer Science	24	Graduate with Computer Science	English	120	38

**Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				45			
Recruited	0	0	0	0	0	0	0	0	11	5	0	16
Yet to Recruit	0				0				29			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				29			
Recruited	0	0	0	0	0	0	0	0	3	13	0	16
Yet to Recruit	0				0				13			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				22
Recruited	0	0	0	0
Yet to Recruit				22
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	6	2	0	8
Yet to Recruit				0

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

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	1	0	4
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	14	18	0	32

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

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

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		2	3	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	304	7	0	0	311
	Female	277	3	0	0	280
	Others	0	0	0	0	0
PG	Male	87	5	0	0	92
	Female	84	1	0	0	85
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	78	84	75	104
	Female	36	37	48	73
	Others	0	0	0	0
ST	Male	12	18	12	18
	Female	12	7	6	13
	Others	0	0	0	0
OBC	Male	110	112	91	111
	Female	53	79	64	67
	Others	0	0	0	0
General	Male	443	495	371	434
	Female	211	227	183	249
	Others	0	0	0	0
Others	Male	54	41	57	73
	Female	23	23	37	32
	Others	0	0	0	0
Total		1032	1123	944	1174

### 3. Extended Profile

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#### 3.1 Programme

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

**Response : 259**

**Number of self-financed Programmes offered by college**

**Response : 10**

**Number of new programmes introduced in the college during the last five years**

**Response : 00**

#### 3.2 Student

**Number of students year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1174	944	1123	1032	1102

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

2016-17	2015-16	2014-15	2013-14	2012-13
1260	1260	1311	1311	1311

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

2016-17	2015-16	2014-15	2013-14	2012-13
246	213	253	369	411

**Total number of outgoing / final year students**

**Response : 1492**

#### 3.3 Academic

**Number of teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
38	36	32	39	40

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

2016-17	2015-16	2014-15	2013-14	2012-13
28	26	23	23	24

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

2016-17	2015-16	2014-15	2013-14	2012-13
45	45	60	60	60

**Total experience of full-time teachers****Response : 128****Number of teachers recognized as guides during the last five years****Response : 02****Number of full time teachers worked in the institution during the last 5 years****Response : 38****3.4 Institution****Total number of classrooms and seminar halls****Response : 16****Total Expenditure excluding salary year wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
197.78	198.31	223.28	185.85	139.12

**Number of computers**

**Response : 188**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response : 0.22609**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response : 0.168464**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

College of Computer Sciences provides a conducive atmosphere for teaching and learning to achieve effective curriculum delivery

Our aim is to provide education to contribute to national development through, High level relevant human/manpower training. Develop students' intellectual capability, to understand and appreciate their local and external environments; - Facilitate the acquisition of both physical and intellectual skills, which will enable individuals to be self-reliant and useful members of the society;

Faculty of College of Computer Sciences expects students to meet or exceed established scholastic, professional, and certification standards. In order to deliver curriculum, the faculty provide effective instruction technique, academic advisement, use of projector and personal guidance to students. To accomplish this, faculty participate in a vigorous self-development program which includes scholarly/creative activity, close contact with their professional fields, and the study of methods for continually upgrading the quality of their teaching and other professional interactions with students. The College with the help of management provide the faculty adequate opportunities for self development which include training programs, leave policies, and the funding of professional travel also college provide special incentives for up gradation, and to promote research.

Because curricular coherence is essential, faculty members who represent general education, specialty studies, supporting professional disciplines and pedagogy create and maintain continuous dialogue regarding the content and quality of professional preparation programs sponsored by The College.

Principal every year evaluate the performance of faculties through students performances in examination.

We strictly follow Syllabus of Savitribai Phule University Pune, for all courses. Planning for lectures

1. Academic calendar for whole college .which includes important dates for commencement, internal examinations, external examinations, cultural activities, seminars, conferences, holidays.
2. Course schedule: each department distributes courses for concerned faculties according to their expertise.
3. Time table: H O D's prepare time-table for each classes.
4. Each faculty prepare teaching plan for concerned subjects.
5. College Equipped with sufficient Number of Computers in Computer Lab. With internet facility.
6. College have well developed Library Facility with membership at British Library and Jaykar Library SPPU ,pune as extra resources.
7. In departments like electrons, B.B.A., B.C.A.faculties arranges industrial visits for getting practical

knowledge to the students.

Knowledge sharing and faculty exchange program conducted by our college for getting deep knowledge in subject.

ICT Assisted Learning is introduced for each class which encouraged in campus with an intension to enhance existing mode of learning.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 9

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

2016-17	2015-16	2014-15	2013-14	2012-13
04	03	02	00	00

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 14.38

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

2016-17	2015-16	2014-15	2013-14	2012-13
06	03	04	04	01

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<p><b>1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years</b></p> <p><b>Response: 12.36</b></p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 32</p>	
File Description	Document
Any additional information	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>

<p><b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b></p> <p><b>Response: 80</b></p>	
<p>1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.</p> <p>Response: 08</p>	
File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<p><b>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</b></p> <p><b>Response: 9.47</b></p>	
<p>1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years</p>	

2016-17	2015-16	2014-15	2013-14	2012-13
263	160	90	00	00

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

### 1.3 Curriculum Enrichment

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

##### Response:

To Integrate the Cross cutting issue like gender, environment education, human right, ICT our college activity takes program on this issue related to society. In our college curriculum we established girl empowerment programs, soft skills, carrier guidance etc

The College has conducted following programs every year to integrate the cross cutting issue.

Gender	<ul style="list-style-type: none"> <li>Organizes various program on gender equality emphasized to staff and Student</li> <li>Lectures on legal provisions for women and their safety</li> <li>Programs on Women Empowerment, self-defense training through “Karate Car</li> <li>Various competitions conducted – easy, elocution, rangoli, wall poster.</li> <li>HB checking camp for girl’s student.</li> <li>Women’s day Celebration</li> </ul>	
Environment Education	<ul style="list-style-type: none"> <li>Environmental studies- a Compulsory Subject for B.A/ B.Com/ B.Sc</li> <li>Celebration of green and Eco friendly Ganpati festival</li> <li>E waste management</li> <li>Student project on Environmental issue.</li> </ul>	
Climate Change	<ul style="list-style-type: none"> <li>Various competitions/ programs</li> <li>Tree Plantation</li> <li>No Vehicle Day</li> <li>Waste water management</li> </ul>	
Human Rights	<ul style="list-style-type: none"> <li>Guest Lectures on Human Rights</li> <li>Anti- Ragging cell</li> <li>Voter Awareness Programs</li> <li>Conduct a Course on “Human Rights” for Postgraduate student</li> </ul>	
ICT	<ul style="list-style-type: none"> <li>Workshop on ICT College Staff</li> </ul>	

	<ul style="list-style-type: none"> <li>• WI-FI Access</li> <li>• Computer labs With Internet Access</li> <li>• Audi- Visual seminar hall and Class Room for presentation</li> <li>• ICT is part of Curriculum for B.B.A/B.Com and M.Com/BA</li> </ul>
Professional Ethics	<ul style="list-style-type: none"> <li>• Organized guest lectures on “Business Communication”</li> <li>• Conducting Examination paper on Aptitude test</li> <li>• Extra Lectures on Personality Development Techniques.</li> </ul>
<b>File Description</b>	<b>Document</b>
Any Additional Information	<a href="#">View Document</a>

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

**Response:** 4

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

Response: 04

<b>File Description</b>	<b>Document</b>
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 37.89

1.3.3.1 Number of students undertaking field projects or internships

Response: 291

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
List of students enrolled	<a href="#">View Document</a>

## 1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4)

**Alumni 5) Parents For design and review of syllabus semester wise/ year wise**

**A.Any 4 of the above**

**B.Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** A.Any 4 of the above

<b>File Description</b>	<b>Document</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

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

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

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

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

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 0.84

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	8	14	9	7

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

List of students (other states and countries)

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 42.66

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

2016-17	2015-16	2014-15	2013-14	2012-13
1174	944	1123	1032	1102

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

2016-17	2015-16	2014-15	2013-14	2012-13
2520	2520	2520	2520	2520

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

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

**Response:** 32.34

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

2016-17	2015-16	2014-15	2013-14	2012-13
491	390	401	378	424

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

**Response:**

After admission it is found that students are of different levels as per their previous academic record as well as they belongs to the different demography.

In regular course we prepare time table. And distribute different courses to the faculties according to schedule faculties' start their teaching in respective classes. Faculties generally cover there. Basics of syllabus also they revise some part of previous syllabus. After finishing 20-25% at curriculum each faculty conduct class tests and given them some assignments, 1st Evaluation of student carried out with this (Assignment & Test). In this Evaluation each faculties, observe. Some students are very much weak and some students are very much advanced in learning.

To make up for weaker student learning quality, we organize special. Coaching considering them as slow learners. Following Extra activity for slow learners.

### 1. Mentor - Mentee:

Assigned for slow learners in each class. Mentor will look after their day to day improvements and suggest other faculties about their requirement in different subjects.

### 2. Develop Bridge Courses:

We develop Bridge courses for such students to make up their levels. In this course we prepare contents, from previous Background those are related to existing syllabus & faculties provide basic knowledge with Bridge course.

### 3. Create Healthy Environment:

Create Healthy and stress less Environment to the students with which they become Fairless in learning.

#### 4. Interactive Sessions:

Our Faculties try to make these sessions for slow learners as for as possible interactive. Regular Communication with each student by the faculties generally happens.

#### 5. Motivation for slow learners:

These students are mentored by interactive session other than the regular classroom/laboratory contact hours. Respective teachers are advised to devote additional time and effort to bring these students into regular stream.

Speakers from industry, Education, such various fields invited for giving motivation to slow learners.

#### 6. Counseling:

We guide slow learners by one to one counseling, which includes his/her performance weaker section and areas of improvement. Their view's kept confidential.

#### Advanced learners:-

##### 1. Encourage:-

This students are encouraged to read various material other than syllabus to acquire additional know ledge for e.g. Journal, Periodical's reviews, IRJCU, other Library books and memberships etc.

##### 2. Internet Facility:-

For extra reading and knowledge we provide internet facility for these students.

##### 3. Participation in seminars and workshops:-

We encourage advanced learners to participate in seminar can't university activities, activities in different College in the city. Advanced learners generally participate in elocution comp, Essay Comp., Debate, Comp., Paper presentation organized in different Colleges.

#### 2.2.2 Student - Full time teacher ratio

Response: 23.27

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

<b>Response:</b> 0	
2.2.3.1 Number of differently abled students on rolls	
Response: 00	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</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

#### **Response:**

To make a successful teaching learning process, which consist of major three components teaching, learning and evaluation of the system and for the students following steps are important.

**Academic calendar:**Tentative schedule is given for different committee activities, co-curricular & extra activities, academic teaching schedule, continuous and comprehensive evaluation, term break and holidays for each semester.

**Schedule of Examination:**As per the university Examination schedule, tentative schedule of the internal, external examination is laid down well in advance. This schedule is displayed on the Notice board and on the institutes' website for students' information.

**Induction to the system & faculty development programs:**An Induction program for newly recruited faculties is organized to introduce them with the system and to provide them homely environment. At the same time with a view to develop different teaching skills faculty development programs are conducted. Guidance sessions related pedagogic methods are delivered. Study groups for use of new pedagogy methods in class room teaching are formed.

**Faculty Handbook:**Faculty handbook for the next year is to ready before the semester end. The handbook consists of the tentative schedule of the next semester with teaching plan, time table of syllabus to teach, Thus teacher has all the vital information under single head, which ensure easy planning for the next year.

**Teaching Methodology:**Our pedagogy is based on student focused learning. Student integration and interaction are key elements of class room teaching which provides students the opportunity to build conductive critical thinking, creativity and scientific approach that will help them throughout their life.Today with the traditional method of teaching, our faculty members are equipped with ICT facilities, networking and digital library, virtual class room, digital class room, virtual laboratory and internet based E-learning facility, , practical manuals, question bank etc.

**Department Meeting:**Departmental meetings help in solving the problems faced by the faculties in implementing policies to achieve the learning outcomes.Departmental meetings for syllabus completion,

syllabus status of each faculty member are conducted and for allotting extra lectures to the teachers who need them.

**CAP cell:** To understand the growth of time to time. To conduct this evaluation of semester end examination in a centralized manner where in a particular room is allocated to all the faculty members. Known as CAP where students are not allowed. Faculty members are instructed to strictly adhere to the rules and regulations.

**Evaluation:** To evaluate students, faculty members have a number of mechanisms for evaluation such as chapter-wise test, internal assessments, assignments, presentations, subject wise group work, student seminar, curriculum based activities etc.

**Exit meeting with the Principal:** The principal interacts with the students on regular basis along with the exit meeting with the final year students in particular this method of gathering feedback makes the entire teaching learning process effective.

**Assessment & feedback of faculty:** Continuous assessment of faculties teaching from senior faculties and peer faculties is done.

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 100

#### 2.3.2.1 Number of teachers using ICT

Response: 33

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 23.27

#### 2.3.3.1 Number of mentors

Response: 33

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Students are now looking to part ways with the old school approach to learning the concepts and want practical, relevant and useful knowledge, for their professional life. With computers being the ultimate necessity in the present era where they are encouraged to ask question on things and they are empowered to be partly responsible for their own learning, where the creativity and innovation are incorporated in teaching and learning, assessment and supervision.

Our college strongly believes in the effectiveness of innovation in teaching and learning as they empower students to be responsible for their own learning and help them to become active learners.

**Interactive sessions** are conducted for slow learners on regular basis. Continuous communication built confidence in students. Introvert students get chance to speak and present their thoughts. **One to one counselling** helps to teacher and student to know the weak areas and how to improve them. Here teacher gives extra time to students which create strong bonding between them, create healthy and stress free environment for learning.

**Continuous Evaluation** helps faculties to check whether they achieve their teaching objectives or not. At the same time students continuously prepare them self for the content. Great chance for slow learner to evaluate themselves.

Information given to the students is paced out accordingly, so that students can get a chance to discuss among themselves between the lectures and then share their outcome which can be compared with the actual information through teaching. This helps students to develop and improve their **own thinking process**. Students are encouraged to share their knowledge about the topic before the start of the lecture and then the teacher adjusts the content accordingly. They are asked to collect every possible related information to explore various perspectives towards a problem. They are allowed to **create study groups** among themselves and participate in reformulating the problem. This creates how to research and develop own ideas and how to execute them in a group.

**Audio-visual means** like slides and images, real life occurrences help to enhance the understanding of a topic. Interactive posters allow users to easily develop lesson plans, lessons, and activities using either the ready-made templates or they can create the posters using their own creativity. Students who enrol themselves for the individual courses can leverage the facility of virtual classrooms.

It is important to develop personal responsibility, decision making skills and leadership skills in students. This can be achieved by motivating the students to work on **problem based learning** instead of delivering pre-planned lectures to them. They should assume their role in learning any new topic and then share this knowledge with others who may not have had an opportunity to explore that topic. This way, they will be able to direct themselves towards learning in a much better way and acquire various inter-personal skills in the process.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 47.33

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

**2.4.2 Average percentage of full time teachers with Ph.D. during the last five years****Response:** 7.89**2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	2	1	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

**2.4.3 Teaching experience of full time teachers in number of years****Response:** 3.88

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

**2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 0**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response: 1**

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	01	01	01

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

**Response:**

##### Evaluation

Evaluation is considered as an Integral part of the education process.

##### Internal Evaluation

It is a process of quality review undertaken within an instruction for its own ends. Criteria's for an Internal Evaluation are:

1. Direct involvement in the teaching-learning activities of the class.
2. Setting of the question paper by the class teacher teaching that class and
3. Conduct of the examination vis-à-vis evaluation of scripts by the teacher himself/herself.
4. It is an educational policy wherein students are evaluated through their education.
5. Through continuous evaluation all faculties assess the progress of students and give them more support, guidance and opportunities to improve during the semester.

##### College Level Reforms

##### For Students

- A variety of measures are adopted and implemented to ensure rigor of the Internal Assessment process which are held on a regular & time-bound basis for each semester from students.
  - Class Test, Open Book Test etc.
  - Viva
  - Assignments
  - Projects
  - Journals/Files
  - Presentation
- Over view of Internal Evaluation System for Last Five Years at College Level are:
- **Evaluation measure for the Academic Year 2012-13:** From this Academic Year we carried, by considering assignments and midterm test for yearly pattern and semester pattern. This evaluation found to be insufficient therefore this we decided to add/reform something more from next academic year.
- **Evaluation measure for the Academic Year 2013-14:** From this Academic Year we introduced class tests as addtional resources to evaluate the students. For the courses which are in yearly pattern. We maintain assignments & mid-term exam as it is. Courses work with semester pattern we used class test and assignments. In this year SPPU has introduced Choice Based Credit System [CBCS] for PG Courses
- **Evaluation measure for the Academic Year 2014-15:** In addition to all previous measures from this Academic Year, we introduced concept of paper solutions and displayed in concern department for student reference.
- **Evaluation measure for the Academic Year 2015-16:** From this Academic Year we introduced ICT enabled techniques. To develop a student's interview skills, aptitude tests are started. Behavioral aspects like attendance, sinceratiy, participation of students are also considered.
- **Evaluation measure for the Academic Year 2016-17 & 2017-18:** From this academic year power point presentations are also started for all of the first year students. In assignments college takes previous three years question papers from students.

### For Faculties

- A proforma for feedback is circulated among students to evaluate the performance of the teachers, facilities provided by library, administration work, and expectations about infrastructure facilities.
- The student evaluate the teachers on the basis of-
  1. Performance in Teaching.
  2. Use of Teaching Aids.
  3. Completion of Syllabus, Knowledge input, Motivation.
- Feedback is obtained and analysed by the principal and management to find out the strength and weakness of the teachers.
- Reforms in Teaching Qualities using some mechanism like Quality Improvement Programme,

Motivate teachers for writing & presenting Research Paper in State Level, National Level, and International Level Seminars, Workshops.

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

### Response:

#### Internal Assessment

In an internal assessment it is necessary that a variety of tests are administered and proper statistical weightage is given to each and then overall grading arrived of the capabilities of a students. It includes the processes and instruments that are designed to measure the achievements.

#### Transparency

- The college takes efforts to have transparency and robustness in the Internal Assessment.
- For Internal Examination faculties are asked to prepare three sets of question papers, at the movement of examination and committee selects randomly any one.
- Internal Assessment marks are revealed to the students.
- In case, due to unavoidable circumstances , Failed or Absent students meet to the Principle and re-write the papers, within a given time period.
- For subjective examination the students can apply for photocopy of answer sheet.
- Equal opportunities are given to all students regarding their Internal Assessment.

#### Weightage for Behavioral Aspect

Twenty percent weightage is allotted for attendance, sincerity and participation of the students (UG and PG) in the interactive sessions and group discussions.

#### Independent Learning

- College encourages the Independent Learning which includes Class Testes, Power Point Presentations, Open Book Tests, (where the concerned teacher decides which books are to be allowed for this purpose), Home Assignments, Mid-Term Paper, Term End Paper, Seminars, and MiniProjects by individual's students or group of students, Group Discussion, Research Paper Review etc.
- Class Testes, Power Point Presentations, Home Assignments are decides by Subject-In-Charge after completing a chapter.
- Internal tests are conducted for both UG and PG course and their marks are revealed to the students. Students get opportunity to discuss the performance in the tests with the concerned teachers. College has specially developed "Internal Mark sheet" which considers attendance, behavior, sincerity & participations of the students in the interactive sessions and group discussions.
- For the Internal Exam, Exam Controller demands three papers of each subject from subject teachers and selection of them for the Internal Exam.
- College displays the Internal Marks obtained by students on the notice board after the examination, using Consolidated Mark sheet. On Consolidated Mark sheet we take signature of each student that he agrees with his marks.
- In the year 2013-14 SPPU, has introduced Choice Based Credit System [CBCS] for PG courses, Out of 100 marks for evaluation, 50 marks are reserved for continuous Internal Assessment.
- Best student trophy is awarded by the institution to meritorious students. The student's curricular as well as extracurricular activities are considered for the same. The student scoring highest total

marks are called on up for the interviews. The final result is declared by the panel of experts appointed by the committee.

**For faculties** College conducts Faculty Development Programme (FDP), Quality Improvement Programme, Teacher Council Meeting, Class Wise and Subject Wise result analysis, feedback form from the students, State Level, National Level, International Level Seminars, Workshops

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

#### **Response:**

Generally we face some issues at the time of examination regarding students in exam hall as well as some issues in evaluation of answer sheets. Part a from that the university as well as college has made a provision for redressal of grievances with reference to evaluation. The student can inform the authorities on their grievances in writing immediately after the examinations are over. The authorities take note of these grievances, if genuine, and take necessary steps.

At college level the students can apply for re-verification of marks within the stipulated time period. The re-verification in this case is done by the subject teacher. The report of the same is submitted to the exam cell. A new mark-sheet is issued to the students if, necessary.

The College has the redressal cell for grievances with reference to Internal Evaluation. The cell consists of Principle->Vice- Principle ->Controller of Examination of the college->HOD/One Faculty Nominee. The student can apply to the cell for his evaluation grievance. The cell conducts a meet and cell students and hears his/her say and gives the appropriate decision which is binding on all.

In case of university exams, we strictly stick to university norms and communicate the same to students by displaying the related circulars on the Examination Notice Board.

University also deputed CEO at College level who takes care of University Evaluation grievances. CEO forwards the grievances to the University. The University settles, the grievances using its own methodology.

**Revaluation & Photocopy:** The students can apply for rechecking, revaluation and photocopy of answers books for college as well as university examinations.

**Unfair Means Investigation Committee:** The College has constituted a committee to look in to the matters of unfair means during examinations.

1. **Counseling:** The students are encouraged to consult the respective subjects-teachers for their queries in the photocopy of the answer books.
2. The grievances of the students pertaining to the question papers of examination and the matters arising out of the university examinations are forwarded to the concern university authorities for the necessary further action.

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

According to the Academic Calendar under CIE program following activities are involved

1. Defer & contribute Slow learners and Advance learners & evaluate progress, special guidance from advance learners to slow learners.
2. At the time of admission personal interface with the students will help to identify Advance learners , they are also identified on the basis of –
  1. Performance in sectional & end semester examination.
  2. Circular & Co-circular activities.
  3. Participation in extension activities.
  4. Class room interactions, group discussions, presentations, projects.
3. For slow learners promote them to take part in to the intercollegiate competitions & increases their strength with this competitions.
4. For slow learners motivate them for attending & take active part in to the various guidance & seminars in other colleges.
5. College organizes various Technologies & Scientific program for slow & fast learners to improve their technology and scientific logics.
6. We prompt students for mini projects & give guidance from Industrial Experts for students. These projects are deferring two ways stepwise mini projects are given to the slow learners & direct output showing projects given to Advance learners.
7. We summarie overall performance of the students which is helpful to evaluate themselves.
8. We arrange Extra classes for the students who could not perform satisfactory, for them university previous question papers are prepared and solved.
9. Guidance from senior faculties on the topic how to solve university papers (tricks & trips) arranged for the students.

**2.6 Student Performance and Learning Outcomes****2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students****Response:**

Sr.No	Course Name	Course Outcomes
1	BA	1. Community Engagement and Global Understanding 2. Critical and Creative Thinking 3. Literacy and Communication 4. Depth and Breadth of Understanding
2	B.Com	1. To enable the Student to get advanced knowledge in special subjects subjects

		<p>2. To develop appropriate skills in the students so as to make them self motivate them for self-employment</p> <p>3. Analyze commerce/business issues in the international contexts</p> <p>4. To train the student effectively in communication skills.</p>	
3	BBA	<p>1. inculcate Entrepreneurial skills among the students.</p> <p>2. Apply appropriate quantitative and qualitative techniques in solving business problems</p> <p>3. expose students to both general and specialized curriculum content through specializations and electives</p> <p>4. prepare graduates for diverse careers in global management, entrepreneurship through a well-rounded business education with a focus on operations, emerging markets and technology-enabled organizations.</p>	
4	BBA (CA)	<p>1. Clarity on both conceptual and application oriented skills in core areas Accounting and IT Applications in Business context.</p> <p>2. Improved communication and business management skills, especially in providing support.</p> <p>3. Awareness on ethics, values, sustainability and creativity aspects.</p> <p>4. After BCA can also make a career in digital marketing. This field is emerging and growing.</p> <p>5. Produce employable IT workforce, that will have sound knowledge of IT fundamentals that can be applied to develop and customize solutions for various Enterprises</p>	
5	B.Sc. (Computer Science)	<p>1. Understand network fundamentals with TCP/IP architecture</p> <p>2. Be aware about Java Enterprise applications</p> <p>3. Able to use appropriately system design notations and apply system design process in order to design, plan, and implement software systems.</p> <p>4. Students will be prepared for a career in an information technology industry, or for graduate study in computer science or other scientific or technical fields.</p>	
6	M.Com	<p>1. Acquire strong subject-matter expertise in finance, financial instruments and markets</p> <p>2. Develop advanced theoretical knowledge and research capabilities in order to pursue academic and research focused careers</p>	
7	M.Sc.(Computer Science)	<p>1. Apply knowledge of computing to produce effective designs and solutions to complex problems.</p> <p>2. Identify, analyze, and synthesize scholarly literature relating to the field of computer science.</p>	

8	MA.(Economics and English)	<p>3. Use software development tools, software systems, and modern computing</p> <p><b>English</b></p> <ol style="list-style-type: none"> <li>1) To create literary sensibility and emotional response to the literary texts of appreciation of literary texts</li> <li>2) To expose students to the artistic and innovative use of language employed</li> <li>3) To instill values and develop human concern in students through exposure</li> <li>4) To enhance literary and linguistic competence of students</li> </ol> <p><b>Economics</b></p> <ol style="list-style-type: none"> <li>1. understanding at an advanced level about the complex economics and characterise modern society</li> <li>2. in depth knowledge about economic theory regarding the utilisation of resources, including labour, natural resources and capital</li> <li>3. in which way the economy is influenced by economic policy, technology and demographic conditions</li> </ol>	
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### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

- **After Completing Bachelor of Arts (B.A) course, students are able to:**

1. Students will demonstrate comprehension of content knowledge and production processes in visual arts disciplines.
2. Students will apply and synthesize the elements of art and principles of design.
3. Students will demonstrate mastery of their designated area of concentration.

- **After Completing Bachelor of Arts (M.A) course, students are able to:**

1. Students will be able to express their ideas both verbally and in writing.
2. Students will be well versed in critical theory and able to apply knowledge of current trends in context with their own work.

- **After Completing Bachelor of Commerce (B.Com) course, students are able to:**

1. To build a strong foundation of knowledge in different areas of Commerce.
2. To develop the skill of applying concepts and techniques used in Commerce.
3. To develop an attitude for working effectively and efficiently in a business environment.
4. To expose students about entrepreneurship.

- **After Completing Masters in Commerce (M.Com) Students are able to:**

- 1.The students will develop an ability to apply knowledge acquired in problem solving.
- 2.Ability to work in teams with enhanced communication and inter-personal skills.
- 3.Ability to start entrepreneurial activities.
- 4.To inculcate ethical values, team work, leadership and managerial skills.
- 5.Students will exhibit inclination towards pursuing professional courses such as CA/ CS/ CMA/CFA etc.

• **After Completing Bachelors of Business Administration (BBA) Students are able to:**

- 1.To evaluate different business problems using analytical and creative, and integrative abilities.
- 2.Develop ethical thinking.
- 3.To build and demonstrate leadership, teamwork, and social skills.
- 4.To analyze socio-political-economic environment of business organizations.

• **After Completing Bachelors in Computer Applications {BCA old/B.B.A (CA)} Students are able to:**

- 1.Develop criteria to organize and present different type of works in academic and professional environments.
- 2.To learn to organize information efficiently in the forms of outlines, charts, etc. using appropriate software.
- 3.To develop IT-oriented security issues and protocols.
- 4.Able to design and implement a web page.
- 5.Improved communication and business management skills, especially in providing technical support.

• **After Completing Bachelors of Computer Science (BCS) Students are able to:**

- 1.An ability to use appropriate techniques, skills, and tools necessary for computing practice.
- 2.An ability to analyze impacts of computing on individuals, organizations, and society.
- 3.An understanding of professional, ethical, legal, security, and social issues and responsibilities for the computing profession.

• **After Completing Masters in Computer Science (MCS) Students are able to:**

- 1.Proficiency with the fundamental knowledge in algorithms, programming languages, and architecture.
- 2.Ability to apply reasoning, problem solving, and technical skills to solve a problem with minimal guidance.
- 3.Proficiency with fundamental knowledge in at least one area of research.

### 2.6.3 Average pass percentage of Students

**Response:** 47.97

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

Response: 118

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

Response: 246

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:**

File Description	Document
Database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of project and grant details	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 6.06

3.1.2.1 Number of teachers recognised as research guides

Response: 02

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years**

**Response:** 0

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

Response: 00

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

#### Response:

#### INCUBATION CENTER( Year: 2017-2018)

Entrepreneurship throws new opportunities for the eco-system to take shape. One important cog in the wheel is the incubator – the place where startups are born. When a baby is born, he/she is kept in the incubator for first few hours and maybe days – this gives them a chance to adjust to outside environment, and grow stronger before they face the outside world! In a similar way, a startup is incubated in Incubation Center, which gives them a chance to bring their technical knowledge & business in shape, before they reach out to the world.

#### About innovation & Incubation Center

1. Our Institute college of computer Science start up programme of Incubation center in month of August 2017
2. An Ecosystem creating to promote innovation & conducive growth of student in Institute of science's college of computer science wakad, Pune
3. It is a friendly, nurturing environment at the Centre for Innovation, Incubation and Entrepreneurship.

#### Objective

1. To create physical infrastructure and support systems necessary for Electronic & technical incubation activities.
2. Services such as technical training or High-speed Internet access.
3. Promote and facilitate knowledge creation, innovation and entrepreneurship activities.
4. Links to higher education resources.

#### Thrust Area of Proposed Incubation & Innovation Centre

- 1) Application based Electronic mini project devices.
- 2) PCB making.
- 3) To identify and design the value of electronic components
- 4) Electronics design and soldering of components

- 5) Electronic mini project devices like Fire alarm, Smoke detector, bird bell, Door bell, Musical Siren, etc.
- 6) Testing of connection & measurements of Electronic Devices.
- 7) Live work experience.

### Our Role

College Of Computer Science established the Incubation and Innovation Centre in month of August 2017 to enable Startup ecosystem in the Electronic lab. The Institute will provide all the basic infrastructural support i.e. Electronic Lab, technical instruments.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response: 1**

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	01	00	00	00

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

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

**Response: Yes**

File Description	Document
Any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

File Description	Document
e- copies of the letters of awards	<a href="#">View Document</a>
List of Awardees and Award details	<a href="#">View Document</a>

**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 3**3.3.3.1 How many Ph.Ds awarded within last five years**

Response: 06

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 1.02**3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
39	26	24	17	22

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

**3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 0.05**3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in**

national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	06	00	00	00

File Description	Document
Any additional information	<a href="#">View Document</a>
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 3.4 Extension Activities

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

##### Response:

##### Extension Activates

The College is well networked with its neighborhood and promotes constant interaction which involves student participation. The college lends all support and encouragement to its students as is evident from the under mentioned projects that different student bodies undertake during each academic year to make them better citizens. The College has introduced various projects through NSS, Cultural department and student development cell which help in community development.

Many social organizations and hospitals have helped the students to organize Medical camps, Blood Donation Camps, , Street plays for HIV/AIDS awareness, Tree Plantation Programs, Save Girl Child poster and collage making competition ,Road safety awareness etc.

To enhance the nationality skills and encourage the student for this college celebrates the birth and death anniversaries for our national leaders.

This year college has started a library for neighborhood community. This library provides the books for all.

The College campus is a tobacco free zone. All the students are involved in activities that are taken up for social awareness. If any major mishap occurs which shakes the nation then the students are sensitized towards the victims by offering prayers in the class, lighting candles, conducting rallies.

The activities like save the girl child, women harassment, social cell, cleanliness drive students are invited to participate in all the which is conducted in the college through the numerous committees.

Notices are circulated at the beginning of the academic year about all the co curricular committees. Information regarding all activities provided to students and parents. A student who is interested in any

of the activities registers his/her name with the Professor-in-charge of the association. Each committee has a Student Leader of the association who also monitors and motivates students to involve themselves in the activity.

Students discuss with the professor in charges about activities they want in the College. The Principals of the college gives permission to organize events.

At the end of the academic year, students who have been involved in various movements/ activities are awarded trophies or certificate of appreciation in the prize distribution ceremony. The College organizes many intercollegiate cultural and sports events in which students from other colleges participate. Students' involvement in various social movements / activities can be seen in different areas. This campaign was conducted in association with the Student development cell.

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

**Response: 1**

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

2016-17	2015-16	2014-15	2013-14	2012-13
01	00	00	00	00

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

**Response: 26**

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	06	03	03	02

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

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

**Response:** 25.02

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

2016-17	2015-16	2014-15	2013-14	2012-13
641	271	141	151	161

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

## 3.5 Collaboration

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

**Response:** 7

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

2016-17	2015-16	2014-15	2013-14	2012-13
05	02	00	00	00

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

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

**Response: 6**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
04	02	00	00	00

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The college has prepared the master plan of its campus. The augmentation of infrastructure has been done through the need of newly introduced programmes leading to academic growth. The college has policy for to create and enhance the infrastructure to facilitate effective teaching learning and also maintain academic ambiance.

The college has sufficient space on the campus. As per need new facilities have been created and old ones have been renovated.

The college has its own building. The college has 15 well ventilated classrooms with proper seating arrangement. Out of 15 Classrooms 09 classrooms are well equipped with advanced teaching aid i.e. all 09 classrooms having LCD Projectors with screen. Remaining 06 classrooms is on Fourth floor.

In college there are principal's office, college office, library with reading room, examination cell etc.

In college there are 06 computer labs. Out of 06 computer labs 04 computer labs is on Second Floor as well as 02 computer labs is on Third Floor.

In college there is 01 Electronics Lab which is on Third floor.

In the college building there is 01 Seminar hall equipped with audio visual facilities such as LCD Projectors, Sound System, microphones, and good seating arrangement where seminars, Workshops Guest Lectures are conducted.

The college has separate washroom facility for girls of 146.50 sq.ft. and for boys of 166.95 sq.ft. On each floor

The following facilities are available for curricular and co-curricular activities:

Sr. No	Facility	Floor	Number	Purpose	Area
1	Class Rooms	First	03	Teaching and Learning	885.5
		Second	03	Teaching and Learning	885.5
		Third	03	Teaching and Learning	885.5
		Four	04	Teaching and Learning	468.2
			02	Teaching and Learning	478.1

2	Seminar Hall	Fifth	01	To Conduct seminars, Competitions, Guest lecture, etc.	1690	
3	Technology Enabled Learning Place	Second	04	Computer Lab for Practical	3406	
			Third	02	Computer Lab for practical	770 S
					01	Electronics Lab
						Computer Lab for practical
4	Exam Control Room	Second	01	For Examination Work	238.1	

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

##### Response:

The following infrastructure / equipment is available for sports, games, gymnasium yoga center and cultural activities:

##### Sports:

The objective of department of physical education and sports is promotion of sports activities among the college students. The college has a physical education and sports department

##### Indoor Game Facility:

Our College has indoor sports facilities like table tennis, chess, and carom in sixth and seventh floor 900 sq.ft. Hall.

##### Outdoor Game Facility:

Our College has outdoor games facilities for volleyball game. Our college provided a facility for cricket, football, athletics such games by using playgrounds available nearby institutions, municipal council, as well as private sports club

##### Gymnasium:

Our College have well equipped gymnasium for the benefits of students and staff of the college which include Multipurpose machine (lat pull down, leg raises, high and low pulley) 250 kg, machine bench press 80 kg of weight 80 kg, adjustable multi bench standing and sitting trunk twist, adjustable incline sit ups,

pull ups and double bar, bench press, decline bench press, tread mill and electronic cycle dumbbell and barbell rack each one. Dumbbells 15 kg, 12.5kg,10kg, 5kg, each one pair, barbell 5, z bar 1 and weight plates 10kg, 7.5kg, 5kg, 2.5kg six each and one 5kg adjustable dumbbell, weight plates 10 kg, 5kg, 2.5kg, two each and 7.5kg five each:

#### National Service Scheme (NSS):

A separate furnished office has been allotted to NSS unit. Desktop Computer with internet facility is provided to the NSS students. The NSS Unit has been provided with all the necessary amenities and facilities required for NSS camps. The number of student enrolled for NSS is 50. Every year seven-day residential camp is organized as the village adopted by the college.

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

**Response:** 62.5

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 10

#### File Description

#### Document

Number of classrooms and seminar halls with ICT enabled facilities

[View Document](#)

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

**Response:** 0.79

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

2016-17	2015-16	2014-15	2013-14	2012-13
0.20	2.15	0.60	1.10	2.65

#### File Description

#### Document

Details of budget allocation, excluding salary during the last five years

[View Document](#)

## 4.2 Library as a Learning Resource

**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The College Library has an advisory committee comprising of Principal, Librarian and Faculty members of each department. The committee is very active and conducts regular meetings for smooth functioning of the library.

The Committee comprised the following member:

1	Prin. Dr. Sudhir Kulkarni	President
2	Prof. Pranoti Shevalkar	Secretary
3	Prof. Mahesh Deshpande	Member
4	Prof. Mahendra Sonawane	Member
5	Prof. Ashok Kumbhar	Member
6	Prof. Sanjana Pawaskar	Member
7	Mr. Rushikesh Ranawade	Student Representative
8	Mr. Shubham Tepale	Student Representative

**Major Responsibilities for Committee:**

- The committee suggesting library budget for books, references books, text books, journals etc.
- Identifying requirements of text books, reference books etc. of various subject from respective course in charge.
- To frame rules and regulation to issue books and periodicals to the student.
- To make rules and regulation to issue of books for teaching and non teaching staff of college.
- To review the working of the library and code of conduct through regular meeting of the committee.

Library has made more users friendly for Student / faculty members by using **E-granthalaya 3.0 software**. The process of circulation, barcode system and OPAC (Online Public Access Catalogue) are initiated in order to facilitate open access and availability of books, syllabus in library.

**File Description****Document**

Link for Additional Information

[View Document](#)

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

**Response:**

The College Library is enriched with good numbers of textbooks, reference books, , journals, magazine etc. The library has taken initiative to enrich with e-resources like e-books, e-journals, e-articles related to subject and curriculum of the college which provides support to teachers and students for which college has taken Subscription of N-List Database. The College has the practice of collecting and maintaining books, any other knowledge resources to benefit students and faculty for their knowledge enhancement. For inter library loan service we have taken membership of British library, Jayakar knowledge resource center, SPPU Pune. These libraries have huge collection of rare books, Manuscripts, Special report and any other knowledgeable books. We have used our social platforms to appeal the citizens to come forward. The college is confident of getting quality sources from public and religious Institution.

Accession No.	Author Name	Book Name	Publication	Pu
C-8020 to 8024	Kaptan, Sanjay/Borjes Johnsan	Diamond Vanijyakosh Khand-1 to 5	Diamand Publication	201
C-9529 to 9542	Joshi, Laxmanshastri	Marathi chitralekha khand 02 to 15	Maharashtra sahitya, sanskruti mandal, Mumbai	rajya 197
C-4152	Borjes , Jonson	Diamond Krida Dnyankosh	Diamond Pub. Pune	200

**4.2.3 Does the institution have the following:**

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

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 0.58

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

2016-17	2015-16	2014-15	2013-14	2012-13
0.17	0.89	.82	0.16	0.84

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** Yes

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 2.25

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 18

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

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

As per need and demand from students, plan for IT infrastructure and associated facilities are prepared at department levels. The college has constituted Technical Support Committee for planning, deploying and up grading the IT infrastructure. Requirements regarding IT infrastructure and software up-gradation are identified after discussion with faculty and student. The configuration of the IT infrastructure are decided and accordingly technology upgraded version is purchased to meet the academic requirement.

Number of Computers with Configuration (Provide actual number with exact configuration of each available system):

Sr.No	Lab Name	Total Desktop computers	Configuration	Printer	N/W Switches
1.	Computer Lab: 1 Second Floor	33	Intel Core 2 Duo	01	1. D-Link-24 Port 2. Pronet – 24 Port
2.	Computer Lab: 2 Second Floor	25	Intel Atom 1.6GHZ	02	1. D Link - 24 Port
3.	Computer Lab: 3 Second Floor	24	Intel Atom 1.6GHZ	01	1. D Link - 24 Port
4.	Computer Lab: 4 Second Floor	40	Pentium D.C.3.0, Intel Atom 1.6GHZ, Intel PIV	01	1. D-Link-16 Port 2. Pronet – 24 Port
5.	Computer Lab: 5 Third Floor	41	Intel core I5 processor 7th Gen	00	1. D-Link 08 Port 2. D-Link 24 Port
6.	Computer Lab: 6 Third Floor	25	Intel core I5 processor 7th Gen	.....	
<b>TOTAL</b>	<b>06 Lab</b>	<b>188 PCs</b>	.....	05	.....

- **Stand alone facility:** Printer, CD/DVD Writing, Laptop
- **LAN Facility:** Computer Lab, Faculty Room, Office, Library, Principal Office.
- **Licensed Software:** 1. Windows 8.1+ Windows 10 Upgrade  
2. Microsoft Office 2016 = 34  
3. SHREE LIPI 7
- **Internet:** 20Mbps leased line internet facility available
- **Network Switches:** D-Link – 24 Ports,

Pronet 24 Ports

- **Printer:** Epson LX 300+II – 9 Printers,

Laser Printer – 05 Printers

- **Wi-Fi Facility:** Available in the entire campus.

#### 4.3.2 Student - Computer ratio

**Response:** 4.09

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

**Response:** 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

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

**Response:** 45.18

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

2016-17	2015-16	2014-15	2013-14	2012-13
80.08891	61.8105	78.63257	68.17526	114.53731

File Description	Document
Audited statements of accounts.	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</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.

**Response:**

1. The institutional mechanism for maintenance of the infrastructure, facilities and equipments of the college is in place. Under the same various departments fill up the requisition in the prescribed requisition book as and when required and written or oral communication takes the physical review of the requirements. The faculty members may also suggest laboratory/departmental requirement/requirements for developing the infrastructure of the college. After the scrutiny and review of the requisitions, the meetings of the management are conducted to discuss the requirements and then the necessary decision is made.
2. Regarding electronics laboratory the respective faculty member / subject teacher will coordinate with the technician and get them repaired.
3. Computer lab in charges / technicians look after the maintenance of various computers.
4. Apart from the same, electricians have been appointed to solve electricity failure problems.
5. Standard measurements followed by appointed team with respect to drinking water system.
6. A generator has been installed for continuous uninterrupted supply of power. Annual maintenance contract is made with M/S. Omkar Engineering.

For maintenance contract with the following agencies are made.

SR.NO	Particulars	Name of the service supplier
1.	For Housekeeping	Shivkrupa services

2.	For Electricity	Santosh chothe Electricals	
3.	For Lift Maintenance	Poona Elevators	
4.	For Generator Backup	Omkar Engineering	
5.	For Water Purifier & Coolers	Shri Anaveer Air System & Solution	
6.	For Fire Extinguishers	Sujay Fire LLP	
7.	For CCTV Cameras	S.S. Telecommunication	
8.	For Computer Lab equipment	JS Enterprises & K and P Infotech	
9.	For College Furniture	Padmavati Tredars	
10.	Building Maintenance	Ajay Kumar Thombare Associates	
11.	Electricity Backup	V – Tech Power Solution	

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 4.66

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

2016-17	2015-16	2014-15	2013-14	2012-13
55	53	41	58	41

#### File Description

#### Document

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

[View Document](#)

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

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

**Response:** 2.79

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

2016-17	2015-16	2014-15	2013-14	2012-13
16	66	63	00	00

#### File Description

#### Document

Any additional information

[View Document](#)

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

[View Document](#)

**5.1.3 Number of capability enhancement and development schemes –**

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

**A. 7 or more of the above**

**B. Any 6 of the above**

**C. Any 5 of the above**

**D. Any 4 of the above**

**Response:** C. Any 5 of the above

<b>File Description</b>	<b>Document</b>
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

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

**Response:** 8.89

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

2016-17	2015-16	2014-15	2013-14	2012-13
279	103	30	47	28

<b>File Description</b>	<b>Document</b>
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years****Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

**File Description****Document**

Details of the students benefited by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 1.51

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

2016-17	2015-16	2014-15	2013-14	2012-13
07	10	00	00	00

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 39.43

5.2.2.1 Number of outgoing students progressing to higher education

Response: 97

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

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

**Response:** 13.33

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	00	00	00

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
03	03	02	01	02

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

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

**Response:** 10

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

2016-17	2015-16	2014-15	2013-14	2012-13
02	04	04	00	00

File Description	Document
Any additional information	<a href="#">View Document</a>
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

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

**Response:**

Yes. The college has a nominated Student Council .CR from every class, GS of college, student representatives from NSS, Sports, and one teaching faculty.

**Objective**

- Student Council s the representative body of the students of the college.
- The objective is to make the students participate in the development of the Institute as well as in the process develop their personality, organizational skills and career through interactive programs with

the faculty, administration and society.

- The goal of the student council is to provide a common platform to students for co-curricular and extra-curricular activities. It is responsible for all the Major technical, cultural, literary and sports activities organized in the college premises.
- Activities under the council will be well supported by a team of faculty Members.

College creates a platform for the active participation of the students in the various academic & administrative bodies including other activities. This empowers the students in gaining leadership qualities, rules, regulations and execution skills. Each council has a representative council, which is called Class Committee and includes student members too.

The student members bring forward the views and suggestions of the entire class with respect to the faculty, subjects, syllabus and other things related to the class. The composition of student members is of one topper, one average and one slow learner (the one who has more integrity with other students) of each section are nominated as class representatives, for all the sections from I Year to Final Year.

The Student Council helps students share ideas, interests, and concerns with lecturers and principal. They often also help raise funds for wide activities, including social events, community projects, helping people in need and college reform. Various programs like paper presentations, workshops and seminars are organized by these bodies every year.

All the student representatives on the Student Council select a University Representative who helps in monitoring various academic and other activities throughout the year. The Student Council works as a mediator as well as a facilitator between students and administration. The function of the Student Council is to maintain overall discipline and a healthy academic atmosphere in the college campus.

The following are various academic and administrative bodies with student representatives:

Student Development Committee	Anti-Ragging Squad
Library Committee	Student Council
Alumni Association	Publication Committee
NSS Committee	Internal Complaint Committee

The funding for various activities of the internal college bodies is provided by the College Management.

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

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

**Response:** 45.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
63	51	37	38	38

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

#### Response:

The College does not have a Registered Alumni Association. The process of registration has already began and the document for the same are submitted to the concern authority.

The College has been regularly conducting alumni meet namely 'Aniket Melava' by inviting alumni from various parts of the country, in these alumni meets our alumni shared their views & experiences about the syllabus contents & industry expectations. We have gathered suggestions from the alumni by counseling with them regions wise separately, most of the students have shown their interest and wrote suggestions like Road problem, food, Drinking Water, Electricity, etc. Later we have overcome the problems one by one by implementing Water purifiers, generators and better backup, improved food quality at our canteen, etc.

College has appealed to alumni to register CCS Wakad alumni association it could not be materialized as of date however, most of the alumni have promised to take their valuable time for this purpose within next three months presently the nature of alumni association in CCS it is a kind of get together and interaction with current batches. The College also has appealed to most of the established Alumni to support College and Alumni so that the association can perform its activity on large scale. Principal has been pursuing them for this purpose. Some of the alumni are involved in giving guest lectures and participating in State and National level seminars of the College. They also guide about new technologies used in industry and efforts to be taken to develop students the current batches about the expectations of industry and efforts to be taken to match them.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years****<1 Lakh****1 Lakh - 3 Lakhs****3 Lakhs - 4 Lakhs****4 Lakhs - 5 Lakhs****Response:** <1 Lakh

<b>File Description</b>	<b>Document</b>
Alumni association audited statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years****Response:** 2**5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	01	01

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

**Response:**

**Vision:** To educate Students, enhance intellectual growth and enrich lives.

**Mission:** To cater quality education by providing equal opportunity to all including students from all sections of the society.

**Motto:** “Tamaso Ma Jyotir Gamaya” taken from Bahadarnyaka Upanisad,

“Asato Ma Sad Gamaya, Tamaso Ma Jyotir Gamaya, Mrityor Ma Amritam Gamaya”

A shanti mantra,

From this a part is taken, meaning of which is, lead me from darkness to light. In context with college it means lighting the lamp of true knowledge to dispel darkness of ignorance looming large on our minds is the need of the day.

**Core values:**

- Academic excellence and integrity.
- Outstanding and integrated teaching and social service.
- Individual and collective excellence.
- Collaboration with different institutes.
- Student Centeredness
- Respect, diversity and pluralism.

**Our Objective:**

- To impart higher education by means of regular coaching and offering programs that leads to associate degrees.
- To undertake all such activities as to prepare student for job advancement through improved skills knowledge, including the demands of new technologies.
- The College as a body shall keep itself aloof from all political, religious and sectional controversies and shall carry on its work which mainly educational, social etc.

Governance in higher education is the means by which institutions for higher education (tertiary or post-secondary education) are formally organized and managed (though often there is a distinction between definitions of management and governance). Simply, university governance is the way in which universities are operated. Governing structures for higher education are highly differentiated throughout the world, but the different models nonetheless share a common heritage, our institute not-for-profit and public institutions governed by structured management. As per the above Vision and Mission, governance

of the college always tries to accomplish. The policy decisions are taken by managing council, the highest body.

Management designs the policies and objectives of the college. They Appoints suitable persons as per the different departments. There effective leadership enhances the quality and performance of the institution which helps in achieving the desire objectives.

Top management takes decisions through different committees such as Local Managing committee, governing body and general body of institutions, Principal is specially appointed to look after the pros and cons of the decisions and overall academic and administrative ambience of the college.

Conducts meeting management twice in a year with principal, Head of departments in which current status specific activity, events to be conducted in future and review about past events discussed.

Top management provides the adequate amount for the various activities conducted by the college.

Management council decision goes to college development council. These polices discussed in CDC and prepared planning for implementation. Principal of the college convey these decision of the CDC to HOD's and through HOD's it is passed to the faculties.

At the end of academic year all HOD's submits the annual reports.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

The College Practices decentralization and participative management. Every stake holder of the institution, teachers, non teaching staff and representatives of students take part in decision making. In staff council meetings, every participating staff is free to express his opinion freely. Every opinion and suggestions are taken into consideration while taking decision. A case study of **Open- Book Library** is given here as an example. The issue raised in the meeting dated 20-07-2017 by faculty member Mrs. Sanjana Pawaskar .All other members accepted the suggestion and permitted to open Library for peoples around on campus

#### OBJECTIVES OF OPEN LIBRARY

- To imbibe culture of reading among society.
- To provide facility of reading books among surrounding community.

#### IMPLEMENTATION

##### At Management Level

Management provides us facility for utilization of existing resources. They provide us monetary support to implement this activity also gives guidelines to principal & Administrative officer for “open library idea”.

#### At Staff Level

Principal takes responsibility for success of the idea, he looks after this program and spread idea among faculties & students by conducting regular meetings. He also conducts regular meeting with class monitors and students for success of this program. Faculty contributed one day salary for purchasing of books and non teaching staff along with students reach to communities with information details.

#### At Non Teaching Staff Level

They give full support to this activity by distributing notices regularly to faculty, students & society members. They provide support for arranging programs related to the open book library functions.

#### At Student Level

Student’s acts as ambassador for this program, they reach to nearby vicinity & spread awareness for this open library program.

#### OUTCOME

1. We received maximum response from local area and they visited to library frequently.
2. Our students started reading more books and spending more time in library gathering information apart from academics.
3. From teachers point of view performance of teachers and students was improved substantially.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

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

#### Response:

The institute understands its responsibility and duty to provide a safe working environment to all students and the staff members. Over the years, many safety guidelines and processes are already in place, which are effectively managed by the administration and the security team. However, given the evolving technology, an upgrade in the security and safety measures is always a welcome step.

Continuous evaluation of any process is very critical in keeping the process effective and relevant. Keeping this in mind, the management committee of the institute came up with an idea to upgrade the security systems by incorporating Closed Circuit Tele Vision (CCTV) cameras in 2013-14. This has ensured the integrity of examination process by removing any scope of personal interference and ensuring safety of

exam material. The computer lab is now much more secured than before as the close and continuous monitoring of the CCTV camera ensures that the critical data is safe and no one is using any unauthorized website or software. It restricts the use of unauthorized devices like personal pen drives and hard drives and discourages the people to bring such devices with them in the campus. The video media record is kept in a secured area with only authorized access permission.

Over the time, management of the institute expanded the installation of CCTV cameras to all campus in 2016-17. The objective was to keep all staff and students safe in the campus in case of any act of violence, harassment, ragging, theft or any other emergency. The institute keeps upgrading its equipments and various software to keep pace with the latest technology. The library also purchases latest editions of many expensive books and digital reference material. This requires huge investments time to time. To safeguard the institute's property from any malicious or intentional damage, CCTV plays an important role.

Apart from maintaining the personal and equipment safety, CCTV has played an important role in maintaining discipline and decorum in the campus. Teaching and non-teaching staff started putting a self-responsible effort to stick to their academic routine. As an outcome, students now understand their responsibilities and started paying total attention in the lectures. They started avoiding distractions like checking mobile phones or getting involved in unnecessary chit chat during the class. They are now more aware of the importance of their conduct in the institute. The malpractices during exams in the examination hall have been totally curbed.

It's a preventive way rather than reactive, which stops most of the unwanted incidents to happen at the first place. The CCTV monitoring also brings another side of the coin. A balance should be reached between the added security a CCTV could bring and the intrusion of privacy. This is achieved by including opinions of all stakeholders like parents, staff, students, and governing bodies. A common understanding is reached by reviewing the CCTV monitoring policy time to time. This has been a very important decision taken by the management at the right time.

File Description	Document
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>

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

#### **Response:**

Institute of Science is the parent body of the College of Computer Science. For the management of all the matters connected with College, there are two bodies: the Management body and the Local management Committee/ College Development Committee.

**Local Management Committee:** At the college level, the Local Managing Committee is constituted according to the Maharashtra Universities Act of 1994 and College Development Committee is constituted according to the Maharashtra Universities Act of 2016. All other committees are given responsibility to

look into the management of various parts/matters of the college.

**The Principal** of the college heads both the academic as well as the administrative sections and is overall in charge of the college. Vice Principals are appointed to assist the Principal in smooth functioning of the administrative system and smooth conduct of academic programs.

**The college office** mainly looks into matters related to admissions, eligibility, and examinations. It also provides clerical support required for maintaining records and for interaction with government, university, parents and students.

**Various committees** in the college help in monitoring and facilitating several administrative functions and thus make administration open and transparent. The decentralization of power is evident from these committees, some of them are statutory and the others non-statutory in nature.

**The IQAC** has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC has to establish procedures and modalities to collect data and information on various aspects of institutional functioning. The Coordinator of the IQAC and the Secretary has a major role in implementing these functions.

The college had formed a committee to address **grievances /complaints** and resolve them. This committee addresses grievances of both teaching and non teaching staff. The mechanism to handle grievances by the **Grievance Redressal Committee** is:

- Receive the grievance from Head of the Institute.
- Take cognizance of the grievance(s).
- Settle the grievances within six months.
- Report it to the Management.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination**

**A. All 5 of the above**

**B. Any 4 of the above**

**C. Any 3 of the above**

**D. Any 2 of the above**

**Response:** D. Any 2 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
Screen shots of user interfaces	<a href="#">View Document</a>

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

##### **Response:**

The Management always encourages and supports the involvement of the staff in the improvement of the effectiveness and efficiency of the institutional process. The management through the head of the institution involves the staff members in various activities related to the development of the college. The staff members are involved by way of constitution of various committees.

As per Minutes of LMC/CDC of the college dated 22nd March 2014, it was mutually decided to impose dress code for students as well as staff members. The purpose of this policy is to establish basic guidelines for appropriate work dress which will promote a positive image of the institution and give due consideration to safety and sound business practice. Imposing dress code at workplace helps to build a professional image of an employee. It will be helpful for the professions like teaching which interacts more with the society.

Compulsory dress code reflects the discipline and uniformity. A decent, smart and formal dress is what is expected in a formal place like Educational Institute. Dress code is necessary for staff member as suitable attire is required on campus at all times and also off campus when representing the college. All faculty members should dress appropriately for their respective discipline.

It is a place where students from different backgrounds and cultures come to learn. A dress code brings about unity and eliminates discrimination. College students compare their dressing style which creates an inferiority complex among students. A compulsory dress code will not only create a feeling of equality but also make students focus on their studies rather than on their clothes.

**Proposed Dress Code for Students being Sky Blue shirt with Blazer & Navy Blue trouser.** It is expected to wear college uniform on Monday and Thursday, also at the time of practical's and theory examination, on the various occasions as national festivals like 15th August & 26th January, events, seminar & workshops.

##### **Dress Code for Staff:**

**Male:** Sky Blue shirt with blazer & navy Blue pant

**Female:** Saree

All faculties used to wear dress code on Monday and Thursday, as well as on occasion of national festivals and at on the occasion of national festivals, at the time of important events.

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

### 6.3 Faculty Empowerment Strategies

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

##### Response:

Following welfare schemes are available for teaching and non-teaching staff:

**Employee Provident fund:** As per the government rules maximum of Rs. 1800 is credited to employees PF account by management and the equal amount is contributed by the employee. All eligible staff members have availed benefit of the scheme.

**Yearly health checkup:** Health awareness camps are held for the benefit of the teaching and non-teaching staff every year on the birthday of the Founder Director of the Institute Shri N.C.Joshi. Health checkup camp is also organized by the college in collaboration with Pimpri Serological Institute Blood Bank.

**Accidental Insurance:** In case of an unfortunate incidence non teaching staff members get insurance benefit. All non teaching staff members are part of the accidental group insurance policy of Star Health and Allied Insurance Company Limited.

**Financial assistance:** The College Management takes adequate steps for the welfare of teaching and non-teaching staff. The College provides financial assistance to meet medical expenses of staff and their family members.

**Short term Advances:** The College management provides short term advance facilities to all the members of the staff. The short term loans are provided to meet the emergencies raised and are interest free advances given against the salary in deserving cases.

College encourages teaching and nonteaching staff to improve their educational qualification.

Incentives are given for staff members for Post Doctoral Research.

Admissions are given to the wards of teaching and non-teaching staff on priority basis and Discounts are given in fees for the wards of staff members, whoever in need.

Psychological counseling is made available to teaching as well as nonteaching staff members.

Stress management camp, Yoga, Spirituality workshops are organized with the help of expert agencies. Meditation room is made available for staff members.

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

**Response:** 19.26

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

2016-17	2015-16	2014-15	2013-14	2012-13
03	11	06	03	01

#### File Description

#### Document

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

[View Document](#)

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

**Response:** 1.6

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

2016-17	2015-16	2014-15	2013-14	2012-13
02	01	02	02	01

#### File Description

#### Document

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)

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

**Response:** 3.84

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

2016-17	2015-16	2014-15	2013-14	2012-13
02	02	00	01	00

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

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

#### Response:

**Performance Appraisal:** The College office maintains the Service Book of every teacher. Apart from this College also circulates Employment form duly filled by the respective teachers in every academic year.

#### For Teaching Staff:

- It is Mandatory for teacher's to maintain their diary which included information about the academics, co-curricular activities like seminar, workshop, and paper presentation/published, FDP's, etc.
- The performance is then assessed by the Principal and the members of the Management. Through confidential report the performance is evaluated with consideration of feedback from students and related stakeholders of college.
- Lacking area's are then been directly discussed with concerned faculty by the Principal. These faculties are closely observed by the HOD's and Principal and regularly evolution of same is carried out.
- Faculties are advise to undergo training program by themselves and they are strictly advise to improve said area within three months otherwise they won't be eligible for appraisal process.
- Principal also considered the participation and performance of teachers in extra-curricular activity.
- Parents provide feedback about the matters concerning academics in the PTM (Parents teacher's meet) these are also considered in the report.

#### Non-Teaching Staff:

- The performance is purely assessed on their behavioral activity within the campus.
- Their work discipline is given priority while evaluation of performance.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The Audit is conducted through the Parent Body that is Institute of Sciences, Poona, under which separately audit is conducted for three colleges. A financial resource of College is only fees collected from students. It is managed in a very effective and justified manner. All the transactions supported by the vouchers. Every type of transactions carried out through online transactions and cheques. In exceptional cases only cash transactions are allowed. College conducts internal and external financial audits regularly. The internal auditor is appointed by the college. He cross checks and verifies these calculations and also finds out the shortcomings/ errors and rectifies the same. College accountant rectifies the observations or shortcomings pointed out by the internal auditor. Then internal auditor submits this to the body of the management committee. The external auditor visits the campus twice in the year. All books of accounts are verified by the external auditor and prepare the audited report and submit to the body of management every year before 30th June.

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

<b>File Description</b>	<b>Document</b>
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

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

**Response:**

##### **Resource Mobilization**

College of Computer Sciences Poona, is affiliated to Savitribai Phule University Governed by Private trust Institute of Science Poona, Approved by Govt. of Maharashtra as self financing institution. Therefore source of income being through fees collected from students. Only There is no other source of income. Governing body of institute of Science has not collected funds from any other source so far. If required management trustees help's in this regard.

Annual budget is allocated to carry out all activities relating to the college including extracurricular activities. Various committees like sports, NSS, Student council and various other associations have to submit the budget requirements and after approval of budget by authority events are conducted and

executed.

All Expenses carried out from collected fees and major part of this is being spent on salary of Employees, infrastructure building, Rent and local body compliances. Purchasing related to stationary, ICT Development etc.

## 6.5 Internal Quality Assurance System

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

#### Response:

College of Computer Science has taken concrete steps for the development of students and faculty members and thus established IQAC on 10th November 2015. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

College of Computer Science has taken concrete steps for the development of students and faculty members.

The primary goals of IQAC are:

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- Sharing of research findings and networking with other institutions in India and abroad.
- Equitable access and affordability of academic programs for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.

The following are the roles and responsibilities carried by IQAC:

- To coordinate the distribution of information on various quality parameters of higher education.
- To coordinate the documentation of the various programs / activities leading to quality improvement.
- To coordinate the quality-related activities of the institution.
- To coordinate the timely and efficient execution of the decisions of IQAC committee.

#### Best Practices I: Monitoring Academic Activity

As the most significant resource in Higher Educational Institution, teachers are critical to raise education standards. Improving the efficiency and equity of Institute depends, in large measure, on ensuring that teachers are highly skilled, well resourced, and motivated to perform at their best. The effective monitoring and evaluation of teaching is central to the continuous improvement of the effectiveness of teaching in the Institute.

In this activity total seven sessions were conducted and Twenty seven Faculties participated. Faculties were asked to give presentation on Recent Trends/ Latest Development of their Specialization or subject Teaching. Faculties Presentation was evaluated to know the strengths of teachers and those aspects of their practice which could be further developed.

From this perspective, the institution of teacher evaluation is a vital step in the drive to improve the effectiveness of teaching and learning and raise educational standards.

### **Best Practices II: Providing Solutions of Previous Years University Question Papers**

The activity is implemented to remove fear of examination from students mind. Faculties select two previous university question papers & prepare model answer paper. So that students can use it as reference material & score more marks in the examination. This activity improves their level of understanding for particular subject/topic. Students can see the model answer sheet and practice accordingly to prepare for examination.

- It can provide you the general idea of the Paper pattern and one could easily guess the important topics of a particular subject.
- The time for solving the exam paper can be efficiently managed .
- It is therefore necessary for students to give some time to go through the past paper while revising a subject in detail.

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

#### **Response:**

The Institution prepares Annual Academic Calendar in the beginning of the session. All the activities are incorporated in it. The teaching-learning process includes the preparation of departmental academic calendar, schedule of internal examinations, the students' meeting, parents' meeting, co-curricular and sports activities etc.

IQAC reviews its teaching-learning process, structures & methodologies of operation time to time. It also verifies the learning outcomes periodically through student feedback and departmental meetings. IQAC found that the teaching method must be made more interactive and more visual in the benefit of the students. IQAC has initiated the purchase of the Teaching & Learning Aids. N-List database is taken to improve the research culture. LCD projectors were installed in each classroom for assisting teaching. Internet facility is provided to all the departments for online Video lectures. Number of Books is regularly purchased along with the periodicals. At the end of the session the IQAC takes feedback from students' on the "Teacher's teaching skills". The teachers are directed by the head of the institution in improving themselves as per the expectation of the students and parents.

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

**Response:** 1.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
04	02	00	00	00

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>

## 6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

**Incremental Improvements:-**

College always believes in **Kaizen Concept** which say's improvement is must for sustaining with these point of view the improvements in academics and administration are as follows:

**Year 2013-14:**

- The Computers in the Labs are provided with latest configuration and 24 X 7 Internet facilities.
- Installation of CCTV's in the Examination strong room and Computer Labs for the security purpose.
- College conducted a Faculty Development Program for the faculty members.

**Year 2014-15**

- College came up with biometric attendance for the entire employe's. As the attendance will be recorded with accurate time.
- The Research and Development Committee of college came up with Bi-annual journal named Innovation with ISSN No.

**Year 2015-16**

- Library being the core of academics was fully digitalized with the help of E-granthalay and OPAC.

**Year 2016-17**

- College started issuing student's ID cards with barcode.
- Library started issuing books to the students on the basis of barcode available on their ID cards.
- Digital acceptance of Fees started in the college from this year.
- Digital Payment methods were also introduced in the finance department of the college.

**Year 2017-18**

- Library department came up with new database facility named as N-list and membership with two other libraries which are Jaykar Library and British Library.
- Campus with high speed Internet facility. Earlier it was 2Mbps and now it is 20Mbps.
- Lift was installed in the campus for the ease of its stakeholder.
- The entire campus under surveillance through installation of HD CCTV.

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

**Response:** 13

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

2016-17	2015-16	2014-15	2013-14	2012-13
04	03	02	02	02

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

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

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

**Response:**

##### 1. Gender Sensitivity:

A country that does not value gender sensitization will never be safe. If we have to make our society safer for women, it's time to demand gender sensitization.

Our Institute shows gender equity in decision making, in case of college committee or student committees, class coordinator ship. Various events like annual function, seminar management gives equal opportunity for ladies and gents staff. Every year college organized industrial visit and college educational Trip, where all staff members and students participate equally.

**Shardoustav :-** Birthday of our Honorable Founder Director Shri. N.C. Joshi Sir celebrated in the institute every year and is celebrated by the name Shardoustav. In this period college organizing various competitions like Poster and Collage , Chess, Essay Writing, Carrom, Debate Competition .girls and boys are equally participated in these competitions .

Every year, College celebrates Ganeshostav and Navartrastov , at the time of this festival all students participate in 'aarti', various traditional events, 'garaba and dandiya' organized by the institution.

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

**a. Safety and Security:**

- Each classroom, computer lab, library, each floor and parking area is under CCTV surveillance, which includes Closed circuit cameras. It covers entire campus so that threats would be easily detected.
- College has Fire Control System. It consists of approved devices, equipment and systems or combinations of systems used to detect a fire. it activates an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof.
- College has anti raging committee. So that students can approach members of the committee if they have any security related problem. These problems raised by students are solved with highest priority. We are strive to be worthy of it.
- Pune police has started the special movement by the name "Police Kaka" and Buddy Cop for ladies students and ladies faculties safety, we preferred to involve in this very much seriously and these made available to our students. in this activity all girls of our college join whatsapp group known as Buddy Cop for their safety. These whatsapp groups are created for girl's student's safety. All ladies faculty is also members of that group.

**Counseling:** College conducts various professional courses like BBA,BBA(CA), B.Sc(CS) & M.Sc(CS) It was seen that at the beginning the course there were less number of female Students, So organization came up with a plan to motivate girl students to take higher education in order to achieve this motto faculty members had convinced parents to educate their daughters , this idea had a great success as there are equal or more number of girls in each class compare to boys.

**Common Room for Girls:** College has girl's common Room at first floor with following facilities

1. Changing Room
2. Provision of Chairs
3. Provision of sanitary napkin machine
4. Provision of mirror

Common reading Room: College has Common reading room for students to study together.

**7.1.3 Alternate Energy initiatives such as:**

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

<b>Response: 0</b>	
7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)	
Response: 00	
7.1.3.2 Total annual power requirement (in KWH)	
Response: 31200	
<b>File Description</b>	<b>Document</b>
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

<b>7.1.4 Percentage of annual lighting power requirements met through LED bulbs</b>	
<b>Response: 0</b>	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 00	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 31200	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

<p><b>7.1.5 Waste Management steps including:</b></p> <ul style="list-style-type: none"> <li>• <b>Solid waste management</b></li> <li>• <b>Liquid waste management</b></li> <li>• <b>E-waste management</b></li> </ul> <p><b>Response:</b></p> <p><b>Waste Management:</b></p> <p><b>1. Solid Waste Management:</b></p> <p>As responsible citizen of India we should follow the discipline in order to keep our environment clean &amp; healthy. Our Founder director Mr.N.C.Joshi has strictly informed all the employees to use one sided pages for internal administrative work .Usually papers are used for printing purpose but using it twice helps to reduce stationary cost &amp; also reduced solid waste .in college campus solid waste is horticultural waste,</p>
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such as dried leaves or plant clippings. There's also a certain amount of glass, fiber, paper and plastic. But mostly, the waste consists of biodegradable materials such as kitchen waste, collected from all around the campus, especially the canteens.

## 2. E-waste Management

Electronic and Electrical waste, popularly known as e-waste products, do not decompose or rot away. The disposal of e-waste is a particular problem faced in institution. Our institution provide all E-waste such as old monitors, mother boards or other component to students for studies and remaining waste material handed over to scrap dealer.

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

#### Rain Water Harvesting and utilization in the campus:

As water is very important factor in the environment, **Rainwater harvesting** is best alternative to accumulate and store rainwater for reuse on-site, rather than allowing it to run off. Our college has developed rain water harvesting in the premises. It includes a system of collecting rain water in large reservoir through pipes .rain water fallen on roofs is majorly collected for harvesting .We use this water for gardening in college campus. It helps increasing water level. College has constructed a water recharge pit in the college premise, so that the excess water collected on the college premises can be diverted safely in catchment area. College also educates the students regarding rain water harvesting and other activities through different programs like Vasundhara Day, poster & Essay Competition on Save Water etc.

### 7.1.7 Green Practices

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

#### Response:

- **Green Practices**

We perform green practices to nurture the nature for our future.

College conducts following green practices every year.

- **No Vehicle use bicycle:**

The college has taken initiative in conducting the campaign “NO VEHICLE DAY” since last 5 academics years. It enables the student to learn social ethics. It also helps to reduce pollution for a day. Every year all the students and staff take a pledge to contribute in reducing pollution and to use bicycle. Which helps us to reduce global warming? Our Moto is “no motor vehicle use bicycle”, our faculty member encourage student to use bicycle or if distance is not so far then prefer walking which is useful for healthy life. Our most of the students use public transport system.

Staff members and students use the bicycles, carpool, share vehicle as well as those who are staying nearby use the bicycles and prefer walk.

◦ **Tree Plantation and Preservation :**

Every year college conducts “Tree Plantation” twice in year. Once on the Occasion of Birthday of our Founder Director Shri. N. C. Joshi Sir and secondly as part of NSS activity at adopted Village .we also promote tree plantation by felicitating the guest with saplings instead of giving bouquets. Our Students also celebrate Gurupornima by giving Saplings to the teachers.

The college has arranged different competition like ‘Rangoli’, ‘Poster’ & ‘Collage’ based on the themes like ‘Save Tree Save Life’, ‘Green India Clean India’.

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

**Response:** 0.01

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

2016-17	2015-16	2014-15	2013-14	2012-13
0.035	0.024	0.020	0.021	0.024

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

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

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms

**6.Scribes for examination****7.Special skill development for differently abled students****8.Any other similar facility (Specify)****A. 7 and more of the above****B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response:** 4

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

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	01	01	00

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 4

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

2016-17	2015-16	2014-15	2013-14	2012-13
02	01	01	00	00

File Description	Document
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

**7.1.12**

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

**Response:** Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

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

**Response:** Yes

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

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years****Response:** 9

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

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

Every year college organizes national festivals and birth/death anniversaries of the great Indian Personalities.

**National Festivals**

- Republic Day.
- Independence Day.

**Birth and Death anniversaries of the great Indian personalities:**

Sr.No	Name	Birth Anniversary	Death Anniversary
1	Bal Gangadhar Tilak	23 July	1 August
2	Dr. Sarvpalli RadhaKrushan	5 September	
3	Mahatma Gandhi	2 October	30 January
4	Lal Bahadur Shastri	2 October	
5	Sardar Vallabh Bhai Patel	31 October	15 December
6	Abul Kalam Azad	15 October	27 July
7	Jawaharlal Nehru	14 November	
8	Babasaheb Ambedkar	14 April	6 December
9	Savitribai Phule	3 January	
10	Swami Vivekananda	12 January ( celebrated as Yuva	

		Mohotsav)	
11	Vasudev Balvant Fadake	17 February	
12	Chatrapati Shivaji Maharaj	19 February	
13	Mahatma Jyotirao Phule	11 April	28 Nov

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

#### Response:

**Financial-** In order to maintain financial transparency, Account department is instructed to send payment slips of particular employee on their registered email-Ids. Summarized Payment sheets are generated for all staff members which are duly signed by the employees themselves after receiving salary.

Student Scholarship details can be viewed by the class coordinators and students themselves.

- Academic transparency is gained by keeping things proper and simple such as internal marks of students are displayed on notice boards. After each Class test, test papers are shown to the students, so that they can understand their mistakes.

After announcements of results by university, faculty members used to analyze them for calculating subject wise percentage of passing and rank holders in each class. Students are also able to view these subject wise results putted on notice boards by faculty members. It helps them to understand their performance in each subject. At the end of each semester Parent-Teacher meetings also held, so as to convey progress of each student to their parents.

**Administrative:** In administrative point of view transparency is maintained by circulating each decision made in local management committee meeting through notices or circulars. Faculty and student representatives are also involved in this decision making process. So the message is conveyed to all the members of institute including students. It helps people to build a transparent relation with the organization and among.

## 7.2 Best Practices

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

#### Response:

#### 1. Title of the Practices: Blind Program Test

#### Objectives of the Practice:

College always conducts activities which are fruitful for students. Activities like write algorithm, trace the output, Project development, Blind Programming. Blind Programming is also useful for student to

build good software programming and to increase concentration. Objectives of the activity are as follows:

1. To increase concentration.
2. To help students remember syntax.
3. To develop programming confidence.

### **The Context:**

Our college is located in Wakad near by “Rajiv Gandhi Infotech Park, Hinjewadi“it is the famous IT Park in pune. This is an advantage to our students. As College of computer sciences provide Professional courses like B.sc(Computer Science), BBA(Computer Application) and M.Sc(Computer Science).In various professional courses ,programming is an essential part, while doing programming in any language, it is necessary to remember syntax (i.e. rules for writing program statements.). This Blind Programming Test is a best practice to help students to memorize programming structure and language syntax. It is a fun loving activity which will increase confidence among students while writing program code. Being a programmer it is important to translate the high level language program code into machine level language by using appropriate compiler and interpreter. Keeping this in mind one should have great command over the language and good skills to execute their program.

### **The Practice**

Our college provide platform for students to show their talent in various fields such as academic, cultural and sports through various activities college always tried to provide qualitative education to the students. College located near Hinjewadi IT Park and to take locational advantages we initiate to develop good software programmers. So that they can work in software industry or they can start their own business. The main Objective behind this activity is to increase concentration among students. Which is lost because of mobile games, social networking sites etc.It is our small step to make students more interactive and focused?

In computer Programming every language has its own syntax. To develop any application, Logic remains same but syntax changes as per the language. So this activity is the best option to increase student’s concentration. Blind programming Test was open for all students of B.Sc(Computer Science), BBA(Computer Application) and M.Sc(Computer Science).College conducts this activity during second half of academic year. In the above said Test we provide three programming activities in which student have to select one task and that should be completed within given time period while performing this coding activity the computer monitors should be turned off. The participants need to write codes and execute them. Concentration is the most important factor to write code accurately. After time out coordinator checks the status of program and calculates accuracy of the programmer. Initially most of the students are not able to complete program, they lose their concentration and made mistakes. But in second attempt they tried writing and executing whole program accurately.

Most of the time students get nervous, when they lose their concentration. Whereas totally focused on writing code snippets once they got an Idea. This has helped students to write codes confidently. They found it as a fun loving activity. It increased their concentration and helped them memorizing their syntaxes.

## Evidence of Success

- As BBA (CA) has semester wise Practical examination whereas B.Sc(CS)has year wise practical examinations So it is quite difficult for B.Sc students to remember syntaxes till the exams ,This Blind programming Test helped them to remember syntax .
- In different programming languages have different program structure and syntax. It is very difficult for one to remember and switch through these rules. Practice is the only way to memorize these coding rules, as they are essential for programming, This Blind Programming activity help students to learn these rules.
- In prior experiences we have seen that, So many times students used to get little bit confused in practical examination, when they forget syntax. This panic situation was overcome when they practiced blind programming. Which results in good scores by the students in practicals?

## Problem Encountered and Resource Required

College had planned to conduct this activity for all students, but it is practically not possible to conduct this activity for all. Only computer literate students have programming knowledge, so that students those who have programming knowledge can participate in this activity.

Following Problems are occurred while conducting this activity:

- To observe participants it's quit difficult.
- How to measure accuracy is one of big issue.
- There is more than one solution for each task in programming, so that it's difficult to find winner.

Resource Required:

- Students- most important resource for this activity.
- Computer with required hardware and software.

## 2. Title: Stress Management program for Staff and Students

### Objectives:

Stress is a fact of everyday life – but too much stress makes us ineffective and reduces the control we have over our lives. So stress management is necessary to achieves following objectives:

- To release Stress
- Understand how stress works and develop sustainable behaviors.
- Develop ones personal resources and avoid stress “overdraft”
- Recognize negative stress and its symptoms
- Identify the causes of unwanted stress
- Avoid negative stress whilst enhancing positive experience
- Develop a balanced lifestyle in order to control stress in the long term
- Utilize effective relaxation and stress reduction techniques
- Develop a Personal Action Plan for Stress Management

## The Context

College conducts this activity for staff and students. This activity will help them identifying their personal difficulties, reflect upon their stress management and relaxation strategies and become more effective in handling everyday pressures in a sustainable way. If one started feeling swamped by stress this activity will help them to take a fresh look at themselves, rebuild energy and create a more balanced lifestyle. Meditation is one and only name to achieve the objectives mentioned above. Institution has organized mediation program for faculty and students which indeed have proven to be a stress buster. Many other programs such as relaxation program, sport events have also been arranged every year. Students and Faculty members participate in large number to get relaxed.

Various relaxation programs like Meditation workshops, events have been organized by the institution.

## The Practices

Our college have been organize stress release program twice in year. Through this program, everyone get refreshed and stress free. College had Identified stress release mentor and invited them to conduct such stress release programs.

- In academic year 2016-17, institution invited Mr.Prashik Gaikwad to conduct stress management program. In this program Mr. Gaikwad introduced Hypnotism as stress management remedy he also had given small tips to all to manage stress. He had also demonstrated Hypnotism with help of students and faculty members.
- **Melt away stress with some ice cream in the summer**

“During the summer months, the college arranges for the "Good Humor Ice Cream Truck" to get an ice cream. It gets everyone outside for a few minutes to chat about non-work things and recall their childhood chasing the Good Humor Ice Cream Truck of their childhood. The Stress goes away!”

- We have found that students face multiple and challenging stressors and have received little to no training on how to proactively and efficiently manage the to-be-expected stresses of life. Common student stressors such as test anxiety, financial worries, and roommate and relationship conflicts, are at best distractions and at worst completely disruptive to learning. College develops this learner-centered activity to give students an opportunity to increase awareness of their stressors, discover new strategies to reduce their stress, and to create a tangible tool to remind and inspire them to take action. The main purpose of this activity is to give students an opportunity to...
- Identify sources of their stress
- Learn new strategies for managing stress
- Select strategies they will implement

This activity conducted in classroom. Class coordinator ask questions like “What are stresses that college students face?”, What if you had a list of strategies on how to reduce your stress?" This activity will help students to create their own personal Stress Busters list so that they have numerous ways to reduce their stress."

- To make students feel relaxed and stress free , college had arrange many activities such as indoor and outdoor games, Tests and events such as annual functions, Traditional Day, Fun-Fair etc. to which students had given tremendous response with all their efforts and enthusiasm.

**Evidence of Success**

Students' stress is usually related to everyday experiences, worries and challenges at college, home, in the community and within their peer group. For example, young people may experience stress resulting from bullying, name calling, social isolation, not getting what they want, body image, academic difficulties, and unsafe neighborhoods. While each student will respond to and resolve stress differently, the impact of ongoing and/or unresolved stress can lead to feelings of anxiety, depression, irritability, poor concentration, aggression, physical illness, fatigue, sleep disturbance and poor coping skills such as tobacco, drug and/or alcohol use. Our college had organized various activities to release stress and to avoid such complications. Students was enjoyed all activity and get relaxed. It shows impact on active staff and students, always ready to perform any activity. Good score in examination.

**Problems Encountered & Resources Required:**

Some of the students are very shy, and always hesitate to ask questions or to speak with others. So it's very difficult to find source of stress in case of such students.

**Resource Required:**

- Students
- Staff
- Resource person to deliver lecture.
- Pen and cards to write answers.

**7.3 Institutional Distinctiveness****7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust****Response:**

The College of Computer Sciences (CCS) was established in 2000 by the Institute of Science, Poona to meet the growing needs of Computer Science education and training. The institute, being recognized by the Savitribai Phule Pune University not only provides Graduation and Post graduation instruction for various computer science courses of the University, but also provides guidance in the field of Computer(science & applications), Commerce, Economics and management areas. College of Computer Sciences conducts various activities, to motivate students for higher education.

**Our vision:** To educate Students, enhance intellectual growth and enrich lives.

**“To educate Students”:**

- We provide free scholarship for students those are having economical problems. College provides scholarships, such as N. C. Joshi scholarship, concession in fees and other scholarships.
- Our faculty members create whatsapp group for each class, so that students can post any query related to any programming language or any academic subject ,Any group member can give

response to that query or faculty post solution for that query. so that students can continue their study without wasting much time.

- To improve academic performance of the student we conduct foundation courses at beginning of each semester. Which covers all the prerequisites of the subject, it helps student to understand the advanced concepts.
- College has its own research publication called “Innovation” (ISSN- 2394-1774) which is an open platform for our students & faculty members to publish their research.

**“Enhance intellectual growth and enrich lives”:**

- To help students achieve better career opportunities, college conducts various aptitude tests and also the students with the best performance have been awarded. This activity has been proven to be useful in order to place our students in reputed industries.
- Institute organizes various workshops and seminars every year. which will help our students, employees to improve themselves. These workshops includes soft skill development, Research Paper guidance etc.
- As conversation in English is much important in industrial job profiles, we help our student to get command over the language by organizing communication skill programs..
- Every year all the students and staff take a pledge to contribute in reducing pollution and use bicycle. College conduct awareness programs like organ donation, blood donation, with the help of PCMC college organized “ Matdan JanJagruti Abhiyan”
- Our students and NSS program officer participated in organ donation awareness program, and also motivated students for Eye donation.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

Higher education plays a vital role in the development of any nation. Therefore there is a premium on both quantity and quality of higher education. Like in any other domain the method to improve quality remains the same. Finding and recognizing new needs and satisfying them with products and services of national and international standards.

The Institute of Science is affiliated to Savitribai Phule Pune University, Pune, has been Providing Career Oriented Quality Education to the Students from Different Walks Of Life through Various Academic, Skill Developments Program. It has introduced various Programs with a view to make every student a responsible citizen of India.

The top management, the Principal and the faculty play a key role in designing And implementing quality policy and plans of the institution. They contribute to policy making and its implementation in the following ways:

The office of the institution is on the college Campus itself which enables to have a smooth coordination between the Management and the college administration. The Management, the Principal, the teaching and non teaching faculty work together in coordination with one another for the effective implementation of policies and plans.

Apart from regular Courses Institute has planned for getting started additional courses as well as institute makes efforts in planning, establishing and implementing the initiatives of linkages and collaborations. Our institute also has planning in future to open facility for:

### **Concluding Remarks :**

Our College Prepares academic calendar for effective implementation of the curriculum. College has seminar hall, adequate no. Of classrooms, well equipped computer laboratory and staff room for the Faculty. We have a Library with huge Collection of books; Journals, Magazines and reading room for student's library also have e-library Facility with membership of British council library as well as Jaikar library SPPU University. College has four Classrooms with I.T. Facility.

We provide every opportunity to our students to compute with other university and other colleges in sports and games. College has well equipped gym.