YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	HIND SEVA PARISHAD'S PUBLIC NIGHT DEGREE COLLEGE
• Name of the Head of the institution	Dr. Seema S. Malankar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02206672360
• Mobile No:	9029748896
• Registered e-mail	pndc1998@gmail.com
• Alternate e-mail	bibisoda@gmail.com
• Address	Aaram Society Road, Vakola, Santacruz East
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400 055.
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**University of Mumbai**
• Name of the IQAC Coordinator	**Ms. Sodabibi A. Farooqui**
• Phone No.	**02226672360**
• Alternate phone No.	**02226672360**
• Mobile	**8082006311**
• IQAC e-mail address	**iqacpndc@gmail.com**
• Alternate e-mail address	**pndc1998@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.publicinstitutes.org/aqar/aqar2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://publiccollege.in/wp-content/uploads/2022/07/1.2.1-Academic-Calendar.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.43**	**2008**	**16/09/2008**	**15/09/2013**

6.Date of Establishment of IQAC	**05/12/2007**

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
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	**2**

• 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)

1) Six Days Certificate Course on "Smart Girls Gen NXT" was organised in association with Bharatiya Jain Sanghatana. 2) Six Days Certificate Course on "Career Counselling and Employability Skill" was organised in association with American India Foundation. 3) One Day Workshop on "Time and Stress Management" was onrganised and the Resource Person was Ms. Shobha Dedhia. 4) Seminar on " Human Values" by Hema Mehta was organised.

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)To complete NAAC Re-Accreditation of the college.	College has initiated the process of re-accreditation. Necessary documentta
2) To obtain financial aid from government bodies under 12 (B).	College has chalked out the plan of action to apply for financial aid under 12 (B).
3) To complete Academic Audit of the college.	College has targeted to complete the Academic Audit in the academic year 2021-22 and the same has been completed in the academic year 2021-22.
4) To organise more workshops/ Training Program for students and staff on Research Methodology	College has targeted to complete the Academic Audit in the academic year 2021-22 and the same has been completed in the academic year 2021-22.

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	17/07/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	26/02/2022

15.Multidisciplinary / interdisciplinary

The objectives of the NEP 2020 are to bring structural changes, regulatory reforms, and the introduction of a holistic & multidisciplinary curriculum. The outcome of the same would be to have a changed in the learning environment and change in the learning process of the learner. In order to give more focus on the carving of the learner's skill improvement and development of their ability, it is necessary that an identified set of skills and values shall be incorporated in the learning experience of the students in

the framework of higher education. The ultimate goal of higher education is, therefore, far ahead of just the creation of greater opportunities for individual employee. It is more directed towards developing a key to more vibrant, socially engaged, cooperative communities and a happier, cohesive, cultured, productive, innovative, progressive, and prosperous nation.

In order to fulfil the Objectives of NEP, our college will develop a plan of action to incorporate the features of NEP 2020,

1) To identify the gaps in the existing academic system of the college.

2) To study the likening and demand of local students in multidisciplinary curriculum &   interdisciplinary curricula.

3) To provide training to teachers through workshops/ seminar to give their best in the implementation of NEP 2020 successfully.

4) To organize more programs/ certificate courses/seminars/workshops/conferences to meet their demand in multidisciplinary/ interdisciplinary education.

16.Academic bank of credits (ABC):

It is one of the provisions of the National Education Policy 2020 (NEP 2020) to introduce the Academic Bank of Credit (ABC). As per the provisions of ABC students of undergraduate and postgraduate degree courses will be allowed to exit the course and enter within a stipulated period. Academic Bank of Credits shall deposit Credits awarded by Registered Higher Education Institutions, for Courses pursued therein, in the Academic Bank Account of the student and the validity of such credits shall be as per norms and guidelines issued by the Commission from time to time. https://www.abc.gov.in : A portal has been launched, with the aim that HEI & Students can register in this portal. Students will be allowed to earn credits through various HEIs registered under this scheme and courses offered under National schemes by SWAYAM, NPTEL, V-Lab.

College has planned to train the students and staff members to open their Academic Bank of Credit (ABC) and generate their ABC ID after receiving the detailed guidelines from the University of Mumbai to which the college is affiliated.

17.Skill development:

The NEP 2020 propsed for the all-inclusive development of learner

with main emphasis on skill development to achieve the mission of "Self Reliant India". The objective of skill development could be achieved only if certain vacational courses, skill development programs workshops, wtc. are incorporated in the college curriculum. We at Public Night Degree College, every academmic year add various skill development programs in order to all round development of our students. All committee heads are informed in the begining of the academic year only to organise activities leading to skill development. Various skill development activites are already conducted by our college during the academic year 2020-21.

During the academic year 2020-21 following activities were organised in the direction of skill development.

1) Six days certificate course on Skill Development was organised jointly with The Garware Institute and American India Foundation on "Career Counselling and Employability Skill" on 1/08/2021 by IQAC Cell.

2) Workshop on Career After Graduation on 24/10/2020.

3) Session on "MBA Entrance and about Business School" on 25/09/2020

4) Traning session on "How to Clear UPSC Examination" on 1/03/21.

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

According to NEP 2020, India has a rich heritage of culture, developed over thousands of years and demonstrated in the form of arts, works of literature, customs, traditions, linguistic expressions, artifacts, heritage sites, and more. India has many things offer in the form of its culture, tradition, etc. Thus, the promotion of Indian arts and culture is important not only for the nation but also for the individual. NEP proposes the cultural awareness among the students, in order to provide them with a sense of identity, belongingness and appreciation of other cultures and identities. It would also build a positive cultural identity and self-esteem among the students. The Indian Education System needs a complete change.

NEP recognizes that our country holds a distinct place at the global stage which is only because of its cultural developments, civilisational values and rich literature in all the fields. Therefore, all curriculum and pedagogy, right from the foundational

stage onwards needs to be again designed and the same shall be strongly rooted in the Indian and local context and ethos in terms of culture, traditions, heritage, customs, language, philosophy, geography, ancient and contemporary knowledge, societal and scientific needs, indigenous and traditional ways of learning etc.

We here at Public Night Degree College is planning to link Indian art and culture into teaching learning process. As Government of India has already initiated courses on online platform such as SWAYAM ,DIKSHA , etc. for linkage of traditional knowledge with modern teaching mode. Our college will systematically encourage faculties and learners and blend the same in seamless manner with current curriculum. Apart from our college has organised a session on "Teaching of Bhagvad Geeta" by our alumni and devotee at Iskon Temple Swami Rajkumar Vishwakarma. During the session students were informed about the teaching Bagdad Geeta and its relevance in modern period.

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

Outcome based education (OBE) is an educational approach and a learning process which focuses on the clearly defined outcomes. Under OBE all instructional efforts are directed towards achieving the well defined outcomes. It ensures that the students shall demonstrate the outcomes when he/she completes the program. It helps in measuring the student's performance in the form of outcomes. While measuring the outcomes/ performance of the students it takes into account their knowledge, skills, abilities, attitudes and understanding.

Public Night Degree College organised several certificate courses such as Few are listed below

·   Certificate workshop on Yoga and Fitness from 07/01/2022 to 13/01/2022.

·   Certificate Course on "Skill Development" by Skill Skool from 06/12/2021 to 11/12/2021.

·   Celebration on International Yoga Day 21/06/2021.

·   Workshop on "Road Safety and Two Wheeler" on 06/10/2021.

·   Webinar of "How to Choose Career" on 14/10/2021.

·   Workshop on "Digital Well-being" on 19/10/2021.

- Session on "Role of Youth in Stopping Corruption" on 29/10/2021.

- Seminar on "How to Choose Career Option after Graduation" on 05/12/2021.

- Certificate Course on "Smart Girl" from 07/12/2021 to 12/12/2021.

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In future also Public Night degree College is planning to incorporate many programs, certificate courses, training workshops in the curriculum to make the curriculum outcome based.

20.Distance education/online education:

Distance Education/ Online Education could reach to endless learners sitting at any corner of the world. A learner from any remote place can study any program from any/ several educational institution as per his/her choice. All of us have experienced the importance of online education during the period of Covid-19. If Education is blended with Technology generates good results.

We at Public Night Degree College tries to incorporate the technology in our day to teaching learning process. in addition to classroom teaching faculty members are encouraged to share the videos, PPTs, Online Links related to the topics with the students so that the teaching learning process would become more interesting. Sessions were organised and have planned in future also to train and motivate teachers and students to make use of various online learning platforms such as Swayam, etc.

College has subscribed to N-List (an Online Learning Platform) where students and faculty members could refer many online magazines, research materials, reference books, etc.

Faculty members are being trained to prepare the videos of the topics of their subjects in OBC software and upload on the platform like you tube so that many learners could take advantage of the same in their learning process.

Extended Profile

1.Programme	
1.1	04

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

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**481**

File Description	Documents
Data Template	View File

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**480**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**11**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**5**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**12**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**27.71**
4.3 Total number of computers on campus for academic purposes	**30**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As college is affiliated to University of Mumbai, it follows the curriculum prescribed by the university. However, college ensures that imparting the curriculum is strictly in planned approach and is in well chalked out manner so that curriculum delivery to the learner becomes effective.

Academic Calendar

· In order to streamline the teaching learning process academic calendar is prepared in advance.

· Academic Calendar is discussed in the meeting by the principal and staff for valuable suggestions and advice.

· Review meetings are conducted by principal at term end to monitor the effective implementation of academic calendar.

Lecture Plan

· In the beginning of the year every faculty prepare lecture plan and strictly adheres to it in teaching learning process.

· **IQAC always ensure that teaching and lecture delivery is effectively conducted by interacting with departmental heads.**

Time Table Committee

· **Time table committee prepare timetable as per workload assigned to individual teacher by University of Mumbai.**

· **Time table is given to subject teacher to plan their lecture accordingly.**

· **Time table is displayed on notice board in staff room as well as on the college notice board.**

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)

University of Mumbai notifies Term Plan to all affiliated colleges in the beginning of the academic year. All affiliated institutions prepare academic calendar specifying the details of activities to be conducted during the academic year and also include the dates of term start and term end with vacation period.

Our college strictly follows the calendar provided by University of Mumbai and plan for all academic and non-academic (co-curricular and extra-Curricular) activities including CIE and term end examination. College prepare broad outlined frame work for Teaching – Learning and Evaluation so that entire process is streamlined and smoothly completed within given time period. As per the institutional Academic calendar all departments prepare their own schedule for teaching,curricular and co-curricular activities. The departmental activities not only include lectures but also various other aspects like guest/ expertlectures,guidance sessions, internal assessment plans, etc. Internal assessments, projects and assignments are designed as per the academic calendar.Departmental heads also take care that co-curricular and extra-curricular activities do not clashes with the assessment framework.The Principal, through the academic committee meetings, frequently reviews the semester-wise progress and provides suitable suggestions. In case of revision of

academic calendar by the university, institute incorporates the necessary changes accordingly.

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	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	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

04

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)

02

File Description	Documents
Any additional information	View File
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

105

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

105

File Description	Documents
Any additional information	**No File Uploaded**
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

College has very strong commitment to mould overall personality of our learner in such a way that they become sensitive towards various issues like good conduct, gender equity, social and environmental problems being faced by nation through imparting. The main thrust of such subjects is to develop socially insightful behavior among the leaner.

Such subjects and their course outcome are as follows:

Foundation course, Business Communication and Environmental Studies

of B.Com. and BMS.

The syllabi of foundation course include wide area of chapters that addresses various social, environmental as well as human issues. While teaching subject, faculty take care that student become thoughtful for social issues faced by nation.

Business communication – Syllabi of this subject is framed in such a manner that is develops professional ethics among the learner. It helps them to learn skills and etiquette to present themselves in business world.

Environmental Studies - Subject is very crucial in making learner understand burning environmental issues that are threatening the survival of humanity. The subject also aims at developing proactive attitude among leaner to deal the environmental issues.

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

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

03

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
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

451

File Description	Documents
Any additional information	**No File Uploaded**
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	**B. Any 3 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)	**No File Uploaded**

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	http://publiccollege.in/wp-content/uploads/2022/07/Teacher_s-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

1140

File Description	Documents
Any additional information	**No File Uploaded**
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

42

File Description	Documents
Any additional information	**No File Uploaded**
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 in two ways at the time of the commencement of the programme. Students

enrolled are identified as slow and advanced learners based on their matriculation+2 marks. This helps to identify the slow learners and to design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and the advanced learners.

The institution organizes Orientation Programmes for freshers at the college level. In this session college students are given brief about various subject's content and their outcome.

Bridge course

Bridge Courses are conducted at the departmental level to uplift the students to the level education.

Remedial Lectures

Remedial lectures are conducted with an aim to improve the academic performance of the slow learners. This practice helps the struggling learners to improve their subject knowledge and helps them catch up into their peers.

Peer Group Learning

Peer groups are encouraged by faculty where advance learners are motivated to help slow learners through group study method.

Strategies for the advanced learners

Advance learner are given extra care by way of mentor-mentee system where faculty motivate them to study better to secure good marks.

File Description	Documents
Link for additional Information	**Nil**
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
481	**11**

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

Experiential Learning is encouraged by following ways:

- **Project work is given to students where they are assigned to preparePower point Presentation Slides/ Charts, short skit, Posters, etc. to enhance their learning.**
- **Students are also encouraged to participate in various inter-collegiate competitions for learning various skills.**
- **Industrial visit and field visit ace planned for students to give new insight to them about various management subjects.**
- **Expert guidance session are organized to give students knowledge about real time work culture in industries.**

.2. Participative Learning

- **Students are given short topics from syllabus and asked prepare small play/ act on it, which becomesa very good exercise to develop critical thinking among students.**
- **Extension activities like NSS, DLLE and Nature Club try to enroll maximum students in its wing. Through participating in extension activities, college try to develop social responsibilities among learners and they learn how their participation has brought changes in the society.**
- **Competitions like Debate, quiz, elocution, etc. are orgainsedto augment skillslike critical thinking,quick response to situations, etc.se studies**

Case study method is adopted in teaching-learning process to develop logical thinking among the leaners and to give them practical knowledge in order to develop their problem solving ability.

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

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

With the changing educational landscape due to merger of technology with chalk and board, drastic changes have been witnessed by the higher education. Subsequent efforts are taken by the institute to provide e-learning atmosphere. Teacher continuously follows schedule where ICT teaching pattern is included in their lecture plan. Following measures are included to blend ICT with traditional teaching:

1. **Faculty members use PPT, Video OER, and You Tube Links to impart knowledge.**
2. **Two class rooms and computer Lab are fully furnished with ICT enabled tools.**
3. **College has two DLPProjectors as well as laptops for conducting lecture.**
4. **Most of the faculties use interactive methods for teaching. The major emphasis is on classroom interaction in terms of seminars, debates, group discussions, assignments, quiz/tests/viva and practice sessions.**

Institute premises are Wi-Fi enabled

1. **Specialized computers with internet and printer are installed in both of the staff rooms.**
2. **Library has computer and internet facilities for students to use.**
3. **Well security is provided to Wi-Fi users. Its access is controlled by the system administrator.**

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://publiccollege.in/wp-content/uploads/2022/07/2.3.2-ICT-Enabled-Tools.pdf

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

08

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

11

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

01

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

14

File Description	Documents
Any additional information	**No File Uploaded**
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.

Mechanism of internal assessment

Schedule of Class Assessment Test and assignment is given in advance before commencement of academic year. Evaluation method comprises of internal examinations held progressively during the semester and is designed to check and report the periodic performance of the student. All the records and data bank of attendance in internal examinations, question papers assessed answer sheets/copies, summary of marks sheets, are properly maintained. There is complete transparency in the internal assessment for each assessment method as described below. Model Answers and marking scheme is prepared by every subject teacher before valuation.

Class Assessment Test: After Valuation, marks are displayed by faculty members. Assessment copies are shown to the students.

Semester End Examination: Valuation is done by the respective subject teacher through centralised valuation system. Sample Answer sheets are moderated by external moderators.

Students are given chance for revaluation and verification of marks after the declaration of results.

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

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

The college has evolved a mechanism for redressal of grievances related to internal and external evaluation is as follows:

· In case of any grievances regarding internal assessment, the student is free to interactwith the teacher and get it resolved. The unresolved grievance, if any, is referred to the Principal of the college.

Student has following rights to resolve their grievances related to internal as well as external assessment:

· Right to apply for verification of answer books.

· Right to apply for verification with photocopy of answer books.

· Right to challenge the evaluation of answer books.

The evaluation of answer sheets of the first year undergraduate programme is carried out at the college level, in a time bound schedule and in a best possible efficient manner and the results are submitted to the university within a stipulated time. The mark sheets are displayed on the college notice board for easy access.

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

2.6 - Student Performance and Learning Outcomes

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

PROGRAMME OUTCOMES, PROGRAMME SPECIFIC OUTCOMES, COURSE OUTCOMES

In order to have strict compliance with the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Program Specific

Outcomes (PSOs) and Course Outcomes (COs) are framed by the department offering the concerned program after rigorous consultation with all faculty and the stakeholders. the same are displayed on -

- Website
- Curriculum /regulations books
- Class rooms
- Department Notice Boards
- Student Induction/ Orientation Programs
- Parent meet
- Faculty meetings
- Alumni meetings
- Library

Mechanism of Communication:

The College adopts Outcome based education. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

At least two lectures are spent by the teachers for introducing the subject and outcome of the same to the Students.

Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference.

The importance of the learning outcomes has been communicated to the teachers in every Staff Meeting by discussing the syllabus.

The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through orientation sessions, introductory lectures of all subjects and the same are displayed on the college websites too.

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.

as per filed attached

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

152

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	**No File Uploaded**
Paste link for the annual report	http://publiccollege.in/wp-content/uploads/2022/07/2.6.3-Annual-Report-of-Examination.pdf

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)

http://publiccollege.in/wp-content/uploads/2022/07/2.7.1-Students-Satisfaction-Survey.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)

`0.30`

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

`02`

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	View File
Paste link to funding agency website	**Nil**

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

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

`08`

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
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

02

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

01

File Description	Documents
Any additional information	**No File Uploaded**
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

As per file attached

File Description	Documents
Paste link for additional information	**Nil**
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

`Nil`

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

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

`05`

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
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

`100`

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
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

04

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	**No File Uploaded**

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

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

04

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
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.

The College has well maintained campus with many trees and plants. College ensured adequate availability and optimal utilization of physical infrastructure for teaching learning activities.

Classrooms: College classrooms are spacious and properly ventilated with adequate seating capacity. All classroom have provisions for the use of DLP projectors and the portable screens for the effective lecture and ICT enabled teaching and learning.

Audio- Visual Classroom/ Smart Classrooms: College has installed two smart classrooms with internet facility.

Library: College has big library which is spacious and ventilated. College library is WIFI enabled. Two computers with internet facility is available for the students in the college library to browse the necessary study materials form internet. It has wide range of collections of learning resources like text books, reference books, journals, magazines, newspapers. Apart from this it has various e-resources like educational CDs, E-Journals. It has a membership of N-List for online reference.

Computer Lab: Big and spacious computer lab is also available with 40 computers. The lab has internet facility. One DLP projector is fixed in the computer lab and one portable DLP is available in the computer lab.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://publiccollege.in/wp-content/uploads/2022/07/IT-LAB-ENTRY.jpeg

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

Cultural Activities:

College always encourages students to take part in cultural activities like, Dance, Drama, Skit Competitions for the overall development of the students. It has following facilities for cultural activities:

Seminar Hall: The College has one seminar/ conference hall. These halls are regularly used for conducting national / international seminars at the college.

Cultural Hall: College has one big cultural hall to facilitate celebration of cultural events and Yoga Activities.

Sports Activities

Along with academic activities sports activities are also important for the mental and physical fitness of the students. Faculty members always motivate students and staff to take part in sports activities. It has the following facilities for the sports activities:

Big Playground: College has big playground for the outdoor sports activities like Cricket, Volleyball, Kabaddi, Kho-Kho, Football, etc.

Indoor Gymnasium: Indoor gymnasium is also available to facilitate the indoor games like Table Tennis, Chess, Carrom, etc.

Gymkhana: College has big gymkhana with ample number of instruments for physical fitness of staff members and students.

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

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	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)

3.05

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

- **Name of ILMS software – E - Granthalaya**

- **Nature of automation (fully or partially) - Partially**

- **Version – 3.0**

- **Year of Automation – 2015-16**

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	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)

0.247

File Description	Documents
Any additional information	No File Uploaded
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

15

File Description	Documents
Any additional information	No File Uploaded
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

College ensures the regular update of IT facilities on regular basis.

IT materials are purchased as per the need and requisition by computer faculties. During the academic year 2019-20 college has prepared 2 A.V. Rooms/ Smart Classrooms.

Entire degree college is WIFI enabled.

In addition to the WIFI internet, College has cable net also with the internet speed to 100 mbps.

College has appointed separate IT Support staff who is incharge of regular maintenance of Computer Lab. There are 40 computes in computer lab and 9 at other places (administrative office, library, staff common room) with sufficient configuration in college. All computers have internet facility.

College purchase new computers after the scrapping of old computers.

College also purchase the required software for the smooth functioning the college academic and administrative activities.

In addition to this college regular purchase anti-virus software.

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

4.3.2 - Number of Computers

25

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	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

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)

17.54

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

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 College has well defined mechanism for maintenance and utilization of physical resources as indicated below: Housekeeping: The College support staff upkeep the campus and facilities, College has involved students to maintain trees and garden with help of maintenance staff. Students are encouraged to adopt trees and plant to look after and nurture the adoptedon regular basis.

Facilities maintenance Incharge: The College has a facilities maintenance incharge who looks into daily maintenance of fixtures, furniture and needs.

Computer Labs: Maintenance: Computer Lab has a separate policy manual for the code of conduct. It contains the rules and procedures to be followed for the utilization of computer lab. Annual Maintenance Contract is prepared with the professiona company. Separate Technical support has been hired for maintenance labs. A

book record is maintained for laptops and portable projectors. Net Protector (NP) antivirus has been installed. College has full fledge Purchase Committee as per university norms to take care of all purchase related decision.

College library has Library Committee which has prepared its manual for the operations. The committee has members from both teaching and non-teaching staff members and students to advice on purchase of books, journals or any other library related material.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

01

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

01

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	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	http://publiccollege.in/wp-content/uploads/2022/07/5.1.3.pdf
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

60

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

60

File Description	Documents
Any additional information	**No File Uploaded**
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	B. Any 3 of the above

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

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

05

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

23

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

02

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.

Nil

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

In the beginning of the academic year only college conducts a staff meeting to finalise allocation of committee work and the committee heads. Every year college forms all strategic and non-strategic committees like Examination, Attendance, Anti Ragging, Unfair Means, WDC, Student's Council, Cultural, Sports, etc.

College involves the eligible students in the committees like Student's Council, Cultural Committee, Sports Committee, etc. so that the students can participate and trained in the administration of the committee work.

Every year Students' Council is formed as per the prescribed norms laid down by the University of Mumbai. General Secretory is elected to lead the Student Council. Class representative are appointed through election to coordinate with student council members.

Students are actively involved in preparing presentations for Workshops/ Seminars/ Parent Orientation, etc. Students host and anchor programs and also prepare presentations for various events conducted in college

All committee work in college actively involve student's council members in conducting various activities throughout the year. events and competition. For events like Seminars/ Conferences/ Guest Lectures etc. students involved are systematically guided and trained by the Convenor/ Faculty Incharge.

File Description	Documents
Paste link for additional information	Nil
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

50

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

While the College has not formerly registered its Alumni Association, registration has never posed an obstacle for our alumni to actively provide their support and corporation for development and allaround growth of college. Alumni who are excellent in various subjects specially mathematics are called for extra bridge lectures for slow learners. Alumni of college have extended full corporation by mentoring students at several occasion. They have made a note-worthy contribution in Annual Day, NSS Residential Camp, Blood Donation Camp, etc. What's App group of our alumni has been source information for our students regarding job opportunities in pandemic. Some extra ordinary help are mentioned here.

Our alumni Mr. Jaikishan conducted a Yoga Session on International Yoga Day on 06/07/2020 for our institution. Alumni Mr. PankajPatwa took remedial lecture in the subject of Mathematics on 20/10/2020 and 13/03/2021 for slow learners. Our Alunmi Mr. Hitesh Parmar who is excellent dancer took online session on "Expressing Your Emotion Using Facial Gesture" on 26/02/2021. Our Alumni Mr. DarpanVishwakarma has always helped teacher with technical knowhow of computers and digital use of technology.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

To develop the institution into center of excellence and mould students into skilled global work force.

Mission

Empower and elevate student's aspirations by imparting need based curriculum.

Objectives

- **To make higher education accessible to needy and resource less student.**
- **To prepare students to face challenges of life with positive spirit.**

- **To stimulate social responsibilities through community oriented extension programmes.**
- **To undertake a wide range of physical, cultural, intellectual, competitive and recreational activities.**
- **To formulate special strategies for slow learners and gifted children.**

he governance of the institution is reflective:

The empowered team of the college involves Principal and all staff members, student representative (C.R.), stakeholders, alumni and Collegethe Development Committee work together like a team for the development of the college. The principal monitors the mechanism regarding administration and academic process to ensures proper functioning.There are many committees to support the vision and mission of the college. All the committees take plans its strategiesin advance so that the objectives of the college could be achieved and no activity shall be skipped. To achieve academic excellence, regular meetings are conducted by the principal with the staff members. The principal continuously monitors each room individually.

File Description	Documents
Paste link for additional information	Nil
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 and participative management is core motto of our college management. At very stage of management process our management believe maintaining high level of transparency and collaborative work culture. The management of college extend all necessary support to have decentralized and participative management.

1. Participative Management:

The organization structure facilitates participative management, decentralization and agility. CDC and IQAC meetings are held twice in a year to help participative management.During the meeting member of staff as well as management interact with other. This helps in communicating the challenges that are faced during functioning of college.

1. Decentralization:

College has formed of committee to undertake all the academic and non-academicactivities.Committee meetings are held twice in a year to delegate work as well as plan activities for the year. Principal provide freedom to all committee heads to plan activities as per the need and requirement of students.V arious MOUs aresigned to

strengthen the decentralized working process

Active involvement of student council in college activities' has also helped in delegation of responsibilities and sharing duties between faculties and student .This practiceshas enabled to maintain decentralized working environment in the college since the inception of the college committees.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

as per attached file

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

College has formed College Development Committee as per the norms of University Grants Commission and University of Mumbai. It has also formed Internal Quality Assurance Cell as per the norms of NAAC, Bangalore.

Administrative setup of the college – College has several bodies and committees to manage the administrative work. The strategic committees that look after all the administrative work is CDC and IQAC committee. Both of these committees are coordinated by the Principal to maintain the integrity and quality in the administration.

Appointment and Services -The appointments of the Teaching and Non-Teaching staff are done as per university rules.The service condition other rules are followed by institution is as per the government policies and the norms of University of Mumbai which are also communicated to the concerned staff members from time to time. If there is any grievance, that can be handled at the college level.

Prospectus of college- Prospectus of college clearly indicate admission procedure and other process of the college to the students.

Committees – College has formed various committee like Grievance Redressal Cell, Anti Ragging Cell, Women Development Cell, Student's Council, Examination Committee, etc. which ensures the effective and smooth functioning of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	http://publiccollege.in/wp-content/uploads/2022/07/6.2.2-Organogram.pdf
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	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
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

College has implanted following welfare measures for the teaching and non-teaching staff:

1) Gym facilities are provided to all staff members free of cost.

2) College finances the fees to staff for attending seminar, conference, workshop, any other training program to update their knowledge.

3) College management sanctions amount to undertake the research work under the Research Cell of the college.

4) In addition to the above the college allows all the welfare facilities which are allowed by Government of Maharashtra.

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

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

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

08

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

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
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

01

File Description	Documents
IQAC report summary	**No File Uploaded**
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 institution has an effective Performance Appraisal System for teaching and non-teaching staff. Every year the outgoing students carry out and submit Teacher Feedback. The Teacher Feedback criteriarelated to aspects of teaching on which the opinion of the students is sought. The duly filled in forms are analyzed by the Principal and the Feedback thus obtained is judiciously addressed

for the betterment of the Teaching-Learning process.

The performance of the non-teaching staff is appraised by the Final Year students in the Administrative Service Feedback. They are assessed on the parameters of efficiency, cordiality and overall helpfulness. These questionnaires too are analyzed by the Principal who counsels those non-teaching staff members whose performance has invited criticism or needs improvement. The performance of those teaching and non-teaching staff members who have not fared well in the students' feedback is closely monitored.

The findings of the Teacher Feedback and Administrative Service Feedback are then summarized and graphically presented through pie charts and bar graphs and put on the institutional website in keeping with transparency norms.

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

Institution conducts external audit every year as per the norms of Joint Director of Higher Education, Mumbai. As our staff members are efficient and qualified (Chartered Accountant) However, institution take help of staff members for doing regular check of books of accounts maintained by the office staff. Thus to maintain fair books of accounts at institutional level the management follows, the norms prescribed by Joint Director of Higher Education, Mumbai. Thus the assessment and evaluation go smoothly. It shows proper books of accounts are maintained. The College accounts office is separate from the administrative office. It handles the records of staff salaries and leaves.

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

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

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

Nil

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

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

The institution has a comprehensive resource mobilization policy in place.

Strategies Employed for Resource Mobilization:

• the institution reaches out to local organizations including banks, corporate houses and civic bodies for empathetic patronage.

• It welcomes donations, memorial prizes and endowments from staff members, alumnae and guardians towards the prize and endowment funds.

• It partners with fellow colleges in jointly sponsored academic exchanges.

All government and non-government financial grants are utilized fully keeping in mind the best interests of the stakeholders.

Space which is at a crunch in the college is utilized fully and imaginatively. A strip of land behind one of the buildings has been transformed into a garden and a previously unused storage space has been creatively crafted into a Canteen for students.

The Computer Laboratory which accommodates multiple related courses, the seminar halls which are also used as lecture theatres, the library which functions as a composite knowledge resource centre are

but a few other examples of optimal space utilization.

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

6.5 - Internal Quality Assurance System

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

· Implementation of Green practices in the campus:

The IQAC proposed to initiate various green practices to maintain eco-friendly college campus through the activities i.e. Tree Plantation, Paperless Work, Plastic Eradication, Clean and Beautiful Campus, Save Power, Paper Bag Workshop, Awareness Programme on Renewable Energy and e- Waste Management. For the better implementation of green practices, IQAC distributed these activities among various departments.

· Use and enrichment of ICT infrastructure

The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each department. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non- teaching staff to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc. The educational use of social media has also been utilized to establish communication with the students and peers.

File Description	Documents
Paste link for additional information	**Nil**
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

After establishing the IQAC in the college, started working towards quality education and inculcating quality culture among the students and staff. The IQAC has also contributed towards institutionalizing the quality assurance strategies and developed various processes as follows:

1. Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts, MOUs, etc.

2. Implementation of Outcome-based learning education in each program.

3. Introduces the certificate course/ seminar/ workshop, etc., on soft skill classes for students to enhance personality and employability.

4. Establishing Research cell to promote Research activities.

5. Conducting quality programs i.e., seminars, webinars, guest lectures, conferences, etc.

6. Internet facility in the entire campus.

7. Establishment of various processes to take feedback/surveys from various stakeholders.

8. To implement and enhance the use of ICT tools to strengthen the teaching-learning process and formed two Audio – Visual Rooms.

9. Establishment of the Mentor-mentee process and its effective implementation.

10. To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC.

11. To institutionalize the best efforts to make the campus ragging-free and develop the discipline in the students along with the establishment of grievance redressal cell.

File Description	Documents
Paste link for additional information	**Nil**
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	**Nil**
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	**No File Uploaded**
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 promotes gender sensitization through co-curricular activities like workshops, seminars, guest lectures, street plays, poster exhibitions, counseling etc.

The institution organized a Certificate course on "Smart Girls Gen-Nxt" for the girl students of the institution to uplift the importance of female.

A personality development workshop was conducted by Women Development Cell to groom the personality of girl students.

Every year Women Day is celebrated and the involvement of male students to understand the importance of female students in the society.

Department of Foundation Course gives Project work to the students on topics like Child Marriage, Female Feticide, Domestic Violence, Women Rights and Women, Human Right Commission and Human Rights, etc.

The institution constituted the following committees as per norms laid by University/UGC:

a) Institution Grievance Redressal Committee,

b) Anti-Ragging Cell,

c) Discipline Committee,

d) Women Development Cell

The institution provides safety and security facilities to the staff members and students such as CCTV Surveillance throughout the campus and security arrangements. Students wear ID cards at all times and outsiders are checked by security staff. There are separate washroom facilities for girls and boys. Common rooms are provided with sanitary napkin vending machines for safe and hygienic sanitary napkins.

File Description	Documents
Annual gender sensitization action plan	http://publiccollege.in/wp-content/uploads/2022/07/7.1.1-Annual-Gender-Sensitization-Action-Plan.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	http://publiccollege.in/wp-content/uploads/2022/07/Specific-Facilities-to-women.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/	D. Any 1 of the above

power efficient equipment

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

The institution has always taken care that students not only get book's theory knowledge but also learn to take up social responsibilities. Preserving environment is one of the core motto of our extension and NSS units.

Our NSS unit has taken up projects to create waste management initiative as well as reduce plastic use in College on continuous basis.

College has conducted E-waste collection drive for our students. Students were asked to collect e-waste from their locality so that it could be safely disposed off.

Plastics Waste Management – Students were also encouraged to collect waste plastic bottles and materials from their local areas so that they are safely disposed off.

College has regularly conducted activities of paper bag making and distributing the same in the local market. College motivated the students to collect the used newspapers from the locality and prepare bags from the same in the college. Paper bags were distributed in the local market to create awareness about ill effects of the plastic..

College has proper solid waste management system – College has help separate garbage boxes to collect the dry and wet waste separately. The collected waste is regularly handed over to the municipal authority people.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	http://publiccollege.in/wp-content/uploads/2022/07/7.1.3-Facilities-for-Waste-Management.pdf
Any other relevant information	View File

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	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and	**D. Any 1 of the above**

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

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

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

C. Any 2 of the above

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

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

The college gives admission to all the students on first come first serve basis without discrimination on the basis of caste, religion, region, or any other basis. Students data shows the diverse socio-cultural background. The college does not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. College celebrate all national festivals like Independence Day, Republic Day, Maharashtra Day, Constitution Day, etc. It also celebrate the birth anniversaries and memorials of great Indian personalities like Mahatma Gandhi SardarVallabhbhai Patel, Dr. BhimraoAmbedkar, SarvepalliRadhakrishnan, LalBahadurShastri.

Few chapters like Overview of Indian Society, The Indian Constitution, Human Rights, etc. are included in the syllabus of Foundation Course subject and taught in the class at first year and second year levels of B.Com. degree course. Projects work is also given on these topics.

Following is the list of few activities conducted during the academic year 2020-21:

Activity

Duration From

Duration To

Number of participants

International Yoga Day

21/06/2020

21/06/2020

85

Tree plantation awareness Drive

05/07/2020

05/07/2020

80

Celebration of Independence Day

15/08/2020

15/08/2020

100

Poster Making competition on "Clean Society and Covid-19

02/10/2020

02/10/2020

60

Celebration of Constitution Day

26/11/2020

26/11/2020

75

Celebration of Women's Day

08/03/2021

08/03/2021

35

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	**No File Uploaded**

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

Constitution Day:

Constitution Day is celebrated on 26th November every year. The programme initiates with Preamble reading of the constitution followed by lectures on the sensitization of students on responsibility towards the constitutional values, rights, duties and responsibilities of citizens.

Celebration of National Days:

Every year Institute celebrates Republic Day, Maharashtra Day and Independence day on January 26, May 01 and August 15 respectively. The celebration is attended by Students, Teaching and Non-teaching Staff, Invitees, guests, etc. Flag hosting with National anthem and oath of national integrity followed by distribution of sweets is the regular decorum of the programme.

Organ Donation:

Seminar was organised in association with University of Mumbai to inform the students and staff members about the importance of organ donation.

Road Safety Rally:

Rally was organised on the topic of Road Safety to inform importance of road safety. Major thrust was on the two wheeler driving because of increasing number accidents among the two wheeler drivers.

Cleanliness/Plantation drive:

Every year it is the trading of our college to organise a Tree Plantation Drive under the regular activity of NSS and Nature Club to orient the students and staff the importance of tree plantation and green environment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**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	**No File Uploaded**

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

Following activities were conducted to celebrate/ organize national and international commemorative days, events and festivals:

Sr. No.

Name of the activity

01

International Yoga Day

02

World Environment Day

03

Independence Day

04

Teachers Day

05

Guru Purnima

06

Constitution Day

07

Hindi Divas

08

Mahatma Gandhi Jayanti

09

A.P.J. Abdul Kalam Birth Anniversary

10

Youth Day

11

Marathi Bhasha Divas

12

Death Anniversary of Dr. Babasaheb Ambedkar

13

LokmanyaTilak Jayanti

14

Women's Day

15

Republic Day

16

Maharashtra Day/ Labour Day

17

World AIDS Day

18

Savitribai Phule 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	**No File Uploaded**

7.2 - Best Practices

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

As per file attached.

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

7.3 - Institutional Distinctiveness

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

200 words

Motto of the college is –

"Educating that section of society under tube light who are deprived of education in bright sun light"

This motto has been driving force for all our teaching learning process in the college. We know that the students who are enrolling for education in night college have to shoulder the financial responsibility of their families also. They are working to not only earn their bread and butter but also struggle to complete their education which will open new gates of opportunities.

We always see in our curriculum imputing practice is such that students get maximum in their class room lecture. At the same time our other co-curricular activities are directed to give them that entire flavor which they would have got in the day college.

We also take utmost care that all sessions and other activities are designed in much a way that it adds something to their personality. When our students go out in the world, they must be more confident to face the challenges of the world.

Special thrust is given to provide conducive and friendly environment to girls so that they complete their education without any fear of enrolling in night college.

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

7.3.2 - Plan of action for the next academic year

1. To complete NAAC Re-Accreditation of the college.
2. To organize more workshops/ Training Programs for students and staff on Research Methodology.
3. To Complete promotion under CAS of all eligible teachers.
4. To organise certificate courses on skill development for students.
5. To arragne career guidance programmes.