



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	SHIVAI SHIKSHAN PRASARAK MANDAL'S SUNDARRAO MORE ARTS, COMMERCE AND SCIENCE COLLEGE POLADPUR
• Name of the Head of the institution	Dr. Raverkar Deepak Pralhad
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02191-240221
• Mobile No:	9822835979
• Registered e-mail	dpraverkar@gmail.com
• Alternate e-mail	iqacmorecollegepoladpur@gmail.com
• Address	Sundarrao More Arts, Commerce and Science College- Cholai Taluka Poladpur
• City/Town	Raigad
• State/UT	Maharashtra
• Pin Code	402303
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Mumbai Univeristy				
• Name of the IQAC Coordinator	Mr. Mahesh Radhakrishna Walle				
• Phone No.	02191240221				
• Alternate phone No.					
• Mobile	9403329871				
• IQAC e-mail address	iqacmorecollegepoladpur@gmail.com				
• Alternate e-mail address	morecollege_poladpur@rediffmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.sundarraomorecollege.com/iqac-report/">https://www.sundarraomorecollege.com/iqac-report/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/iqac-academic-calendar-2020-21.pdf">https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/iqac-academic-calendar-2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	60.05	2004	03/05/2004	02/05/2009
Cycle 2	C	1.83	2013	05/01/2013	04/01/2018
Cycle 3	B	2.28	2020	14/02/2020	13/02/2025
<b>6.Date of Establishment of IQAC</b>			16/06/2005		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest</b>			Yes		

<b>NAAC guidelines</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>04</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Organized one-day national conference on Crisis of Covid-19 and India: Implications, Challenges, and Remedies.	
Online Seminar on Placement opportunity in SBI life insurance	
Jointly organized 3-day online national workshop on GIS with ICS college Khed from 01/08/2020 to 03/08/2020.	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	

Plan of Action	Achievements/Outcomes
To complete the process and qualify the 2f and 12b from UGC	The 2f and 12b affiliation was granted from UGC
To motivate faculties to participate in the FDP, refresher courses and short term courses	Almost all the faculty members completed FDP/Refresher/short term successfully
To start new UG and PG programmes	The college have applied for post graduation course in Chemistry
To organize national conference and seminars	national level conference and workshop were conducted
To boost up placement activities	The placement cell organizes activities to offer job opportunities to students
Improve use of ICT in teaching-learning.	All faculties were keen to use new techniques and during pandemic period its obvious to use ICT to teaching.
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<b>Name</b>	<b>Date of meeting(s)</b>
Local management Committee	29/01/2022
<b>14.Whether institutional data submitted to AISHE</b>	
<b>Year</b>	<b>Date of Submission</b>
yes	17/12/2021

### Extended Profile

#### 1.Programme

1.1

08

Number of courses offered by the institution across all programs

during the year

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

## 2.Student

2.1 459

Number of students during the year

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

2.2 510

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

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

2.3 162

Number of outgoing/ final year students during the year

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

## 3.Academic

3.1 21

Number of full time teachers during the year

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

3.2 21

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	08
Number of courses offered by the institution across all programs during the year	

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

### 2. Student

2.1	459
Number of students during the year	

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

2.2	510
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	162
Number of outgoing/ final year students during the year	

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

### 3. Academic

3.1	21
Number of full time teachers during the year	

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

3.2	21
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	09
Total number of Classrooms and Seminar halls	
4.2	2661068
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	17
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

As our college is affiliated with the University of Mumbai, it implements the curriculum prescribed by the affiliated University. Various measures which are followed by the institution to ensure effective delivery of curriculum through a well planned and organized process are as follows:-

- A meetings held with all departments at the beginning of the academic year to discuss the syllabus, course, and workload distribution for the current academic session. Every department prepares a teaching plan, indicating weekly and termwise topics to be taught.
- Classroom teaching is supplemented with Guest lectures, Tutorials, Departmental quizzes, Poster, Essay competitions, educational tours, field trips, and industrial visits. All these activities prove very helpful for the effective delivery of the curriculum.
- Records of curricular activities are maintained by each

department and information is provided to IQAC for documentation.

- The College Central Library provides teachers with necessary learning resources for the effective delivery of the curriculum. Library-related information is well maintained and is provided to IQAC for documentation.
- All Internal Examinations like a Class test, Mid-term test, Test- Examination, Tutorials are conducted to check whether the students have acquired knowledge as outlined in the objectives of the Self Study Report of the institution.
- All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students.
- Remedial / Special classes are conducted for slow/weak and advanced learners. Advanced Learners are made to solve previous University Question papers and efforts are made by teachers to improve their performance. Record of the regular attendance, mark lists, and progress of the students are maintained and preserved by the respective departments.
- The college encourages faculty members to attend Orientation/Refresher courses, workshops, and present papers in seminars conducted by the affiliating and other Universities for acquiring necessary skills for effective delivery of the curriculum. Photocopies of the Certificates of the above courses are provided by faculty members to IQAC for documentation. The college follows the guidelines, rules, and regulations formed by the University of Mumbai. It conducts internal examinations and marks of internal examinations are forwarded to the university.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/igac_academic_calendar_2020-21.pdf">https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/igac_academic_calendar_2020-21.pdf</a>

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

- The Annual Academic Calendar is prepared according to the circular regarding the schedule of terms and vacation issued by the University of Mumbai prior to the commencement of the academic year by IQAC, specifying available dates for



significant activities which ensure proper teaching-learning process and continuous evaluation. This is displayed on the College Prospectus and in the Notice Board. The college communicates the same to all its faculty members and non-teaching staff.

- The reforms initiated by the college on its own are as follows. A) The tentative dates of internal examination/ practice test/ tutorial are displayed in advance at the beginning of the semester in the academic calendar. B) To conduct the other co-curricular activities, the internal evaluation is adjusted by making the academic calendar flexible by 5 days, pre or postponement is permitted. C) All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students.
- As per the guidelines issued by the University of Mumbai from time to time, the internal examination is conducted by the college. Marks of internal examination are communicated to the University by the online portal.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/igac_academic_calendar_2020-21.pdf">https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/igac_academic_calendar_2020-21.pdf</a>

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

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**A. All of the above**

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

## 1.2 - Academic Flexibility

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

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

03

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

04

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

141

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

141

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The Cross-cutting issues like Gender, Environmental sustainability, Human Values, and Professional Ethics, etc. find ample space when it comes to applying them positively into the curriculum. We believe in maintaining a healthy environment for all its students. The curriculum is designed by the university of Mumbai does include many of these aspects.

Human Values:

Values are something that is desirable and worthy of esteem for their own sake. Human values are which help us to live in harmony with the world. The following courses describe Human values.

1. Principles of Management
2. Human Resource Management
3. Introduction to effective Communication
4. Introduction to Social marketing
5. Anatomy and Physiology
6. Nutrition and health
7. Public health and hygiene
8. Common human diseases
9. Animal biotechnology
10. Foundation course

### Professional Ethics:

The courses mentioned below describe professionally accepted standards of personal, business behavior, values and guiding principles. Codes of professional ethics are often established by professional organizations to help guide members in performing their job functions according to sound and consistent ethical principles.

1. Advertising and Sales Promotion
2. E-business and E-Marketing
3. Business Ethics & Corporate Social Responsibility
4. Organizational Behavior
5. Marketing Management
6. Business Environment.
7. Corporate Governance
8. Foundation course
9. Organization Behaviour & Development
10. Chemistry in Everyday Life, Analytical Chemistry
11. Nuclear and Industrial Chemistry
12. Drug and dyes Chemistry
13. Business Environment
14. Financial Management
15. Business Laws
16. Entrepreneurial Management
17. Laboratory safety and units of measurement

### Gender:

The courses below which addresses Gender issues by providing the

skill-set necessary for lifelong learning and provide the opportunities for the students to explore subjects or areas of interest. It teaches equality in gender and also about action against bias.

1. Gender Studies.
2. Foundation course.
3. NSS Studies.

#### Environment and Sustainability:

The following courses address Environment and Sustainability. It appreciates the ethical, cross-cultural, historical context of environmental issues and the links between human and natural systems. This enables the students to learn about the ecosystem and other environmental factors. They also learn measures to protect the environment and are made aware of global warming and other related issues.

1. Community Health and Mental Health
2. Biodiversity
3. Environment Biotechnology and Nanotechnology
4. Green computing
5. Environmental Studies.
6. Wonders of the animal world
7. Biodiversity and its conservation
8. Ecosystem
9. Population ecology

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

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

08

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

193

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**1020**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

171

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

After the admission process, the college shortlists slow and advanced learners students on the basis of their previous educational performance as well as communication with students in the classroom after the admission process. The college organizes special guidance lectures for slow and advanced learners. Special attention and guidance are provided to Advanced Learners by the teachers through one-to-one communication and they are provided with the latest updated information about the courses and subjects. The following measures are also adopted for improving the academic performance of slow learners. 1. General introduction about practical is given to the students of Science Stream. 2. The college also organizes Bridge Course for the first-year students of Science Stream. 3. Repetitions and revision of a topic encourage students to participate in classroom interactions. 4. Tutorials, practice tests, personal guidance, and summary of the lectures in simple language, the use of teaching aids, field trips, and industrial visits are arranged. 5. Specially prepared notes are provided to the slow learners. 6. Advanced Learner students are encouraged to conduct seminars for slow learners on the basic concepts and ideas related to the syllabus. 7. The college library provides additional reference books to advanced learners. 8. Personal counseling is given to the Advanced Learners for the preparation of different competitive examinations such as UPSC, MPSC Revenue, Banking exams, etc. 9. Advanced learners are encouraged to participate in Inter-Collegiate and inter-university competitions and events. 10. The college also offers certificate courses in Spoken English, Fundamental Science, and Basic Accounting which works as a value addition to the teaching-learning process.



File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
469	21

File Description	Documents
Any additional information	No File Uploaded

### 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

The college has been attempting to make the following changes with the help of Technologies and methods for teaching learning and governance. 1. The college provides varied learning facilities to students and staff like energy efficient and LCD Projector enabled classrooms, well equipped laboratories, well-stocked library with a reading room, and an internet connection to make learning more effective. 2. To make the teaching-learning process more student-centric following measures are implemented.

A) Arrangement of guest lectures, tutorials, use of educational tools, visit other reputed academic institutions, industry, and historical places. B) Participatory learning activities such as participation in different competitions, events, departmental wallpapers, and arrangement of departmental seminars by using audio-visual aids, project work, assignments, seminars are also conducted. C) The faculties of the institutions always make use of computers, laptops, projectors, the internet, video clips, YouTube short films and documentaries to enrich the experience of the teaching-learning process. D) The institution is very keen regarding the use of these modern teaching aids. The Principal regularly examines the use of ICT by the faculty members and gives them proper suggestions. Students are benefited from these innovative teaching methods. Their interest in learning is increasing day by day. E) Besides this, they are getting technical knowledge about handling equipment. F) Interactive learning is

developed with the help of green boards. G) The examination committee conducts unit and practice tests. H) Students are encouraged to attend classes regularly where they interact with the teachers. I) Students are motivated to use the library independently which improves self-learning. They are encouraged to write assignments, contribute to the departmental wall papers and college yearly publication Shivai for developing independent learning. J) Timetable of the college is designed with the due consideration of adjustment and need of the students as they are from rural and hilly areas and residing far interior. K) Class-wise timetable is displayed in the classrooms and also displayed on the notice boards. The students of various subjects undertake project work in their courses. All students are required to prepare the individual projects for the subjects like Environmental Studies and Foundation Course which provides scope for independent learning. L) Along with regular programs and courses, the college also conducts different programs and activities through the units of NSS, Lifelong Learning and Extension Works and Women Development Cell. M) Faculty members also participate in different Orientation Programmes, Refresher Courses, and Short term courses for upgrading and updating their knowledge. N) Project work on various themes is assigned to the students for some subjects.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Faculty members of the college use ICT technology to improve the teaching and learning process. Different software available online is integrated with the teaching-learning process. YouTube, Emails, class-wise Whatsapp group, Telegram, Zoom, and Google classrooms, are used as platforms to teach, communicate, provide study material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, and share information. These applications are also used to provide online education during the covid-19 situation. Wifi facility is also available on the campus for the students and staff. The N- List library subscription also provides access to online journals freely available in the public domain and also to journals

subscribed on the advice of faculty members and facilitates downloads. A Xeroxing facility is also available in the library. Student attendance, feedback, SSS are also received online from the students and faculty members.

Courses like CPBFI, Bridge course are also conducted online through Google meet and zoom digital platform. The college has also organized online programs like consumer guidance, energy preservation, career counseling through digital platforms. The institute has also conducted online seminars and conferences. The college has published its Yearly Issue Shivai in digital form.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

13

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

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

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

306

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

Time table of examination, topics for projects, procedures and rules about evaluation process given by University are communicated to the students in the classroom and the copy of the same is displayed in the notice boards. At the commencement of the semester, the students are informed about the patterns of internal and semester examination, evaluation system as well as the eligibility conditions required appearing for the final examination. Internal examinations are conducted as per scheduled. Immediately after the examinations the answer sheets are evaluated and the result is communicated to the concerned students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The grievance redressal cell of the college is additionally functioning for the grievances related with the examination. The following steps provide a brief overview of the grievance redressal system.

Step 1 Online submission of examination forms - As per the timetable of the university, an appropriate online form is filled by the student to make the necessary corrections within the stipulated time period. This is reported to University Examination Centre. After authentication, the University examination Centre makes the necessary corrections at the college. If the college did not receive hall tickets of the students due to some technical problem, it allowed the student to appear for the exam with his enrollment number and approaches the university to solve the technical problem.

Step 2 To issue examination admit card An appropriate form is filled and submitted by the student to the college examination committee and this document is forwarded to University Examination Center for the necessary corrections after which online examination admit cards are downloaded by the college and the same are handed over to the concerned students.

Step 3 Evaluation A student can obtain photocopies of answer sheets of the desired subject by filling up the online application on the University website. Students submit their online forms and

a hard copy of the same is submitted to the college examination committee which is duly forwarded to the university examination center. After due authentication, the student gets the photocopy of the desired mark sheet within 15 to 20 days. If a student is willing to apply for revaluation of the answer sheet then he/she needs to apply by filling up the online form on the university website within 10 days after the declaration of the result. The form is authenticated and forwarded by the college examination committee and the university looks into the grievance and takes the final decision in the matter.

**Step 4 Discrepancies in the mark sheet** The college obtains the applications from the students regarding their grievances. Their applications along with necessary documents are forwarded to Controller of University Examination Center which examines and makes necessary corrections in the mark sheets within 15 days. The revised mark sheet is received by the college from the University examination center and the same is delivered to the concerned student.

**Step 5 Compensating exam time** If there is a delay in downloading of the question papers, the time is compensated and extra time is given to the students accordingly. The college also helps students for the process of revaluation and rechecking of University exam and offers retotaling facility for the college exam.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The Annual Academic Calendar is prepared according to the circular regarding the schedule of terms and vacation issued by the University of Mumbai prior to the commencement of the academic year by IQAC, specifying available dates for significant activities which ensure proper teaching-learning process and continuous evaluation. This is displayed in the College Prospectus, and in the Notice Board. The college communicates the same to all its faculty members and non-teaching staff. The meeting is held with all departments at the beginning of the

academic year to discuss the syllabus, course and workload distribution for the current academic session. Every department prepares a teaching plan, indicating weekly and term-wise topics to be taught. Classroom teaching is supplemented with Guest lectures, Tutorials, Departmental quizzes, Poster, Essay competitions, educational tours, field trips and industrial visits. All these activities prove very helpful for the effective delivery of the curriculum. Records of curricular activities are maintained by each department and information is provided to IQAC for documentation. The College Central Library provides teachers with necessary learning resources for the effective delivery of the curriculum. Library-related information are well maintained and are provided to IQAC for documentation. All Internal Examinations like a Class tests, Mid-term test, Test-Examination, Tutorials are conducted to check whether the students have acquired knowledge as outlined in the objectives of the Self Study Report of the institution. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students. The Annual Academic Calendar is prepared according to the circular regarding schedule of terms and vacation issued by University of Mumbai prior to the commencement of the academic year by IQAC, specifying available dates for significant activities which ensure proper teaching-learning process and continuous evaluation. This is displayed in the College Prospectus, and in the Notice Board. The college communicates the same to all its faculty members and non teaching staff. Meeting is held in with all departments in the beginning of the academic year to discuss about the syllabus, course and workload distribution for the current academic session. Every department prepares teaching plan, indicating weekly and term-wise topics to be taught. Classroom teaching is supplemented with Guest lectures, Tutorials, Departmental Quiz, Poster, Essay competition, educational tours, field trips and industrial visits. All these activities prove very helpful for the effective delivery of the curriculum. Records of curricular activities are maintained by each department and information is provided to IQAC for documentation. The College Central Library provides teachers with necessary learning resources for effective delivery of the curriculum. Library related information are well maintained and are provided to IQAC for documentation. All Internal Examinations like Class test, Mid-term test, Test-Examination, Tutorials are conducted to check whether the students have acquired knowledge as outlined in the objectives of the Self Study Report of the institution. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The academic result and placement data indicate the program and course outcomes. The results are discussed with the heads of departments by IQAC where-in student success rate is calculated which is treated as program outcome. In-detail interpretation of the result helps to further planning for the improvement so as to increase the program/ course outcome rate. This is also helpful for improvising the teaching-learning processes. Besides this, the students are placed in various jobs for which they are offered guidance by the teachers of the college. With the help of the Alumni Association, the data of placed students in various jobs is obtained and it helps for the evaluation of program and course outcome. The college has the following mechanism to analyze the program and course outcomes.

A) Subject-wise analysis of the result-Internal assessment is conducted and interpreted. This data is helpful for the understanding of the areas of academic weakness of students.

B) After analysis and interpretation, counseling the students for improvement is taken place. This mechanism helps the students and makes the teaching learning process student-centric. Extra lectures are arranged for weak and advanced learners. For advanced learners updated subject and research based knowledge is provided by the teachers.

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

2.6.3 - Pass percentage of Students during the year



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

152

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

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

[https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/analysis\\_of\\_SSS\\_2020-21.pdf](https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/analysis_of_SSS_2020-21.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

04

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.2 - Research Publications and Awards

### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

09

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

04

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

1. Our college has undertaken a number of activities that help to sensitize students on various social issues and inspire them for social service in the neighborhood area. NSS and LLEW unit of the college actively participates in a number of social activities like blood donation camp, tree plantation, Swachha Bharat Abhiyan, construction of Vanrai Bunds through the residential camps organized every year. NSS unit has organized various activities such as cleaning of Wells and streets, Health Check-up Camp for the villagers with the help of NGOs. Every year college is organizing activities that are helpful to create Social awareness and offer social service.

2. The NSS unit of the college organizes rallies for creating awareness about the protection of the environment, Swachh Abhiyan, save girl child, voter awareness campaigns. The college students have participated and offered their assistance to the police department by working as volunteers in the Ganesh Festival and Ramzan Eid festivals. The college students were also worked as volunteers during the recently conducted Lok Sabha election.

3. Every year college NSS unit organizes blood donation and HB check up camp. The college has also conducted various programs for women awareness with the special focus on the health issues, personality development of the girl students.

4. The college has also conducted special karate and Yoga training program for the girl students and offered them the training in

self protection.

5.LLEW unit of the college also conducts various projects on Population studies and women's status. It also organizes activities like food festival through which students get an opportunity to understand problems of society. The NSS unit of the college has also undertaken campaign for plastic free life and also distributed paper bags to the citizens of Poladpur area. The NSS unit has also presented street plays on various social issues such as importance of cleanliness, evil customs like dowry and female foeticide. All these activities proved very useful for sensitizing the students on various social issues and importance of community service in the neighborhood. The NSS unit has organized programmes like legal awareness, road safety measures, fire protection through which students are prepared to undertake social awareness and social service activities in their respective areas.

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

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

18

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

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

270

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

8

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

8

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college provides suitable facilities according to the needs of various courses as and when required for curricular and co-curricular activities. Details of the same are as follows. Classrooms -09 Laboratories -04, Central library along with Reading Room -01, Ladies common room - 01, Botanical Garden - 01.

#### Additional Information of the Classrooms and Laboratories

Classroom no. Particulars Area Total area  
 1 Classroom 18×28 504  
 2 Classroom 21×18 378  
 3 Classroom 21×29.6 621.6  
 4 Classroom 18×34.6 622.8  
 5 Classroom 18×34.6 622.8  
 6 Classroom 18×18 324  
 7 Classroom 18×10 180  
 8 Classroom 10.3×19 195.7  
 9 Classroom 10.3×18 185.4

## Laboratories

Lab no. Particulars Area Total area 1 Chemistry lab

a) 18.6×29.8

b) 40 ×11

554

440

2 Botany lab 18.6× 18 335 3 Zoology lab 18.6 × 18 335 4 Physics  
lab 10.3 × 19 196 5 Computer lab cum IQAC room 21 x 29.6 621.6

## Others

1 Library & Reading Room

12 X 12. 13 X 13.6

25.6 X 13.8

679

2 Canteen 10x15 150 3 Stage Cum additional Reading Hall 26x30.6  
796 4 Ladies Common Room 18x20 360 5 Ground 170x132 22440 6  
Botanical Garden 66x50 3300

The open-air stage for cultural activities is available and the same is used for other purposes as per the requirement. It is used by students for the practice of different cultural activities. It is also used to arrange programs like Annual Gathering and Prize distribution, Yoga Day etc. Apart from this, as per requirements, students are allowed to use the stage for their study just like Reading Room. The college attempts to make maximum use of available facilities. Every laboratory is provided with the necessary equipment and apparatus. The college campus has sufficient space for all academic, administrative, co-curricular and extra-curricular activities. Each department of the institute is well equipped with classrooms, laboratories, supported by Central Library etc. Classrooms: The institution has a sufficient number of well-furnished, electricity efficient, well ventilated, and spacious classrooms for conducting theory classes.

**Laboratories:** All laboratories are well equipped and well maintained for carrying out curriculum oriented lab practical. Computer lab is equipped with servers, computers with internet connectivity, printer and scanner. Laboratories of Botany, Zoology, Physics, and Chemistry are well ventilated, electrified and equipped. **Facilities and Equipments for teaching, learning:** The college has a movable LCD projector which is used in every classroom as per the need. It helps to make teaching learning process more effective. It encourages students to listen, learn and perform Group Discussions, Debates, and enhance their Interview skills. It helps to improve students' communication skill required in the corporate world as Institute gives more attention on the improvement of communication skills of the students. Our college has well maintained Botanical Garden which helps the students in their studies. It also gives real experience to the students. This institute has spacious, well equipped Library with references and textbooks, journals, e-learning sources like e-books and e-journals, magazines, newspapers etc.

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

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

This college encompasses a well spacious land near about two acres which is used as playgrounds for various games. The college believes in the all-around development of our students. There is a lot of encouragement for the students to participate in sports and cultural activities simultaneously and thus they are awarded and rewarded accordingly. **Indoor Games:** College provides facilities for indoor games like Chess, Carom etc. These facilities are provided to students in the college campus only. **Outdoor Games:** The outdoor games such as Cricket, Kabaddi, Kho-Kho, Volleyball, Football are well-practiced and played by the students. The college students have free access to the college ground for a game like Cricket, Kabaddi etc. College teams are formed to take part in University level competitions and other intercollegiate competitions. Sports event competitions are conducted at the interdepartmental level in every academic year and the winners are awarded accordingly. Every year the college provides its playground to Poladpar Panchayat Samiti [Block office] for the



organization of tehsil level sports competitions. All these activities have contributed to the promotion of students' interest in sports activities.

Sr. No Particular Quantity 1 Carrom Boards 04 2 Cricket Bats 03 3 Badminton Rackets 08 4 Chess Boards 05 5 Volleyball 02 6 Thali 02 02 7 Shot put sphere 02 8 Javeline 02

**Cultural Activities:** Students are very much encouraged to participate in the cultural events held in the college and also inintercollegiate competitions, annual gatherings and farewell programs etc. They are motivated to exhibit their cultural talents. Students participate in the 'Youth Festival' of Mumbai University. Students also participate in intercollegiate competitions like elocution, debate, skits, mimicries etc. Some students have achieved success in Youth Festival in the events like Solo Music, Poster Making, Elocution competition and Group Song. Every year Cultural Activities Department of the college organizes R D Chitre InterCollegiate elocution competition in Association with NGO, Sahyog Pratishtan. This event has proved useful for improving oratory skills among the students of the college. The college has also organized Poladpur tehsil level Swachhata Mitra Elocution Competition for the every academic year.

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

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

1

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

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

26.61068

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Our Library is housed in an area admeasuring 679 sq.ft. It has separate seating areas for students and staff. The stage available in the college is used as additional Reading Room. The library is automated with the software SOUL 2.0. Library Management System is practiced for the library work. Data Entry of 2000 books has already been completed and the remaining work is in progress. Internet facility is available for students and staff. The library use barcode system for the circulation of the books. The college encourages students for the membership of National Digital library of India and also for online courses available through Swayam Portal. Software for University Libraries 2.0 (SOUL 2.0) Software for University Libraries (SOUL) is a state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university

libraries. It is a user-friendly software developed to work under client-server environment. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. After a comprehensive study, discussions and deliberations with the senior professionals of the country, the software was designed to automate all house keeping operations in library. The software is suitable not only for the academic libraries, but also for all types and sizes of libraries, even school libraries. The first version of software i.e. SOUL 1.0 was released during CALIBER 2000. The database of the SOUL 1.0 is designed on MS-SQL and is compatible with MS SQL Server 7.0 or higher. The latest version of the software i.e. SOUL 2.0 will be released by the end of the year 2008. The database for new version of SOUL is designed for latest versions of MS-SQL and MySQL (or any other popular RDBMS). SOUL 2.0 is compliant to international standards such as MARC 21 bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 based protocols for electronic surveillance and control.

Major Features and Functionalities Following are the strong features of SOUL 2.0:

UNICODE based multilingual support for Indian and foreign languages;

Compliant to International Standards such as MARC21, AACR-2, MARCXML;

Compliant to NCIP 2.0 protocol for RFID and other related applications especially for electronic surveillance and self check-out & check-in;

Client-server based architecture, user-friendly interface that does not require extensive training;

Supports multi-platform for bibliographic databases such as MySQL, MS-SQL or any other RDBMS;

Supports cataloging of electronic resources such as e-journals, e-books, virtually any type of material;

Supports requirements of digital library and facilitate link to full-text articles and other digital objects;

Support online copy cataloging from MARC21 supported

**bibliographic database;**

Provides default templates for data entry of different type of documents. User can also customize their own data entry templates for different type of documents;

Provides freedom to users for generating reports of their choice and format along with template and query parameters.

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

1.46597

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

22

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

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

**IT Service Management** The college provides computing and networking services such as desktops, laptop, and Internet for library and office. Appropriate standards are followed for selection, purchase, setup and maintenance of all these computing and networking equipment and services. All the planning and other modalities regarding ICT facilities are looked after by the Technical Committee. **Information Security** The College provides the necessary training to the users about measures for Information Security through the Technical Committee.

**Antivirus** Internet connected computers for the students & teachers and computer terminals where the pen drives are required to be connected, have been installed with the Anti-virus software. The computers having no antivirus protection are not allowed for the internet and the pen drive connection. Procurement of computing and networking equipment are made through a Technical Committee comprising of the Principal, Laboratory Assistants and Heads of the various Departments. College strictly adheres to the Terms & conditions of License Agreements of ICT resource software usage. An open-source software are strictly prohibited. The usage of pirated and unlicensed software is not allowed. Licenses of all

software's are maintained by the Technical Team and Office Superintendent. LAN facility All computers are connected to the LAN and having internet facility in the computer laboratories. Wi-Fi facility - Hathway Internet facility also provided in departmental computer laboratories of all departments for students and staff. The entire campus is Wi-Fi enabled with internet connection. This enables students and staff to stay connected with internet facility in the classroom as well in campus. CCTV The entire campus is brought under CCTV surveillance. Licensed Software Licensed copy of Tally.erp9, Soul 2.0 for Library and Exam software "Microsys Result 9 and Result 10"are also available in the college.

#### IT Equipments

Total number of single LaserJet printers =02

All in one printer scanner = 03

Only scanner =01 Total

LCD projectors = 02

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

#### 4.3.2 - Number of Computers

13

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

12.11225

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

**Physical facilities** -The physical facilities including Laboratories, Classrooms and Computers, etc. are made available for college students. The students seek admission to desired courses including courses having a laboratory and practical work. They are charged for the laboratory expenses at the time of admission as is prescribed by the University of Mumbai. The College Campus, classrooms and furniture facilities are utilized regularly by the students, but sometimes it is also made available for intercollegiate competition, University level competition like chess competition, elocution and for Avishkar Research Convention. The maintenance and the cleaning of the classrooms and the laboratories are done with the assistance of the non-teaching staff. The Botanical garden is maintained by the attendant of the Dept. of Botany. The equipment in all laboratories are calibrated, standardized & renewed from time to time. The college has an adequate number of computers with internet connections and the

utility software is distributed in different locales like office, laboratories, libraries, departments, etc. All the stakeholders have equal opportunity to use these facilities as per the rules and the policies of the institution. The computer laboratory is open for the students as time permits them, the office computers which contains proper software making work easier are restricting their use only to the appointed and authorized office staff. The college website is maintained and updated regularly. The maintenance of UPS and Inverter is regularly carried out. The Plumbing related maintenance is done with the help of local skilled persons and the expenditure is done from budget of the college. Academic Support Facilities The academic support facilities like library, sports and the other platforms and activities supporting the overall development of the students like NSS ,women development cell, etc. is open for college students. Accession to the library is permitted at the cost of the deposits. A provision of the budget for the library maintenance is made by the college management. The activities like fumigation and keeping the library clean is done frequently by library staff. The outdoor facilities are free to use for all the stakeholders & maintained under supervision of Sportscoordinator.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

49



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

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

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

00

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

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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

45

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

45

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

B. Any 3 of the above

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

**5.2 - Student Progression**

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

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

09

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

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

16

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

00

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

04

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

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

India is a democratic country; the college believes that the Student Council provides avenues of leadership to the students by organizing and carrying out college activities and service projects. Students play major roles in planning events that contribute to team spirit and community welfare through the student council. Students share their views with fellow students and teachers. Student councils play a major role in practicing democracy and in developing leadership qualities among students. Council members are allowed to present during Open House events to discuss students' problems. It also helps the administration in familiarizing themselves with students' problems. The Student Council provides an effective medium for communication between the students and the college administration; it plays a major role in student welfare and acts as an important event-organizing body.

The college student council is composed of fourteen student representatives from all classes, it meets twice a year.

1. Composition of Students Council President - Class topper is elected as class representative and woman representative is also elected on the basis of merit. NSS, Sports, and cultural representatives are also nominated by the concerned committee after prior consultation with the Principal. According to revised guidelines issued by Maharashtra Public University Act -2016, the formation of a student council for the current academic year even though the University has not issued any directives regarding elections of student's council for the academic year 2020-2021, the college has constituted students council and the members are

selected on the basis of their merit and performance.

**2. Activities of Student Council** The student council members bring forward the problems, difficulties and also share suggestions of the students with respect to the faculty, subjects, syllabus and other things related to the class with college authorities. The student council helps students to share their ideas, interests, and concerns with teachers and the Principal. They often also help raise funds for -wide activities, including social events, community projects, helping people in need. They also organize cultural functions, farewell functions, Chh Shivaji Maharaj Birth Anniversary program with college permission. They encourage students to participate in voluntary work and community service, organize rallies on community awareness. The college organizes parents meeting where the progress and problems of students are discussed.

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

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

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

6

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

### 5.4 - Alumni Engagement

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

Alumni are the brand ambassadors of the college. The alumni association plays an important role in supporting and providing contributions to the institute. It provides channels to facilitate closer ties between the alumni, students and colleagues. It provides crucial benefits in enriching the student's experience. The alumni provide an effective role model to the students. They are a source of inspiration for the students; they share their experiences with students regarding time management, development of self-discipline and character. Alumni assist in strengthening confidence, skills, motivating and inculcating the right culture in students. They provide the expertise; improve student recruitment efforts by encouraging students especially their family and friends to consider and prefer our college as a provider of higher education. The college Alumni Association provides a bridge between former students, current students and administration. There is uninterrupted interaction between the college and the Alumni. The college organizes alumni meet once a year. The college organizes lecture series; the department organizes lectures by inviting distinguished alumni in the concerned area to strengthen the contacts between the alumni and the college.

The alumni contribute in the following ways -

1. Mentorship and Scholarships - The college organizes programs where the alumni mentor students in their areas of expertise.
2. Placement guidance - The alumni network of the college is one of the biggest sources of placement opportunities to the students. Alumni help our students to get placed at their respective organizations.
3. Funds - As a mark of gratitude the alumni donate to support the institution.
4. Students' activities and development
5. Alumni contribute to supporting sports, cultural activities.
6. Community service - The college is well aware of the community's needs and always makes a meaningful contribution towards it. In fact, a number of students groups on campus have been active in addressing problems of the community. Their

activities have been supported in part by alumni and the institute. The contributions from the alumni are also used for community development. They participate in awareness programs and cleanliness drives.

7. The Events - The College organizes the following events with alumni association- Alumni Meet, Blood Donation Camp, Chhatrapati Shivaji Maharaj Birth Anniversary.

8. The past students also extend their helping hands in the organization of NSS camps. Past students have donated seating benches which are made available in the college ground.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

- **MISSION** Higher education for the deprived ones!
- **VISION** To provide value-based education to make the students competent, accountable and responsible citizens.

**OBJECTIVES**

- To impart quality education to students of rural and hilly areas to enable them to meet the challenges of globalization successfully.
- To inculcate the interactive & learner-centric teaching-learning methods for the betterment of the students.
- To develop devoted & disciplined students with human values, social responsibilities & passion for national integration.

- To promote research culture & acquisition of knowledge among students for developing entrepreneurship & opportunities to avail better job.
- To develop overall personality of students through curricular & extra-curricular activities to enable them to face the challenges of the world.
- To disseminate the benefits of resources & skills for the betterment of individuals & society by associating college with other organizations.

The governance of the College is democratic, transparent and inclusive. It is reflective of effective leadership in tune with the mission, vision, and objectives. The College is governed according to the rules and regulations of the UGC, State Government, and affiliating university and Maharashtra Public Universities Act 2016. There is a duly constituted College Development Committee under Maharashtra Public University Act 2016 (previously known as Local Management Committee). The development concerns and general policies are defined in the meetings of the College Development Committee and communicated to staff members through the staff meetings. For attaining the vision of the college, the institution provides a number of opportunities to students through its various committees for learning various values like democracy, values in Indian Constitution, environmental protection, scientific attitude, and brotherhood.

The Institute also provides extra coaching and library facilities for weak and advanced learners.

The institution also strives its best to fulfill the various objectives through its teaching-learning process along with the functioning of co-curricular and extracurricular committees. It gives emphasis on the ICT-based teaching-learning experience. Taking into account the rural background of the student community, the emphasis is given on continuous and informal interaction with students to make them feel free and non-hesitant to communicate their views, problems and queries. The committees like NSS and DLLW tirelessly work towards nourishing a number of values among the student community with its regular and camp activities.

The institution also takes care to promote research culture among the students by organizing activities like Avishkar Research Convention, science poster exhibition, guest lectures. It also focuses on the development of entrepreneurship skills among the



students by organizing career guidance lectures and programs.

The college runs the professional course of Certificate program in Banking Finance and Insurance (CPBFI) in the Association with Bajaj Finserv. Taking into account this particular distinctiveness of our college, we are always ready and eager to offer our resources including HR and infrastructural for the betterment of the local society by jointly working with GOs like District, tehsil, block development offices, election Commission, Police Departments and NGOs.

File Description	Documents
Paste link for additional information	<a href="https://www.sundarraomorecollege.com/visio-n-mission-objectives/">https://www.sundarraomorecollege.com/visio-n-mission-objectives/</a>
Upload any additional information	No File Uploaded

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

Management firmly believes in the vision of the Institution. They provide necessary independence to the Principal to work as head of administration. College practices decentralization and participative Management through the Principal, Head of the committees and its member. To carry out various curricular and co-curricular activities effectively, College has constituted various committees with adequate participation of faculty members.

Examination Committee as a case Study: Examination Committee is formed during the first week of every academic year. The Principal calls examination committee meetings twice in year to discuss for the planning of the examination. All the issues and distribution of responsibilities are discussed by members of the examination committee. In the meeting, after finalizing the examination schedule the committee discusses dates of form submission, practical exams, CAP, proof reading of papers, results etc. The information about commencement of examination dates & examination forms is displayed on the notice board of the college. Accordingly, students fill up examination form & submit to college office. As per discussion in the meeting all teaching and non-teaching faculties assigned examination duties as below-

Principal - Chief Conductor

Head of Examination - Teaching faculty

I.T. Coordinator - Librarian

Members of Exam Committee - Teaching faculty

CAP - Teaching and Non-teaching faculty

Senior Supervisor - Head of examination

Supervisor -Teaching faculty

Custodian - Clerk

Watchman, Waterman, Bellman - Peon

Through participative management, each faculty get the opportunity to contribute in the examination process. Besides, under the Career Advancement Scheme, there is a decentralized system in our college. Initially, the eligible teacher has to make an application towards the IQAC Coordinator for availing the Career Advancement Scheme. The IQAC will verify the eligibility of the concerned teacher. Once the IQAC is dissatisfied with the eligibility criteria for promotion then the IQAC forwards the proposal to the Principal. After its verification Principal asks to the concerned teacher for the preparation of his/her proposal for availing CAS. The CAS Committee from the University is invited for the screening/selection of the teacher under CAS. All the documentary evidence are verified and evaluated by the CAS Committee. Finally, the proposal is forwarded to the University for sanction and all the CAS benefits are given to the concerned teacher. Under this system, the Institution bestows all the rights to the IQAC with final consent of the Principal. Similarly, in this manner decentralization is practiced in all committees. This decentralization process provides an effective mechanism for college governance.

File Description	Documents
Paste link for additional information	<a href="https://www.sundarraomorecollege.com/organogram/">https://www.sundarraomorecollege.com/organogram/</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College prepared the Perspective Strategic Plan considering following aspects.

- Vision, Mission and objective of the college
- Recommendation made by NAAC peer team during the previous reaccreditation

Suggestions made by IQAC department-

1. Resolve major administrative issue.
2. Stimulate the research & innovation.
3. Collaboration with industries and other institutions.
4. Strengthening curricular, co-curricular and extra-curricular activities.
5. Strengthening the infrastructure.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Shivai Shikshan Shikshan Prasark Mandal, Mahad is a parent body of Sundarrao More Arts, Commerce and Science College, Poladpur. For the management of all the matters connected with the society. There are two bodies, the Governing Body and Local Management Committee (LMC).

- Local Management Committee- The LMC is headed by the member of the Parent body, it is established according to the Maharashtra Public University Act 2016. It prepared the budget and financial statements, recommends to the management regarding teaching and other posts, suggest new program and advises the Principal on academic and other

college related activity. It works as a connecting link between the staff members (both teaching and nonteaching) and the management of the college.

- **Principal:** - The Principal of the college is the overall in charge of all the educational and organizational activities of the college. Faculty in charge, head of departments and the Coordinators of various committees/associations monitor all the college activities in consultation with each other for efficient administrations. The Principal interacts with the faculty, staff and students frequently and obtains informal feedback from them to ensure the smooth functioning of the college.
- **IQAC:** - The IQAC ensures the quality of education through recognized procedures and norms. The Coordinator of IQAC has a main role towards sustained and assured quality and academic excellence. Various committees established in the college help in supervising and assisting numerous administrative functions and contribute to smooth, open and transparent administration. The power and work is decentralized resulted in the formation of the following committees.
  - Admission Committee.
  - Timetable Committee.
  - Examination Committee
  - Discipline Committee.
  - Library Committee.
  - Anti-raging Committee.
  - SC / ST / OBC Cell.
  - Women development committee.
  - Student Grievance Redressal cell.
  - Research Committee.
  - Publicity Committee.
  - IQAC Committee.
  - ICT Committee.
  - Student Development Committee.
  - Career counseling and competitive exam guidance Cell.
  - Games and sports Committee. \* Cultural Committee.
  - College Yearly Issue (Publication) Committee.
  - Garden Committee.
- **Service Rules:** - Institution follows Service Rules prescribed by University of Mumbai, Government of Maharashtra & University Grants Commission \* **Recruitment:** -All Grant in aid Staff is recruited according to Norms of Govt. of Maharashtra, UGC and University of Mumbai after seeking NOC and approval from Joint Director of Higher Education and University of Mumbai. The post is advertised

in University News & reputed newspaper on State and National level. Candidates are selected through selection Committee of the University of Mumbai and Joint Director of Higher Education. \* Grievance Redressal Mechanism: College has Mechanism of Grievance Redressal Cell. The GrievanceRedressal Cell is empowered to look into matters of harassment and other grievances. Anyone with genuine Grievance may approach to department's member in person. In case the person is unsatisfied, grievances may be dropped in suggestion box of grievance cell. All grievances are resolved by Principal and Cell.

File Description	Documents
Paste link for additional information	<a href="https://www.sundarraomorecollege.com/college-development-committee/">https://www.sundarraomorecollege.com/college-development-committee/</a>
Link to Organogram of the Institution webpage	<a href="https://www.sundarraomorecollege.com/organogram/">https://www.sundarraomorecollege.com/organogram/</a>
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institute has following measures and facilities for teaching and non-teaching staff

Sr. No. Welfare scheme Detail of welfare scheme faculty 1 PF and Gratuity Implemented according to the rules of the Government of India All staff 2 Medical check-up The medical check -up all staff in collaboration with the help of Poladpur Medical Association. All staff 3 Loan for employee from Patsanstha Our sister organization, Shivai co-operative credit society has been established as per state co-operative act of Government of Maharashtra. Maximum Loan amount limit - 5 lacks All staff 4 Provision of advance payment Available for new recruited staff New staff Financial support The College provides financial support to attend conference workshop /seminars to faculty members All staff Felicitations Felicitations on birthday, wedding anniversary and on achievements All staff Trip Annual trip for faculty members has been organized All staff Faculty children Children of faculty members passed with remarkable marks and achieved success in other extracurricular activities in every educational year are encouraged by felicitating in annual society meeting All staff Maternity leave All female faculty members has been provided maternity leave for 6 month Female staff Hemoglobin check up NSS department of college organized hemoglobin checkup and blood donation camp All staff Medical claim Medical reimbursement, facility from Maharashtra Government is available All staff

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

0

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

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

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

16

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

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

**Self-appraisal system:** The College follows PBAS (Performance Based Appraisal System) as per UGC Regulations from June 2009. The affiliating University has developed an API (Academic performance Indicator) system based on PBAS. By the instruction through the staff notice, initially the teacher fills a self-appraisal (PBAS) form at the end of the academic year, which is reviewed by the HOD and forwarded to IQAC coordinator and from which it submitted to Principal. Suggestion if required is shared with the individual faculty member.

- The college follows the Academic Performance Indicator (API) system adopted by Mumbai University. The faculty is evaluated based on API by IQAC and forwarded to the Principal.
- The IQAC evaluates filled appraisal form along with the documents and forwarded the same to the University authorities with remarks by the Principal, The University validates and approves the final API score which is required for CAS (Career advancement scheme).
- The reports related to curricular, co-curricular and extra-curricular activities are submitted to the Principal by the coordinators of related committees at the end of every academic year. These reports are published in the college annual magazine "Shivai", where all the reports are captured and maintained. A subject-wise and teacher-wise result analysis is carried at the departmental level for consideration of student's progression.
- The IQAC addresses all the issues related to the appraisal system of the staff. IQAC has developed a mechanism for



addressing all the queries regarding the API system. The teacher's diary developed by the IQAC contains all the information about the session plan academic, Co-curricular and extracurricular contributions of a teacher which is assessed at the end of the academic year.

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

## 6.4 - Financial Management and Resource Mobilization

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

The institute has an effective procedure for internal and external audits. An auditor appointed by the institute carries out a financial audit of the college every year. The internal and external auditors submit their reports to the institution.

**Internal Audits:** A Chartered Accountant Mr. Y. G. Bandle, Pune is appointed by the Management as per the decision taken by the General Governing Body meeting. An auditor conducts the audit program regularly. At the end of a financial year a final audit is conducted.

**External Audit:** The audit of expenditure incurred under various Examinations and Grants sanctioned for NSS and other activities is conducted by the University audit panel. The senior auditor of Joint Director of Higher education, Konkan Region, Panvel conducts audits as per their schedule. Government Auditor General (AG) panel conducts audit program as per their schedule. The AG'S audit of the college is not conducted by AG office till date, however, the college has undergone and completed its Senior Audit.

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

### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

**during the year (not covered in Criterion III)**

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

0

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

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

**Resource Mobilization Policy**

- Diversify and expand its resource base in supporting the achievement of the strategic plans, goals overall growth of this institute.
- Identify and analyze the resources available for program priorities, policies and efficient budget allocation.
- Understand the institute's current donor funding landscape, resources availability and support commitment.
- Maximize use of internally generated income so as to expand deep relationships with stakeholders.

**Sources:**

- The major source of institutional receipts is grants in aid received from state government salary of the grantable section.
- The college is also entitled to utilize some part of student fees as per the rule for meeting routine non-salary expenses.
- The college seeks donations from NGO and individuals for improvement in the quality of higher education.
- With the rapid increase of knowledge and unprecedented scientific and technological development, college is finding it difficult to keep pace with the changing needs of users due to the insufficiency of financial resources.

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

## 6.5 - Internal Quality Assurance System

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

1. **Academic Calendar:** IQAC provides an action plan for each academic year through academic calendar. Preparing academic calendar IQAC helps the college in the decentralization of day to day administrative and academic activities. In the beginning of every academic year, the IQAC, consultation with the Principal, prepares an academic calendar, which includes all the forthcoming events, programs, guest lectures, seminars organized by College or different departments for the benefit of staff and students. The Calendar also includes tentative examination schedules, details of actual teaching, working days and vacations.

The academic calendar is forwarded to every department for further execution. Actual implementation of the calendar is recorded in the teacher's diary and is reflected in the magazine and the annual report.

2. **Performance based appraisal system (PBAS):** IQAC prepare the PBAS form through which teacher performance is evaluated. At the end of every academic year, teachers are asked to fill up these forms. In the present system API- PBAS Performance based appraisal systems is applied for the teachers and they are evaluated on these API academic performance indicators. It includes following categories

- Basic information of teacher.
- Workload.
- Teaching and learning.
- Co-curricular and extracurricular activities
- Academic and professional development including research activities.

Teachers have to secure minimum points in each category for promotion to the next stage. The Head of the Department first checks and verifies all API forms filled by the teacher and

forwards it to the IQAC. After verifying the applications, the IQAC forwards it to the Principal. Then Principal recommends the teacher for the promotion.

Contribution of IQAC in institutionalizing quality assurance strategy & process -

1. IQAC monitors the functioning of academic and student support committees and collects department reports.
2. Feedback form for evaluation of teachers by students are devised as feedback on curriculum.
3. PBAS forms and API scores of the teachers are evaluated.

The management has approved following the decision of IQAC

1. To undertake the construction of new building comprising an administrative office, library and reading room.
2. To Establish a Wi-Fi facility in the college campus.
3. To provide a Security system using CCTV cameras on the college campus.
4. To Introduce skill-based certificate courses.
5. To provide sanitary pads vending machine for the girl students.
6. To introduce a Bridge course for the first-year science students.

Implementation.

1. The construction of the new building is presently going on
2. Wi-Fi facility is made available in the college campus for limited time span per day
3. CCTV cameras have been installed on and around the college campus.
4. Skill-based certificate courses like Spoken English, Basic Accounting is introduced.
5. The facility of sanitary pads vending machine for the girl

students is provided.

#### 6. The Bridge course for the first year science students.

File Description	Documents
Paste link for additional information	<a href="https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/igac_academic_calendar_2020-21.pdf">https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/igac_academic_calendar_2020-21.pdf</a>
Upload any additional information	No File Uploaded

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

The college has elaborated and wide-ranging mechanisms put in place for the continuous review of the teaching learning process. IQAC and the authorities have undertaken to follow important activities to constantly review and achieve the mission of the teaching-learning process and to reach at the higher destination of quality. The structure to constantly review the academic activity of the college is as follows.

- Preparation of academic calendar and action plan.
- Preparation of teaching plans and maintaining attendance record of the students.
- Adoption of innovative teaching methods and use of ICT tools.
- Monitoring the teaching-learning process by HOD regularly.
- Conducting formative and summative assessment as per the schedule.
- Appraising of the performance of the teachers by collecting feedback reports from the students, course wise examination results, result analysis and result summary.
- Feedback from the students, parents and alumni.

Outcome:-

- Smooth functioning of the college at academic and administrative level.
- Quality enhancement.
- Student progression and placement.
- Satisfactory attendance of the students.
- Completion of the syllabus in the scheduled time.

- Excellent performance of the students in various fields like academic, sports, cultural etc. activities.
- Social recognition of the faculty for excellent performance in teaching, research and extension activities.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.sundarraomorecollege.com/college-prospectus-magazine/">https://www.sundarraomorecollege.com/college-prospectus-magazine/</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Safety & security are a priority concern of our institute. We have adopted necessary measures to maintain safety & security on the premises. Our institution takes care of safety & security of the students studying in our premises; therefore institution has maintained open space inside and outside the buildings to deal

with any type of disaster. Our premises are protected under CCTV surveillance system & monitored by higher authorities from time to time. The fire extinguisher cylinders are kept in Chemistry lab, Administrative office and library to prevent fire disaster. The time table of the college is scheduled according to the bus timings for the convenience of the students.

All the faculty members as well as management authorities have a good interaction with the students. The said role is being played by parent teachers to their respective students as per their needs. Suggestion box are made available outside Principal's cabin. The College conducts guest lectures by various experts such as police, advocates, doctors and social workers to keep students well informed. Students seeking for admissions to various courses in the institution are guided with counseling regarding details of courses to be offered by them by the experienced faculty. After securing the admission within one week the Principal addresses all the newly enrolled students and staff. College has a strict vigil regarding ragging possibilities.

Common Room:- Separate common room is provided to the girl students. This room provides basic facilities. Room is equipped with sanitary napkin vending machine with incinerator for waste management. First aid kit is provided. This common room is strictly monitored by concern lady in-charge. Separate Washroom and toilet facilities are provided to both boys and girl students. Boys can also use washroom as their changing room.

File Description	Documents
Annual gender sensitization action plan	<a href="#">To conduct regular gender audit</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">Common room for girls</a>

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

- **Solid Waste Management:-**

Under waste minimization policy institution avoids wastage as much as possible. Scrap materials are handed over to the concerned agents for further recycling purposes. Incinerator is fitted as vending sanitary napkins are provided at nominal cost by the institution. Whenever possible broken glassware and other materials are repaired and reused in practicals. The college also provides dustbins for the collection of day-to-daygarbage (Solid & Liquid) so that the college campus should remain clean & neat.

- **Liquid Waste Management:-**

Under Liquid management policy, Liquid or chemical waste from the Chemistry department is treated to remove or neutralize the chemicals and then outlet which doesn't have any harmful effect.

- **E-Waste Management:-**

The institution is very keen in the area of E-Waste Management, therefore standardized materials and equipment are being purchased. It facilitates minimizing e-waste as well as wherever is possible institute try to extend the life of such equipment by repairing and by refilling. Waste dumping is strictly avoided. It is handed over in the right hands to dispose of the said material.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded



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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **C. Any 2 of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>

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

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

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**E. None of the above**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities**

**(Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information :**

**Human assistance, reader, scribe, soft copies of reading material, screen reading**

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

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

**The institution admits and caters the needs of the students irrespective of their community, ethnicity, language, religion, caste, race, region etc.**

**The institution has set up a Cultural Committee whose main**

function is preservation of culture and promotion of cultural harmony. The cultural committee encourages students to participate in district and university level Youth Festival which provides occasion for showcasing various programs based on cultural harmony, tolerance and environmental awareness. The institution organizes Annual Cultural Programme every year which presents programmes based on religious harmony, tolerance, inclusive environment. The college celebrates a traditional day every year. On this occasion students present themselves with traditional attire and also presents diverse local and folk arts. The objective of organizing such cultural programmes is also to promote awareness about other's culture and develop a sense of respect and tolerance towards one's own culture as well as of the others. Institute celebrates Sadbhavna Din and Communal Harmony Day and Week every year. The college also celebrates birth and death anniversaries of prominent social workers who impart the message of cultural and religious harmony through their life and work. NSS unit of the college organises various programs regarding Awareness of environmental protection.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The various committees and departments of the institute organize various programs every year. One of the main objectives of these programs is to inculcate values in the students in order to make them a responsible citizen of the nation. It aims to nurture young minds to develop into a citizen with a deep sense of social responsibility.

As a part of creating awareness about our rights and duties and responsibilities of citizens enshrined in the Constitution, the institution observed Constitution Day or Samvidhan Divas on 26th November as an annual event. Special talks or lectures are organized on fundamental rights and duties enshrined in our Constitution. Collective reading of the Preamble is also organised on this occasion. Various programs reflecting constitutional values like Communal Harmony Day ,Women's Day etc are organised by NSS

and women development cell of the college. The college also celebrates birth and death anniversaries of social reformers.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

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

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

The institution organizes national festivals. We observe the following days and celebrate them in the College: 3 January: Savitribai Phule Birth anniversary has been celebrated every year. 12 January: National Youth Day: Swami Vivekananda Birth Anniversary: This day is celebrated as Youth Day. 26 January: Republic day celebrations, Flag hoisting 30 January: Martyr's Day: The death anniversary of Mahatma Gandhi is observed by standing in

silence for two minutes. 19 February: Chatrapati Shivaji Maharaj birth anniversary is celebrated every year. Lectures were arranged to highlight the various aspects of the great personality of Shivaji Maharaj. 8 March: International Women's day celebrated by WDC 14 April: Dr. B.R. Ambedkar Birth Anniversary is celebrated by organizing speeches referring to his contribution to the Constitution etc. the college has celebrated its 125th birth anniversary year by various programs. 1 May: Maharashtra Day: Flag hoisting 15 August: Independence Day: Flag hoisting and singing of patriotic songs. 5 September: Teachers' day: Dr. Sarvapalli Radhakrishna Birth anniversary was celebrated. 16 September: World Ozone Day: celebrated by Chemistry Department, raising awareness about Green Chemistry. 2 October: Mahatma Gandhi Jayanti: International Day of Non-violence Clippings, pictures, slides about the importance of these days are displayed on the notice board throughout the particular day. 26 November: Constitution Day is celebrated every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice 1

#### Title of the Practice

#### Digitalization of Teaching-Learning Process

#### Goal

- To encourage teachers to adapt to technological advancements including ICT adoption in classroom teaching
- To ensure the completion of the syllabus according to the academic planner of each department
- To improve pass percentage and enhance the number of ranks

bagged by the college at the university level examinations

#### The context

- The syllabus coverage in some cases is being hurried and towards the end of the semester where information is being crammed at once. This sluggish coverage initially and hurried coverage later should be avoided giving enough time to students in comprehending the topics and assimilating the facts.
- The teachers find it difficult to keep pace with the techno-savvy student learners. It has become essential for some of the teachers to adapt to the latest pedagogic styles and include ICT in classroom teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching-learning needs to bridge.

#### The Practice

- The academic planner along with the calendar of events is uploaded on the website for information to students.
- The teaching-learning committee along with the heads of different departments monitor the pace of coverage of the syllabus.
- Informal feedback is obtained from students regarding the content delivery by different teachers. The teaching-learning committee members and the class teachers hold frequent informal meetings and cull out the information needed.
- Frequent assignments, tests and evaluations are conducted to improve performance in the semester-end examinations
- Seven classrooms are made ICT ready and many departments have the necessary tools for handling the classroom teaching with the help of ICT.
- Computer science department staff and programmers train the teachers in the use of PowerPoint Presentations, browsing the internet for useful resources, uploading content on the college website, use of google docs for information sharing, etc.

#### Evidence of Success

- Many of the teachers have adopted modern pedagogic styles and ICT in their classes.
- Some of the notes and assignments are uploaded on the Google

classroom.

- Appropriately paced and timely completion of syllabus.
- Improvement in results.

#### Problems encountered and Resources required

- The development of interactive PowerPoint presentations in teaching, particularly in science subjects, has been hindered due to the want of in-house technical expertise.
- The demand for ICT resources is increasing and the paucity of funds has been the biggest impediment that may dampen the spirit of technology adoption by teachers.

#### Best Practice 2

Title of the practice -Nurturing Environmental Consciousness

Goals- 1. To nurture environmental consciousness among students and staff of the college

2. To undertake various majors for the protection of the environment on the college campus

3. To arrange various programs and activities through the NSS unit of the college for creating awareness about environmental protection among the people of the nearby area

#### The Context

The phenomena of the Global Warming has read alarming Bell among all over the world regarding environmental degradation of the globe and its subsequent consequences many thinkers and environmentalists has wormed the humanity about the same they have pointed out that it is a high time to undertake appropriate measures so that we can prevent environmental losses and save the globe and our future generation from disasters consequences of environmental problems the educational institute must play a key role and must offer their contribution by adopting various measures and undertaking several activities with the help of which they can motivate young generation and seek their contribution for mitigating the problem of endangering the environment.

#### The Practice

##### Green Campus

The institution has a system for green-auditing of its facilities. The use of plastic bags is avoided on the campus. Students and staff are motivated to use jute bags or cotton bags.

The students and staff have planted several tree saplings during various tree plantation programs organized by the institution through the NSS wing and all these trees are taken care of and maintained by the students and staff.

Care is taken to ensure that the college environment has low levels of carbon emission and low pollution levels so that the campus is healthy for all. The college is declared as 'No Tobacco Zone'

#### Energy conservation

The College conducts awareness programs on energy conservation and adopts measures to ensure that energy is conserved wherever possible.

The institute follows a policy of switching on power only when required and switching off when not in use.

Many Classrooms have very wide and long windows with a high roof of almost 15 ft which ensures that the use of lights and fans would be minimum as ventilation is naturally enhanced.

Many classrooms, departments, administrative offices and the Principal Chamber of the college are airy and well illuminated for the maximum use of natural lighting during the day time. Tube lights are used instead of incandescent bulbs wherever the natural lighting is insufficient to minimize power consumption. The institution strictly observes to see that no electric equipment runs unnecessarily. Thus enough measures are taken to use electricity carefully.

Almost all the computer monitors in use are either LED, LCD or TFT types to ensure minimum usage of electricity and also to reduce the level of radiation.

#### Water harvesting

Rainwater harvesting project has been implemented in the college. The water thus harvested has been used for watering the plants and gardens since 2018.



## Efforts for Carbon neutrality

Plantation of trees and green grass on the college campus. The College has made appropriate arrangements for the parking of the vehicles of the students and staff near the entrance. This helps in keeping the campus as clean as possible.

The campus is also smoke-free. The dead leaves and waste papers are not allowed to be put on fire. The dead leaves and waste papers are scientifically decomposed by burying them in the soil.

## Plantation

Tree plantation drives are organized regularly to create a clean and green campus. The NSS and DLLE wings of the college take up planting saplings regularly at the college campuses and also at nearby places. The Botany department of the college maintains a Botanical Garden which houses a large variety of medicinal plants and a wide variety of plant species.

## Hazardous waste management

The college generally does not generate any hazardous waste in any manner. However, the college strives to generate minimal waste and tries to reduce the use of plastics whenever possible.

Waste is segregated as biodegradable and non-biodegradable.

The use of pesticides and other harmful chemicals in the garden is replaced by adopting organic methods of gardening wherever possible.

In order to dispose of the acid fumes, chemistry labs are equipped with exhaust fans and fume hoods.

Mild chemicals are used for cleaning and maintaining the campus.

Sterilization is performed by autoclaving and then the remaining wastes are properly disposed off, in accordance with standard waste disposal norms.

Vermicomposting is also in practice for disposing of the wet waste from the canteen and also other biodegradable wastes.

## e-waste management

Printer Cartridges are generally refilled and not disposed of. Wherever refilling is not possible, the cartridge is returned to the manufacturer.

Paper waste is sold off to vendors who send it for recycling.

Computers in satisfactory working condition, but are obsolete for the system, are usually used for teaching-learning purposes of Computer Architecture and Hardware courses. Similarly, computer parts and peripherals are reused in other systems. All damaged or non-functional electronic materials (e-waste) are returned to the manufacturer. UPS batteries are exchanged for a nominal cost (buy-back offers) with the vendor of the new batteries.

Activities for creating environmental awareness among the citizens

NSS Unit of the college has undertaken various activities and programs like tree plantation, construction of vanarai bunds, participation in Swachh Bharat mission Abhiyan, arrangement of various rallies, etc. All these programs and activities in the adopted village as well as in the residential camp have proved very influential in creating awareness about environmental protection among the citizens.

To create awareness among the citizens, particularly among the farmers who are used to creating fire with the help of drivers with this so that they can have a good build of the crop in the rainy season this prevailing misconception becomes one of the hurdles in the protection of local environment NSS has started awareness program so that this practice of putting fire on trial uses should be stopped

Evidence of Success

Students and staff of the college have started to adopt various green practices like minimum use of papers, avoidance of plastic bags and proper disposal of garbage on the campus. Students have started to plant and nurture various types of trees at their homes and also in their native villages. The green practices which have been observed by the students on the college campus have also been reflected in their day-to-day life at their respective homes. Due to awareness among the students and also among the villages of the nearby village, people have started to install LED bulbs in their houses instead of old types of bulbs which consume a lot of electricity.

## Problems encountered and Resources required

- Students are initially reluctant to adopt various green practices like avoidance of plastic bags, minimum use of electricity, saving water and less use of personal vehicles as most of them become habitual to use all these modern amenities.
- In our area, there is a practice of putting dry leaves together in the month of April and May and setting them on fire so that the land could be prepared for a good yield of the crop of paddy in the next rainy season. There are a lot of misconceptions among the local people. Initially, they are reluctant to stop this practice as they believe that the practice is good for having a good yield of crops. To handle such types of problems, we need some more efforts and proper planning of creating awareness among the students as well as among the local citizens. If we are able to convince students and citizens that avoiding many anti-environmental practices will certainly be beneficial for their life, the people will certainly cooperate and contribute themselves to the protection of the environment.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

The College was established in 1998, guided by the vision and mission which support the academic and socio-economic development of the rural students as well as those situated in the remote tribal belt of Raigad district. The tribal students, economically less privileged students and geographically distanced students who secure admission to the various courses run by our college are able to build their careers with the help of the education received from our faculty and college. The curriculum undertaken; along with field work, theory forms a significant part of the course which also delves into specifics such as understanding gender and livelihood in the rural context as well as to get an opportunity to earn in rural regions through the skill development courses framed by this institute considering regional requirements. The aim of the institute is to make students fully

aware of the nuances of the execution process that involves knowing how to plan, develop and implement knowledge in working flow. Students will be able to develop and sharpen their analytical skills and develop appropriate strategies to deal with complex problems in the rural region. Faculty helps them to improve their personality, especially the SC and ST Students so that they are prepared to face global competition. College in all its aspects such as increased number of programs and courses, well-developed infrastructure, faculty guidance, library facilities, sports and extracurricular activities plays a very significant role in the improvement of students' capabilities. A majority of our students belong to rural families and socially marginalized groups. Many of them are first-generation learners. They belong to illiterate families, suffer from cultural disorientation and sometimes have migrated from their native places At the FY level many of them hesitate even to talk in the local language to the faculty members regarding their difficulties. However, we identify such students and help to solve their problems at the departmental level or at the individual level. We help them to correspond with government authorities like scholarship issues, filling online forms, availing of book bank schemes, concessions, installment facility in fees etc. With encouragement and support, these students gradually develop into confident and responsible citizens of India. We are happy to see them complete their graduation and postgraduation and secure placement. Half of the student strength consists of girl students. Our College undertakes various measures for the empowerment of girls through imparting higher education and enhancing their employability skills. The list of past students pursuing further studies or those who are gainfully employed at various important positions and capacities is evidence of their enrichment through education. Some courses have been added in order to make available opportunities for skill development and value addition to the students. These courses include hands-on training in some areas and have helped the students to enhance their employability skills. The institute believes, in collaboration and working with multiple partners, including other foundations, NGOs, corporate and the government, hence joined through an MOU with various institute & industries.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

As our college is affiliated with the University of Mumbai, it implements the curriculum prescribed by the affiliated University. Various measures which are followed by the institution to ensure effective delivery of curriculum through a well planned and organized process are as follows:-

- A meeting is held with all departments at the beginning of the academic year to discuss the syllabus, course, and workload distribution for the current academic session. Every department prepares a teaching plan, indicating weekly and termwise topics to be taught.
- Classroom teaching is supplemented with Guest lectures, Tutorials, Departmental quizzes, Poster, Essay competitions, educational tours, field trips, and industrial visits. All these activities prove very helpful for the effective delivery of the curriculum.
- Records of curricular activities are maintained by each department and information is provided to IQAC for documentation.
- The College Central Library provides teachers with necessary learning resources for the effective delivery of the curriculum. Library-related information is well maintained and is provided to IQAC for documentation.
- All Internal Examinations like a Class test, Mid-term test, Test- Examination, Tutorials are conducted to check whether the students have acquired knowledge as outlined in the objectives of the Self Study Report of the institution.
- All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students.
- Remedial / Special classes are conducted for slow/weak and advanced learners. Advanced Learners are made to solve previous University Question papers and efforts are made by teachers to improve their performance. Record of the regular attendance, mark lists, and progress of the students are maintained and preserved by the respective departments.

- The college encourages faculty members to attend Orientation/Refresher courses, workshops, and present papers in seminars conducted by the affiliating and other Universities for acquiring necessary skills for effective delivery of the curriculum. Photocopies of the Certificates of the above courses are provided by faculty members to IQAC for documentation. The college follows the guidelines, rules, and regulations formed by the University of Mumbai. It conducts internal examinations and marks of internal examinations are forwarded to the university.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/iqac_academic_calendar_2020-21.pdf">https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/iqac_academic_calendar_2020-21.pdf</a>

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

- The Annual Academic Calendar is prepared according to the circular regarding the schedule of terms and vacation issued by the University of Mumbai prior to the commencement of the academic year by IQAC, specifying available dates for significant activities which ensure proper teaching-learning process and continuous evaluation. This is displayed on the College Prospectus and in the Notice Board. The college communicates the same to all its faculty members and non-teaching staff.
- The reforms initiated by the college on its own are as follows. A) The tentative dates of internal examination/ practice test/ tutorial are displayed in advance at the beginning of the semester in the academic calendar. B) To conduct the other co-curricular activities, the internal evaluation is adjusted by making the academic calendar flexible by 5 days, pre or postponement is permitted. C) All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students.
- As per the guidelines issued by the University of Mumbai from time to time, the internal examination is conducted by the college. Marks of internal examination are

communicated to the University by the online portal.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/igac_academic_calendar_2020-21.pdf">https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/igac_academic_calendar_2020-21.pdf</a>

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

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

## 1.2 - Academic Flexibility

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

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

03

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

04

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

141

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

141

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The Cross-cutting issues like Gender, Environmental sustainability, Human Values, and Professional Ethics, etc.



find ample space when it comes to applying them positively into the curriculum. We believe in maintaining a healthy environment for all its students. The curriculum is designed by the university of Mumbai does include many of these aspects.

#### Human Values:

Values are something that is desirable and worthy of esteem for their own sake. Human values are which help us to live in harmony with the world. The following courses describe Human values.

1. Principles of Management
2. Human Resource Management
3. Introduction to effective Communication
4. Introduction to Social marketing
5. Anatomy and Physiology
6. Nutrition and health
7. Public health and hygiene
8. Common human diseases
9. Animal biotechnology
10. Foundation course

#### Professional Ethics:

The courses mentioned below describe professionally accepted standards of personal, business behavior, values and guiding principles. Codes of professional ethics are often established by professional organizations to help guide members in performing their job functions according to sound and consistent ethical principles.

1. Advertising and Sales Promotion
2. E-business and E-Marketing
3. Business Ethics & Corporate Social Responsibility

4. Organizational Behavior
5. Marketing Management
6. Business Environment.
7. Corporate Governance
8. Foundation course
9. Organization Behaviour & Development
10. Chemistry in Everyday Life, Analytical Chemistry
11. Nuclear and Industrial Chemistry
12. Drug and dyes Chemistry
13. Business Environment
14. Financial Management
15. Business Laws
16. Entrepreneurial Management
17. Laboratory safety and units of measurement

**Gender:**

The courses below which addresses Gender issues by providing the skill-set necessary for lifelong learning and provide the opportunities for the students to explore subjects or areas of interest. It teaches equality in gender and also about action against bias.

1. Gender Studies.
2. Foundation course.
3. NSS Studies.

**Environment and Sustainability:**

The following courses address Environment and Sustainability. It appreciates the ethical, cross-cultural, historical context

of environmental issues and the links between human and natural systems. This enables the students to learn about the ecosystem and other environmental factors. They also learn measures to protect the environment and are made aware of global warming and other related issues.

1. Community Health and Mental Health
2. Biodiversity
3. Environment Biotechnology and Nanotechnology
4. Green computing
5. Environmental Studies.
6. Wonders of the animal world
7. Biodiversity and its conservation
8. Ecosystem
9. Population ecology

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

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

08

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

193

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

1020

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

171

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

After the admission process, the college shortlists slow and advanced learners students on the basis of their previous educational performance as well as communication with students in the classroom after the admission process. The college organizes special guidance lectures for slow and advanced learners. Special attention and guidance are provided to Advanced Learners by the teachers through one-to-one communication and they are provided with the latest updated information about the courses and subjects. The following measures are also adopted for improving the academic performance of slow learners. 1. General introduction about practical is given to the students of Science Stream. 2. The college also organizes Bridge Course for the first-year students of Science Stream. 3. Repetitions and revision of a topic encourage students to participate in classroom interactions. 4. Tutorials, practice tests, personal guidance, and summary of the lectures in simple language, the use of teaching aids, field trips, and industrial visits are arranged. 5. Specially prepared notes are provided to the slow learners. 6. Advanced Learner students are encouraged to conduct seminars for slow learners on the basic concepts and ideas related to the syllabus. 7. The college library provides additional reference books to advanced learners. 8. Personal counseling is given to the Advanced Learners for the preparation of different competitive examinations such as UPSC, MPSC Revenue, Banking exams, etc. 9. Advanced learners are encouraged to participate in Inter-Collegiate and inter-university competitions and events. 10. The college also offers certificate courses in Spoken English, Fundamental Science, and Basic Accounting which works as a value addition to the teaching-learning process.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
469	21

File Description	Documents
Any additional information	No File Uploaded

### 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

The college has been attempting to make the following changes with the help of Technologies and methods for teaching learning and governance. 1. The college provides varied learning facilities to students and staff like energy efficient and LCD Projector enabled classrooms, well equipped laboratories, well-stocked library with a reading room, and an internet connection to make learning more effective. 2. To make the teaching-learning process more student-centric following measures are implemented.

A) Arrangement of guest lectures, tutorials, use of educational tools, visit other reputed academic institutions, industry, and historical places. B) Participatory learning activities such as participation in different competitions, events, departmental wallpapers, and arrangement of departmental seminars by using audio-visual aids, project work, assignments, seminars are also conducted. C) The faculties of the institutions always make use of computers, laptops, projectors, the internet, video clips, YouTube short films and documentaries to enrich the experience of the teaching-learning process. D) The institution is very keen regarding the use of these modern teaching aids. The Principal regularly examines the use of ICT by the faculty members and gives them proper suggestions. Students are benefited from these innovative teaching methods. Their interest in learning is increasing day by day. E) Besides this,

they are getting technical knowledge about handling equipment. F) Interactive learning is developed with the help of green boards. G) The examination committee conducts unit and practice tests. H) Students are encouraged to attend classes regularly where they interact with the teachers. I) Students are motivated to use the library independently which improves self-learning. They are encouraged to write assignments, contribute to the departmental wall papers and college yearly publication Shivai for developing independent learning. J) Timetable of the college is designed with the due consideration of adjustment and need of the students as they are from rural and hilly areas and residing far interior. K) Class-wise timetable is displayed in the classrooms and also displayed on the notice boards. The students of various subjects undertake project work in their courses. All students are required to prepare the individual projects for the subjects like Environmental Studies and Foundation Course which provides scope for independent learning. L) Along with regular programs and courses, the college also conducts different programs and activities through the units of NSS, Lifelong Learning and Extension Works and Women Development Cell. M) Faculty members also participate in different Orientation Programmes, Refresher Courses, and Short term courses for upgrading and updating their knowledge. N) Project work on various themes is assigned to the students for some subjects.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Faculty members of the college use ICT technology to improve the teaching and learning process. Different software available online is integrated with the teaching-learning process. YouTube, Emails, class-wise Whatsapp group, Telegram, Zoom, and Google classrooms, are used as platforms to teach, communicate, provide study material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, and share information. These applications are also used to provide online education during the covid-19 situation. Wifi facility is also available on the campus for the students



and staff. The N- List library subscription also provides access to online journals freely available in the public domain and also to journals subscribed on the advice of faculty members and facilitates downloads. A Xeroxing facility is also available in the library. Student attendance, feedback, SSS are also received online from the students and faculty members.

Courses like CPBFI, Bridge course are also conducted online through Google meet and zoom digital platform. The college has also organized online programs like consumer guidance, energy preservation, career counseling through digital platforms. The institute has also conducted online seminars and conferences. The college has published its Yearly Issue Shivai in digital form.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

13

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

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

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

306

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

Time table of examination, topics for projects, procedures and rules about evaluation process given by University are communicated to the students in the classroom and the copy of the same is displayed in the notice boards. At the commencement of the semester, the students are informed about the patterns of internal and semester examination, evaluation system as well as the eligibility conditions required appearing for the final examination. Internal examinations are conducted as per scheduled. Immediately after the examinations the answer sheets are evaluated and the result is communicated to the concerned students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The grievance redressal cell of the college is additionally functioning for the grievances related with the examination. The following steps provide a brief overview of the grievance redressal system.

**Step 1 Online submission of examination forms -** As per the timetable of the university, an appropriate online form is filled by the student to make the necessary corrections within the stipulated time period. This is reported to University Examination Centre. After authentication, the University examination Centre makes the necessary corrections at the college. If the college did not receive hall tickets of the students due to some technical problem, it allowed the student to appear for the exam with his enrollment number and approaches the university to solve the technical problem.

**Step 2 To issue examination admit card** An appropriate form is filled and submitted by the student to the college examination committee and this document is forwarded to University Examination Center for the necessary corrections after which online examination admit cards are downloaded by the college and the same are handed over to the concerned students.

**Step 3 Evaluation** A student can obtain photocopies of answer sheets of the desired subject by filling up the online

application on the University website. Students submit their online forms and a hard copy of the same is submitted to the college examination committee which is duly forwarded to the university examination center. After due authentication, the student gets the photocopy of the desired mark sheet within 15 to 20 days. If a student is willing to apply for revaluation of the answer sheet then he/she needs to apply by filling up the online form on the university website within 10 days after the declaration of the result. The form is authenticated and forwarded by the college examination committee and the university looks into the grievance and takes the final decision in the matter.

**Step 4 Discrepancies in the mark sheet** The college obtains the applications from the students regarding their grievances. Their applications along with necessary documents are forwarded to Controller of University Examination Center which examines and makes necessary corrections in the mark sheets within 15 days. The revised mark sheet is received by the college from the University examination center and the same is delivered to the concerned student.

**Step 5 Compensating exam time** If there is a delay in downloading of the question papers, the time is compensated and extra time is given to the students accordingly. The college also helps students for the process of revaluation and rechecking of University exam and offers retotaling facility for the college exam.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The Annual Academic Calendar is prepared according to the circular regarding the schedule of terms and vacation issued by the University of Mumbai prior to the commencement of the academic year by IQAC, specifying available dates for significant activities which ensure proper teaching-learning process and continuous evaluation. This is displayed in the

College Prospectus, and in the Notice Board. The college communicates the same to all its faculty members and non-teaching staff. The meeting is held with all departments at the beginning of the academic year to discuss the syllabus, course and workload distribution for the current academic session. Every department prepares a teaching plan, indicating weekly and term-wise topics to be taught. Classroom teaching is supplemented with Guest lectures, Tutorials, Departmental quizzes, Poster, Essay competitions, educational tours, field trips and industrial visits. All these activities prove very helpful for the effective delivery of the curriculum. Records of curricular activities are maintained by each department and information is provided to IQAC for documentation. The College Central Library provides teachers with necessary learning resources for the effective delivery of the curriculum. Library-related information are well maintained and are provided to IQAC for documentation. All Internal Examinations like a Class tests, Mid-term test, Test-Examination, Tutorials are conducted to check whether the students have acquired knowledge as outlined in the objectives of the Self Study Report of the institution. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students. The Annual Academic Calendar is prepared according to the circular regarding schedule of terms and vacation issued by University of Mumbai prior to the commencement of the academic year by IQAC, specifying available dates for significant activities which ensure proper teaching-learning process and continuous evaluation. This is displayed in the College Prospectus, and in the Notice Board. The college communicates the same to all its faculty members and non teaching staff. Meeting is held in with all departments in the beginning of the academic year to discuss about the syllabus, course and workload distribution for the current academic session. Every department prepares teaching plan, indicating weekly and term-wise topics to be taught. Classroom teaching is supplemented with Guest lectures, Tutorials, Departmental Quiz, Poster, Essay competition, educational tours, field trips and industrial visits. All these activities prove very helpful for the effective delivery of the curriculum. Records of curricular activities are maintained by each department and information is provided to IQAC for documentation. The College Central Library provides teachers with necessary learning resources for effective delivery of the curriculum. Library related information are well maintained and are provided to IQAC for documentation. All Internal Examinations like Class test, Mid-term test, Test-Examination, Tutorials are conducted to check

whether the students have acquired knowledge as outlined in the objectives of the Self Study Report of the institution. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The academic result and placement data indicate the program and course outcomes. The results are discussed with the heads of departments by IQAC where-in student success rate is calculated which is treated as program outcome. In-detail interpretation of the result helps to further planning for the improvement so as to increase the program/ course outcome rate. This is also helpful for improvising the teaching-learning processes. Besides this, the students are placed in various jobs for which they are offered guidance by the teachers of the college. With the help of the Alumni Association, the data of placed students in various jobs is obtained and it helps for the evaluation of program and course outcome. The college has the following mechanism to analyze the program and course outcomes.

A) Subject-wise analysis of the result-Internal assessment is conducted and interpreted. This data is helpful for the understanding of the areas of academic weakness of students.

B) After analysis and interpretation, counseling the students for improvement is taken place. This mechanism helps the students and makes the teaching learning process student-centric. Extra lectures are arranged for weak and advanced learners. For advanced learners updated subject and research based knowledge is provided by the teachers.

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

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

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

152

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

[https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/analysis\\_of\\_SSS\\_2020-21.pdf](https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/analysis_of_SSS_2020-21.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

04

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>



### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

09

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

04

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

1. Our college has undertaken a number of activities that help to sensitize students on various social issues and inspire them for social service in the neighborhood area. NSS and LLEW unit of the college actively participates in a number of social activities like blood donation camp, tree plantation, Swachha Bharat Abhiyan, construction of Vanrai Bunds through the residential camps organized every year. NSS unit has organized various activities such as cleaning of Wells and streets, Health Check-up Camp for the villagers with the help of NGOs. Every year college is organizing activities that are helpful to create Social awareness and offer social service.

2. The NSS unit of the college organizes rallies for creating awareness about the protection of the environment, Swachh Abhiyan, save girl child, voter awareness campaigns. The college students have participated and offered their assistance to the police department by working as volunteers in the Ganesh Festival and Ramzan Eid festivals. The college students were also worked as volunteers during the recently conducted Lok Sabha election.

3. Every year college NSS unit organizes blood donation and HB check up camp. The college has also conducted various programs for women awareness with the special focus on the health issues, personality development of the girl students.

4. The college has also conducted special karate and Yoga training program for the girl students and offered them the training in self protection.

5. LLEW unit of the college also conducts various projects on Population studies and women's status. It also organizes activities like food festival through which students get an opportunity to understand problems of society. The NSS unit of the college has also undertaken campaign for plastic free life and also distributed paper bags to the citizens of Poladpur area. The NSS unit has also presented street plays on various social issues such as importance of cleanliness, evil customs like dowry and female foeticide. All these activities proved very useful for sensitizing the students on various social issues and importance of community service in the neighborhood. The NSS unit has organized programmes like legal awareness, road safety measures, fire protection through which students are prepared to undertake social awareness and social service activities in their respective areas.

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

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

18

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

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

270

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

8

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

8

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college provides suitable facilities according to the needs of various courses as and when required for curricular and co-curricular activities. Details of the same are as follows. Classrooms -09 Laboratories -04, Central library along with Reading Room -01, Ladies common room - 01, Botanical Garden - 01.

#### Additional Information of the Classrooms and Laboratories

Classroom no. Particulars Area Total area  
1 Classroom 18×28 504  
2 Classroom 21×18 378  
3 Classroom 21×29.6 621.6  
4 Classroom 18×34.6 622.8  
5 Classroom 18×34.6 622.8  
6 Classroom 18×18 324  
7 Classroom 18×10 180  
8 Classroom 10.3×19 195.7  
9 Classroom 10.3×18 185.4

#### Laboratories

Lab no. Particulars Area Total area  
1 Chemistry lab

a) 18.6×29.8

b) 40 ×11

554

440

2 Botany lab 18.6× 18 335  
3 Zoology lab 18.6 × 18 335  
4 Physics lab 10.3 × 19 196  
5 Computer lab cum IQAC room 21 x 29.6 621.6

#### Others

1 Library & Reading Room

12 X 12. 13 X 13.6

25.6 X 13.8

679

2 Canteen 10x15 150  
3 Stage Cum additional Reading Hall 26x30.6 796  
4 Ladies Common Room 18x20 360  
5 Ground 170x132 22440  
6

Botanical Garden 66x50 3300

The open-air stage for cultural activities is available and the same is used for other purposes as per the requirement. It is used by students for the practice of different cultural activities. It is also used to arrange programs like Annual Gathering and Prize distribution, Yoga Day etc. Apart from this, as per requirements, students are allowed to use the stage for their study just like Reading Room. The college attempts to make maximum use of available facilities. Every laboratory is provided with the necessary equipment and apparatus. The college campus has sufficient space for all academic, administrative, co-curricular and extra-curricular activities. Each department of the institute is well equipped with classrooms, laboratories, supported by Central Library etc. Classrooms: The institution has a sufficient number of well-furnished, electricity efficient, well ventilated, and spacious classrooms for conducting theory classes.

Laboratories: All laboratories are well equipped and well maintained for carrying out curriculum oriented lab practical. Computer lab is equipped with servers, computers with internet connectivity, printer and scanner. Laboratories of Botany, Zoology, Physics, and Chemistry are well ventilated, electrified and equipped. Facilities and Equipments for teaching, learning: The college has a movable LCD projector which is used in every classroom as per the need. It helps to make teaching learning process more effective. It encourages students to listen, learn and perform Group Discussions, Debates, and enhance their Interview skills. It helps to improve students' communication skill required in the corporate world as Institute gives more attention on the improvement of communication skills of the students. Our college has well maintained Botanical Garden which helps the students in their studies. It also gives real experience to the students. This institute has spacious, well equipped Library with references and textbooks, journals, e-learning sources like e-books and e-journals, magazines, newspapers etc.

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

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

This college encompasses a well spacious land near about two acres which is used as playgrounds for various games. The college believes in the all-around development of our students. There is a lot of encouragement for the students to participate in sports and cultural activities simultaneously and thus they are awarded and rewarded accordingly. Indoor Games: College provides facilities for indoor games like Chess, Carom etc. These facilities are provided to students in the college campus only. Outdoor Games: The outdoor games such as Cricket, Kabaddi, Kho-Kho, Volleyball, Football are well-practiced and played by the students. The college students have free access to the college ground for a game like Cricket, Kabaddi etc. College teams are formed to take part in University level competitions and other intercollegiate competitions. Sports event competitions are conducted at the interdepartmental level in every academic year and the winners are awarded accordingly. Every year the college provides its playground to Poladpar Panchayat Samiti [Block office] for the organization of tehsil level sports competitions. All these activities have contributed to the promotion of students' interest in sports activities.

Sr. No Particular Quantity 1 Carrom Boards 04 2 Cricket Bats 03  
3 Badminton Rackets 08 4 Chess Boards 05 5 Volleyball 02 6  
Thali 02 02 7 Shot put sphere 02 8 Javeline 02

Cultural Activities: Students are very much encouraged to participate in the cultural events held in the college and also in intercollegiate competitions, annual gatherings and farewell programs etc. They are motivated to exhibit their cultural talents. Students participate in the 'Youth Festival' of Mumbai University. Students also participate in intercollegiate competitions like elocution, debate, skits, mimicries etc. Some students have achieved success in Youth Festival in the events like Solo Music, Poster Making, Elocution competition and Group Song. Every year Cultural Activities Department of the college organizes R D Chitre InterCollegiate elocution competition in Association with NGO, Sahyog Pratishthan. This event has proved useful for improving oratory skills among the students of the college. The college has also organized Poladpur tehsil level Swachhata Mitra Elocution Competition for the every academic year.

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

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

1

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

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

26.61068

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**



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

Our Library is housed in an area admeasuring 679 sq.ft. It has separate seating areas for students and staff. The stage available in the college is used as additional Reading Room. The library is automated with the software SOUL 2.0. Library Management System is practiced for the library work. Data Entry of 2000 books has already been completed and the remaining work is in progress. Internet facility is available for students and staff. The library use barcode system for the circulation of the books. The college encourages students for the membership of National Digital library of India and also for online courses available through Swayam Portal. Software for University Libraries 2.0 (SOUL 2.0) Software for University Libraries (SOUL) is a state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. It is a user-friendly software developed to work under client-server environment. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. After a comprehensive study, discussions and deliberations with the senior professionals of the country, the software was designed to automate all house keeping operations in library. The software is suitable not only for the academic libraries, but also for all types and sizes of libraries, even school libraries. The first version of software i.e. SOUL 1.0 was released during CALIBER 2000. The database of the SOUL 1.0 is designed on MS-SQL and is compatible with MS SQL Server 7.0 or higher. The latest version of the software i.e. SOUL 2.0 will be released by the end of the year 2008. The database for new version ofSOUL is designed for latest versions of MS-SQL and MySQL (or any other popular RDBMS). SOUL 2.0 is compliant to international standards such as MARC 21 bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 based protocols for electronic surveillance and control.

Major Features and Functionalities Following are the strong features of SOUL 2.0:

UNICODE based multilingual support for Indian and foreign languages;

Compliant to International Standards such as MARC21, AACR-2, MARCXML;

Compliant to NCIP 2.0 protocol for RFID and other related applications especially for electronic surveillance and self check-out & check-in;

Client-server based architecture, user-friendly interface that does not require extensive training;

Supports multi-platform for bibliographic databases such as My SQL, MS-SQL or any other RDBMS;

Supports cataloging of electronic resources such as e-journals, e-books, virtually any type of material;

Supports requirements of digital library and facilitate link to full-text articles and other digital objects;

Support online copy cataloging from MARC21 supported bibliographic database;

Provides default templates for data entry of different type of documents. User can also customize their own data entry templates for different type of documents;

Provides freedom to users for generating reports of their choice and format along with template and query parameters.

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

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

1.46597

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

22

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

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

IT Service Management The college provides computing and networking services such as desktops, laptop, and Internet for library and office. Appropriate standards are followed for selection, purchase, setup and maintenance of all these computing and networking equipment and services. All the

planning and other modalities regarding ICT facilities are looked after by the Technical Committee. Information Security The College provides the necessary training to the users about measures for Information Security through the Technical Committee.

AntivirusInternet connected computers for the students & teachers and computer terminals where the pen drives are required to be connected, have been installed with the Anti-virus software. The computers having no antivirus protection are not allowed for the internet and the pen drive connection. Procurement of computing and networking equipment are made through a Technical Committee comprising of the Principal, Laboratory Assistants and Heads of the various Departments. College strictly adheres to the Terms & conditions of License Agreements of ICT resource software usage. An open-source software are strictly prohibited. The usage of pirated and unlicensed software is not allowed. Licenses of all software's are maintained by the Technical Team and Office Superintendent. LAN facility All computers are connected to the LAN and having internet facility in the computer laboratories. Wi-Fi facility - Hathway Internet facility also provided in departmental computer laboratories of all departments for students and staff. The entire campus is Wi-Fi enabled with internet connection. This enables students and staff to stay connected with internet facility in the classroom as well in campus. CCTV The entire campus is brought under CCTV surveillance. Licensed Software Licensed copy of Tally.erp9, Soul 2.0 for Library and Exam software "Microsys Result 9 and Result 10"are also available in the college.

#### IT Equipments

Total number of single LaserJet printers =02

All in one printer scanner = 03

Only scanner =01 Total

LCD projectors = 02

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

#### 4.3.2 - Number of Computers

13

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

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

E. < 5MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

12.11225

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Physical facilities -The physical facilities including Laboratories, Classrooms and Computers, etc. are made available for college students. The students seek admission to desired courses including courses having a laboratory and practical work. They are charged for the laboratory expenses at the time of admission as is prescribed by the University of Mumbai. The College Campus, classrooms and furniture facilities are utilized regularly by the students, but sometimes it is also made available for intercollegiate competition, University level competition like chess competition, elocution and for Avishkar Research Convention. The maintenance and the cleaning of the classrooms and the laboratories are done with the assistance of the non-teaching staff. The Botanical garden is maintained by the attendant of the Dept. of Botany. The equipment in all laboratories are calibrated, standardized & renewed from time to time. The college has an adequate number of computers with internet connections and the utility software is distributed in different locales like office, laboratories, libraries, departments, etc. All the stakeholders have equal opportunity to use these facilities as per the rules and the policies of the institution. The computer laboratory is open for the students as time permits them, the office computers which contains proper software making work easier are restricting their use only to the appointed and authorized office staff. The college website is maintained and updated regularly. The maintenance of UPS and Inverter is regularly carried out. The Plumbing related maintenance is done with the help of local skilled persons and the expenditure is done from budget of the college. Academic Support Facilities The academic support facilities like library, sports and the other platforms and activities supporting the overall development of the students like NSS ,women development cell, etc. is open for college students. Accession to the library is permitted at the cost of the deposits. A provision of the budget for the library maintenance is made by the college management. The activities like fumigation and keeping the library clean is done frequently by library staff. The outdoor facilities are free to use for all the stakeholders & maintained under supervision of Sportscoordinator.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

49

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

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

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

00

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

<p><b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b></p>	<p><b>D. 1 of the above</b></p>
--	---------------------------------

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

<p><b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b></p>
---

45

<p><b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b></p>
---

45

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

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

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

09

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

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

16

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

**government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

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

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

04

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

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

India is a democratic country; the college believes that the Student Council provides avenues of leadership to the students by organizing and carrying out college activities and service projects. Students play major roles in planning events that contribute to team spirit and community welfare through the student council. Students share their views with fellow students and teachers. Student councils play a major role in practicing democracy and in developing leadership qualities among students. Council members are allowed to present during Open House events to discuss students' problems. It also helps

the administration in familiarizing themselves with students' problems. The Student Council provides an effective medium for communication between the students and the college administration; it plays a major role in student welfare and acts as an important event-organizing body.

The college student council is composed of fourteen student representatives from all classes, it meets twice a year.

1. Composition of Students Council President - Class topper is elected as class representative and woman representative is also elected on the basis of merit. NSS, Sports, and cultural representatives are also nominated by the concerned committee after prior consultation with the Principal. According to revised guidelines issued by Maharashtra Public University Act -2016, the formation of a student council for the current academic year even though the University has not issued any directives regarding elections of student's council for the academic year 2020-2021, the college has constituted students council and the members are selected on the basis of their merit and performance.

2. Activities of Student Council The student council members bring forward the problems, difficulties and also share suggestions of the students with respect to the faculty, subjects, syllabus and other things related to the class with college authorities. The student council helps students to share their ideas, interests, and concerns with teachers and the Principal. They often also help raise funds for -wide activities, including social events, community projects, helping people in need. They also organize cultural functions, farewell functions, Chh Shivaji Maharaj Birth Anniversary program with college permission. They encourage students to participate in voluntary work and community service, organize rallies on community awareness. The college organizes parents meeting where the progress and problems of students are discussed.

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

### 5.3.3 - Number of sports and cultural events/competitions in which students of the

**Institution participated during the year (organized by the institution/other institutions)**

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

6

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

**5.4 - Alumni Engagement**

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

Alumni are the brand ambassadors of the college. The alumni association plays an important role in supporting and providing contributions to the institute. It provides channels to facilitate closer ties between the alumni, students and colleagues. It provides crucial benefits in enriching the student's experience. The alumni provide an effective role model to the students. They are a source of inspiration for the students; they share their experiences with students regarding time management, development of self-discipline and character. Alumni assist in strengthening confidence, skills, motivating and inculcating the right culture in students. They provide the expertise; improve student recruitment efforts by encouraging students especially their family and friends to consider and prefer our college as a provider of higher education. The college Alumni Association provides a bridge between former students, current students and administration. There is uninterrupted interaction between the college and the Alumni. The college organizes alumni meet once a year. The college organizes lecture series; the department organizes lectures by inviting distinguished alumni in the concerned area to strengthen the contacts between the alumni and the college.

The alumni contribute in the following ways -

1. Mentorship and Scholarships - The college organizes programs where the alumni mentor students in their areas of expertise.
2. Placement guidance - The alumni network of the college is one of the biggest sources of placement opportunities to the students. Alumni help our students to get placed at their respective organizations.
3. Funds - As a mark of gratitude the alumni donate to support the institution.
4. Students' activities and development
5. Alumni contribute to supporting sports, cultural activities.
6. Community service - The college is well aware of the community's needs and always makes a meaningful contribution towards it. In fact, a number of students groups on campus have been active in addressing problems of the community. Their activities have been supported in part by alumni and the institute. The contributions from the alumni are also used for community development. They participate in awareness programs and cleanliness drives.
7. The Events - The College organizes the following events with alumni association- Alumni Meet, Blood Donation Camp, Chhatrapati Shivaji Maharaj Birth Anniversary.
8. The past students also extend their helping hands in the organization of NSS camps. Past students have donated seating benches which are made available in the college ground.

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

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
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File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

- **MISSION** Higher education for the deprived ones!
- **VISION** To provide value-based education to make the students competent, accountable and responsible citizens.

#### OBJECTIVES

- To impart quality education to students of rural and hilly areas to enable them to meet the challenges of globalization successfully.
- To inculcate the interactive & learner-centric teaching-learning methods for the betterment of the students.
- To develop devoted & disciplined students with human values, social responsibilities & passion for national integration.
- To promote research culture & acquisition of knowledge among students for developing entrepreneurship & opportunities to avail better job.
- To develop overall personality of students through curricular & extra-curricular activities to enable them to face the challenges of the world.
- To disseminate the benefits of resources & skills for the betterment of individuals & society by associating college with other organizations.

The governance of the College is democratic, transparent and inclusive. It is reflective of effective leadership in tune with the mission, vision, and objectives. The College is governed according to the rules and regulations of the UGC, State Government, and affiliating university and Maharashtra Public Universities Act 2016. There is a duly constituted College Development Committee under Maharashtra Public University Act 2016 (previously known as Local Management Committee). The development concerns and general policies are

defined in the meetings of the College Development Committee and communicated to staff members through the staff meetings. For attaining the vision of the college, the institution provides a number of opportunities to students through its various committees for learning various values like democracy, values in Indian Constitution, environmental protection, scientific attitude, and brotherhood.

The Institute also provides extra coaching and library facilities for weak and advanced learners.

The institution also strives its best to fulfill the various objectives through its teaching-learning process along with the functioning of co-curricular and extracurricular committees. It gives emphasis on the ICT-based teaching-learning experience. Taking into account the rural background of the student community, the emphasis is given on continuous and informal interaction with students to make them feel free and non-hesitant to communicate their views, problems and queries. The committees like NSS and DLLW tirelessly work towards nourishing a number of values among the student community with its regular and camp activities.

The institution also takes care to promote research culture among the students by organizing activities like Avishkar Research Convention, science poster exhibition, guest lectures. It also focuses on the development of entrepreneurship skills among the students by organizing career guidance lectures and programs.

The college runs the professional course of Certificate program in Banking Finance and Insurance (CPBFI) in the Association with Bajaj Finserv. Taking into account this particular distinctiveness of our college, we are always ready and eager to offer our resources including HR and infrastructural for the betterment of the local society by jointly working with GOs like District, tehsil, block development offices, election Commission, Police Departments and NGOs.

File Description	Documents
Paste link for additional information	<a href="https://www.sundarraomorecollege.com/visi-on-mission-objectives/">https://www.sundarraomorecollege.com/visi-on-mission-objectives/</a>
Upload any additional information	No File Uploaded

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

Management firmly believes in the vision of the Institution. They provide necessary independence to the Principal to work as head of administration. College practices decentralization and participative Management through the Principal, Head of the committees and its member. To carry out various curricular and co-curricular activities effectively, College has constituted various committees with adequate participation of faculty members.

Examination Committee as a case Study: Examination Committee is formed during the first week of every academic year. The Principal calls examination committee meetings twice in year to discuss for the planning of the examination. All the issues and distribution of responsibilities are discussed by members of the examination committee. In the meeting, after finalizing the examination schedule the committee discusses dates of form submission, practical exams, CAP, proof reading of papers, results etc. The information about commencement of examination dates & examination forms is displayed on the notice board of the college. Accordingly, students fill up examination form & submit to college office. As per discussion in the meeting all teaching and non-teaching faculties assigned examination duties as below-

Principal - Chief Conductor

Head of Examination - Teaching faculty

I.T. Coordinator - Librarian

Members of Exam Committee - Teaching faculty

CAP - Teaching and Non-teaching faculty

Senior Supervisor - Head of examination

Supervisor -Teaching faculty

Custodian - Clerk

Watchman, Waterman, Bellman - Peon

Through participative management, each faculty get the



opportunity to contribute in the examination process. Besides, under the Career Advancement Scheme, there is a decentralized system in our college. Initially, the eligible teacher has to make an application towards the IQAC Coordinator for availing the Career Advancement Scheme. The IQAC will verify the eligibility of the concerned teacher. Once the IQAC is satisfied with the eligibility criteria for promotion then the IQAC forwards the proposal to the Principal. After its verification the Principal asks the concerned teacher for the preparation of his/her proposal for availing CAS. The CAS Committee from the University is invited for the screening/selection of the teacher under CAS. All the documentary evidence is verified and evaluated by the CAS Committee. Finally, the proposal is forwarded to the University for sanction and all the CAS benefits are given to the concerned teacher. Under this system, the Institution bestows all the rights to the IQAC with final consent of the Principal. Similarly, in this manner decentralization is practiced in all committees. This decentralization process provides an effective mechanism for college governance.

File Description	Documents
Paste link for additional information	<a href="https://www.sundarraomorecollege.com/organogram/">https://www.sundarraomorecollege.com/organogram/</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

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

The College prepared the Perspective Strategic Plan considering following aspects.

- Vision, Mission and objective of the college
- Recommendation made by NAAC peer team during the previous reaccreditation

Suggestions made by IQAC department-

1. Resolve major administrative issue.
2. Stimulate the research & innovation.
3. Collaboration with industries and other institutions.

4. Strengthening curricular, co-curricular and extra-curricular activities.

5. Strengthening the infrastructure.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Shivai Shikshan Shikshan Prasark Mandal, Mahad is a parent body of Sundarrao More Arts, Commerce and Science College, Poladpur. For the management of all the matters connected with the society. There are two bodies, the Governing Body and Local Management Committee (LMC).

- Local Management Committee- The LMC is headed by the member of the Parent body, it is established according to the Maharashtra Public University Act 2016. It prepared the budget and financial statements, recommends to the management regarding teaching and other posts, suggest new program and advises the Principal on academic and other college related activity. It works as a connecting link between the staff members (both teaching and nonteaching) and the management of the college.
- Principal: - The Principal of the college is the overall in charge of all the educational and organizational activities of the college. Faculty in charge, head of departments and the Coordinators of various committees/associations monitor all the college activities in consultation with each other for efficient administrations. The Principal interacts with the faculty, staff and students frequently and obtains informal feedback from them to ensure the smooth functioning of the college.
- IQAC: - The IQAC ensures the quality of education through recognized procedures and norms. The Coordinator of IQAC has a main role towards sustained and assured quality and academic excellence. Various committees established in

the college help in supervising and assisting numerous administrative functions and contribute to smooth, open and transparent administration. The power and work is decentralized resulted in the formation of the following committees.

- Admission Committee.
- Timetable Committee.
- Examination Committee
- Discipline Committee.
- Library Committee.
- Anti-raging Committee.
- SC / ST / OBC Cell.
- Women development committee.
- Student Grievance Redressal cell.
- Research Committee.
- Publicity Committee.
- IQAC Committee.
- ICT Committee.
- Student Development Committee.
- Career counseling and competitive exam guidance Cell.
- Games and sports Committee. \* Cultural Committee.
- College Yearly Issue (Publication) Committee.
- Garden Committee.
- Service Rules: - Institution follows Service Rules prescribed by University of Mumbai, Government of Maharashtra & University Grants Commission \* Recruitment: -All Grant in aid Staff is recruited according to Norms of Govt. of Maharashtra, UGC and University of Mumbai after seeking NOC and approval from Joint Director of Higher Education and University of Mumbai. The post is advertised in University News & reputed newspaper on State and National level. Candidates are selected through selection Committee of the University of Mumbai and Joint Director of Higher Education. \* Grievance Redressal Mechanism: College has Mechanism of Grievance Redressal Cell. The GrievanceRedressal Cell is empowered to look into matters of harassment and other grievances. Anyone with genuine Grievance may approach to department's member in person. In case the person is unsatisfied, grievances may be dropped in suggestion box of grievance cell. All grievances are resolved by Principal and Cell.

File Description	Documents
Paste link for additional information	<a href="https://www.sundarraomorecollege.com/college-development-committee/">https://www.sundarraomorecollege.com/college-development-committee/</a>
Link to Organogram of the Institution webpage	<a href="https://www.sundarraomorecollege.com/organogram/">https://www.sundarraomorecollege.com/organogram/</a>
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

The institute has following measures and facilities for teaching and non-teaching staff

Sr. No. Welfare scheme Detail of welfare scheme faculty 1 PF and Gratuity Implemented according to the rules of the Government of India All staff 2 Medical check-up The medical check -up all staff in collaboration with the help of Poladpur Medical Association. All staff 3 Loan for employee from Patsanstha Our sister organization, Shivai co-operative credit society has been established as per state co-operative act of Government of Maharashtra. Maximum Loan amount limit - 5 lacks All staff 4 Provision of advance payment Available for new recruited staff New staff Financial support The College provides financial support to attend conference workshop

/seminars to faculty members All staff Felicitation Felicitation on birthday, wedding anniversary and on achievements All staff Trip Annual trip for faculty members has been organized All staff Faculty children Children of faculty members passed with remarkable marks and achieved success in other extracurricular activities in every educational year are encouraged by felicitating in annual society meeting All staff Maternity leave All female faculty members has been provided maternity leave for 6 month Female staff Hemoglobin check up NSS department of college organized hemoglobin checkup and blood donation camp All staff Medical claim Medical reimbursement, facility from Maharashtra Government is available All staff

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

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

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

19

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

0

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

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

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

16

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

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

**Self-appraisal system: The College follows PBAS (Performance**

Based Appraisal System) as per UGC Regulations from June 2009. The affiliating University has developed an API (Academic performance Indicator) system based on PBAS. By the instruction through the staff notice, initially the teacher fills a self-appraisal (PBAS) form at the end of the academic year, which is reviewed by the HOD and forwarded to IQAC coordinator and from which it submitted to Principal. Suggestion if required is shared with the individual faculty member.

- The college follows the Academic Performance Indicator (API) system adopted by Mumbai University. The faculty is evaluated based on API by IQAC and forwarded to the Principal.
- The IQAC evaluates filled appraisal form along with the documents and forwarded the same to the University authorities with remarks by the Principal, The University validates and approves the final API score which is required for CAS (Career advancement scheme).
- The reports related to curricular, co-curricular and extra-curricular activities are submitted to the Principal by the coordinators of related committees at the end of every academic year. These reports are published in the college annual magazine "Shivai", where all the reports are captured and maintained. A subject-wise and teacher-wise result analysis is carried at the departmental level for consideration of student's progression.
- The IQAC addresses all the issues related to the appraisal system of the staff. IQAC has developed a mechanism for addressing all the queries regarding the API system. The teacher's diary developed by the IQAC contains all the information about the session plan academic, Co-curricular and extracurricular contributions of a teacher which is assessed at the end of the academic year.

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

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the

various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institute has an effective procedure for internal and external audits. An auditor appointed by the institute carries out a financial audit of the college every year. The internal and external auditors submit their reports to the institution.

**Internal Audits:** A Chartered Accountant Mr. Y. G. Bandle, Pune is appointed by the Management as per the decision taken by the General Governing Body meeting. An auditor conducts the audit program regularly. At the end of a financial year a final audit is conducted.

**External Audit:** The audit of expenditure incurred under various Examinations and Grants sanctioned for NSS and other activities is conducted by the University audit panel. The senior auditor of Joint Director of Higher education, Konkan Region, Panvel conducts audits as per their schedule. Government Auditor General (AG) panel conducts audit program as per their schedule. The AG'S audit of the college is not conducted by AG office till date, however, the college has undergone and completed its Senior Audit.

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

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

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

0



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

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

##### Resource Mobilization Policy

- Diversify and expand its resource base in supporting the achievement of the strategic plans, goals overall growth of this institute.
- Identify and analyze the resources available for program priorities, policies and efficient budget allocation.
- Understand the institute's current donor funding landscape, resources availability and support commitment.
- Maximize use of internally generated income so as to expand deep relationships with stakeholders.

##### Sources:

- The major source of institutional receipts is grants in aid received from state government salary of the grantable section.
- The college is also entitled to utilize some part of student fees as per the rule for meeting routine non-salary expenses.
- The college seeks donations from NGO and individuals for improvement in the quality of higher education.
- With the rapid increase of knowledge and unprecedented scientific and technological development, college is finding it difficult to keep pace with the changing needs of users due to the insufficiency of financial resources.

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

## 6.5 - Internal Quality Assurance System

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

1. **Academic Calendar:** IQAC provides an action plan for each academic year through academic calendar. Preparing academic calendar IQAC helps the college in the decentralization of day to day administrative and academic activities. In the beginning of every academic year, the IQAC, consultation with the Principal, prepares an academic calendar, which includes all the forthcoming events, programs, guest lectures, seminars organized by College or different departments for the benefit of staff and students. The Calendar also includes tentative examination schedules, details of actual teaching, working days and vacations.

The academic calendar is forwarded to every department for further execution. Actual implementation of the calendar is recorded in the teacher's diary and is reflected in the magazine and the annual report.

2. **Performance based appraisal system (PBAS):** IQAC prepare the PBAS form through which teacher performance is evaluated. At the end of every academic year, teachers are asked to fill up these forms. In the present system API- PBAS Performance based appraisal systems is applied for the teachers and they are evaluated on these API academic performance indicators. It includes following categories

- Basic information of teacher.
- Workload.
- Teaching and learning.
- Co-curricular and extracurricular activities
- Academic and professional development including research activities.

Teachers have to secure minimum points in each category for promotion to the next stage. The Head of the Department first checks and verifies all API forms filled by the teacher and forwards it to the IQAC. After verifying the applications, the IQAC forwards it to the Principal. Then Principal recommends the teacher for the promotion.

Contribution of IQAC in institutionalizing quality assurance strategy & process -

1. IQAC monitors the functioning of academic and student support committees and collects department reports.
2. Feedback form for evaluation of teachers by students are devised as feedback on curriculum.
3. PBAS forms and API scores of the teachers are evaluated.

The management has approved following the decision of IQAC

1. To undertake the construction of new building comprising an administrative office, library and reading room.
2. To Establish a Wi-Fi facility in the college campus.
3. To provide a Security system using CCTV cameras on the college campus.
4. To Introduce skill-based certificate courses.
5. To provide sanitary pads vending machine for the girl students.
6. To introduce a Bridge course for the first-year science students.

Implementation.

1. The construction of the new building is presently going on
2. Wi-Fi facility is made available in the college campus for limited time span per day
3. CCTV cameras have been installed on and around the college campus.
4. Skill-based certificate courses like Spoken English, Basic Accounting is introduced.
5. The facility of sanitary pads vending machine for the girl students is provided.
6. The Bridge course for the first year science students.

File Description	Documents
Paste link for additional information	<a href="https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/igac_academic_calendar_2020-21.pdf">https://www.sundarraomorecollege.com/wp-content/uploads/2022/01/igac_academic_calendar_2020-21.pdf</a>
Upload any additional information	No File Uploaded

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

The college has elaborated and wide-ranging mechanisms put in place for the continuous review of the teaching learning process. IQAC and the authorities have undertaken to follow important activities to constantly review and achieve the mission of the teaching-learning process and to reach at the higher destination of quality. The structure to constantly review the academic activity of the college is as follows.

- Preparation of academic calendar and action plan.
- Preparation of teaching plans and maintaining attendance record of the students.
- Adoption of innovative teaching methods and use of ICT tools.
- Monitoring the teaching-learning process by HOD regularly.
- Conducting formative and summative assessment as per the schedule.
- Appraising of the performance of the teachers by collecting feedback reports from the students, course wise examination results, result analysis and result summary.
- Feedback from the students, parents and alumni.

Outcome:-

- Smooth functioning of the college at academic and administrative level.
- Quality enhancement.
- Student progression and placement.
- Satisfactory attendance of the students.
- Completion of the syllabus in the scheduled time.
- Excellent performance of the students in various fields like academic, sports, cultural etc. activities.

- **Social recognition of the faculty for excellent performance in teaching, research and extension activities.**

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

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.sundarraomorecollege.com/college-prospectus-magazine/">https://www.sundarraomorecollege.com/college-prospectus-magazine/</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

**Safety & security are a priority concern of our institute. We have adopted necessary measures to maintain safety & security on the premises. Our institution takes care of safety & security of the students studying in our premises; therefore**

institution has maintained open space inside and outside the buildings to deal with any type of disaster. Our premises are protected under CCTV surveillance system & monitored by higher authorities from time to time. The fire extinguisher cylinders are kept in Chemistry lab, Administrative office and library to prevent fire disaster. The time table of the college is scheduled according to the bus timings for the convenience of the students.

All the faculty members as well as management authorities have a good interaction with the students. The said role is being played by parent teachers to their respective students as per their needs. Suggestion box are made available outside Principal's cabin. The College conducts guest lectures by various experts such as police, advocates, doctors and social workers to keep students well informed. Students seeking for admissions to various courses in the institution are guided with counseling regarding details of courses to be offered by them by the experienced faculty. After securing the admission within one week the Principal addresses all the newly enrolled students and staff. College has a strict vigil regarding ragging possibilities.

Common Room:- Separate common room is provided to the girl students. This room provides basic facilities. Room is equipped with sanitary napkin vending machine with incinerator for waste management. First aid kit is provided. This common room is strictly monitored by concern lady in-charge. Separate Washroom and toilet facilities are provided to both boys and girl students. Boys can also use washroom as their changing room.

File Description	Documents
Annual gender sensitization action plan	<a href="#">To conduct regular gender audit</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">Common room for girls</a>

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

D. Any 1 of the above

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

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

- **Solid Waste Management:-**

Under waste minimization policy institution avoids wastage as much as possible. Scrap materials are handed over to the concerned agents for further recycling purposes. Incinerator is fitted as vending sanitary napkins are provided at nominal cost by the institution. Whenever possible broken glassware and other materials are repaired and reused in practicals. The college also provides dustbins for the collection of day-to-daygarbage (Solid & Liquid) so that the college campus should remain clean & neat.

- **Liquid Waste Management:-**

Under Liquid management policy, Liquid or chemical waste from the Chemistry department is treated to remove or neutralize the chemicals and then outlet which doesn't have any harmful effect.

- **E-Waste Management:-**

The institution is very keen in the area of E-Waste Management, therefore standardized materials and equipment are being purchased. It facilitates minimizing e-waste as well as wherever is possible institute try to extend the life of such equipment by repairing and by refilling. Waste dumping is strictly avoided. It is handed over in the right hands to dispose of the said material.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

**C. Any 2 of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

**7.1.6.1 - The institutional environment and**

**D. Any 1 of the above**



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

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

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

**E. None of the above**

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

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

The institution admits and caters the needs of the students irrespective of their community, ethnicity, language, religion, caste, race, region etc.

The institution has set up a Cultural Committee whose main function is preservation of culture and promotion of cultural harmony. The cultural committee encourages students to participate in district and university level Youth Festival which provides occasion for showcasing various programs based on cultural harmony, tolerance and environmental awareness. The institution organizes Annual Cultural Programme every year which presents programmes based on religious harmony, tolerance, inclusive environment. The college celebrates a traditional day every year. On this occasion students present themselves with traditional attire and also presents diverse local and folk arts. The objective of organizing such cultural programmes is also to promote awareness about other's culture and develop a sense of respect and tolerance towards one's own culture as well as of the others. Institute celebrates Sadbhavna Din and Communal Harmony Day and Week every year. The college also celebrates birth and death anniversaries of prominent social workers who impart the message of cultural and religious harmony through their life and work. NSS unit of the college organises various programs regarding Awareness of environmental protection.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The various committees and departments of the institute organize various programs every year. One of the main objectives of these programs is to inculcate values in the students in order to make them a responsible citizen of the nation. It aims to nurture young minds to develop into a

citizen with a deep sense of social responsibility.

As a part of creating awareness about our rights and duties and responsibilities of citizens enshrined in the Constitution, the institution observed Constitution Day or Samvidhan Divas on 26th November as an annual event. Special talks or lectures are organized on fundamental rights and duties enshrined in our Constitution. Collective reading of the Preamble is also organised on this occasion. Various programs reflecting constitutional values like Communal Harmony Day ,Women's Day etc are organised by NSS and women development cell of the college. The college also celebrates birth and death anniversaries of social reformers.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**B. Any 3 of the above**

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

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

The institution organizes national festivals. We observe the following days and celebrate them in the College: 3 January: Savitribai Phule Birth anniversary has been celebrated every year. 12 January: National Youth Day: Swami Vivekananda Birth Anniversary: This day is celebrated as Youth Day. 26 January: Republic day celebrations, Flag hoisting 30 January: Martyr's Day: The death anniversary of Mahatma Gandhi is observed by standing in silence for two minutes. 19 February: Chatrapati Shivaji Maharaj birth anniversary is celebrated every year. Lectures were arranged to highlight the various aspects of the great personality of Shivaji Maharaj. 8 March: International Women's day celebrated by WDC 14 April: Dr. B.R. Ambedkar Birth Anniversary is celebrated by organizing speeches referring to his contribution to the Constitution etc. the college has celebrated its 125th birth anniversary year by various programs. 1 May: Maharashtra Day: Flag hoisting 15 August: Independence Day: Flag hoisting and singing of patriotic songs. 5 September: Teachers' day: Dr. Sarvapalli Radhakrishna Birth anniversary was celebrated. 16 September: World Ozone Day: celebrated by Chemistry Department, raising awareness about Green Chemistry. 2 October: Mahatma Gandhi Jayanti: International Day of Non-violence Clippings, pictures, slides about the importance of these days are displayed on the notice board throughout the particular day. 26 November: Constitution Day is celebrated every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice 1

#### Title of the Practice

#### Digitalization of Teaching-Learning Process

#### Goal

- To encourage teachers to adapt to technological advancements including ICT adoption in classroom teaching
- To ensure the completion of the syllabus according to the academic planner of each department
- To improve pass percentage and enhance the number of ranks bagged by the college at the university level examinations

#### The context

- The syllabus coverage in some cases is being hurried and towards the end of the semester where information is being crammed at once. This sluggish coverage initially and hurried coverage later should be avoided giving enough time to students in comprehending the topics and assimilating the facts.
- The teachers find it difficult to keep pace with the techno-savvy student learners. It has become essential for some of the teachers to adapt to the latest pedagogic styles and include ICT in classroom teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching-learning needs to bridge.

## The Practice

- The academic planner along with the calendar of events is uploaded on the website for information to students.
- The teaching-learning committee along with the heads of different departments monitor the pace of coverage of the syllabus.
- Informal feedback is obtained from students regarding the content delivery by different teachers. The teaching-learning committee members and the class teachers hold frequent informal meetings and cull out the information needed.
- Frequent assignments, tests and evaluations are conducted to improve performance in the semester-end examinations
- Seven classrooms are made ICT ready and many departments have the necessary tools for handling the classroom teaching with the help of ICT.
- Computer science department staff and programmers train the teachers in the use of PowerPoint Presentations, browsing the internet for useful resources, uploading content on the college website, use of google docs for information sharing, etc.

## Evidence of Success

- Many of the teachers have adopted modern pedagogic styles and ICT in their classes.
- Some of the notes and assignments are uploaded on the Google classroom.
- Appropriately paced and timely completion of syllabus.
- Improvement in results.

## Problems encountered and Resources required

- The development of interactive PowerPoint presentations in teaching, particularly in science subjects, has been hindered due to the want of in-house technical expertise.
- The demand for ICT resources is increasing and the paucity of funds has been the biggest impediment that may dampen the spirit of technology adoption by teachers.

## Best Practice 2

Title of the practice -Nurturing Environmental Consciousness

Goals- 1. To nurture environmental consciousness among students

and staff of the college

2. To undertake various majors for the protection of the environment on the college campus

3. To arrange various programs and activities through the NSS unit of the college for creating awareness about environmental protection among the people of the nearby area

#### The Context

The phenomena of the Global Warming has read alarming Bell among all over the world regarding environmental degradation of the globe and its subsequent consequences many thinkers and environmentalists has wormed the humanity about the same they have pointed out that it is a high time to undertake appropriate measures so that we can prevent environmental losses and save the globe and our future generation from disasters consequences of environmental problems the educational institute must play a key role and must offer their contribution by adopting various measures and undertaking several activities with the help of which they can motivate young generation and seek their contribution for mitigating the problem of endangering the environment.

#### The Practice

##### Green Campus

The institution has a system for green-auditing of its facilities. The use of plastic bags is avoided on the campus. Students and staff are motivated to use jute bags or cotton bags.

The students and staff have planted several tree saplings during various tree plantation programs organized by the institution through the NSS wing and all these trees are taken care of and maintained by the students and staff.

Care is taken to ensure that the college environment has low levels of carbon emission and low pollution levels so that the campus is healthy for all. The college is declared as 'No Tobacco Zone'

##### Energy conservation

The College conducts awareness programs on energy conservation and adopts measures to ensure that energy is conserved wherever possible.

The institute follows a policy of switching on power only when required and switching off when not in use.

Many Classrooms have very wide and long windows with a high roof of almost 15 ft which ensures that the use of lights and fans would be minimum as ventilation is naturally enhanced.

Many classrooms, departments, administrative offices and the Principal Chamber of the college are airy and well illuminated for the maximum use of natural lighting during the day time. Tube lights are used instead of incandescent bulbs wherever the natural lighting is insufficient to minimize power consumption. The institution strictly observes to see that no electric equipment runs unnecessarily. Thus enough measures are taken to use electricity carefully.

Almost all the computer monitors in use are either LED, LCD or TFT types to ensure minimum usage of electricity and also to reduce the level of radiation.

#### Water harvesting

Rainwater harvesting project has been implemented in the college. The water thus harvested has been used for watering the plants and gardens since 2018.

#### Efforts for Carbon neutrality

Plantation of trees and green grass on the college campus. The College has made appropriate arrangements for the parking of the vehicles of the students and staff near the entrance. This helps in keeping the campus as clean as possible.

The campus is also smoke-free. The dead leaves and waste papers are not allowed to be put on fire. The dead leaves and waste papers are scientifically decomposed by burying them in the soil.

#### Plantation

Tree plantation drives are organized regularly to create a clean and green campus. The NSS and DLLE wings of the college



take up planting saplings regularly at the college campuses and also at nearby places. The Botany department of the college maintains a Botanical Garden which houses a large variety of medicinal plants and a wide variety of plant species.

#### Hazardous waste management

The college generally does not generate any hazardous waste in any manner. However, the college strives to generate minimal waste and tries to reduce the use of plastics whenever possible.

Waste is segregated as biodegradable and non-biodegradable.

The use of pesticides and other harmful chemicals in the garden is replaced by adopting organic methods of gardening wherever possible.

In order to dispose of the acid fumes, chemistry labs are equipped with exhaust fans and fume hoods.

Mild chemicals are used for cleaning and maintaining the campus.

Sterilization is performed by autoclaving and then the remaining wastes are properly disposed off, in accordance with standard waste disposal norms.

Vermicomposting is also in practice for disposing of the wet waste from the canteen and also other biodegradable wastes.

#### e-waste management

Printer Cartridges are generally refilled and not disposed of. Wherever refilling is not possible, the cartridge is returned to the manufacturer.

Paper waste is sold off to vendors who send it for recycling.

Computers in satisfactory working condition, but are obsolete for the system, are usually used for teaching-learning purposes of Computer Architecture and Hardware courses. Similarly, computer parts and peripherals are reused in other systems. All damaged or non-functional electronic materials (e-waste) are returned to the manufacturer. UPS batteries are exchanged for a nominal cost (buy-back offers) with the vendor of the new

batteries.

Activities for creating environmental awareness among the citizens

NSS Unit of the college has undertaken various activities and programs like tree plantation, construction of vanarai bunds, participation in Swachh Bharat mission Abhiyan, arrangement of various rallies, etc. All these programs and activities in the adopted village as well as in the residential camp have proved very influential in creating awareness about environmental protection among the citizens.

To create awareness among the citizens, particularly among the farmers who are used to creating fire with the help of drivers with this so that they can have a good build of the crop in the rainy season this prevailing misconception becomes one of the hurdles in the protection of local environment NSS has started awareness program so that this practice of putting fire on trial uses should be stopped

Evidence of Success

Students and staff of the college have started to adopt various green practices like minimum use of papers, avoidance of plastic bags and proper disposal of garbage on the campus. Students have started to plant and nurture various types of trees at their homes and also in their native villages. The green practices which have been observed by the students on the college campus have also been reflected in their day-to-day life at their respective homes. Due to awareness among the students and also among the villages of the nearby village, people have started to install LED bulbs in their houses instead of old types of bulbs which consume a lot of electricity.

Problems encountered and Resources required

- Students are initially reluctant to adopt various green practices like avoidance of plastic bags, minimum use of electricity, saving water and less use of personal vehicles as most of them become habitual to use all these modern amenities.
- In our area, there is a practice of putting dry leaves together in the month of April and May and setting them on fire so that the land could be prepared for a good

yield of the crop of paddy in the next rainy season. There are a lot of misconceptions among the local people. Initially, they are reluctant to stop this practice as they believe that the practice is good for having a good yield of crops. To handle such types of problems, we need some more efforts and proper planning of creating awareness among the students as well as among the local citizens. If we are able to convince students and citizens that avoiding many anti-environmental practices will certainly be beneficial for their life, the people will certainly cooperate and contribute themselves to the protection of the environment.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

The College was established in 1998, guided by the vision and mission which support the academic and socio-economic development of the rural students as well as those situated in the remote tribal belt of Raigad district. The tribal students, economically less privileged students and geographically distanced students who secure admission to the various courses run by our college are able to build their careers with the help of the education received from our faculty and college. The curriculum undertaken; along with field work, theory forms a significant part of the course which also delves into specifics such as understanding gender and livelihood in the rural context as well as to get an opportunity to earn in rural regions through the skill development courses framed by this institute considering regional requirements. The aim of the institute is to make students fully aware of the nuances of the execution process that involves knowing how to plan, develop and implement knowledge in working flow. Students will be able to develop and sharpen their analytical skills and develop appropriate strategies to deal with complex problems in the rural region. Faculty helps them to improve their personality, especially the SC and ST Students so that they are prepared to face global competition. College in all its aspects such as increased number of programs and courses, well-developed

infrastructure, faculty guidance, library facilities, sports and extracurricular activities plays a very significant role in the improvement of students' capabilities. A majority of our students belong to rural families and socially marginalized groups. Many of them are first-generation learners. They belong to illiterate families, suffer from cultural disorientation and sometimes have migrated from their native places. At the FY level many of them hesitate even to talk in the local language to the faculty members regarding their difficulties. However, we identify such students and help to solve their problems at the departmental level or at the individual level. We help them to correspond with government authorities like scholarship issues, filling online forms, availing of book bank schemes, concessions, installment facility in fees etc. With encouragement and support, these students gradually develop into confident and responsible citizens of India. We are happy to see them complete their graduation and postgraduation and secure placement. Half of the student strength consists of girl students. Our College undertakes various measures for the empowerment of girls through imparting higher education and enhancing their employability skills. The list of past students pursuing further studies or those who are gainfully employed at various important positions and capacities is evidence of their enrichment through education. Some courses have been added in order to make available opportunities for skill development and value addition to the students. These courses include hands-on training in some areas and have helped the students to enhance their employability skills. The institute believes, in collaboration and working with multiple partners, including other foundations, NGOs, corporate and the government, hence joined through an MOU with various institute & industries.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

- To undertake Covid-19 vaccination awareness programmes.
- To contribution in voter awareness and new voter registration programme.
- To organize multidisciplinary national conference.
- To participate Career Katta activity initiated by the state government for providing guidance to the students

regarding competitive exams and career opportunities in various fields.

- To encourage students for their participation in Avishkar Research Convention.
- To encourage faculty to participate in various online and offline courses.

NAAC