AQAR of the IQAC

The Annual Quality Assurance Report

Good Thoughts - Good Words - Good Deeds

Patuck Polytechnic Trust

Estd.1932

Year 2021-2022

Patuck Polytechnic Trust's (Estd. : 1932)

PATUCK - GALA COLLEGE OF COMMERCE & MANAGEMENT

"Affiliated to University of Mumbai"

NAAC Accredited at A+ Grade with 3.34 CGPA

YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Patuck-Gala College of Commerce & Management
• Name of the Head of the institution	Dr. Meeta Seta
• Designation	In-charge Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	8828877021
• Mobile No:	9167232152
• Registered e-mail	patuckgala.degreecollege@gmail.com
• Alternate e-mail	meeta.seta@patuck.edu.in
• Address	Patuck Campus, 100, Nehru Road, Rustomba Patuck Marg, Vakola Bridge, Santacruz (E) Mumbai 400 055
• City/Town	Mumbai
• State/UT	Maharastra
• Pin Code	400055
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**University of Mumbai**
• Name of the IQAC Coordinator	**Mrs. Renita Vazirani**
• Phone No.	**9920660522**
• Alternate phone No.	**8828877021**
• Mobile	**9920660522**
• IQAC e-mail address	**iqac@patuck.edu.in**
• Alternate e-mail address	**renita.vazirani@patuck.edu.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.patuck.edu.in/wp-content/uploads/2014/10/AQAR-2020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.patuck.edu.in/wp-content/uploads/2014/10/Academic-Calendar-For-The-Year-2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.72**	**2010-11**	**04/09/2010**	**03/09/2015**
Cycle 2	**B++**	**2.77**	**2016-17**	**16/09/2016**	**15/09/2021**
Cycle 3	**A+**	**3.34**	**2021-22**	**07/06/2022**	**06/06/2027**

6.Date of Establishment of IQAC	**08/10/2010**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**NA**	**NA**	**NA**	**NA**

8.Whether composition of IQAC as per latest	**Yes**

NAAC guidelines	
• Upload latest notification of formation of IQAC	[View File](#)
9.No. of IQAC meetings held during the year	**03**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[View File](#)
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

* Strengthened alumni contribution in financial terms. * Monitoring and encouraging the quality enhancements in teaching through Patuck YouTube Channel and instituting Accounting Museum. * Improved the linkages with Industry Advisory Board (IAB) for corporate networking

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

Plan of Action	Achievements/Outcomes
1) Adapting to hybrid teaching learning 2) Undertaking MoUs 3) Structuring to conduct Capacity Building Programs 4) Preparing for NAAC Cycle 3 5) Involving students and staff in environment-friendly campus	1) Google meet is used as LMS for teaching learning in an online mode and students were encouraged to attend lectures in the campus as well. The time tables were prepared accordingly to adapt to the hybrid teaching learning. 2) There were on-going MoUs with Ekta Foundation, Achievo Engg. Components Pvt. Ltd. And TNS India Foundation. MoU was signed with Traditional Shotokan Institute. 3) Capacity building programs were conducted by different Departments and Committees in the areas of soft skills, language and communication skills, life skills, and computing and IT skills. 4) The process of verifying the documents to be uploaded for SSR submission and participated in the NAAC peer review visit and secured A+ Grade (3.34 CGPA) 5) The process of green audit was on-going and the staff and students were involved. The agency Roshni Udyavar& Associates certified us with Green Audit, Energy Audit and Environment Audit

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	24/09/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	19/12/2022

15.Multidisciplinary / interdisciplinary

Our College is multidisciplinary as it offers programs of B. Com. where the student graduates to specialize in Accountancy. We also offer the BMS program where the student can specialize in marketing management and the third program we offer is B. Com. (B&I) in which the student graduates by specializing in Banking & Insurance aspects. These programs are inter-disciplinary as, the B. Com. program imparts to the students knowledge of marketing management, HR management, community engagement and service, environmental education and value-based education. Similarly the BMS and B. Com. (B&I) programs also impart knowledge of other disciplines like marketing management, HR management & OB, production and quality management, environmental education and supply chain management. The interdisciplinary knowledge enables the students to not only search and opt for a variety of careers after their Graduation, but also helps them decide what line of further education they may be interested to take up.

16.Academic bank of credits (ABC):

The College has planned and made provisions for digitally storing the academic credits of the student. A students' academic history shall be digitally maintained in a central data management system. With the multiple exit options, the students will be provided with the academic credits earned at each exit option.

17.Skill development:

College has a Skill Development Committee that conducts skill-based courses for the students. These courses are integral to the student development and they are well thought of and well crafted to suit and enhance the caliber of the students. The courses imparted are in the areas of Personality Development, Corporate Readiness, Yoga, Health & Hygiene, IT Skills, GST and more. The Teachers are actively involved in the design of the curriculum along with corporate professionals where applicable. The recent issues faced by students and the recent trends are considered while developing the courses. The Committee also conducts Seminars and Workshops for developing students' skills for their holistic development. The College also conducts capacity building programs to impart requisite skills to the students.

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

Not all of our students have good English knowledge and hence a few of them need to be explained separately certain topics in prominent Indian languages like Hindi and/ or Marathi. Teachers organize special sessions with students to give them clarity of the subject topics which were not comprehensive during the lectures. At the College we conduct co-currlcular & extra-curricular activities and encourage students to participate in languages other than English. Book review competition, essay writing, elocution, debate competitions are one of the kind where in students are encouraged to express their thoughts freely in multiple languages. At inter -collegiate level, we encourage students' participation in non-English language for debate, elocution and storytelling competitions. The Cultural Committee of our College organizes several activities like the traditional day, folk dance, patriotic singing, etc. to engage students in different cultural dimensions of our country. The College is prepared for appropriate integration of Indian knowledge into its education system

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

At the College special emphasis is on curriculum development. At the beginning of each academic year each teacher prepares a Teaching Plan in which is mentioned the methodology to be used to deliver that topic of the syllabus. The methodology that is used is aligned with the goal or outcome that is expected for the topic. With the guidance of the IQAC, the assessment to achieve the stated course and program objectives is conducted. The Examination Committee is involved to measure attainment of COs and POs. Through OBE, the College facilitates developing graduate attributes like employability, effective communication, life-long learning, ethics, and adaptability to sustain in challenging situations.

20.Distance education/online education:

The College is well equipped to provide online education to students through the Google suite that it has subscribed to and to the well developed IT infrastructure that it possesses. The College conducts where applicable, lectures, exams, guest lectures and co-curricular activities through the online mode. Thus, online mode helps eliminate or reduce the barriers that may otherwise exist while physically conducting the activity / event.

Extended Profile

1.Programme

1.1	**120**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**859**
Number of students during the year	

File Description	Documents
Data Template	[View File](#)

2.2	**0**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File](#)

2.3	**342**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**16**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2	**16**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**18**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**82.75**
4.3 Total number of computers on campus for academic purposes	**117**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery through a well-planned and documented process. Our College follows the curriculum designed by University of Mumbai. Some of the academic bodies like IQAC, CDC, IAB, and ICC of the College have representation from industry and NGOs to facilitate the faculty members to upgrade their exposure to the industry and social needs for incorporating in the curriculum. Also, College organizes workshops for the benefit of teachers. Every faculty member prepares and submits their teaching plan of the Academic Year. The faculty members discuss COs, POs and PSOs during the lectures. Moderators are invited in order to ensure effective assessment and effective curriculum delivery. Department meetings are conducted to discuss about departmental academic planning. IQAC takes an undertaking of syllabus completion from the teachers during the end of each academic term. The effectiveness of the curriculum delivery is also assessed through student feedback as planned by IQAC. The feedback is through online mode. The effectiveness of the curriculum delivery is also assessed through the students' performance in the Unit test/ term end examination.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The institution adheres to the academic calendar including for the conduct of CIE.Every Academic Year and Term, Academic Calendar is prepared. After the approval from the IQAC and CDC of this academic calendar, the same is uploaded on the website for the benefit of the students. In addition, the academic calendar is displayed on the staff and students notice boards. IQAC monitors the compliance of the academic calendar by every department and faculty. The Examination Committee prepares the schedule of Continuous Internal Evaluation (CIE) for all the courses. The teachers inform the students about the schedule of CIE and the mode of its conduct. The schedule of CIE is displayed on the College website. The Examination Committee monitors the conduct of CIE. A record of students' marks is maintained by the Examination Committee and the course teachers. The teachers can update the records time-to-time as and when the exams or student assessment takes place. Thus, CIE provides a complete academic track record of the student during the academic year. This is also discussed with the parents, if the need felt.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in A. All of the above
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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

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

3

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

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

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

5

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

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

113

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

the year

113

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

- **The Institution offers courses that integrate crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum.**

- **As a part of professional ethics, the students are introduced with the concepts of group dynamics, organizational power and politics, organizational culture.**
- **Professional ethics enable students to respect the consumers and citizens of the country.**
- **The College through its course curriculum has introduced the concept of human rights constituents with special reference to Fundamental Rights stated in the Constitution.**
- **They are explained about controlled use and not to misuse technology.**
- **The students learn about laws related to industrial relations and industrial disputes, employee health, safety and welfare, compensation management and social legislations.**
- **The students are encouraged to develop and maintain financial ethics and integrity in their profession. Hence, a course on Auditing is offered to the students.**
- **B.Com. (B&I) program has a course on Principles and Practices of Banking and Insurance which acquaints students about insurance and banking regulations.**
- **Crosscutting issues are integrated in Add On Courses like Foundation of Human Behaviour (caters to cross cutting issue of Human Values), Personality Development and Corporate Readiness (caters to cross cutting issue of Professional Ethics)**

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

19

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**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)	View File

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

585

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

**from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.patuck.edu.in/wp-content/uploads/2014/10/1.4-Curriculum-Feedback.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

600

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

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

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

0

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

- **The Institution assesses the learning levels of the students by segregating them as per their performance in the qualifying exams at the time of their admission. The segregation of students is done on the basis of percentage of marks in their qualifying exams. The classification is done according to the students securing percentage as: 75 % and above, above 50% and below 75%, below 50%. Thus, on the basis of their learning levels, the students are referred to as advanced learners, average learners and slow learners respectively. The data is forwarded to the IQAC so that various special programmes can be suggested by them and can be conducted during the Academic Year.**

- **Special Activities/ Programmes for Advanced Learners include:**

1. **Academic Performance Meetings**
2. **Members of Students Council**
3. **Students Journal Publication**
4. **Students Articles in Magazine**

- **Special Activities/ Programmes for Slow Learners include:**

1. **Bridge Course**
2. **Participation in Intra-collegiate Activities**

File Description	Documents
Link for additional Information	https://www.patuck.edu.in/degree-college/student-corner/counseling/
Upload any additional information	View File

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

Number of Students	Number of Teachers
859	16

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The College provides an outstanding teaching learning experience for the teachers and students. The teachers are encouraged to enhance learning experiences of the students. In order to provide an apt learning environment and experience to students, the teachers use student-centric teaching methodology during their class sessions and also during the conduct of co-curricular activities.

- **Each Department conducts two co-curricular activities in each academic term. Such activities enhance learning experience of the students. The students are encouraged to participate in quizzes, debates, elocution, essay-writing, etc.**
- **Case study discussion and presentation is a significant component for BMS & B. Com. (B&I) students.**
- **The students are taken for industrial visit at Parle Biscuits Pvt. Ltd. Igatpuri, Nashik. This gives them experiential learning and enhances their learning experiences.**
- **The students are deputed for online seminars, and workshops to learn the topics related to the event theme.**
- **The students are given project work, presentations and assignments as a part of the curriculum delivery.**

File Description	Documents
Upload any additional information	[View File](#)
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

All the teachers are conversant with ICT and the following tools are available to improve the teaching learning process.

ICT Enabled Classrooms: all the classrooms smart class enabled with Wi-Fi connectivity. The teachers effectively deliver their lectures through the smart class.

Academic Videos: Academic videos are shown to students online in the classroom. The College has created 'Lecture Series at Patuck'.

NDLI, Kindle & Tablets: The students and teachers are encouraged to access open resource learning material through National Digital Library of India (NDLI).

Computer Labs: Our College has well-equipped computer labs. These labs have Wi-fi and projector screens.

Class WhatsApp Groups: The class WhatsApp groups are created for easy notification and information about academic matters.

College E-mail Ids for Teachers and Students: Our teachers and students are provided with College e-mail ids for communication with the students and among the teachers.

Google Classroom: Our teachers and students use google classroom as LMS.

Website: Our College website hosts articles for students that are related to curricula and beyond. These articles are on the College website as Student Bulleting Board, and Accounting Times.

File Description	Documents
Upload any additional information	<u>View File</u>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<u>https://www.youtube.com/channel/UCUUy-tmv7UYwmMRjye4Hbfw</u>

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

16

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

2.4 - Teacher Profile and Quality

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

16

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

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

05

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

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

2.4.3.1 - Total experience of full-time teachers

158

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Students were made aware about internal assessment, question paper patterns and university examinations during the online orientation session.

The University circulars in this regard was circulated to the faculty members and administrative staff from time to time and are also shared on WhatsApp groups for students.

Changes in schedules, patterns, methods if any, are immediately notified to the students through official mail, WhatsApp and through Google classroom briefing by the concerned course teachers.

Internal examination schedule is shared on WhatsApp groups in advance. Two internal examinations were held per semester. The Second Semester internal evaluation was conducted offline and for all the other classes, it was conducted online.

The course teacher briefed the students in the online classroom about their attendance and performance in the internal examinations. Additional Tests were conducted for Absentee students.

Students are free to interact with the teacher to resolve grievances if any, regarding the assessment.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.patuck.edu.in/wp-content/uploads/2021/04/POs-PSOs-COs.pdf

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

A transparent, time-bound, and efficient method is being followed by College in terms of dealing with internal examination related grievances. The mode of conducting internal examination involves class tests, case studies, projects and assignments. If the student has any grievance regarding internal exams it is redressed by Unfair Means Inquiry Committee.

After the conduct of the internal test, the solutions of the test along with questions are discussed with the students to maintain transparency and uniformity in the assessment of the internal tests. The faculty evaluates the papers within a week of the test. The verification of all the internal evaluation is done by Examination Department.

File Description	Documents
Any additional information	View File
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.

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

As a part of the teaching plan, session is outlined for the discussion of Course Outcomes (COs) which is taken up by the faculty members during the lectures. During teaching the different topics of the course, the teachers reinforce the COs.

Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon completion of a course. They are clearly specified and communicated.

Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program.

The POs/PSOs of the programme are published through electronic media located on the college website https://www.patuck.edu.in/wp-content/uploads/2021/04/POs-PSOs-COs.pdf The COs of the courses are also published through electronic media at the site located on the college website: https://www.patuck.edu.in/wp-content/uploads/2021/04/POs-PSOs-COs.pdf

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

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

Our College has a system in place for measuring the levels of attainment of course outcomes, programme specific outcomes and programme outcomes.

Attainment of the Course Outcomes

The course outcomes are measured through course curriculum, continuous evaluation (internal evaluation), evaluation, and result.

The continuous evaluation is done through internal tests, written assignments, case study and so on. Semester examination of every course is based on online examination due to pandemic which is

required as per the guidelines of University of Mumbai to test the knowledge of the student. The Second Semester exams were conducted offline.

Attainment of the Programme Outcomes

The programme specific outcomes are measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

The feedback system of different stakeholders which is in place, and which helps it to measure the attainment of the programme outcomes. The online student feedback system provides information pertaining to the relevance of the course, availability of the course material, and course's importance in terms of employability and so on which is pertinent questions, and which help the College measures its learning outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

336

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://www.patuck.edu.in/degree-college/about-us/annual-reports/

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.patuck.edu.in/wp-content/uploads/2014/10/Student-Satisfactory-Survey-2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.04

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	https://www.facebook.com/ektafoundatn/about

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

05

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

05

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

3.2.2 - 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

05

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

We at PATUCK attempt student development in the area of academics, co-curriculars and also their social quotient. The extension activities as listed below, have enabled students to be aware of the need for conserving the environment, caring through sharing and donating and uplifting rural areas and also maintaining hygiene and good health practices.

Health Campaigns: There were awareness programs to make India TB free and awareness of prevention of AIDS. Blood donation drive was also conducted.

Cleanliness and Green Drive: Students were involved in cleaning and greening the College campus and the University campus (Kalina). Plants were grown and maintained around the two campuses. Paper bag making and distribution was taken up for plastic free supplies.

Neighbourhood Assistance: Beaches were regularly visited by students and the litter was done away with. The Swachha Bharat Abhiyan contributed to the upkeep of areas near the College campus.

Sharing &Caring: Students collected donations in kind and cash from people of acquaintance and ensured that the victims of flood in Maharashtra received the aid.

File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/wp-content/uploads/2014/10/NSS-Report-2021-22.pdf
Upload any additional information	View File

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

01

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

25

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

1279

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

`01`

File Description	Documents
e-copies of linkage related Document	**View File**
Details of linkages with institutions/industries for internship (Data Template)	**View File**
Any additional information	**View File**

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

`03`

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

There are 16 classrooms, where 9 classrooms have a capacity of 120 students, and the remaining classrooms have a seating capacity of 60 students. All the classrooms are spacious, well-lit, ventilated and ICT enabled. Our College has a good air-conditioned conference room having a seating capacity of 80 persons.Curricular and other co-curricular activities like seminars and workshops, debates, elocutions, presentations, etc. are conducted in the conference

room. The College has a rich library with e-learning and reading room facilities.The library has a computer facility, tablets and kindle for students for relevant surfing and for access to online reference materials.The College has 3 computer labs with a total seating capacity of 112 students. Computer practicals are conducted in the labs and students use the labs for preparing their project work, presentations, etc. The College has a spacious auditorium with a seating capacity of 500 pupils. This is also used for academic purpose when the number of students to be addressed is large.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.patuck.edu.in/degree-college/gallery/infrastructure/

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

The cultural activities are conducted in spacious classrooms (after the lectures), conference room and auditorium depending on its availability.These facilities are available for practicing cultural performances.For cultural performances, the students are provided with choreography directors, and play directors for bringing in professionalism in their performances. The College has purchased cultural equipments for the students, such as casio, tutari, dholak, dafali, tabla, kabas, shekhar, harmonium, lezim, chakra, ghungaru, lathi-kathi, shankh, tal and stick.All these cultural activities are conducted at inter-collegiate and intra-collegiate levels. The students practice their cultural performances depending on their participation in the competitions.

The College has two playgrounds measuring 1189.15 sq.mts.(back side) and 588.63 sq.mts.(front side), which is converted into a turf.Students are encouraged to participate in cross-country and powerlifting. Box cricket, football, kabaddi, throwball, volleyball, and athletics are played by the students on the playgrounds. For sports activities, the College provides sports kits with specialized training especially for the students participating at inter-collegiate level. There is a sports room for girls and boys separately wherein they play carrom, chess, and table tennis. There is an adequate storage facility for sports equipment. A first-aid box is maintained in the sports room.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.patuck.edu.in/degree-college/gallery/photos/

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.patuck.edu.in/degree-college/gallery/classrooms-seminar-halls/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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)

131.41

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

4.2 - Library as a Learning Resource

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

The College uses the iSLIM software (1.7.1 version) which is fully automated from the year 2019. The iSLIMsoftware has the following modules which are used by our College library: Utilities, Acquisition, Cataloguing, Circulation, Serials, Digital Library and Book Bank. The application of barcode technology is implemented in library for distribution system which is most successful due to its properties of speed, accuracy and reliability. The software can also produce a set of statistical reports about the usage of the library. Utilities (UTL) module enables to set up all the preferences and masters that will be used across all applications in the software. Current Awareness Service (CAS) module provides an alert mechanism to the interested library users about the latest developments and new publications acquired by the College library. Online Member Registration module assists the potential members to register online and acquire library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sites.google.com/patuck.edu.in/patuck-library-committee/home?pli=1

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **A. Any 4 or more of the above**

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

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

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

`0.95`

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

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

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

`48`

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

4.3 - IT Infrastructure

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

IT infrastructure is provided to all the classrooms, library, conference room, auditorium, staff room, staff cabins, administrative office, and Principal's office. The College has 6 laptops, 136 computers (including computer labs), 16 ICT classrooms, 10 printers, 4 scanners, 1 photo copier-cum-printing machine, 4 projectors.College updates the IT facilities regularly based on the requirements. All hardware and software of the College is maintained by the IT team at the campus. The College has a CCTV surveillance system for security purposes. The College is using Tikona Infinet OneBroadband line of 60 and 100 MBPS unlimited internet through RF link. IT infrastructure is provided to all the classrooms, library, conference room, auditorium, staff room, administrative office, and Principal's office. Computer Labs are maintained by in-house IT team, call logging mechanism is maintained through complaint register/IT support email and the same is monitored by Lab assistants. The printer is equipped with wired LAN that allows multiple users on an existing network to share the printer. College has integrated Audio/video system with video graphic aspect 4:3 ratio video format of the 20th century high definition with

Automated Rolling system in Auditorium.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.patuck.edu.in/degree-college/gallery/infrastructure/

4.3.2 - Number of Computers

117

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

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

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

131.41

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

The computer laboratories are attended by Computer Lab Assistants and maintained by the IT Team.The computers in the laboratory, at administrative offices and the staff room, in the library and the laptops are optimally utilized. In case of any breakdown in the system, a complaint is lodged via e-mail to the IT team, and accordingly the systems are repaired and replaced by the team. Every quarter, our IT team takes up the pre-maintenance of the ICT enabled classrooms. Cleanliness Committee that ensures tidiness and cleanliness of the premises. Air conditioners, water tank cleaning and drinking water coolers are covered under AMC. The Library Committee plays an important role in maintaining and utilizing the knowledge resources to the students and staff. A Website Committee looks into the updates of our Institution website.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.patuck.edu.in/degree-college/gallery/infrastructure/

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

37

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

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

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

351

File Description	Documents
Upload any additional information	*View File*
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	*View File*

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

A. All of the above

File Description	Documents
Link to institutional website	*https://www.patuck.edu.in/degree-college/programs/capacity-building-programs/*
Any additional information	*View File*
Details of capability building and skills enhancement initiatives (Data Template)	*View File*

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

222

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

222

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

6

File Description	Documents
Self-attested list of students placed	<u>View File</u>
Upload any additional information	<u>View File</u>

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

46

File Description	Documents
Upload supporting data for student/alumni	<u>View File</u>
Any additional information	<u>View File</u>
Details of student progression to higher education	<u>View File</u>

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

0

File Description	Documents
Upload supporting data for the same	<u>View File</u>
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.

1

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

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

- **Teachers Day was celebrated in the Conference Room by the Cultural Committee in collaboration with NSS Unit and Student Council on 6th September 2021.**
- **The formation of Students' Council for the Academic Year 2021-22 was conducted on 29th October 2021. The students were oriented towards their duties and responsibilities that the Students'Council has to perform during the Academic Year. The key members of the Students Council were:**
  - **Mr.Adil Shaikhas aPresident**
  - **Mr. Manish Lad as aSecretary**
  - **Ms.Ashika Tiwari asa LadiesRepresentative**

- **Students' Council has organized Junior College Patuck Day Celebration on 22nd January 2022 from 8.30 am to 11.00 am in theCollege campus. Indoor Games like Carrom and Table Tennis were conducted. Elocution competition, Talent Hunt and Crossword Puzzles were also organized.**
- **Students' Council has organized Leadership Skill Based Activity on 23rd March 2022 for its members where session taken by Dr.Tasfiya Patel and Mr.Yogesh Lahare. These activities were based on communication skills and goal-setting.**

Farewell Party was organized by the Students' Council for the students of TY.B.Com, TYBMS and TYB.Com.(B&I) on 1st April 2022 in the Gala Auditorium.

File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/degree-college/student-corner/students-council/
Upload any additional information	[View File](#)

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

430

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

5.4 - Alumni Engagement

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

Mitra Niketan is our registered Alumni Association. In the A.Y. 2021-22, their non-financial contribution is as below:

Online Ganesh Pandal Decoration Competition was organized on 16thSeptember 2021 to know how creatively and within the available materials in the market our alumni could decorate the pandal at their home.

Webinar on "Mathematical Tricks" was organized on 9th October 2021 conducted by our alumnus Mr. Ravi Gupta BMS 2014-2015to provide an opportunity to our alumnus to share his knowledge on easy mathematics tricks and methods among our students for better learning.

Five Days Online Capacity Building Program on "Mathematical Computing Skills" was organized from 27th to 31st December 2021 to provide differenttechniques used to solve the equation and develop the numerical ability required at any competitive exams.

"Sport Event- Box Cricket Tournament" was on two days i.e. on 12th March 2022 and 26th March, 2022; this brought the networking between alumni and students.

Introductory Session on "Learning & Development" on 16th April 2022organized for students to elaborate on the basic necessities to get ready to work in a corporate environment.

The financial contribution of alumni till the AY:2021-2022 stands at Rs. 5,45, 451/-

File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/degree-college/stakeholders-support/alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **A. ? 5Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision " TO INNOVATE, ENHANCE,EMPOWER AND EXCEL ININNOVATION"

a) Nature of Governance- The organizing body provides a broad framework for strategic direction and performance of the Institution. Administrative governance relates to the management of administrative process in the College. Non-teaching staff members play a vital role in ensuring smooth conduct of administrative work.

b) Perspective plan: The College have perspective plan like

improving the academic performance of the students. Augmenting ICT for better and administrative systems. The College aims to provide skill based courses to the students and also focusing on research in teaching learning process. The College plans to implement National Education Policy, 2020.

c) Participation of teachers in decision-making process: Teachers participate instrategic decision-making bodies like IQAC and CDC by being its member. TheCollege conducts regular staff meetings where the opinions and suggestions for allteachers are invited to arrive at any academic and administrative decisions.

File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/trust/vision-mission/
Upload any additional information	View File

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

Decentralization: The top-level management believes in decentralization of authority. The Vice Principal, Head of Departments, and Committee Convenors take decisions for smooth conduct of their respective functions.

Participative Management: The College emphasizes Participative Management for decision-making on its functioning. The Principal always considers the involvement of staff members and students for effective management of the College affairs. The Principal conducts meetings on a regular basis with the teaching and non-teaching staff where their suggestions and opinions are taken into consideration. Student Council meetings are also conducted on a regular basis.

Case Study:

NAAC Third Cycle was organized in our College on 30th May & 31st May 2021. All the arrangements for the NAAC Peer Team visit were well organized by all the Committee members, who were given the responsibilities of their respective tasks. The Criteria members and the non-teaching staff successfully carried out their documentation. This reflects the true example of decentralization of

responsibilities and delegation of work. Principal conducted regular meetings with staff members to discuss the NAAC preparation and staff members are encouraged to suggest their ideas for the same. The College very well-deserved A+ Grade with 3.34 CGPA.

File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/wp-content/uploads/2014/10/NAAC-Certificate-Cycle-3.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution focuses on perspective plan such as improving scholarship facility to students, encouraging green practices in the campus, conduct of skill courses, conduct of extension activities for community development, encouraging research practice among teachers as well as students, and providing counseling and career guidance to students.

ACTIVITY: SCHOLARSHIP BY MANAGEMENT

During the AY: 2021-22, scholarship facility was provided to students by the Management in a big way. The Management has provided concession in tuition fees especially to the First Year students to cope with the COVID pandemic situation. As a part of this concession, 278 students were the beneficiaries and the total amount was Rs. 16, 31, 400/- Besides that, the Management provides SPACE: Special Program for Adoption of Children's Education scholarship to needy students. In AY 21-22 an amount of Rs.51, 500/- of SPACE Scholarship was granted to the students.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.patuck.edu.in/wp-content/uploads/2014/10/Policy-Doc-Scholarship-Freeship.pdf
Upload any additional information	**No File Uploaded**

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

The Organogram of the Institution is stated below:

Organizing Body- The Organizing Body is the apex of the institution.

Principal- executes the decision which is taken the Organizing Body in consultation with the Chairman. She follows the guidelines with the University regulations and other regulatory bodies.

Vice-Principal- plays an apex role by co-coordinating with the teachers for smooth conduct of curricular, co-curricular and extracurricular activities of the College.

College Development Committee: The College has framed CDC as per Maharashtra Public Universities Act 2016.

IQAC: It is constituted as per NAAC guidelines. It emphasis on academic and administrative matters of the College.

Department: The Head of the Department ensures smooth functioning of the Department by monitoring the lecture delivery, academic activities, teaching learning process etc.

Committee: Several committees are formed for the smooth conduct of curricular and co-curricular activities for the development of the College. The Convenor of the Committee takes up regular meeting and coordinate with the members regarding the activities which need to be conducted.

Non-teaching staff: The non-teaching staff looks after the administrative and account matters of the College. The Head clerk monitors the work done by the non-teaching staff.

File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/degree-college/about-us/staff/
Link to Organogram of the Institution webpage	https://www.patuck.edu.in/degree-college/about-us/organogram/
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The Institute takes initiative to give welfare measures for teaching and non-teaching staff. Some of theeffective welfare measures are listed below:

- **Provident Fund- The staff members are provided with provident fund as per the statutory norms.**

- **Gratuity Scheme: The College provides gratuity benefit to the staff as per "The Payment of Gratuity Act".**

- **Fee Concession for Ward of Staff Members: The College provides fee concession to the ward of staff members.**

- **Uniform and washing allowance for class IV Employees: Class IV Staff are provided two uniforms every year and also during monsoon they are provided with umbrellas**

- **Staff Conveyance-Non teaching staff who reside far from the College are provided with First Class Railway Pass**

- **Sponsorship for Staff Training-Staff members are provided with sponsorships to attend seminars, conferences, workshops, courses and FDPs.**

- **Research related incentive to teachers- Teachers are provided**

incentive who have completed their Ph. D. and have published their research papers in UGC journals.

- **Appreciation to staff: Staff members who performs every term is awarded monetary benefits.**

- **Internal Complaint Committee-The College has formed ICC that looks into prevention of sexual harassment of staff members at workplace.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

6

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

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

5

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

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

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

7

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

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

The IQAC with Feedback Committee conducted Performance appraisal for teaching and non-teaching staff in the AY 2021-22

Self-Appraisal and Self Feedback: The Feedback Committee has taken up the self appraisal feedback where the feedback form is filled by every faculty and the non-teaching staff during the academic year

and then it is reviewed by the Principal and the IQAC.

Generally, the Feedback Committee conducts teaching and non-teaching staff feedback through students, however, during the AY: 2021-22, due to NAAC Assessment, the feedback from students was not done.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.4 - Financial Management and Resource Mobilization

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

College have conducted internal and external audit in the AY 2021-22. External audit was conducted by M/s K.J. Kolah & Co appointed by the Organizing Board. The internal audit was conducted by Mr. S V Prabhudesai. No major discrepancies were found during the audits. Auditors carried out the audit and have submitted financial reports. Financial reports reflect true and transparent pictures of the financial transaction carried out in the academic year

Such audits are conducted on regular basis every year by the College to promote good financial governance of the Institute.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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)

0.75

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

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

The following are the strategies for mobilization of funds of the College

- **Fees from the student**

- **Interest from fixed deposit**

The following points highlight the optimal utilization of financial resources:

- **All major capital expenditure is identified at the beginning of the AcademicYear.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes in the following two main areas:

1. **Academic Areas: IQAC has initiated the installation of the Accounting Museum in the campus in collaboration with the Department of Accountancy. The Institute of Chartered Accountants of India assisted in providing the posters and guiding the College for the execution. Also, as a part of improving our academic delivery, IQAC has encouraged teachers to upload their academic videos on our Patuck YouTube channel: Lecture Series at Patuck.**

2. **NAAC visit: In order to prepare for our NAAC Peer Team visit for third cycle, the IQAC has organized two Mock NAAC Peer team visits. The first visit was scheduled on 19th February 2022 and the second one was on 14th May 2022. This helped the College to be thorough with our NAAC Peer Team visit and the College secured A+ Grade (3.34 CGPA).**

File Description	Documents
Paste link for additional information	https://www.youtube.com/channel/UCUUy-tmv7UYwmMRjye4Hbfw
Upload any additional information	View File

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

Below are the two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC:

1. **Capacity Building Program (CBP)- IQAC has initiated the formalization of conduct of Capacity Building Programs in the AY 2021-22.**

Sr. No.

Department/ Committee Conducted by

Name of the CBP

Dates

Duration

No. of Students

1

Mathematics & Computer Department

Basic Computer Skills

30th Nov to 4thDec 2021

5hrs

30

2

Placement & Career Guidance Cell

Corporate Etiquettes

10th Dec &

11thDec2021

6 hrs

Day 1- 30

Day 2- 24

3

Mitra Niketan Alumni Association & Mathematics Department

Mathematical Computing skills

27th Dec to

31st Dec

7hrs

Day1-27

Day 2-15

Day3-11

Day 4-14

Day5- 14

4

Management Studies Department

Corporate Communication

24th Jan to 27thJan 2021

6hrs

30

5

Sports Committee

Health& Physical Fitness

18thApril 2022

1 hr

6

1. Industry Advisory Board- IQAC has increased the involvement of IAB members in the College activities by involving them in conducting seminars, and guest lectures. In the AY 2021-22, the following Department have conducted sessions which have been taken by IAB members:

Sr. No.

Department

Date

Topic of the Session

IAB Member

1

Department of Commerce

24thAug 2021

Effective Management of Start-ups

Dr. Amit Prajapati

2

Department of Management Studies

19th Oct 2021

Confidence Building

Mrs. Megha Barkaniya

3

Department of EVS

27thOct 2021

Environment& Ecology

Mrs. Sarita Achrekar

File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/degree-college/programs/capacity-building-programs/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of   **B. Any 3 of the above**

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.patuck.edu.in/degree-college/about-us/annual-reports/
Upload e-copies of the accreditations and certifications	[View File]()
Upload any additional information	[View File]()
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]()

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution believes in gender equity. The College has drafted and implemented Gender Policy that clearly illustrates our belief in gender equity.

The College offers courses that include topics related to gender equity and gender sensitization. The concerned departments also conduct co-curricular activities based on these topics. Women Development Cell of the College play an important role in promoting gender equity and gender sensitization.

Safety and security:

- Ladies washrooms have sanitary napkin vending machine and incinerator.

- A lady security guard is appointed at the College gate.

- Internal Complaints Committee is constituted as per the guidelines of University of Mumbai to prevent sexual

harassment at workplace.

Counselling:

The College has a Counseling & Guidance Cell for mental well-bring of staff and students including the girl students.

Common Rooms:

A common room for female students is attached to the ladies washroom. The female students also have a separate sports room for recreation and play of indoor games.

Any other relevant information:

- **Sports Committee conduct sports events only for female students to encourage their participation in sports.**

- **The College encourages the female students representation and include them as members of Students Council as per the guidelines of University of Mumbai.**

Link to gender policy:

https://www.patuck.edu.in/wp-content/uploads/2014/10/Gender-Policy.pdf

File Description	Documents
Annual gender sensitization action plan	https://patuck.edu.in/criteria-7/7.1.1%20Annual%20gender%20sensitization%20action%20plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://patuck.edu.in/criteria-7/7.1.1%20photos%20Specific%20facilities%20provided%20for%20women%20in%20terms%20of_%20a.%20Safety%20and%20security%20b.%20Counseling%20c.%20Common%20Rooms%20d.%20Day%20care%20center%20for%20young%20children%20e.%20Any%20other%20relevant%20information.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

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

Our College is conscious of waste management in the campus.

- **Solid waste management**

The students and staff dispose waste in dustbins kept in classrooms, staff room and office. Peons and other support staff are appointed for cleaning the classrooms and the premise. The solid waste which is non-degradable is handed over to the garbage carriers of the BMC for disposal. The degradable solid waste like dry leaves, canteen waste, etc. is disposed in the compost pits of the campus.

- **Liquid waste management**

The liquid waste from washrooms is disposed through water pipelines in drainage systems. Support staff are appointed for cleaning the washrooms.

- **Biomedical waste management**

College has sanitary napkin vending machines and incinerators at the ladies washrooms. The spoiled sanitary napkins are disposed through the incinerators.

- **E-waste management**

E-carnation Recycling Pvt. Ltd. collects e-waste periodically from the campus. The refilling of toners and cartridges of printers is outsourced which enables the reuse of the toners and reduces the e-waste.

- **Waste recycling system**

Waste recycling system is not available in the campus.

- **Hazardous chemicals and radioactive waste management**

Our College does not generate any hazardous chemicals and radioactive waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File]()
Geo tagged photographs of the facilities	https://patuck.edu.in/criteria-7/Geotagged%20Photos_7.1.3_1.pdf
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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]()
Any other relevant information	[View File]()

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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-

A. Any 4 or all of the above

**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	View File
Policy documents and information brochures on the support to be provided	View File
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).

Our College takes efforts in providing inclusive environment towards cultural, regional, linguistic, communal, socio-economic and other diversities.

The College admits students of all castes, class and religion on the basis of merit. The College has followed the reservation policy as applicable. Equal opportunities are provided to all students irrespective of gender, caste or nationality in providing them with facilities and in participation of students in several activities of the College.

College conducts diverse activities like donation drive for the flood prone areas of Mahad and Chiplun, training of two wheeler rides, Swacch Bharat Abhiyan, session on awareness consumption of tobacco,blood donation drive,disaster management training, seminar on road safety. Our College has participated in the National Integration Camp for selection of NSS students.

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

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

Skill Development Committee of our College has conducted a Certificate Course on Foundation of Human Behaviour for the students that have a construct of values, ethics and social responsibility. Our teachers have been the resource persons for the Course. National days like Independence Day, Republic Day and Constitutional Day are celebrated by the students and staff. NSS unit of our College deputes students for State/ National Republic Day Parade selection. A seminar on voting awareness was conducted at our College, where the resource person was our College Nodal Officer. A poster making competition on Role of Citizens in Solid Waste Management was organised. The College also conducted Gandhi Vichar exams to sensitize our students, and also for which our teachers guide our students. The College had also organized National Integration Camp at the campus.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

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   **A. All of the above**

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

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

Our College believes in celebrating and organizing national and international commemorative days, events and festivals. The College celebrates birth anniversaries of great Indian personalities:

- **Mahatma Gandhi – On the occasion of Mahatma Gandhi Jayanti, Screening of Movie on Mahatma Gandhi online was organised.**

- **Dr. APJ Abdul Kalam – On the occasion of Vachan Diwas or Reading Day, students are encouraged to participate in essay-writing on the theme of our former President.**

- **Dr. Shiyali Ramamrita Ranganathan – On the occasion of National Librarians Day, the Library Advisory Committee organized poetry writing and recitation competition.**

National days like Independence Day and Republic Day are celebrated by inviting staff and students at the flag hoisting ceremony in the campus.

Our College had celebrated the following days/ events of national and international significance:

- **Indian Constitution Day**

- **International Women's Day**

- **International Yoga Day**

- **National Service Scheme Day**

College observes holiday during the festivals like: Mahashivratri, Holi, Gudi Padwa, Ram Navami, Mahavir Jayanti, Ramzan and Bakri Eid, Ganesh Chaturthi, Diwali, Christmas, Parsi New Year, Dusshera and Guru Nanak Jayanti.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

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

BP1: COMPREHENSIVE LIBRARY PRACTICES FOR STUDENTS

Objective

To facilitate relevant knowledge through knowledge enhancement and refining Graduate attributes.

Context

The role of library today is to not only provide books but to also create awareness and bring mental wellbeing of students.

Practices

The library services include: a) physical and digital resources b) Knowledge dissemination c) Internship d) Library orientations e) Book bank f) Library Related Activities

Evidence of Success

- Internship
- Book bank
- Orientation

Problems Encountered

Students may not prefer to reading in digital form. Students need

encouragement to use the library services optimally.

BP 2: DIGITIZATION AND CREATIONOF INFORMATION SYSTEM

Objective

To ensure effective record-keeping and reference of relevant official documents to assist effective decision making.

Context

Documents come as relevant evidences of the activities conducted. Easy retrieving of documents at all times needs digitalizing the documents.

Practices

IQAC took this initiative to maintain all records digitized. The records are scanned and mailed to the IT Team.

Evidence of Success

This helped the Institution with the SSR upload for its 3rd cycle NAAC assessment and grading.

Problems Encountered

Technology can have sometimes glitches, which can be overcome in time. Some staff members not very tech-savvy.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	View File

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

Co-curriculars as Quotient Multiplier

The core function of an educational institution is to hone the skills and personality of students in a comprehensive manner. The Teachers at the College attempt to fulfil this by designing co-

curricular activities in a manner that the activities add to the learning by instigating creative thoughts in students while also improving their managerial skills. Students also enhance their social quotient through such activities, as they come to the forefront during participating and are done away with their stage fright when they address group of people. Their organizational skills are also given a boost as they not only experience through participation but also learn when they volunteer to organize, coordinate and conduct such activities. These activities also students emerge with their talents which would have been latent till then. It helps them understand their strengths and interests and also helps them with a way of choosing their career ahead on the basis of their interests and talent. Activities like slogan making, product development, management games, entrepreneurship fair, book review competitions and more are conducted at the College. Even quiz as a co-curricular can enthuse in students the habit of keeping themselves up-to-date of the current events.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery through a well-planned and documented process. Our College follows the curriculum designed by University of Mumbai. Some of the academic bodies like IQAC, CDC, IAB, and ICC of the College have representation from industry and NGOs to facilitate the faculty members to upgrade their exposure to the industry and social needs for incorporating in the curriculum. Also, College organizes workshops for the benefit of teachers. Every faculty member prepares and submits their teaching plan of the Academic Year. The faculty members discuss COs, POs and PSOs during the lectures. Moderators are invited in order to ensure effective assessment and effective curriculum delivery. Department meetings are conducted to discuss about departmental academic planning. IQAC takes an undertaking of syllabus completion from the teachers during the end of each academic term. The effectiveness of the curriculum delivery is also assessed through student feedback as planned by IQAC. The feedback is through online mode. The effectiveness of the curriculum delivery is also assessed through the students' performance in the Unit test/ term end examination.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The institution adheres to the academic calendar including for the conduct of CIE.Every Academic Year and Term, Academic Calendar is prepared. After the approval from the IQAC and CDC of this academic calendar, the same is uploaded on the website for the benefit of the students. In addition, the academic calendar is displayed on the staff and students notice boards. IQAC monitors the compliance of the academic calendar by every

department and faculty. The Examination Committee prepares the schedule of Continuous Internal Evaluation (CIE) for all the courses. The teachers inform the students about the schedule of CIE and the mode of its conduct. The schedule of CIE is displayed on the College website. The Examination Committee monitors the conduct of CIE. A record of students' marks is maintained by the Examination Committee and the course teachers. The teachers can update the records time-to-time as and when the exams or student assessment takes place. Thus, CIE provides a complete academic track record of the student during the academic year. This is also discussed with the parents, if the need felt.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for 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	[View File](#)
Any additional information	[View File](#)

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

3

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

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

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

5

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

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

113

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

113

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

- **The Institution offers courses that integrate crosscutting**

issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum.

- As a part of professional ethics, the students are introduced with the concepts of group dynamics, organizational power and politics, organizational culture.
- Professional ethics enable students to respect the consumers and citizens of the country.
- The College through its course curriculum has introduced the concept of human rights constituents with special reference to Fundamental Rights stated in the Constitution.
- They are explained about controlled use and not to misuse technology.
- The students learn about laws related to industrial relations and industrial disputes, employee health, safety and welfare, compensation management and social legislations.
- The students are encouraged to develop and maintain financial ethics and integrity in their profession. Hence, a course on Auditing is offered to the students.
- B.Com. (B&I) program has a course on Principles and Practices of Banking and Insurance which acquaints students about insurance and banking regulations.
- Crosscutting issues are integrated in Add On Courses like Foundation of Human Behaviour (caters to cross cutting issue of Human Values), Personality Development and Corporate Readiness (caters to cross cutting issue of Professional Ethics)

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

19

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**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)	View File

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

585

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://www.patuck.edu.in/wp-content/uploads/2014/10/1.4-Curriculum-Feedback.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

600

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

0

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

- **The Institution assesses the learning levels of the students by segregating them as per their performance in the qualifying exams at the time of their admission. The segregation of students is done on the basis of percentage of marks in their qualifying exams. The classification is done according to the students securing percentage as: 75 % and above, above 50% and below 75%, below 50%. Thus, on the basis of their learning levels, the students are referred to as advanced learners, average learners and slow learners respectively. The data is forwarded to the IQAC so that various special programmes can be suggested by them and can be conducted during the Academic Year.**

- **Special Activities/ Programmes for Advanced Learners include:**

1. **Academic Performance Meetings**
2. **Members of Students Council**
3. **Students Journal Publication**
4. **Students Articles in Magazine**

- **Special Activities/ Programmes for Slow Learners include:**

1. **Bridge Course**
2. **Participation in Intra-collegiate Activities**

File Description	Documents
Link for additional Information	https://www.patuck.edu.in/degree-college/student-corner/counseling/
Upload any additional information	View File

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

Number of Students	Number of Teachers
859	16

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The College provides an outstanding teaching learning experience for the teachers and students. The teachers are encouraged to enhance learning experiences of the students. In order to provide an apt learning environment and experience to students, the teachers use student-centric teaching methodology during their class sessions and also during the conduct of co-curricular activities.

- **Each Department conducts two co-curricular activities in each academic term. Such activities enhance learning experience of the students. The students are encouraged to participate in quizzes, debates, elocution, essay-writing, etc.**
- **Case study discussion and presentation is a significant component for BMS & B. Com. (B&I) students.**
- **The students are taken for industrial visit at Parle Biscuits Pvt. Ltd. Igatpuri, Nashik. This gives them experiential learning and enhances their learning experiences.**
- **The students are deputed for online seminars, and workshops to learn the topics related to the event theme.**
- **The students are given project work, presentations and assignments as a part of the curriculum delivery.**

File Description	Documents
Upload any additional information	[View File](#)
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

All the teachers are conversant with ICT and the following tools are available to improve the teaching learning process.

ICT Enabled Classrooms: all the classrooms smart class enabled with Wi-Fi connectivity. The teachers effectively deliver their lectures through the smart class.

Academic Videos: Academic videos are shown to students online in the classroom. The College has created 'Lecture Series at Patuck'.

NDLI, Kindle & Tablets: The students and teachers are encouraged to access open resource learning material through National Digital Library of India (NDLI).

Computer Labs: Our College has well-equipped computer labs. These labs have Wi-fi and projector screens.

Class WhatsApp Groups: The class WhatsApp groups are created for easy notification and information about academic matters.

College E-mail Ids for Teachers and Students: Our teachers and students are provided with College e-mail ids for communication with the students and among the teachers.

Google Classroom: Our teachers and students use google classroom as LMS.

Website: Our College website hosts articles for students that are related to curricula and beyond. These articles are on the College website as Student Bulleting Board, and Accounting Times.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.youtube.com/channel/UCUUy-tmv7UYwmMRjye4Hbfw

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

16

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

2.4 - Teacher Profile and Quality

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

16

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

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

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

05

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

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

2.4.3.1 - Total experience of full-time teachers

158

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Students were made aware about internal assessment, question paper patterns and university examinations during the online orientation session.

The University circulars in this regard was circulated to the faculty members and administrative staff from time to time and are also shared on WhatsApp groups for students.

Changes in schedules, patterns, methods if any, are immediately notified to the students through official mail, WhatsApp and through Google classroom briefing by the concerned course teachers.

Internal examination schedule is shared on WhatsApp groups in advance. Two internal examinations were held per semester. The Second Semester internal evaluation was conducted offline and for all the other classes, it was conducted online.

The course teacher briefed the students in the online classroom about their attendance and performance in the internal examinations. Additional Tests were conducted for Absentee students.

Students are free to interact with the teacher to resolve grievances if any, regarding the assessment.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.patuck.edu.in/wp-content/uploads/2021/04/POs-PSOs-COs.pdf

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

A transparent, time-bound, and efficient method is being followed by College in terms of dealing with internal examination related grievances. The mode of conducting internal examination involves class tests, case studies, projects and assignments. If the student has any grievance regarding internal exams it is redressed by Unfair Means Inquiry Committee.

After the conduct of the internal test, the solutions of the test along with questions are discussed with the students to maintain transparency and uniformity in the assessment of the internal tests. The faculty evaluates the papers within a week of the test. The verification of all the internal evaluation is done by Examination Department.

File Description	Documents
Any additional information	[View File](#)
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.

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

As a part of the teaching plan, session is outlined for the discussion of Course Outcomes (COs) which is taken up by the faculty members during the lectures. During teaching the different topics of the course, the teachers reinforce the COs.

Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that

students should possess and the depth of learning that is expected upon completion of a course. They are clearly specified and communicated.

Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program.

The POs/PSOs of the programme are published through electronic media located on the college website https://www.patuck.edu.in/wp-content/uploads/2021/04/POs-PSOs-COs.pdf The COs of the courses are also published through electronic media at the site located on the college website: https://www.patuck.edu.in/wp-content/uploads/2021/04/POs-PSOs-COs.pdf

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

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

Our College has a system in place for measuring the levels of attainment of course outcomes, programme specific outcomes and programme outcomes.

Attainment of the Course Outcomes

The course outcomes are measured through course curriculum, continuous evaluation (internal evaluation), evaluation, and result.

The continuous evaluation is done through internal tests, written assignments, case study and so on. Semester examination of every course is based on online examination due to pandemic which is required as per the guidelines of University of Mumbai to test the knowledge of the student. The Second Semester exams were conducted offline.

Attainment of the Programme Outcomes

The programme specific outcomes are measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

The feedback system of different stakeholders which is in place, and which helps it to measure the attainment of the programme outcomes. The online student feedback system provides information pertaining to the relevance of the course, availability of the course material, and course's importance in terms of employability and so on which is pertinent questions, and which help the College measures its learning outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

336

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://www.patuck.edu.in/degree-college/about-us/annual-reports/

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.patuck.edu.in/wp-content/uploads/2014/10/Student-Satisfactory-Survey-2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

`0.04`

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

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

`01`

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	<u>https://www.facebook.com/ektafoundatn/about</u>

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

05

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

05

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

3.2.2 - 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

05

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

We at PATUCK attempt student development in the area of academics, co-curriculars and also their social quotient. The extension activities as listed below, have enabled students to be aware of the need for conserving the environment, caring through sharing and donating and uplifting rural areas and also maintaining hygiene and good health practices.

Health Campaigns: There were awareness programs to make India TB free and awareness of prevention of AIDS. Blood donation drive was also conducted.

Cleanliness and Green Drive: Students were involved in cleaning and greening the College campus and the University campus (Kalina). Plants were grown and maintained around the two campuses. Paper bag making and distribution was taken up for plastic free supplies.

Neighbourhood Assistance: Beaches were regularly visited by students and the litter was done away with. The Swachha Bharat Abhiyan contributed to the upkeep of areas near the College campus.

Sharing &Caring: Students collected donations in kind and cash from people of acquaintance and ensured that the victims of flood in Maharashtra received the aid.

File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/wp-content/uploads/2014/10/NSS-Report-2021-22.pdf
Upload any additional information	View File

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

01

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year(Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

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

25

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

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

1279

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

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

01

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

03

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

There are 16 classrooms, where 9 classrooms have a capacity of 120 students, and the remaining classrooms have a seating capacity of 60 students. All the classrooms are spacious, well-lit, ventilated and ICT enabled. Our College has a good air-conditioned conference room having a seating capacity of 80 persons.Curricular and other co-curricular activities like

seminars and workshops, debates, elocutions, presentations, etc. are conducted in the conference room. The College has a rich library with e-learning and reading room facilities.The library has a computer facility, tablets and kindle for students for relevant surfing and for access to online reference materials.The College has 3 computer labs with a total seating capacity of 112 students. Computer practicals are conducted in the labs and students use the labs for preparing their project work, presentations, etc. The College has a spacious auditorium with a seating capacity of 500 pupils. This is also used for academic purpose when the number of students to be addressed is large.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.patuck.edu.in/degree-college/gallery/infrastructure/

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

The cultural activities are conducted in spacious classrooms (after the lectures), conference room and auditorium depending on its availability.These facilities are available for practicing cultural performances.For cultural performances, the students are provided with choreography directors, and play directors for bringing in professionalism in their performances. The College has purchased cultural equipments for the students, such as casio, tutari, dholak, dafali, tabla, kabas, shekhar, harmonium, lezim, chakra, ghungaru, lathi-kathi, shankh, tal and stick.All these cultural activities are conducted at inter-collegiate and intra-collegiate levels. The students practice their cultural performances depending on their participation in the competitions.

The College has two playgrounds measuring 1189.15 sq.mts.(back side) and 588.63 sq.mts.(front side), which is converted into a turf.Students are encouraged to participate in cross-country and powerlifting. Box cricket, football, kabaddi, throwball, volleyball, and athletics are played by the students on the playgrounds. For sports activities, the College provides sports kits with specialized training especially for the students participating at inter-collegiate level. There is a sports room for girls and boys separately wherein they play carrom, chess,

and table tennis. There is an adequate storage facility for sports equipment. A first-aid box is maintained in the sports room.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.patuck.edu.in/degree-college/gallery/photos/

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.patuck.edu.in/degree-college/gallery/classrooms-seminar-halls/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

131.41

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

4.2 - Library as a Learning Resource

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

The College uses the iSLIM software (1.7.1 version) which is fully automated from the year 2019. The iSLIMsoftware has the following modules which are used by our College library: Utilities, Acquisition, Cataloguing, Circulation, Serials, Digital Library and Book Bank. The application of barcode technology is implemented in library for distribution system which is most successful due to its properties of speed, accuracy and reliability. The software can also produce a set of statistical reports about the usage of the library. Utilities (UTL) module enables to set up all the preferences and masters that will be used across all applications in the software. Current Awareness Service (CAS) module provides an alert mechanism to the interested library users about the latest developments and new publications acquired by the College library. Online Member Registration module assists the potential members to register online and acquire library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sites.google.com/patuck.edu.in/patuck-library-committee/home?pli=1

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

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

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

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

0.95

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

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

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

48

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

4.3 - IT Infrastructure

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

IT infrastructure is provided to all the classrooms, library, conference room, auditorium, staff room, staff cabins, administrative office, and Principal's office. The College has 6 laptops, 136 computers (including computer labs), 16 ICT classrooms, 10 printers, 4 scanners, 1 photo copier-cum-printing

machine, 4 projectors.College updates the IT facilities regularly based on the requirements. All hardware and software of the College is maintained by the IT team at the campus. The College has a CCTV surveillance system for security purposes. The College is using Tikona Infinet OneBroadband line of 60 and 100 MBPS unlimited internet through RF link. IT infrastructure is provided to all the classrooms, library, conference room, auditorium, staff room, administrative office, and Principal's office. Computer Labs are maintained by in-house IT team, call logging mechanism is maintained through complaint register/IT support email and the same is monitored by Lab assistants. The printer is equipped with wired LAN that allows multiple users on an existing network to share the printer. College has integrated Audio/video system with video graphic aspect 4:3 ratio video format of the 20th century high definition with Automated Rolling system in Auditorium.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.patuck.edu.in/degree-college/gallery/infrastructure/

4.3.2 - Number of Computers

117

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

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

131.41

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The computer laboratories are attended by Computer Lab Assistants and maintained by the IT Team.The computers in the laboratory, at administrative offices and the staff room, in the library and the laptops are optimally utilized. In case of any breakdown in the system, a complaint is lodged via e-mail to the IT team, and accordingly the systems are repaired and replaced by the team. Every quarter, our IT team takes up the pre-maintenance of the ICT enabled classrooms. Cleanliness Committee that ensures tidiness and cleanliness of the premises. Air conditioners, water tank cleaning and drinking water coolers are covered under AMC. The Library Committee plays an important role in maintaining and utilizing the knowledge resources to the students and staff. A Website Committee looks into the updates of our Institution website.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.patuck.edu.in/degree-college/gallery/infrastructure/

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

37

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

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

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

351

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

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

File Description	Documents
Link to institutional website	https://www.patuck.edu.in/degree-college/programs/capacity-building-programs/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

222

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

222

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

6

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

46

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
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.

1

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

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

- **Teachers Day was celebrated in the Conference Room by the Cultural Committee in collaboration with NSS Unit and Student Council on 6th September 2021.**
- **The formation of Students' Council for the Academic Year 2021-22 was conducted on 29th October 2021. The students were oriented towards their duties and responsibilities that the Students'Council has to perform during the Academic Year. The key members of the Students Council were:**
  - **Mr.Adil Shaikhas aPresident**

- ○ **Mr. Manish Lad as aSecretary**
- ○ **Ms.Ashika Tiwari asa LadiesRepresentative**

- • **Students' Council has organized Junior College Patuck Day Celebration on 22nd January 2022 from 8.30 am to 11.00 am in theCollege campus. Indoor Games like Carrom and Table Tennis were conducted. Elocution competition, Talent Hunt and Crossword Puzzles were also organized.**
- • **Students' Council has organized Leadership Skill Based Activity on 23rd March 2022 for its members where session taken by Dr.Tasfiya Patel and Mr.Yogesh Lahare. These activities were based on communication skills and goal-setting.**

Farewell Party was organized by the Students' Council for the students of TY.B.Com, TYBMS and TYB.Com.(B&I) on 1st April 2022 in the Gala Auditorium.

File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/degree-college/student-corner/students-council/
Upload any additional information	View File

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

430

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

5.4 - Alumni Engagement

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

Mitra Niketan is our registered Alumni Association. In the A.Y. 2021-22, their non-financial contribution is as below:

Online Ganesh Pandal Decoration Competition was organized on 16thSeptember 2021 to know how creatively and within the available materials in the market our alumni could decorate the pandal at their home.

Webinar on "Mathematical Tricks" was organized on 9th October 2021 conducted by our alumnus Mr. Ravi Gupta BMS 2014-2015to provide an opportunity to our alumnus to share his knowledge on easy mathematics tricks and methods among our students for better learning.

Five Days Online Capacity Building Program on "Mathematical Computing Skills" was organized from 27th to 31st December 2021 to provide differenttechniques used to solve the equation and develop the numerical ability required at any competitive exams.

"Sport Event- Box Cricket Tournament" was on two days i.e. on 12th March 2022 and 26th March, 2022; this brought the networking between alumni and students.

Introductory Session on "Learning & Development" on 16th April 2022organized for students to elaborate on the basic necessities to get ready to work in a corporate environment.

The financial contribution of alumni till the AY:2021-2022 stands at Rs. 5,45, 451/-

File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/degree-college/stakeholders-support/alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision " TO INNOVATE, ENHANCE,EMPOWER AND EXCEL ININNOVATION"

a) Nature of Governance- The organizing body provides a broad framework for strategic direction and performance of the Institution. Administrative governance relates to the management of administrative process in the College. Non-teaching staff members play a vital role in ensuring smooth conduct of administrative work.

b) Perspective plan: The College have perspective plan like improving the academic performance of the students. Augmenting ICT for better and administrative systems. The College aims to provide skill based courses to the students and also focusing on research in teaching learning process. The College plans to implement National Education Policy, 2020.

c) Participation of teachers in decision-making process: Teachers participate instrategic decision-making bodies like IQAC and CDC by being its member. TheCollege conducts regular staff meetings where the opinions and suggestions for allteachers are invited to arrive at any academic and administrative decisions.

File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/trust/vision-mission/
Upload any additional information	View File

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

Decentralization: The top-level management believes in decentralization of authority. The Vice Principal, Head of

Departments, and Committee Convenors take decisions for smooth conduct of their respective functions.

Participative Management: The College emphasizes Participative Management for decision-making on its functioning. The Principal always considers the involvement of staff members and students for effective management of the College affairs. The Principal conducts meetings on a regular basis with the teaching and non-teaching staff where their suggestions and opinions are taken into consideration. Student Council meetings are also conducted on a regular basis.

Case Study:

NAAC Third Cycle was organized in our College on 30th May & 31st May 2021. All the arrangements for the NAAC Peer Team visit were well organized by all the Committee members, who were given the responsibilities of their respective tasks. The Criteria members and the non-teaching staff successfully carried out their documentation. This reflects the true example of decentralization of responsibilities and delegation of work. Principal conducted regular meetings with staff members to discuss the NAAC preparation and staff members are encouraged to suggest their ideas for the same. The College very well-deserved A+ Grade with 3.34 CGPA.

File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/wp-content/uploads/2014/10/NAAC-Certificate-Cycle-3.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution focuses on perspective plan such as improving scholarship facility to students, encouraging green practices in the campus, conduct of skill courses, conduct of extension activities for community development, encouraging research practice among teachers as well as students, and providing counseling and career guidance to students.

ACTIVITY: SCHOLARSHIP BY MANAGEMENT

During the AY: 2021-22, scholarship facility was provided to students by the Management in a big way. The Management has provided concession in tuition fees especially to the First Year students to cope with the COVID pandemic situation. As a part of this concession, 278 students were the beneficiaries and the total amount was Rs. 16, 31, 400/- Besides that, the Management provides SPACE: Special Program for Adoption of Children's Education scholarship to needy students. In AY 21-22 an amount of Rs.51, 500/- of SPACE Scholarship was granted to the students.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.patuck.edu.in/wp-content/uploads/2014/10/Policy-Doc-Scholarship-Freeship.pdf
Upload any additional information	No File Uploaded

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

The Organogram of the Institution is stated below:

Organizing Body- The Organizing Body is the apex of the institution.

Principal- executes the decision which is taken the Organizing Body in consultation with the Chairman. She follows the guidelines with the University regulations and other regulatory bodies.

Vice-Principal- plays an apex role by co-coordinating with the teachers for smooth conduct of curricular, co-curricular and extracurricular activities of the College.

College Development Committee: The College has framed CDC as per Maharashtra Public Universities Act 2016.

IQAC: It is constituted as per NAAC guidelines. It emphasis on academic and administrative matters of the College.

```
Department: The Head of the Department ensures smooth functioning
of the Department by monitoring the lecture delivery, academic
activities, teaching learning process etc.

Committee: Several committees are formed for the smooth conduct
of curricular and co-curricular activities for the development of
the College. The Convenor of the Committee takes up regular
meeting and coordinate with the members regarding the activities
which need to be conducted.

Non-teaching staff: The non-teaching staff looks after the
administrative and account matters of the College. The Head clerk
monitors the work done by the non-teaching staff.
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File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/degree-college/about-us/staff/
Link to Organogram of the Institution webpage	https://www.patuck.edu.in/degree-college/about-us/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

The Institute takes initiative to give welfare measures for teaching and non-teaching staff. Some of theeffective welfare measures are listed below:

- **Provident Fund- The staff members are provided with provident fund as per the statutory norms.**

- **Gratuity Scheme: The College provides gratuity benefit to the staff as per "The Payment of Gratuity Act".**

- **Fee Concession for Ward of Staff Members: The College provides fee concession to the ward of staff members.**

- **Uniform and washing allowance for class IV Employees: Class IV Staff are provided two uniforms every year and also during monsoon they are provided with umbrellas**

- **Staff Conveyance-Non teaching staff who reside far from the College are provided with First Class Railway Pass**

- **Sponsorship for Staff Training-Staff members are provided with sponsorships to attend seminars, conferences, workshops, courses and FDPs.**

- **Research related incentive to teachers- Teachers are provided incentive who have completed their Ph. D. and have published their research papers in UGC journals.**

- **Appreciation to staff: Staff members who performs every term is awarded monetary benefits.**

- **Internal Complaint Committee-The College has formed ICC that looks into prevention of sexual harassment of staff members at workplace.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

5

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

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

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

7

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

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

The IQAC with Feedback Committee conducted Performance appraisal for teaching and non-teaching staff in the AY 2021-22

Self-Appraisal and Self Feedback: The Feedback Committee has taken up the self appraisal feedback where the feedback form is filled by every faculty and the non-teaching staff during the academic year and then it is reviewed by the Principal and the IQAC.

Generally, the Feedback Committee conducts teaching and non-teaching staff feedback through students, however, during the AY: 2021-22, due to NAAC Assessment, the feedback from students was not done.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

College have conducted internal and external audit in the AY 2021-22. External audit was conducted by M/s K.J. Kolah & Co

appointed by the Organizing Board. The internal audit was conducted by Mr. S V Prabhudesai. No major discrepancies were found during the audits. Auditors carried out the audit and have submitted financial reports. Financial reports reflect true and transparent pictures of the financial transaction carried out in the academic year

Such audits are conducted on regular basis every year by the College to promote good financial governance of the Institute.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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)

0.75

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

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

The following are the strategies for mobilization of funds of the College

- Fees from the student

- Interest from fixed deposit

The following points highlight the optimal utilization of financial resources:

- **All major capital expenditure is identified at the beginning of the AcademicYear.**

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

6.5 - Internal Quality Assurance System

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

IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes in the following two main areas:

1. **Academic Areas: IQAC has initiated the installation of the Accounting Museum in the campus in collaboration with the Department of Accountancy. The Institute of Chartered Accountants of India assisted in providing the posters and guiding the College for the execution. Also, as a part of improving our academic delivery, IQAC has encouraged teachers to upload their academic videos on our Patuck YouTube channel: Lecture Series at Patuck.**

2. **NAAC visit: In order to prepare for our NAAC Peer Team visit for third cycle, the IQAC has organized two Mock NAAC Peer team visits. The first visit was scheduled on 19th February 2022 and the second one was on 14th May 2022. This helped the College to be thorough with our NAAC Peer Team visit and the College secured A+ Grade (3.34 CGPA).**

File Description	Documents
Paste link for additional information	https://www.youtube.com/channel/UCUUy-tmv7UYwmMRjye4Hbfw
Upload any additional information	View File

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

Below are the two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC:

1. **Capacity Building Program (CBP)- IQAC has initiated the formalization of conduct of Capacity Building Programs in the AY 2021-22.**

Sr. No.

Department/ Committee Conducted by

Name of the CBP

Dates

Duration

No. of Students

1

Mathematics & Computer Department

Basic Computer Skills

30th Nov to 4thDec 2021

5hrs

30

2

Placement & Career Guidance Cell

Corporate Etiquettes

10th Dec &

11thDec2021

6 hrs

Day 1- 30

Day 2- 24

3

Mitra Niketan Alumni Association & Mathematics Department

Mathematical Computing skills

27th Dec to

31st Dec

7hrs

Day1-27

Day 2-15

Day3-11

Day 4-14

Day5- 14

4

Management Studies Department

Corporate Communication

24th Jan to 27thJan 2021

6hrs

30

5

Sports Committee

Health& Physical Fitness

18thApril 2022

1 hr

6

1. Industry Advisory Board- IQAC has increased the involvement of IAB members in the College activities by involving them in conducting seminars, and guest lectures. In the AY 2021-22, the following Department have conducted sessions which have been taken by IAB members:

Sr. No.

Department

Date

Topic of the Session

IAB Member

1

Department of Commerce

24thAug 2021

Effective Management of Start-ups

Dr. Amit Prajapati

2

Department of Management Studies

19th Oct 2021

Confidence Building

Mrs. Megha Barkaniya

3

Department of EVS

27thOct 2021

Environment& Ecology

Mrs. Sarita Achrekar

File Description	Documents
Paste link for additional information	https://www.patuck.edu.in/degree-college/programs/capacity-building-programs/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.patuck.edu.in/degree-college/about-us/annual-reports/
Upload e-copies of the accreditations and certifications	[View File]()
Upload any additional information	[View File]()
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]()

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution believes in gender equity. The College has drafted and implemented Gender Policy that clearly illustrates our belief in gender equity.

The College offers courses that include topics related to gender equity and gender sensitization. The concerned departments also conduct co-curricular activities based on these topics. Women Development Cell of the College play an important role in promoting gender equity and gender sensitization.

Safety and security:

- **Ladies washrooms have sanitary napkin vending machine and incinerator.**

- **A lady security guard is appointed at the College gate.**

- **Internal Complaints Committee is constituted as per the guidelines of University of Mumbai to prevent sexual harassment at workplace.**

Counselling:

The College has a Counseling & Guidance Cell for mental well-bring of staff and students including the girl students.

Common Rooms:

A common room for female students is attached to the ladies washroom. The female students also have a separate sports room for recreation and play of indoor games.

Any other relevant information:

- Sports Committee conduct sports events only for female students to encourage their participation in sports.

- The College encourages the female students representation and include them as members of Students Council as per the guidelines of University of Mumbai.

Link to gender policy:

https://www.patuck.edu.in/wp-content/uploads/2014/10/Gender-Policy.pdf

File Description	Documents
Annual gender sensitization action plan	https://patuck.edu.in/criteria-7/7.1.1%20Annual%20gender%20sensitization%20action%20plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://patuck.edu.in/criteria-7/7.1.1%20photos%20Specific%20facilities%20provided%20for%20women%20in%20terms%20of_%20a.%20Safety%20and%20security%20b.%20Counseling%20c.%20Common%20Rooms%20d.%20Day%20care%20center%20for%20young%20children%20e.%20Any%20other%20relevant%20information.pdf

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	A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

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

Our College is conscious of waste management in the campus.

- **Solid waste management**

The students and staff dispose waste in dustbins kept in classrooms, staff room and office. Peons and other support staff are appointed for cleaning the classrooms and the premise. The solid waste which is non-degradable is handed over to the garbage carriers of the BMC for disposal. The degradable solid waste like dry leaves, canteen waste, etc. is disposed in the compost pits of the campus.

- **Liquid waste management**

The liquid waste from washrooms is disposed through water pipelines in drainage systems. Support staff are appointed for cleaning the washrooms.

- **Biomedical waste management**

College has sanitary napkin vending machines and incinerators at the ladies washrooms. The spoiled sanitary napkins are disposed through the incinerators.

- **E-waste management**

E-carnation Recycling Pvt. Ltd. collects e-waste periodically from the campus. The refilling of toners and cartridges of printers is outsourced which enables the reuse of the toners and

reduces the e-waste.

- **Waste recycling system**

Waste recycling system is not available in the campus.

- **Hazardous chemicals and radioactive waste management**

Our College does not generate any hazardous chemicals and radioactive waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://patuck.edu.in/criteria-7/Geotagged%20Photos_7.1.3_1.pdf
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	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered**	**A. Any 4 or All of the above**

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	View File
Any other relevant documents	View File

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	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

Our College takes efforts in providing inclusive environment towards cultural, regional, linguistic, communal, socio-economic and other diversities.

The College admits students of all castes, class and religion on the basis of merit. The College has followed the reservation policy as applicable. Equal opportunities are provided to all students irrespective of gender, caste or nationality in providing them with facilities and in participation of students in several activities of the College.

College conducts diverse activities like donation drive for the flood prone areas of Mahad and Chiplun, training of two wheeler rides, Swacch Bharat Abhiyan, session on awareness consumption of tobacco,blood donation drive,disaster management training, seminar on road safety. Our College has participated in the National Integration Camp for selection of NSS students.

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

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

Skill Development Committee of our College has conducted a Certificate Course on Foundation of Human Behaviour for the students that have a construct of values, ethics and social responsibility. Our teachers have been the resource persons for the Course. National days like Independence Day, Republic Day and Constitutional Day are celebrated by the students and staff. NSS unit of our College deputes students for State/ National Republic Day Parade selection. A seminar on voting awareness was conducted at our College, where the resource person was our College Nodal Officer. A poster making competition on Role of Citizens in Solid Waste Management was organised. The College also conducted Gandhi Vichar exams to sensitize our students, and also for which our teachers guide our students. The College had also organized National Integration Camp at the campus.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

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	A. All of the above

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

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

Our College believes in celebrating and organizing national and international commemorative days, events and festivals. The College celebrates birth anniversaries of great Indian personalities:

- **Mahatma Gandhi – On the occasion of Mahatma Gandhi Jayanti, Screening of Movie on Mahatma Gandhi online was organised.**

- **Dr. APJ Abdul Kalam – On the occasion of Vachan Diwas or Reading Day, students are encouraged to participate in essay-writing on the theme of our former President.**

- **Dr. Shiyali Ramamrita Ranganathan – On the occasion of National Librarians Day, the Library Advisory Committee organized poetry writing and recitation competition.**

National days like Independence Day and Republic Day are celebrated by inviting staff and students at the flag hoisting ceremony in the campus.

Our College had celebrated the following days/ events of national and international significance:

- **Indian Constitution Day**

- **International Women's Day**

- **International Yoga Day**

- **National Service Scheme Day**

College observes holiday during the festivals like: Mahashivratri, Holi, Gudi Padwa, Ram Navami, Mahavir Jayanti, Ramzan and Bakri Eid, Ganesh Chaturthi, Diwali, Christmas, Parsi New Year, Dusshera and Guru Nanak Jayanti.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

BP1: COMPREHENSIVE LIBRARY PRACTICES FOR STUDENTS

Objective

To facilitate relevant knowledge through knowledge enhancement and refining Graduate attributes.

Context

The role of library today is to not only provide books but to also create awareness and bring mental wellbeing of students.

Practices

The library services include: a) physical and digital resources b) Knowledge dissemination c) Internship d) Library orientations e) Book bank f) Library Related Activities

Evidence of Success

- Internship
- Book bank
- Orientation

Problems Encountered

Students may not prefer to reading in digital form. Students need encouragement to use the library services optimally.

BP 2: DIGITIZATION AND CREATIONOF INFORMATION SYSTEM

Objective

To ensure effective record-keeping and reference of relevant official documents to assist effective decision making.

Context

Documents come as relevant evidences of the activities conducted. Easy retrieving of documents at all times needs digitalizing the documents.

Practices

IQAC took this initiative to maintain all records digitized. The records are scanned and mailed to the IT Team.

Evidence of Success

This helped the Institution with the SSR upload for its 3rd cycle NAAC assessment and grading.

Problems Encountered

Technology can have sometimes glitches, which can be overcome in time. Some staff members not very tech-savvy.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	View File

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

Co-curriculars as Quotient Multiplier

The core function of an educational institution is to hone the skills and personality of students in a comprehensive manner. The

Teachers at the College attempt to fulfil this by designing co-curricular activities in a manner that the activities add to the learning by instigating creative thoughts in students while also improving their managerial skills. Students also enhance their social quotient through such activities, as they come to the forefront during participating and are done away with their stage fright when they address group of people. Their organizational skills are also given a boost as they not only experience through participation but also learn when they volunteer to organize, coordinate and conduct such activities. These activities also students emerge with their talents which would have been latent till then. It helps them understand their strengths and interests and also helps them with a way of choosing their career ahead on the basis of their interests and talent. Activities like slogan making, product development, management games, entrepreneurship fair, book review competitions and more are conducted at the College. Even quiz as a co-curricular can enthuse in students the habit of keeping themselves up-to-date of the current events.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

- **Students' participation in research activities: Research & Publication Cell plans to encourage students participation in research activities by involving students in Avishkar Competition.**
- **Students' opportunities in internship programs: Placement Cell plans to provide internship opportunities to students through their project work for BMS & B.Com.(B&I) programs.**
- **Organize a conference: IQAC plans to organize a conference for teaching fraternity.**
- **Efforts towards increase in students enrolment:The Admission Committee plans to put efforts into increasing the students enrolment especially through in-house students.**
- **Increase counseling to students: Counseling & Guidance Cell plans to improve efforts for providing counseling facility to a greater number of students.**
- **Training & Development for the Staff: IQAC plans to provide more training and development opportunities for the staff members.**

- **Collaborations: IQAC plans to explore collaborations opportunities with colleges and institutes for the benefit of the students and staff.**

Good Thoughts - Good Words - Good Deeds

Patuck Polytechnic Trust

Estd.1932

Year 2021-2022