



## **YEARLY STATUS REPORT - 2023-2024**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>Smt. P.N.Doshi Women's College</b>
• Name of the Head of the institution	<b>Dr. Asha Menon</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>02225123484</b>	
• Mobile No:	<b>9892474794</b>	
• Registered e-mail	<b>principalspndoshi@gmail.com</b>	
• Alternate e-mail	<b>iqacspndoshi@gmail.com</b>	
• Address	<b>Smt. P. N. Doshi Women's College, Cama Lane, Ghatkopar (West)</b>	
• City/Town	<b>Mumbai</b>	
• State/UT	<b>Maharashtra</b>	
• Pin Code	<b>400086</b>	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges	<b>Affiliated</b>	
• Type of Institution	<b>Women</b>	
• Location	<b>Urban</b>	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Shreemati Nathibai Damodar Thackersey Women's University				
• Name of the IQAC Coordinator	Ms. Amita Kendurkar				
• Phone No.	02225135439				
• Alternate phone No.	02225123484				
• Mobile	9920082051				
• IQAC e-mail address	iqacspndoshi@gmail.com				
• Alternate e-mail address	principalspndoshi@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://spndoshicollege.com/pdf/AQAR_final_2022-23.pdf">https://spndoshicollege.com/pdf/AQAR_final_2022-23.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://spndoshicollege.com/pdf/AcademicCalender2023-2024.pdf">https://spndoshicollege.com/pdf/AcademicCalender2023-2024.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	85.50	2003	21/03/2003	20/03/2008
Cycle 2	A	3.02	2010	28/03/2010	27/03/2015
Cycle 3	A	3.02	2016	29/03/2016	28/03/2023
Cycle 4	A	3.23	2023	19/07/2024	18/07/2028
6.Date of Establishment of IQAC			01/09/2004		
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	
-	—	—	—	NO FUNDS	
8.Whether composition of IQAC as per latest			Yes		

<b>NAAC guidelines</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>06</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Preparation for Autonomy	
Implementation of National Education Policy	
NSDC Training Center affiliation for skill development of students	
Initiatives for Gender sensitization	
Formation of the Green Club	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	

Plan of Action	Achievements/Outcomes
Augmentation of the digital library.	Smart panels installed in 4 classroom New MIS is operational. ADMS system were reviewed and implemented from the academic year 2024-25 Drillbit anti plagiarism software is subscribed. Subscription to e-resources on Knimbus Platform is renewed. Continuation of subscription with k-nimbus. More e-resources are added under the Open Access Resources category on the library page of the college website.
Expanding Academic & Industry collaborations	07 Functional MOUs with institutions for teacher-student exchange programs and organizing conferences and sessions. Collaboration with Technoserve for training and placement
Addressing Gender related issue	A Gender Audit was conducted. Gender Week was celebrated where there was a film screening, self-defense workshop and an interview of transgender activists was conducted. Session on POSH was conducted for staff and students.
Commitment towards Green Initiatives	A Green Audit was conducted.The Green Club was established. Students registered on the Why waste app. Awareness campaigns regarding environmental awareness were conducted
Augmentation & up gradation of infrastructure.	Smart panels installed in 4 classroom New MIS is operational. ADMS system were reviewed and implemented from the academic year 2024-25

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13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
COLLEGE DEVELOPMENT COMMITTEE	13/12/2024

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

Year	Date of Submission
YES	24/01/2022

#### 15. Multidisciplinary / interdisciplinary

Our institute has introduced multidisciplinary/interdisciplinary short-term professional and vocational courses under Chetna and NSDC. Courses under Chetna include Digital Marketing, Functional English, and Computer Applications, while NSDC offers programs like Research Methods and other vocational skills. Additionally, a credit structure ensures that every student completes at least one such course during their academic journey.

#### 16. Academic bank of credits (ABC):

Almost all our students have successfully completed the ABC registration, a mandatory step for admission. In line with university protocols, students are permitted to take a break from their studies and resume at a later time. The introduction of the National Education Policy (NEP) has further streamlined this process, offering enhanced flexibility.

#### 17. Skill development:

To provide our students with opportunities in the job market and self-employment training, we collaborate with NSDC to offer vocational courses. Our institution has designed and offered 2/4 credit vocational courses to students to ensure vocational training is done before graduation. For example, add on courses in Python, Tally, Animation and Editing. We have been collaborating with corporates to provide employability skills and soft skills training to overcome gaps and make the students job-ready. Training also includes orienting the parents toward job requirements.

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

Our college offers degree courses in English, Hindi, Marathi, and History, providing students with opportunities to express themselves and learn in these languages. In addition, the institution actively celebrates multiple festivals and events that highlight the Indian Knowledge System (IKS), promoting cultural awareness and

appreciation.

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

The Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) of our institute have been framed and revised as needed. Our institute supports students in achieving these outcomes by offering remedial programs, add-on/skill-based programs, and vocational courses under Chetna and NSDC.

**20.Distance education/online education:**

The institution encourages the adoption of blended learning by developing the necessary infrastructure and organizing faculty training programs for the effective use of ICT. Additionally, students and faculty are encouraged to enroll in online courses offered by various platforms like SWAYAM, Coursera, and others. Faculty members are also encouraged to contribute to or develop online courses. These initiatives enhance the learning experience, promote continuous professional growth and ensure up-to-date knowledge for both students and faculty.

**Extended Profile**

**1.Programme**

1.1	489
Number of courses offered by the institution across all programs during the year	

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

**2.Student**

2.1	2311
Number of students during the year	

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

2.2	311
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	658
Number of outgoing/ final year students during the year	

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

<b>3.Academic</b>	
3.1	64
Number of full time teachers during the year	

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

3.2	65
Number of Sanctioned posts during the year	

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

<b>4.Institution</b>	
4.1	29
Total number of Classrooms and Seminar halls	
4.2	10.55.307
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	169
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation



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

The institution follows the curriculum prescribed by the university and ensures effective delivery through well-established practices. Program Outcomes, Program Specific Outcomes, and Course Outcomes are formulated to guide teachers in planning activities for an outcome-based curriculum delivery. Teaching plans are made taking into account examination and vacation schedules. And also include teaching methods and time needed for curriculum delivery. Content analysis workshops and reports act as guidelines for the same.

Allotment of courses to be taught by the staff members is done at the beginning of the academic year. Staff members make a weekly teaching plan, which is maintained in a record book provided by the institution. The implementation of the academic plan and course delivery activities is regularly discussed in faculty and departmental meetings. Progress on these activities is routinely checked and reviewed by the head of the department. Extra classes are engaged in case of need.

Faculty members use digital platforms such as Google Classroom, WhatsApp for ease of communication with the students. Through these platforms, students are regularly updated on any changes to lecture timings, events conducted in the colleges, holidays notices etc. They can access reference materials shared by the faculty through these platforms.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

At the beginning of each academic year, the university shares a schedule outlining the term opening and closing dates, as well as a list of holidays. This schedule serves as the basis for the development of the institutional calendar, which includes a tentative timeline for co-curricular and extracurricular activities. The institutional calendar outlines a variety of co-curricular

events, including guest lectures, educational visits, and deadlines for assignment submissions.

Each student is provided with a college diary that contains this tentative schedule of common activities. Information regarding various activities is communicated to students through formal notices, posters, and dedicated WhatsApp groups.

The institutional calendar also mentions a tentative schedule for continuous internal evaluations. However, the final timetable is prepared by the examination committee and is communicated to faculty members and students as per the university guideline.

While the institution strives to adhere to the prepared institutional calendar, it makes necessary revisions under unforeseen circumstances.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
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	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

05

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

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

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

24

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

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

2403

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

2403

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

### 1.3 - Curriculum Enrichment

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

The institution effectively integrates crosscutting issues into its curriculum, focusing on professional ethics, gender, human values, the environment, and sustainability. Foundation courses like Women in India, Current Concerns, Environment Studies and Personality development are part of the prescribed curriculum. The cross cutting issues are embedded in the syllabus, co-curricular activities, and value-added courses. For example, the subject of Family dynamics shares with the students about fostering healthy family relationships and upholding core family values. Paper on Women studies highlights the evolving status of women in India, offering diverse perspectives that promote awareness of relationships, gender equality, gender sensitization, and women's legal rights. Additionally, subjects such as History as heritage encourage an appreciation for India's rich cultural diversity and cultural values. The course, like Current Concerns, facilitates insightful discussions between teachers and students regarding social issues and inequalities. Environmental studies provides students with an understanding of their civic responsibilities in promoting a sustainable future. Furthermore, professional ethics are inculcated through internship .

The institution also offers value-added courses, including ethical hacking and life skills, along with co-curricular activities such as panel discussions on contemporary issues and initiatives like plastic collection drives. These efforts contribute to enhancing students' awareness of important cross cutting themes. Activities such as field visits, guest lectures, film screenings are conducted to sensitize students to various issues beyond the curriculum.

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	<a href="#">View File</a>

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

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

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

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

## 1.4 - Feedback System

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

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
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	No File Uploaded
URL for feedback report	<a href="https://drive.google.com/drive/folders/1FSnyDOMxdTB-hoe5Mkh7C5TNbKSRPGZ-?usp=sharing">https://drive.google.com/drive/folders/1FSnyDOMxdTB-hoe5Mkh7C5TNbKSRPGZ-?usp=sharing</a>

### 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

913

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

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

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

311

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

## 2.2 - Catering to Student Diversity

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

The institution assesses students' learning levels based on higher secondary examination scores and organizes specialized programs to address the needs of both advanced and slower learners from the first year. Valid certificates obtained by students identified as slow learners are also considered.

For advanced learners, the institution offers challenging programs that promote continuous academic growth and enhance their chances for top university rankings. Initiatives like The Super 30 provide specialized resources for academic excellence, while the ongoing Australian project, Women for Change, focuses on skill development in areas such as advanced computer skills and personality development. The institution actively encourages participation in seminars, conferences and competitions like Arth Fiesta, research competitions like Ideation, subject related clubs are formed to enrich academic experiences. Collaborations with institutions through Memorandums of Understanding, as well as partnerships with organizations, provide valuable practical exposure. Initiatives like the Youth Fellowship by PUKAR (Partners for Urban Knowledge, Action, and Research) enhance learning experiences.

For slower learners, additional support includes tutoring, revision sessions, simplified notes, remedial coaching, and specialized counseling. Peer learning initiatives also promote collaboration between advanced and slower learners, ensuring all students receive the recognition and support they need for individual growth.

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

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

Number of Students	Number of Teachers
2311	64

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

To enhance learning experiences, teachers use a range of student-centric methods. Experiential learning is facilitated through hands-on activities like field trips, industrial visits, and internships, which help students apply theoretical concepts in real-world contexts. Participative learning involves active student engagement through group discussions, debates, quizzes, and collaborative projects, fostering deeper involvement and understanding.

Problem-solving methodologies are emphasized through research projects and activities at both graduate and postgraduate levels, aimed at developing critical thinking and analytical skills. The annual student-led research competitions, such as Urjita and Ideation further highlight the institution's commitment to advancing learning through practical problem-solving experiences.

Department clubs like Vichardhara, Cinepedia, Hindi Sahitya Sabha, Infomaniac stimulates student's interest and make them think out of the box

Additionally, the college encourages students to enroll for online courses to enhance their knowledge. Seminars and workshops provide valuable opportunities for skill development and active engagement. Prominent scholars and experts from the corporate circles are invited to interact with the students. Beyond these, students are encouraged to participate in extracurricular activities, including sports, extension programs, cultural events, and literary competitions.

This holistic approach, which also includes co-curricular and extra-curricular activities, supports comprehensive student development, integrating intellectual growth with social skills.



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

In embracing contemporary pedagogy, our teachers employ a diverse array of ICT-enabled tools to elevate the teaching-learning process. The integration of smart boards, educational software and a multimedia lab within the college setting goes beyond conventional methods, and empowers teachers to create and deliver content in visually compelling ways that resonate with students, making education a more interactive and enriching journey.

Teachers have thoughtfully crafted PowerPoint presentations to enhance the clarity and engagement of instructional content across various subjects. Additionally, they have made use of digital platforms like Google Classroom for seamless communication, content creation, resource sharing and assignment management.

Teachers have also actively created and published instructional content on YouTube and used various social media platforms such as Instagram and Facebook to share educational content, facilitate discussions and maintain an interactive virtual community. Teachers also use ICT enabled blended methods of teaching to meet learning needs of all types of learners.

In conjunction with these efforts, teachers have also effectively utilized information and communication technologies (ICT) to organize online internships, workshops, and guest lectures using digital platforms, aiming to offer students more enriched learning experiences.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

64

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

64

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

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

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

24

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

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

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

61

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

## 2.5 - Evaluation Process and Reforms

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

The internal and external assessment mechanisms at the institution are both transparent and robust, ensuring regularity and clarity in their implementation. An examination committee, consisting of the principal, faculty & department heads as well as staff representatives from each faculty, oversees the effective planning and execution of assessment activities, adhering to a well-defined policy document on examinations.

The committee develops an examination schedule aligned with the university calendar, which is promptly communicated to both staff and students. During orientation sessions, the assessment system is thoroughly explained to students, supplemented by discussions in classes. Regular notices regarding timetables and rules are displayed on notice boards and circulated through WhatsApp groups, ensuring all stakeholders are well-informed.

Internal assessment schedules and submission deadlines are collaboratively decided upon, with evaluation methods and marking schemes clearly articulated to students. Other than formal tests, students are evaluated continuously through projects, field trip reports and seminars wherever applicable.

Internal assessment marks are shared with students and parents are informed during parent-teacher interactions. Re-examination is conducted in cases where the students are unable to give the internal exams for genuine reasons. Internal marks are entered on the university portal within the given time limit.

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

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

The examination committee members play a crucial role in managing grievances related to the examination process. For internal assessment grievances, students can approach their subject teachers and department heads, who work collaboratively to resolve these issues. Additionally, re-examinations for internal assessments are arranged for students who were absent due to valid reasons. Students' doubts about the assessment and marks allocation are promptly addressed by the teachers. Grievances related to the internal examination is scrutinized by the examination committee and the decision is conveyed to the concerned student

For grievances concerning external examinations, students receive guidance from the examination committee and office staff, ensuring that their concerns are directed to the appropriate university examination department for resolution. Error in the marks, if any, is corrected and updated on the university portal.

This structured approach guarantees that all grievances are handled efficiently and effectively, fostering a supportive and transparent assessment environment.

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

Both teachers and students are well-informed about the defined Program and course outcomes. The teachers have formulated Program Outcomes (POs) and Course Outcomes (COs) that align with the syllabus, as well as the vision and mission of the college. These outcomes have been conveniently made accessible on the college

website, allowing both teachers and students to review them at their convenience. Additionally, hard copies are distributed within various departments for quick reference by both faculty and students.

At the commencement of each semester, students undergo a comprehensive orientation to familiarize themselves with the syllabus. During this process, the learning outcomes are actively discussed, ensuring that students have a clear understanding of the objectives they are expected to achieve. Based on the knowledge of program outcomes, teachers plan appropriate teaching methods and activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The mapping exercise undertaken by each department, that linked each CO to each PO on a three-point scale (strongly linked, moderately linked and poorly linked); served as the blueprint for the attainment process to be followed. The attainment process considered a composite score of 100 which students received on each course at the end of each semester. It consisted of two components, i.e. the continuous internal formative assessment score and the formal external summative exam score.

For computing attainment each student was again rated on a three-point rating scale. A score of 60 and above was assigned the rating 3 (above average performance). The score of 50-59 was assigned the rating 2 (average performance). The score of 49 and below was assigned the rating 1 (below average). In such a way each student was rated on each course they took under their respective program and their summative scores were pooled to arrive at the course attainment score for each and every course. These course attainment scores were extrapolated to the mapping sheets to consolidate the CO-PO attainment matrix. The CO-PO matrix thus obtained provided the cumulative attainment scores for each of the POs of each of the Programs offered by the institute.

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

496

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

### 2.7 - Student Satisfaction Survey

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

[https://spndoshicollege.com/pdf/student\\_satisfcation\\_survey\\_2023\\_24.pdf](https://spndoshicollege.com/pdf/student_satisfcation_survey_2023_24.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)

0.965

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

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

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

09

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

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

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

32

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

## 3.2 - Research Publications and Awards

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

the year

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

9

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

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

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

8

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

### 3.3 - Extension Activities

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

The institute empowers students to become socially conscious citizens through diverse community engagement initiatives. Activities under NSS, NCC, Green Club, and Red Ribbon Club encourage social responsibility. Cyclothon (Mumbai-Guwahati) was organized to promote unity. AIDS and health Awareness lectures and Health Week, which included blood sugar, hemoglobin, eye, and full-body check-ups were organized to raise awareness about essential health issues.

Participation in National Voters' Day rally promoted democratic awareness, students' engagement in the DSR initiative to reduce carbon footprints through sustainable practices, DSR School Project to develop life skills through workshops, and a special residential NSS camp at adopted village contributed to community welfare. Environmental consciousness is nurtured through- tree plantations, beach cleaning, plastic collection drives, Swachh Bharat Abhiyan,



environmental visits, and World Environment Day.

The institute fosters gender equality and social justice through sessions, discussions and events on women's empowerment and social responsibility. It also celebrated International Women's Day, National Sports Day, National Youth Day, and Gandhi Jayanti, Walkathon, silent peace rally, and participation in the "Meri Maati Mera Desh" campaign, deepening students' social sensibility. Students were engaged in community outreach programs for developing leadership, teamwork, and civic responsibility, fostering holistic growth.

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

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

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

04

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

40

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

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

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

2778

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

### 3.4 - Collaboration

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

14

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

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

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

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution has always ensured the availability of adequate facilities for effective and efficient conduct of the educational programmes. The college building has two wings which contain twenty nine well-ventilated classrooms and seventeen state of art laboratories. Laboratories are upgraded from time to time and the latest equipment is added. The premise adjacent to the college is hired for lectures. Smart panels and smart boards with net connectivity are installed in some of the classrooms. LMS platform is subscribed as per requirement. Studio classrooms, multimedia laboratory and computer laboratories with the latest technology like MACOS and N computing are available which are used for conducting as well as recording lectures. The institute has Seminar Room, Research Cell, Store Rooms, Record Room for smooth functioning of academics. The library has a rich collection of reference books and reference sources including e-resources and an internet centre for students, which facilitates them to browse educational resources free of cost. The college has a 350 seats air-conditioned auditorium which is used for orientation, seminars etc. A master time table is prepared keeping in mind the requirements of all the sections to utilize the infrastructural facilities optimally.

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

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

The institution is committed towards holistic development of students. It has a variety of amenities to encourage engagement of students in extra-curricular and co-curricular activities, including sports, cultural events and social initiatives through NSS, NCC, Rotaract and Green Club. There is a dedicated sports room equipped for indoor games, while the spacious open area (6300 sq. ft.) on the ground floor serves as a venue for outdoor sports and weekly NCC parades. We use the facilities provided by our management which has a terrace turf (5000 sq. ft.) that compliments these facilities, providing ample opportunities for athletic and cultural involvement. Qualified coaches, directors, choreographers are appointed for specific types of sports and cultural activities with the objective to train students and prepare them for intra and intercollegiate tournaments and events. The multipurpose room and the open area of the campus and well-equipped auditorium are utilized for the practice and rehearsals. The necessary sound system and some basic musical instruments are available in the institution. There is a pre-booking system for the multipurpose room and auditorium to ensure optimum and smooth utilization. The college arranges required infrastructure facilities and equipment as per the need of a particular event.

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

18

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

10.55.307

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

## 4.2 - Library as a Learning Resource

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

The Library is automated with a barcode system. All library functions including Accessioning, Serial Control, Circulation, Cards generation, Stock taking, withdrawal, Book bank, Report Generation and OPAC (through Intranet) are computerised with library software SpndLMS. The software is upgraded with new features as per the need of time. All basic modules were added in SPNDLMS V1 in the year 2002. Significant new features and barcode facilities were incorporated in SPNDLMS V2. Updation according to the latest operating system with revised features was done in SPNDLMS V3. LMS is designed in such a way that minor changes in the backend system can be done at institutional level. Library has a vast collection of books and Journals in the subject areas of courses offered by the

college. Library gets access to e- resources and the college component of e-shodhSindhu through Nlist. E-books are subscribed and are made available through Knimbus platform. Access to E-resources subscribed by SNDT Women's University is made available. Subscribed as well as Open Access Sources are made available through the college website. Usage of library services and facilities is captured through user statistics modules, manual systems as well as respective digital platforms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://drive.google.com/drive/folders/1NOLOfd1MV9lNHp8HICDiYoJxfbFRZiqi?usp=share_link">https://drive.google.com/drive/folders/1NOLOfd1MV9lNHp8HICDiYoJxfbFRZiqi?usp=share_link</a>

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

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

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

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

**6.17.720.32**

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

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

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

420

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

### 4.3 - IT Infrastructure

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

The institution ensures that the adequate technology is deployed for use of ICT for a range of Teaching-Learning activities and administrative purposes. A system for maintaining and upgrading IT facilities and to renew licenses is in place. The computer laboratories are equipped with the latest hardware configuration and licensed software needed for respective courses. Teachers recommend the required up gradation keeping track of changes in syllabus and evolution of software versions. The upgradation of IT facilities is also used to develop teaching learning aids. Latest version of relevant software for courses is procured.

The laptops are maintained and updated during vacation periods. All administrative offices and the library are computerized with standard software. Principal's, Vice Principals' offices and staff room have adequate number of computer terminals with internet facility and printers. There is a biometric attendance system for staff and students' attendance. CCTV Surveillance cameras are installed at strategic places and UPS facilities for backups. Annual maintenance contracts and service of on-campus engineer ensures smooth IT support and routine maintenance and up gradation. Campus is WIFI enabled with adequate bandwidth and speed of Wifi, which is

upgraded as per the requirement of laboratories and classrooms. Floor wise routers are in place to enable uninterrupted internet connectivity.

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

#### 4.3.2 - Number of Computers

196

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

10.55.307



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

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

The college works in staggered timings and a master timetable is prepared for the utilization of classrooms. There is an advanced booking system for Auditorium/Conference Halls, Seminar rooms and Audio Visual Aids. Overall campus is managed by a team including registrar of the college, campus manager and maintenance manager. On-going repair work/problem is brought to the notice of the maintenance manager verbally or through a diary system. The services of a carpenter, plumber and electrician are available for repair work as and when required. Major electrical works are given to a qualified contractor only. Electronic devices and other equipment are covered under an annual maintenance contract. A class-wise schedule of cleanliness is in place. An outside agency housekeeping is also appointed for keeping campus clean. Pest control is done at regular intervals. Fire extinguishers are kept on all floors and laboratories. At the beginning of the academic year, all the equipment in each laboratory is checked and a record of their working condition and maintenance is kept. And at the end of the stock checking year is done. The laptops and computers are maintained during vacation periods. On-campus engineer is appointed for routine maintenance of IT support.

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

85

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

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

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

549

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

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

**A. All of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

207

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

207

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

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

**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	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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

119

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

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

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

72

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

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

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

examinations) during the year

16

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

### 5.3 - Student Participation and Activities

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

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

22

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

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

The institution adheres to norms recommended for student's representation in various statutory and non-statutory committees. Students are members of committees like CDC, IQAC, Anti ragging cell, ICC cell which ensures students participation in policy and decision-making process.

Academic Clubs such as Infomaniac, Vichardhara, cinepedia, Stratminds cater to varied academic interests. The institution provides an opportunity to the students organise events like the mental health awareness, prevention of suicide and many such

awareness and sensitisation drives.

The values of social responsibility and community service is an integral part of the cells/clubs like the National Service Scheme (NSS), National Cadet Corps (NCC), Rotaract Club, Green Club. Students are actively organizing and participating in the activities.

The institution facilitates creative growth by encouraging students to participate and organise cultural fest viz., goal, zesto and motivate students in contributing to the college magazine. As members of the Students' Council students decide the theme, events and manage the annual intercollegiate fest 'Utsav'.

Furthermore, students volunteer for departmental programs, seminars, and workshops. Student class representatives serve as important links in the institution's communication network.

Student's engagement on these platforms gives them opportunities to learn and showcase their management and leadership skills.

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

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

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

48

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

## 5.4 - Alumni Engagement

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

The institution's registered Alumni Association, SAANIDHYA-SPND ALUMNI ASSOCIATION (Registration No. 994/2019), serves as a valuable link between alumni and the college, enabling them to contribute to various aspects of institutional development.

Alumni actively participate in key institutional bodies like the Internal Quality Assurance Cell (IQAC) and College Development Committee (CDC), where their feedback is instrumental in implementing improvements for efficient campus operations. Their contributions also influence curriculum updates, ensuring alignment with industry standards. They generously provide financial support to the institution, donating funds that facilitate scholarships, enriching the academic experience for current and future students.

The Association regularly invites alumni in various capacities such as resource persons to share their industry expertise with current students, as a mentor to share Do and Don'ts in real life from their practical experiences and as a career guide holding career guidance workshops. Alumni also support the institution by facilitating internships and placement opportunities, a routine practice that benefits students' career growth.

The institution hosts an annual Alumni Meet, providing an opportunity for alumni to reconnect with classmates, faculty, and the college community. This event strengthens the alumni network and fosters a sense of belonging, celebrating shared experiences and professional achievements.

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

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

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

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

**Vision:** To be recognized as a center of excellence for women's education that empowers them to become self-reliant and responsible citizens who would contribute to building a healthy society.

**Mission:** To provide quality multidisciplinary skill-based higher education, to strengthen scientific outlook among students, grooming them to acquire global competencies and catering to the diverse needs of students through an inclusive approach and holistic development by creating a conducive ecosystem.

The perspective plan stating specific growth goals was prepared, aligning with the vision. IQAC and CDC ensures that the institution is successfully continuing its academic journey

Participation of staff and students in various statutory and non statutory bodies creates a conducive ecosystem for deliberations on issues concerning institutional governance. Encouragement to use technology in pedagogy, skill-enhancement courses, internships, field visits, research based activities are all aligned with the vision and mission. The management and the Principal not only gives constructive feedback on these activities at the faculty meetings but also financially support the curricular and extracurricular endeavours. Regular meetings with management and faculty facilitate implementation of action plans enabling fulfilment of institutional vision



File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1v6vYn5vTQ_wg5MryYBl2F8TUK_P0knF3?usp=share_link">https://drive.google.com/drive/folders/1v6vYn5vTQ_wg5MryYBl2F8TUK_P0knF3?usp=share_link</a>
Upload any additional information	No File Uploaded

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

The institution exemplifies effective leadership through its commitment to decentralization and participative management. The management, Principal, faculty and student representatives collaborate as a cohesive team in various committees, including the IQAC and the CDC.

Policy decisions are made through a consultative approach during both statutory and non-statutory committee meetings, ensuring that diverse perspectives are considered. This collaborative decision-making process enhances transparency and fosters a sense of ownership among all stakeholders. Faculty members propose initiatives for organizing activities and enhancing infrastructure. Such proposals receive support from the Principal and the management.

To validate the same, the following case study is given:

#### CYCLOTHON 2024

To commemorate the centenary year celebration of the SPRJ Kanyashala Trust- the managing body of the institution, a proposal to organize 'Cyclothon' was floated by staff members and 21 enthusiastic cyclist students. The proposal was accepted by the management and supported financially as well. The thematic focus of Cyclothon 2024 (from Guwahati to the Gateway of India, Mumbai) was 'Connecting States, Connecting People'. A 26-day journey, covering a distance of 2750 KM from January 21 to February 15, 2024, Cyclothon 2024 was a testament to our team work to promote social causes.

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

## 6.2 - Strategy Development and Deployment

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

A comprehensive strategic plan is formulated every five years to facilitate the progressive development of the college. The institution's strategic plan is effectively deployed through targeted initiatives aimed at enhancing learning, strengthening research, and promoting social change. Following activity is an example of successful implementation of strategic plan:

#### Enhance Learning through Increased Use of ICT and New Technology:

The campus is fully equipped with Wi-Fi connectivity, facilitating easy access to online resources. To make teaching-learning more effective, studio classrooms are created to record lectures and interactive panels are installed in classrooms. To uphold ethics in research, the college has subscribed to Anti-Plagiarism check software -DrillBit for students and teachers. The institution has also subscribed to NList and Knimbus- an e-resources platform that provides teachers and students with online access to academic books and materials. Students have access to ICT tools and are also trained to use new computer based technologies.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://spndoshicollege.com/pdf/IDP.pdf">https://spndoshicollege.com/pdf/IDP.pdf</a>
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 institution is managed by the SPRJK Trust. The Management, the

Principal, CDC and IQAC form the core of the college administration, working collaboratively to ensure effective management of the institution. These bodies provide recommendations for administrative and academic decisions in consultation with the Director and the Principal. The overall academic and administrative functions are managed by the CDC with active participation of the Principal, Vice-Principal, Supervisors, and IQAC Coordinator. The organizational structure, detailed in the organogram, includes the Principal, who oversees academic and administrative functions alongside Vice Principals, Coordinators, HODs, the Registrar and the Librarian. Statutory and college-level committees are formed as per established guidelines and operate according to Standard Operating Procedures (SOPs) for efficiency. Institutional policies are outlined in a policy booklet and amended as needed. The institution adheres to UGC norms, SNDTWU and state government guidelines for appointments and promotions of teaching staff and non-teaching staff under the education department.

This structured governance ensures effective and efficient functioning of institutional bodies, aligning with the institution's educational goals.

Standardising routine procedures , periodical checks through audits and compliance have ensured adherence to quality standards.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://spndoshicollege.com/pdf/organogram.pdf">https://spndoshicollege.com/pdf/organogram.pdf</a>
Upload any additional information	No File Uploaded

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

**A. All of the above**

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

### 6.3 - Faculty Empowerment Strategies

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

The institution implements welfare measures to support the professional development and well-being of both teaching and non-teaching staff.

For Teaching Staff:

- An annual research fund of up to Rs. 4,00,000 is available for participation in research activities. Research Leave 15 days is granted only once during the tenure of service.
- Incentives are provided to staff from the self -financed section for qualifying SET/NET examination and upon completion of Ph.D.

For Non-Teaching Staff:

- Interest free Loans and fee concessions are available for the children of class IV employees studying in the institution.
- A premium cover of a medical insurance policy with a sum assured of Rs. 50,000 per person. Financial aid in cases of illness for staff and their family members.
- The management provides advance salary to staff in case of delays in receiving grants.
- Membership in a cooperative credit society and assistance in obtaining bank loans are facilitated.
- One-day/overnight tours are offered at concessional rates, along with monetary incentives during festivals.
- EPF and maternity leave for six months are also applicable to non-teaching staff and staff from the self financed section.
- Counselling center provides psychological first aid and counseling service to the staff.

- Health check ups by expert doctors are arranged for students, teachers and non-teaching staff .

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/12mRBMUmYAU5QvsHeV8ZM6J7GACVp73hm/view?usp=sharing">https://drive.google.com/file/d/12mRBMUmYAU5QvsHeV8ZM6J7GACVp73hm/view?usp=sharing</a>
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

01

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

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

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

09

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

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

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

13

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	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

**The institution has an annual performance appraisal system for teaching and non-teaching staff in place.**

**For the Teaching Staff, there is a two-pronged approach towards teachers' appraisal:**

A self- evaluation report is made by the teachers on various criteria such as- academic activities, additional qualification attained, activities related to professional development, curricular, co-curricular and extra-curricular activities, and contribution to committee work. This is reviewed by the HOD, Vice Principal, and Principal. Besides this, teachers are evaluated for Performance Appraisal on a five-point rating scale by reporting officer and reviewing officer. The faculty feedback is taken from the students.

Based on the self-assessment and assessment by the students, a personalized feedback is given by the Principal emphasizing the scope for future improvement.

For the Non-Teaching Staff - As per the guidelines of the Govt. of Maharashtra, the annual performance appraisal system includes:

Part B (1)- General information, academic background

Part B (3)- Specific goals achieved, if any

Part B (4)-Estimate of general ability and character reviewed by the reporting officer.

The above-mentioned self-assessment form is reviewed by the registrar and the Principal.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1C-c9OCbyfB0htU10LtChugSGsi2towsp?usp=share_link">https://drive.google.com/drive/folders/1C-c9OCbyfB0htU10LtChugSGsi2towsp?usp=share_link</a>
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. Financial support provided by the government agencies are audited by the respective Government Departments. Transparency and accountability are ensured by conducting an annual internal audit of

the statement of accounts. Half yearly internal audits are conducted by an internal auditor appointed by the management. The audit report along with the balance sheet is handed over to the management and the Principal, which is forwarded to the Joint Director of Education, Mumbai. Queries are resolved on a timely basis. Suggestions given by the auditor are implemented. Salary grants, NSS and Govt.scholarship funds are audited by the concerned authorities. The institution has audited its financial accounts which include the detailed income and expenditure of the institution till the financial year 2023-2024.

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

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

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

16.50510.25

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

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

The SPRJ Kanyashala trust- the managing body of the institution, relentlessly working in the field of women's education, plays a pivotal role in raising financial resources for the institution by developing a trustworthy alliance with the individual donors, philanthropists and corporate, who fund various schemes and scholarships for deserving and needy students.



The college helps students to get government scholarships to the students by extending support in submitting the necessary documents as per deadlines. Transparency in accounts is ensured by conducting an annual internal audit of the statement of accounts. The institution also receives donations in kinds like laptops, books, wall clocks etc.

For optimal utilization of funds, at the beginning of the academic year, the management, Principal, and the office staff prepare a budget. The annual budget is prepared and approved by the CDC.

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

## 6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) has contributed significantly to institutionalizing the quality assurance strategies and processes. For implementation of New Education Policy a separate committee was formed to oversee the smooth implementation of the New Education Policy. For orienting the faculty members, sessions on academic autonomy were conducted. Keeping in mind the Perspective Plan of college, IQAC identified a few areas to work on, which are described below:

- **Automation and Use of ICT:** Organized a series of workshops on MIS & ADMS for the teaching and administrative staff on August 18, 2023 and from February 7 to 9, 2024 by Mr. Sajid Khan. A Training on 'Smart Panels' for teaching staff by Mr. Harjeet Laungia was also organized on September 12, 2023.
- **Sustainable Green Initiatives:** Organizing various programmes under Green Club to create awareness among the students about environmental issues for students. Reduce, recycle and reuse paper has been our regular practice for teaching and non-teaching staff. In addition to it, Green Audit was conducted, the rainwater harvesting system was augmented and pots of

green plants are kept at various spots in the campus. Adopt a plant scheme by students is initiated wherein the class representatives of each class adopted the plants.

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

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

**IQAC supervises and assesses the teaching-learning process regularly in the following ways:**

The institution through the IQAC ensures that the teaching-learning process is monitored and feedback is given on a regular basis. The review of the teaching plan, its implementations and the performance of students is done in the departmental and faculty meetings. Feedback on curriculum is obtained from all the stakeholders. Learning outcomes are analyzed through calculation of attainment of program outcomes, program specific outcomes and course outcomes based on the performance of students in internal and external examinations. The assessment of the quality processes is done through academic and administrative audit.

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

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

**A. All of the above**

## Certification, NBA)

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The Institution dedicated towards women's education is keen to promote gender awareness among the students, which is an integral part of the vision and mission statements of our institution. Gender awareness is integrated into the curriculum, activities conducted by departments, different committees like NSS, Women's Development Cell . Activities are organized for students like sessions by experts in different fields, student-led panel discussions, projects, film screening based on gender equity, current issues like 'Manipur crisis', interview sessions of transgender activists. The institution has established an Internal Complaints Committee in accordance with UGC guidelines. This statutory committee ensures a safe work environment and guarantees the protection of employee's dignity. The institute is committed to maintain gender equity and to support this effort, a gender audit is conducted.

- Specific facilities provided for women:
  - Safety and security: 24/7 CCTV coverage is available in the college campus and lady peons are stationed at every floor in both the wings. The security staff at the college gate verifies the identities of individuals and entry -exit register is maintained.
  - Counseling: A trained full-time counsellor is appointed.
  - Common Rooms: Students' Common Room is available on the

ground floor of the college building.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/drive/folders/1RxugOIo_i6Fv2STw34ztZ7n5l77iqdIP?usp=share_link">https://drive.google.com/drive/folders/1RxugOIo_i6Fv2STw34ztZ7n5l77iqdIP?usp=share_link</a>

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

**C. Any 2 of the above**

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

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

**Following are the initiatives taken towards the waste management of solid waste and E-waste.**

#### **Solid Waste Management**

Institution is committed to addressing environmental issues by actively working to prevent pollution through waste reuse and recycling. Dry and wet waste are separated to facilitate effective recycling. Following the reduce, recycle and reuse principle, the paper waste and E-waste of the institution is given to 'Strimukti Sanghatan' working in the field of waste management. Paper waste is converted into envelopes. The institution uses one-sided blank papers whenever possible. Electronic goods are utilized to their fullest potential, with regular maintenance and repairs conducted to

extend the lifespan of the equipment. When the IT support staff, electrician deems a machine redundant, it is transferred to the maintenance department, which disposes of it through the appropriate channels. Subsequently, all necessary entries are recorded in the Dead Stock Register.

Furthermore, we collaborate with 'Project Mumbai', a well-known NGO working for plastic recycling, to help us to manage plastic waste effectively.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

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

**C. Any 2 of the above**

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

**7.1.5 - Green campus initiatives include**

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

**D. Any 1 of the above**

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

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

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

**7.1.6.1 - The institutional environment and 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**

**B. Any 3 of the above**

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

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

**B. Any 3 of the above**

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

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

The institution caters to students from various religious, linguistic, socio-economic backgrounds, hence the institution takes several efforts to create a harmonious environment . Financial aid is offered to underprivileged students by the management. The management is also instrumental in providing help to students through philanthropists and NGOs. Curriculum of courses like History as Heritage, currently concerns aid in bringing importance of tolerance and harmony in classroom discussions. Additionally activities like organizing dabba parties, documentaries based on communal harmony provide a space for having healthy discussions leading to emotional bonding among students. Language Departments also organize programs related to language and literature like Hindi bhasha divas, Marathi bhasha gaurav din, Vishwa Gujarati divas.

For meritorious students programs like the Super Thirty program, Women for Change are organised. The NSS cell and NCC unit plan activities to inculcate social values like freedom, equity, humanity, unity etc. among the students. These initiatives sensitize students about various social issues, disparity and discrimination in the society and understanding the needs of underprivileged socio economic groups. And a perspective to respect others opinions, feelings and inculcate a sense of gratitude towards the society is developed.

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

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

The mission of the institution is to shape students into responsible citizens who contribute to a healthy society. To achieve this, the curriculum covers various important topics such as human rights, fundamental rights and duties, current social issues, and environmental challenges. To foster a sense of national pride and social responsibility among the students and staff, activities like guest lectures on company law, the Factories Act, and industrial disputes are organized. Field trips are conducted to historical sites to instill pride in our heritage.

The NSS and NCC units engage students in activities like Tree Plantation, Beach Cleanup drive, Kargil Vijay Diwas, and the Beti Bachao Beti Padhao campaign, Awareness rallies, Cleanliness drives, Blood donation camp, competitions, aimed at promoting constitutional values and responsibilities are organized. To inculcate patriotism and develop the sense of unity college had organized 'Cyclothon -2024' on the theme 'Meri Mati Mera Desh' and 'Connecting states : connecting people'

Additionally, a residential camp was held to raise awareness about the challenges facing the rural population. To inculcate sustainable environmental practices, water conservation, plastic waste management, the green club conducted a number of activities. Through these initiatives, we strive to cultivate responsible and engaged citizens among our students.

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



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

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

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

National, international commemorative days play a vital role in promoting social responsibility and encouraging collaboration across borders. Hence the college conducted various activities on the occasion of national and international commemorative days, to raise awareness among the students about important global issues, such as human rights, health, the environment and encouraging collective action about critical issues and inspiring change. These initiatives help instill social values, good habits, and morals, while fostering a positive attitude toward life. They serve as a significant source of inspiration and motivation, enhancing students' awareness of social welfare and the importance of cultural values in a modern context.

To accomplish this, departments and committees organize programs to celebrate national and international days, events, and festivals, such as Republic Day, Independence Day, Maharashtra Day, World paper bag day, National Youth Day, International Yoga Day, Women's Day, Teacher's Day. We also commemorate the birth and death anniversaries of notable figures, highlighting their exemplary contributions to

nation-building and human progress. Furthermore, events like Red ribbon Club (AIDS Awareness), Walkathon, Tejaswini Mahila Sammelan, Voters Awareness Campaign, and Silent Peace Rally were organized for the same. Participation in these commemorative days fosters a sense of pride and responsibility among students.

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

Institution successfully implemented following best practices as per NAAC guidelines.

**Best Practice-I- Title - Gender Sensitization**

**Objectives -**

- Increase understanding of gender issues and the impact of gender stereotypes on society.
- Foster an environment that values and practices gender equality, ensuring equal rights and opportunities for all.
- Address and challenge traditional gender roles and stereotypes that perpetuate discrimination
- Cultivate empathy and respect among students towards different gender identities and experiences.
- Inform individuals about their rights related to gender equality and the importance of advocating for themselves and others.

**Best Practice-II- Title - Research Enhancement**

## Objectives -

- Contribute to the academic and professional development of students and faculty through research opportunities.
- Develop students' critical thinking and analytical skills by engaging them in research processes.
- Equip students with research skills that are valuable in the job market, improving their employability prospects.
- Promote creativity and innovation by exploring new ideas, theories, and methodologies.
- Create an environment that values and prioritizes research as a fundamental aspect of the educational experience.

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

## 7.3 - Institutional Distinctiveness

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

A significant percentage of students from humble social backgrounds enroll in the institution and we are committed to empower these students. The institution strives to support the students to pursue higher education, foster self-reliance, and motivate them to achieve their aspirations. The 'Student Welfare Center' of our trust provides financial assistance to those in need. Additionally, programs such as a book bank, cloth bank, mini meal program, and support for medical emergencies are given to the students.

To help them explore various career options and choose paths that align with their interests and abilities orientation sessions and career counseling are organised. The faculty provides personalized attention to address individual needs and support both academically weak and meritorious students.

Students are able to pursue skill based professional courses

increasing their career prospects. To supplement this various training programs, skill enhancement initiatives and job readiness workshops are organized. For example, The Australian Project 'Women For Change' is initiated to foster professional development . The Placement drives help the student to provide job opportunities on campus.

The dedicated efforts of the institution have positively impacted numerous underprivileged and talented students empowering them to become responsible citizens and paving the way for a productive future.

## 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 follows the curriculum prescribed by the university and ensures effective delivery through well-established practices. Program Outcomes, Program Specific Outcomes, and Course Outcomes are formulated to guide teachers in planning activities for an outcome-based curriculum delivery. Teaching plans are made taking into account examination and vacation schedules. And also include teaching methods and time needed for curriculum delivery. Content analysis workshops and reports act as guidelines for the same.

Allotment of courses to be taught by the staff members is done at the beginning of the academic year. Staff members make a weekly teaching plan, which is maintained in a record book provided by the institution. The implementation of the academic plan and course delivery activities is regularly discussed in faculty and departmental meetings. Progress on these activities is routinely checked and reviewed by the head of the department. Extra classes are engaged in case of need.

Faculty members use digital platforms such as Google Classroom, WhatsApp for ease of communication with the students. Through these platforms, students are regularly updated on any changes to lecture timings, events conducted in the colleges, holidays notices etc. They can access reference materials shared by the faculty through these platforms.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

At the beginning of each academic year, the university shares a schedule outlining the term opening and closing dates, as well as a list of holidays. This schedule serves as the basis for the development of the institutional calendar, which includes a tentative timeline for co-curricular and extracurricular activities. The institutional calendar outlines a variety of co-curricular events, including guest lectures, educational visits, and deadlines for assignment submissions.

Each student is provided with a college diary that contains this tentative schedule of common activities. Information regarding various activities is communicated to students through formal notices, posters, and dedicated WhatsApp groups.

The institutional calendar also mentions a tentative schedule for continuous internal evaluations. However, the final timetable is prepared by the examination committee and is communicated to faculty members and students as per the university guideline.

While the institution strives to adhere to the prepared institutional calendar, it makes necessary revisions under unforeseen circumstances.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
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	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

05

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

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

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

24

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

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

2403

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

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

### 1.3 - Curriculum Enrichment

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

The institution effectively integrates crosscutting issues into its curriculum, focusing on professional ethics, gender, human values, the environment, and sustainability. Foundation courses like Women in India, Current Concerns, Environment Studies and Personality development are part of the prescribed curriculum. The cross cutting issues are embedded in the syllabus, co-curricular activities, and value-added courses. For example, the subject of Family dynamics shares with the students about fostering healthy family relationships and upholding core family values. Paper on Women studies highlights the evolving status of women in India, offering diverse perspectives that promote awareness of relationships, gender equality, gender sensitization, and women's legal rights. Additionally, subjects such as History as heritage encourage an appreciation for India's rich cultural diversity and cultural values. The course, like Current Concerns, facilitates insightful discussions between teachers and students regarding social issues and inequalities. Environmental studies provides students with an understanding of their civic responsibilities in promoting a sustainable future. Furthermore, professional ethics are inculcated through internship .

The institution also offers value-added courses, including ethical hacking and life skills, along with co-curricular activities such as panel discussions on contemporary issues and initiatives like plastic collection drives. These efforts contribute to enhancing students' awareness of important cross cutting themes. Activities such as field visits, guest lectures, film screenings are conducted to sensitize students to various issues beyond the curriculum.



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	<a href="#">View File</a>

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

09

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

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

407

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

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni		A. All of the above
File Description	Documents	
URL for stakeholder feedback report	<a href="#">View File</a>	
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded	
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	No File Uploaded	
URL for feedback report	<a href="https://drive.google.com/drive/folders/1FSnyDOMxdTB-hoe5Mkh7C5TNbKSRPGZ-?usp=sharing">https://drive.google.com/drive/folders/1FSnyDOMxdTB-hoe5Mkh7C5TNbKSRPGZ-?usp=sharing</a>	
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		
913		
File Description	Documents	
Any additional information	No File Uploaded	
Institutional data in prescribed format	<a href="#">View File</a>	
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of		

supernumerary seats)	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
311	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>The institution assesses students' learning levels based on higher secondary examination scores and organizes specialized programs to address the needs of both advanced and slower learners from the first year. Valid certificates obtained by students identified as slow learners are also considered.</p> <p>For advanced learners, the institution offers challenging programs that promote continuous academic growth and enhance their chances for top university rankings. Initiatives like The Super 30 provide specialized resources for academic excellence, while the ongoing Australian project, Women for Change, focuses on skill development in areas such as advanced computer skills and personality development. The institution actively encourages participation in seminars, conferences and competitions like Arth Fiesta, research competitions like Ideation, subject related clubs are formed to enrich academic experiences. Collaborations with institutions through Memorandums of Understanding, as well as partnerships with organizations, provide valuable practical exposure. Initiatives like the Youth Fellowship by PUKAR (Partners for Urban Knowledge, Action, and Research) enhance learning experiences.</p> <p>For slower learners, additional support includes tutoring, revision sessions, simplified notes, remedial coaching, and specialized counseling. Peer learning initiatives also promote collaboration between advanced and slower learners, ensuring all students receive the recognition and support they need for individual growth.</p>	

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

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

Number of Students	Number of Teachers
2311	64

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

To enhance learning experiences, teachers use a range of student-centric methods. Experiential learning is facilitated through hands-on activities like field trips, industrial visits, and internships, which help students apply theoretical concepts in real-world contexts. Participative learning involves active student engagement through group discussions, debates, quizzes, and collaborative projects, fostering deeper involvement and understanding.

Problem-solving methodologies are emphasized through research projects and activities at both graduate and postgraduate levels, aimed at developing critical thinking and analytical skills. The annual student-led research competitions, such as Urjita and Ideation further highlight the institution's commitment to advancing learning through practical problem-solving experiences.

Department clubs like Vichardhara, Cinepedia, Hindi Sahitya Sabha, Infomaniac stimulates student's interest and make them think out of the box

Additionally, the college encourages students to enroll for online courses to enhance their knowledge. Seminars and workshops provide valuable opportunities for skill development and active engagement. Prominent scholars and experts from the corporate circles are invited to interact with the students. Beyond these,

students are encouraged to participate in extracurricular activities, including sports, extension programs, cultural events, and literary competitions.

This holistic approach, which also includes co-curricular and extra-curricular activities, supports comprehensive student development, integrating intellectual growth with social skills.

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

In embracing contemporary pedagogy, our teachers employ a diverse array of ICT-enabled tools to elevate the teaching-learning process. The integration of smart boards, educational software and a multimedia lab within the college setting goes beyond conventional methods, and empowers teachers to create and deliver content in visually compelling ways that resonate with students, making education a more interactive and enriching journey.

Teachers have thoughtfully crafted PowerPoint presentations to enhance the clarity and engagement of instructional content across various subjects. Additionally, they have made use of digital platforms like Google Classroom for seamless communication, content creation, resource sharing and assignment management.

Teachers have also actively created and published instructional content on YouTube and used various social media platforms such as Instagram and Facebook to share educational content, facilitate discussions and maintain an interactive virtual community. Teachers also use ICT enabled blended methods of teaching to meet learning needs of all types of learners.

In conjunction with these efforts, teachers have also effectively utilized information and communication technologies (ICT) to organize online internships, workshops, and guest lectures using digital platforms, aiming to offer students more enriched learning experiences.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

64

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

64

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

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

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

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

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

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

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

## 2.5 - Evaluation Process and Reforms

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

The internal and external assessment mechanisms at the institution are both transparent and robust, ensuring regularity and clarity in their implementation. An examination committee, consisting of the principal, faculty & department heads as well as staff representatives from each faculty, oversees the effective planning and execution of assessment activities, adhering to a well-defined policy document on examinations.

The committee develops an examination schedule aligned with the university calendar, which is promptly communicated to both staff and students. During orientation sessions, the assessment system is thoroughly explained to students, supplemented by discussions in classes. Regular notices regarding timetables and rules are displayed on notice boards and circulated through WhatsApp groups, ensuring all stakeholders are well-informed.

Internal assessment schedules and submission deadlines are collaboratively decided upon, with evaluation methods and marking schemes clearly articulated to students. Other than formal tests, students are evaluated continuously through projects, field trip reports and seminars wherever applicable.

Internal assessment marks are shared with students and parents are informed during parent-teacher interactions. Re-examination is conducted in cases where the students are unable to give the internal exams for genuine reasons. Internal marks are entered on the university portal within the given time limit.

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

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

The examination committee members play a crucial role in managing grievances related to the examination process. For internal assessment grievances, students can approach their subject teachers and department heads, who work collaboratively to resolve these issues. Additionally, re-examinations for internal assessments are arranged for students who were absent due to valid reasons. Students' doubts about the assessment and marks allocation are promptly addressed by the teachers. Grievances related to the internal examination is scrutinized by the examination committee and the decision is conveyed to the concerned student

For grievances concerning external examinations, students receive guidance from the examination committee and office staff, ensuring that their concerns are directed to the appropriate university examination department for resolution. Error in the marks, if any, is corrected and updated on the university portal.

This structured approach guarantees that all grievances are handled efficiently and effectively, fostering a supportive and transparent assessment environment.



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

Both teachers and students are well-informed about the defined Program and course outcomes. The teachers have formulated Program Outcomes (POs) and Course Outcomes (COs) that align with the syllabus, as well as the vision and mission of the college. These outcomes have been conveniently made accessible on the college website, allowing both teachers and students to review them at their convenience. Additionally, hard copies are distributed within various departments for quick reference by both faculty and students.

At the commencement of each semester, students undergo a comprehensive orientation to familiarize themselves with the syllabus. During this process, the learning outcomes are actively discussed, ensuring that students have a clear understanding of the objectives they are expected to achieve. Based on the knowledge of program outcomes, teachers plan appropriate teaching methods and activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The mapping exercise undertaken by each department, that linked each CO to each PO on a three-point scale (strongly linked, moderately linked and poorly linked); served as the blueprint for the attainment process to be followed. The attainment process considered a composite score of 100 which students received on each course at the end of each semester. It consisted of two

components, i.e. the continuous internal formative assessment score and the formal external summative exam score.

For computing attainment each student was again rated on a three-point rating scale. A score of 60 and above was assigned the rating 3 (above average performance). The score of 50-59 was assigned the rating 2 (average performance). The score of 49 and below was assigned the rating 1 (below average). In such a way each student was rated on each course they took under their respective program and their summative scores were pooled to arrive at the course attainment score for each and every course. These course attainment scores were extrapolated to the mapping sheets to consolidate the CO-PO attainment matrix. The CO-PO matrix thus obtained provided the cumulative attainment scores for each of the POs of each of the Programs offered by the institute.

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

496

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

### 2.7 - Student Satisfaction Survey

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

[https://spndoshicollege.com/pdf/student\\_satisfcation\\_survey\\_2023\\_24.pdf](https://spndoshicollege.com/pdf/student_satisfcation_survey_2023_24.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)

0.965

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

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

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

09

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

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

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

<b>during the year</b>	
<b>32</b>	
File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>
<b>3.2 - Research Publications and Awards</b>	
<b>3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year</b>	
<b>3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
<b>9</b>	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>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</b>	
<b>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</b>	
<b>8</b>	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.3 - Extension Activities</b>	
<b>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</b>	

The institute empowers students to become socially conscious citizens through diverse community engagement initiatives. Activities under NSS, NCC, Green Club, and Red Ribbon Club encourage social responsibility. Cyclothon (Mumbai-Guwahati) was organized to promote unity. AIDS and health Awareness lectures and Health Week, which included blood sugar, hemoglobin, eye, and full-body check-ups were organized to raise awareness about essential health issues.

Participation in National Voters' Day rally promoted democratic awareness, students' engagement in the DSR initiative to reduce carbon footprints through sustainable practices, DSR School Project to develop life skills through workshops, and a special residential NSS camp at adopted village contributed to community welfare. Environmental consciousness is nurtured through- tree plantations, beach cleaning, plastic collection drives, Swachh Bharat Abhiyan, environmental visits, and World Environment Day.

The institute fosters gender equality and social justice through sessions, discussions and events on women's empowerment and social responsibility. It also celebrated International Women's Day, National Sports Day, National Youth Day, and Gandhi Jayanti, Walkathon, silent peace rally, and participation in the "Meri Maati Mera Desh" campaign, deepening students' social sensibility. Students were engaged in community outreach programs for developing leadership, teamwork, and civic responsibility, fostering holistic growth.

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

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

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

04

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

40

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

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

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

2778

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

### 3.4 - Collaboration

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

14

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

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

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

06

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

### INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 - Physical Facilities

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

The institution has always ensured the availability of adequate facilities for effective and efficient conduct of the educational programmes. The college building has two wings which contain twenty nine well-ventilated classrooms and seventeen state of art laboratories. Laboratories are upgraded from time to time and the latest equipment is added. The premise adjacent to the college is

hired for lectures. Smart panels and smart boards with net connectivity are installed in some of the classrooms. LMS platform is subscribed as per requirement. Studio classrooms, multimedia laboratory and computer laboratories with the latest technology like MACOS and N computing are available which are used for conducting as well as recording lectures. The institute has Seminar Room, Research Cell, Store Rooms, Record Room for smooth functioning of academics. The library has a rich collection of reference books and reference sources including e-resources and an internet centre for students, which facilitates them to browse educational resources free of cost. The college has a 350 seats air-conditioned auditorium which is used for orientation, seminars etc. A master time table is prepared keeping in mind the requirements of all the sections to utilize the infrastructural facilities optimally.

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

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

The institution is committed towards holistic development of students. It has a variety of amenities to encourage engagement of students in extra-curricular and co-curricular activities, including sports, cultural events and social initiatives through NSS, NCC, Rotaract and Green Club. There is a dedicated sports room equipped for indoor games, while the spacious open area (6300 sq. ft.) on the ground floor serves as a venue for outdoor sports and weekly NCC parades. We use the facilities provided by our management which has a terrace turf (5000 sq. ft.) that compliments these facilities, providing ample opportunities for athletic and cultural involvement. Qualified coaches, directors, choreographers are appointed for specific types of sports and cultural activities with the objective to train students and prepare them for intra and intercollegiate tournaments and events. The multipurpose room and the open area of the campus and well-equipped auditorium are utilized for the practice and rehearsals. The necessary sound system and some basic musical instruments are available in the institution. There is a pre-



booking system for the multipurpose room and auditorium to ensure optimum and smooth utilization. The college arranges required infrastructure facilities and equipment as per the need of a particular event.

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

18

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

18

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

10.55.307

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

## 4.2 - Library as a Learning Resource

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

The Library is automated with a barcode system. All library functions including Accessioning, Serial Control, Circulation, Cards generation, Stock taking, withdrawal, Book bank, Report Generation and OPAC (through Intranet) are computerised with library software SpndLMS. The software is upgraded with new features as per the need of time. All basic modules were added in SPNDLMS V1 in the year 2002. Significant new features and barcode facilities were incorporated in SPNDLMS V2. Updation according to the latest operating system with revised features was done in SPNDLMS V3. LMS is designed in such a way that minor changes in the backend system can be done at institutional level. Library has a vast collection of books and Journals in the subject areas of courses offered by the college. Library gets access to e-resources and the college component of e-shodhSindhu through Nlist. E-books are subscribed and are made available through Knimbus platform. Access to E-resources subscribed by SNTD Women's University is made available. Subscribed as well as Open Access Sources are made available through the college website. Usage of library services and facilities is captured through user statistics modules, manual systems as well as respective digital platforms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://drive.google.com/drive/folders/1NOLQfd1MV91NHp8HICDiYoJxfbFRZiqi?usp=share_link">https://drive.google.com/drive/folders/1NOLQfd1MV91NHp8HICDiYoJxfbFRZiqi?usp=share_link</a>

<b>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</b>		<b>A. Any 4 or more of the above</b>
--	--	--------------------------------------

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

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

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

**6.17.720.32**

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

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

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

**420**

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

**4.3 - IT Infrastructure**

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

The institution ensures that the adequate technology is deployed for use of ICT for a range of Teaching-Learning activities and administrative purposes. A system for maintaining and upgrading IT facilities and to renew licenses is in place. The computer laboratories are equipped with the latest hardware configuration and licensed software needed for respective courses. Teachers recommend the required up gradation keeping track of changes in syllabus and evolution of software versions. The upgradation of IT facilities is also used to develop teaching learning aids. Latest version of relevant software for courses is procured.

The laptops are maintained and updated during vacation periods. All administrative offices and the library are computerized with standard software. Principal's, Vice Principals' offices and staff room have adequate number of computer terminals with internet facility and printers. There is a biometric attendance system for staff and students' attendance. CCTV Surveillance cameras are installed at strategic places and UPS facilities for backups. Annual maintenance contracts and service of on-campus engineer ensures smooth IT support and routine maintenance and up gradation. Campus is WIFI enabled with adequate bandwidth and speed of Wifi, which is upgraded as per the requirement of laboratories and classrooms. Floor wise routers are in place to enable uninterrupted internet connectivity.

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

#### 4.3.2 - Number of Computers

196

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>		<b>A. ? 50MBPS</b>
--	--	--------------------

File Description	Documents
Upload any additional Information	<b>No File Uploaded</b>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure**

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

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

**10.55.307**

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

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

The college works in staggered timings and a master timetable is prepared for the utilization of classrooms. There is an advanced booking system for Auditorium/Conference Halls, Seminar rooms and Audio Visual Aids. Overall campus is managed by a team including registrar of the college, campus manager and maintenance manager. On-going repair work/problem is brought to the notice of the maintenance manager verbally or through a diary system. The services of a carpenter, plumber and electrician are available for repair work as and when required. Major electrical works are given to a qualified contractor only. Electronic devices and other equipment are covered under an annual maintenance contract. A class-wise schedule of cleanliness is in place. An outside agency housekeeping is also appointed for keeping campus clean.

Pest control is done at regular intervals. Fire extinguishers are kept on all floors and laboratories. At the beginning of the academic year, all the equipment in each laboratory is checked and a record of their working condition and maintenance is kept. And at the end of the stock checking year is done. The laptops and computers are maintained during vacation periods. On-campus engineer is appointed for routine maintenance of IT support.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

85

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

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

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

549

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
File Description	Documents
Link to institutional website	<b>Nil</b>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>207</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>207</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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**

**119**

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

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

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

**72**



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

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

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

16

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

### 5.3 - Student Participation and Activities

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

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

22

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

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

The institution adheres to norms recommended for student's representation in various statutory and non-statutory committees. Students are members of committees like CDC, IQAC, Anti ragging cell, ICC cell which ensures students participation in policy and decision-making process.

Academic Clubs such as Infomaniac, Vichardhara, cinepedia, Stratminds cater to varied academic interests. The institution provides an opportunity to the students organise events like the mental health awareness, prevention of suicide and many such awareness and sensitisation drives.

The values of social responsibility and community service is an integral part of the cells/clubs like the National Service Scheme (NSS), National Cadet Corps (NCC), Rotaract Club, Green Club. Students are actively organizing and participating in the activities.

The institution facilitates creative growth by encouraging students to participate and organise cultural fest viz., goal, zesto and motivate students in contributing to the college magazine. As members of the Students' Council students decide the theme, events and manage the annual intercollegiate fest 'Utsav'.

Furthermore, students volunteer for departmental programs, seminars, and workshops. Student class representatives serve as important links in the institution's communication network.

Student's engagement on these platforms gives them opportunities to learn and showcase their management and leadership skills.

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

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

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

48

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

## 5.4 - Alumni Engagement

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

The institution's registered Alumni Association, SAANIDHYA-SPND ALUMNI ASSOCIATION (Registration No. 994/2019), serves as a valuable link between alumni and the college, enabling them to contribute to various aspects of institutional development.

Alumni actively participate in key institutional bodies like the Internal Quality Assurance Cell (IQAC) and College Development Committee (CDC), where their feedback is instrumental in implementing improvements for efficient campus operations. Their contributions also influence curriculum updates, ensuring alignment with industry standards. They generously provide financial support to the institution, donating funds that facilitate scholarships, enriching the academic experience for current and future students.

The Association regularly invites alumni in various capacities such as resource persons to share their industry expertise with current students, as a mentor to share Do and Don'ts in real life from their practical experiences and as a career guide holding career guidance workshops. Alumni also support the institution by facilitating internships and placement opportunities, a routine practice that benefits students' career growth.

The institution hosts an annual Alumni Meet, providing an

opportunity for alumni to reconnect with classmates, faculty, and the college community. This event strengthens the alumni network and fosters a sense of belonging, celebrating shared experiences and professional achievements.

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

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

**E. <1Lakhs**

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

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

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

**Vision:** To be recognized as a center of excellence for women's education that empowers them to become self-reliant and responsible citizens who would contribute to building a healthy society.

**Mission:** To provide quality multidisciplinary skill-based higher education, to strengthen scientific outlook among students, grooming them to acquire global competencies and catering to the diverse needs of students through an inclusive approach and holistic development by creating a conducive ecosystem.

The perspective plan stating specific growth goals was prepared, aligning with the vision. IQAC and CDC ensures that the institution is successfully continuing its academic journey

Participation of staff and students in various statutory and non statutory bodies creates a conducive ecosystem for deliberations on issues concerning institutional governance. Encouragement to use technology in pedagogy, skill-enhancement courses,

internships, field visits, research based activities are all aligned with the vision and mission. The management and the Principal not only gives constructive feedback on these activities at the faculty meetings but also financially support the curricular and extracurricular endeavours. Regular meetings with management and faculty facilitate implimentation of action plans enabling fulfilment of institutional vision

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1v6vYn5vTQ_wg5MryYBl2F8TUK_P0knF3?usp=share_link">https://drive.google.com/drive/folders/1v6vYn5vTQ_wg5MryYBl2F8TUK_P0knF3?usp=share_link</a>
Upload any additional information	No File Uploaded

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

The institution exemplifies effective leadership through its commitment to decentralization and participative management. The management, Principal, faculty and student representatives collaborate as a cohesive team in various committees, including the IQAC and the CDC.

Policy decisions are made through a consultative approach during both statutory and non-statutory committee meetings, ensuring that diverse perspectives are considered. This collaborative decision-making process enhances transparency and fosters a sense of ownership among all stakeholders. Faculty members propose initiatives for organizing activities and enhancing infrastructure. Such proposals receive support from the Principal and the management.

To validate the same, the following case study is given:

**CYCLOTHON 2024**

To commemorate the centenary year celebration of the SPRJ Kanyashala Trust- the managing body of the institution, a proposal to organize 'Cyclathon' was floated by staff members and 21 enthusiastic cyclist students. The proposal was accepted by the management and supported financially as well. The thematic

focus of Cyclothon 2024 (from Guwahati to the Gateway of India, Mumbai) was 'Connecting States, Connecting People'. A 26-day journey, covering a distance of 2750 KM from January 21 to February 15, 2024, Cyclothon 2024 was a testament to our team work to promote social causes.

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

## 6.2 - Strategy Development and Deployment

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

A comprehensive strategic plan is formulated every five years to facilitate the progressive development of the college. The institution's strategic plan is effectively deployed through targeted initiatives aimed at enhancing learning, strengthening research, and promoting social change. Following activity is an example of successful implementation of strategic plan:

#### Enhance Learning through Increased Use of ICT and New Technology:

The campus is fully equipped with Wi-Fi connectivity, facilitating easy access to online resources. To make teaching-learning more effective, studio classrooms are created to record lectures and interactive panels are installed in classrooms. To uphold ethics in research, the college has subscribed to Anti-Plagiarism check software -DrillBit for students and teachers. The institution has also subscribed to NList and Knimbus- an e-resources platform that provides teachers and students with online access to academic books and materials. Students have access to ICT tools and are also trained to use new computer based technologies.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://spndoshicollege.com/pdf/IDP.pdf">https://spndoshicollege.com/pdf/IDP.pdf</a>
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 institution is managed by the SPRJK Trust. The Management, the Principal, CDC and IQAC form the core of the college administration, working collaboratively to ensure effective management of the institution. These bodies provide recommendations for administrative and academic decisions in consultation with the Director and the Principal. The overall academic and administrative functions are managed by the CDC with active participation of the Principal, Vice-Principal, Supervisors, and IQAC Coordinator. The organizational structure, detailed in the organogram, includes the Principal, who oversees academic and administrative functions alongside Vice Principals, Coordinators, HODs, the Registrar and the Librarian. Statutory and college-level committees are formed as per established guidelines and operate according to Standard Operating Procedures (SOPs) for efficiency. Institutional policies are outlined in a policy booklet and amended as needed. The institution adheres to UGC norms, SNDTWU and state government guidelines for appointments and promotions of teaching staff and non-teaching staff under the education department.

This structured governance ensures effective and efficient functioning of institutional bodies, aligning with the institution's educational goals.

Standardising routine procedures , periodical checks through audits and compliance have ensured adherence to quality standards.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://spndoshicollege.com/pdf/organogram.pdf">https://spndoshicollege.com/pdf/organogram.pdf</a>
Upload any additional information	No File Uploaded

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

A. All of the above

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

## 6.3 - Faculty Empowerment Strategies

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

The institution implements welfare measures to support the professional development and well-being of both teaching and non-teaching staff.

### For Teaching Staff:

- An annual research fund of up to Rs. 4,00,000 is available for participation in research activities. Research Leave 15 days is granted only once during the tenure of service.
- Incentives are provided to staff from the self -financed section for qualifying SET/NET examination and upon completion of Ph.D.

### For Non-Teaching Staff:



- Interest free Loans and fee concessions are available for the children of class IV employees studying in the institution.
- A premium cover of a medical insurance policy with a sum assured of Rs. 50,000 per person. Financial aid in cases of illness for staff and their family members.
- The management provides advance salary to staff in case of delays in receiving grants.
- Membership in a cooperative credit society and assistance in obtaining bank loans are facilitated.
- One-day/overnight tours are offered at concessional rates, along with monetary incentives during festivals.
- EPF and maternity leave for six months are also applicable to non-teaching staff and staff from the self financed section.
- Counselling center provides psychological first aid and counseling service to the staff.
- Health check ups by expert doctors are arranged for students, teachers and non-teaching staff .

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/12mRBMUmYAU5QvsHeV8ZM6J7GACVp73hm/view?usp=sharing">https://drive.google.com/file/d/12mRBMUmYAU5QvsHeV8ZM6J7GACVp73hm/view?usp=sharing</a>
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

01

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

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

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

09

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

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

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

13

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	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The institution has an annual performance appraisal system for teaching and non-teaching staff in place.

For the Teaching Staff, there is a two-pronged approach towards teachers' appraisal:

A self- evaluation report is made by the teachers on various criteria such as- academic activities, additional qualification attained, activities related to professional development, curricular, co-curricular and extra-curricular activities, and contribution to committee work. This is reviewed by the HOD, Vice Principal, and Principal. Besides this, teachers are evaluated for Performance Appraisal on a five-point rating scale by reporting officer and reviewing officer. The faculty feedback is taken from the students.

Based on the self-assessment and assessment by the students, a personalized feedback is given by the Principal emphasizing the scope for future improvement.

For the Non-Teaching Staff - As per the guidelines of the Govt. of Maharashtra, the annual performance appraisal system includes:

Part B (1)- General information, academic background

Part B (3)- Specific goals achieved, if any

Part B (4)-Estimate of general ability and character reviewed by the reporting officer.

The above-mentioned self-assessment form is reviewed by the registrar and the Principal.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1C-c9OCbyfB0htU10LtChugSGsi2towsp?usp=share_link">https://drive.google.com/drive/folders/1C-c9OCbyfB0htU10LtChugSGsi2towsp?usp=share_link</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. Financial support provided by the government agencies are audited by the respective Government Departments. Transparency and accountability are ensured by conducting an annual internal audit of the statement of accounts. Half yearly internal audits are conducted by an internal auditor appointed by the management. The audit report along with the balance sheet is handed over to the management and the Principal, which is forwarded to the Joint Director of Education, Mumbai. Queries are resolved on a timely basis. Suggestions given by the auditor are implemented. Salary grants, NSS and Govt.scholarship funds are audited by the concerned authorities. The institution has audited its financial accounts which include the detailed income and expenditure of the institution till the financial year 2023-2024.

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

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

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

16.50510.25

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

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

The SPRJ Kanyashala trust- the managing body of the institution, relentlessly working in the field of women's education, plays a pivotal role in raising financial resources for the institution by developing a trustworthy alliance with the individual donors, philanthropists and corporate, who fund various schemes and scholarships for deserving and needy students.

The college helps students to get government scholarships to the students by extending support in submitting the necessary documents as per deadlines. Transparency in accounts is ensured by conducting an annual internal audit of the statement of accounts. The institution also receives donations in kinds like laptops, books, wall clocks etc.

For optimal utilization of funds, at the beginning of the academic year, the management, Principal, and the office staff prepare a budget. The annual budget is prepared and approved by the CDC.

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

#### 6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) has contributed significantly to institutionalizing the quality assurance strategies and processes. For implementation of New Education Policy a separate committee was formed to oversee the smooth implementation of the New Education Policy. For orienting the faculty members, sessions on academic autonomy were conducted. Keeping in mind the Perspective Plan of college, IQAC identified a few areas to work on, which are described below:

- **Automation and Use of ICT:** Organized a series of workshops on MIS & ADMS for the teaching and administrative staff on August 18, 2023 and from February 7 to 9, 2024 by Mr. Sajid Khan. A Training on 'Smart Panels' for teaching staff by Mr. Harjeet Laungia was also organized on September 12, 2023.
- **Sustainable Green Initiatives:** Organizing various programmes under Green Club to create awareness among the students about environmental issues for students. Reduce, recycle and reuse paper has been our regular practice for teaching and non-teaching staff. In addition to it, Green Audit was conducted, the rainwater harvesting system was augmented and pots of green plants are kept at various spots in the campus. Adopt a plant scheme by students is initiated wherein the class representatives of each class adopted the plants.

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

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

**IQAC supervises and assesses the teaching-learning process regularly in the following ways:**

The institution through the IQAC ensures that the teaching-learning process is monitored and feedback is given on a regular basis. The review of the teaching plan, its implementations and the performance of students is done in the departmental and faculty meetings. Feedback on curriculum is obtained from all the stakeholders. Learning outcomes are analyzed through calculation of attainment of program outcomes, program specific outcomes and course outcomes based on the performance of students in internal and external examinations. The assessment of the quality processes is done through academic and administrative audit.

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

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

**A. All of the above**

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

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

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

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

The Institution dedicated towards women's education is keen to promote gender awareness among the students, which is an integral part of the vision and mission statements of our institution. Gender awareness is integrated into the curriculum, activities conducted by departments, different committees like NSS, Women's Development Cell . Activities are organized for students like sessions by experts in different fields, student-led panel discussions, projects, film screening based on gender equity, current issues like 'Manipur crisis', interview sessions of transgender activists. The institution has established an Internal Complaints Committee in accordance with UGC guidelines. This statutory committee ensures a safe work environment and guarantees the protection of employee's dignity. The institute is committed to maintain gender equity and to support this effort, a gender audit is conducted.

- Specific facilities provided for women:
  - Safety and security: 24/7 CCTV coverage is available in the college campus and lady peons are stationed at every floor in both the wings. The security staff at the college gate verifies the identities of individuals and entry -exit register is maintained.
  - Counseling: A trained full-time counsellor is appointed.
  - Common Rooms: Students' Common Room is available on the ground floor of the college building.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/drive/folders/1RxuqOIoi6Fv2STw34ztZ7n5l77igdIP?usp=share_link">https://drive.google.com/drive/folders/1RxuqOIoi6Fv2STw34ztZ7n5l77igdIP?usp=share_link</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures** Solar energy

C. Any 2 of the above



Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

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

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

Following are the initiatives taken towards the waste management of solid waste and E-waste.

#### Solid Waste Management

Institution is committed to addressing environmental issues by actively working to prevent pollution through waste reuse and recycling. Dry and wet waste are separated to facilitate effective recycling. Following the reduce, recycle and reuse principle, the paper waste and E-waste of the institution is given to 'Strimukti Sanghatan' working in the field of waste management. Paper waste is converted into envelopes. The institution uses one-sided blank papers whenever possible. Electronic goods are utilized to their fullest potential, with regular maintenance and repairs conducted to extend the lifespan of the equipment. When the IT support staff, electrician deems a machine redundant, it is transferred to the maintenance department, which disposes of it through the appropriate channels. Subsequently, all necessary entries are recorded in the Dead Stock Register.

Furthermore, we collaborate with 'Project Mumbai', a well-known NGO working for plastic recycling, to help us to manage plastic waste effectively.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

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

**C. Any 2 of the above**

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

**7.1.5 - Green campus initiatives include**

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

- 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**

**D. Any 1 of the above**

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

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit**

**B. Any 3 of the above**

**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	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

**B. Any 3 of the above**

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

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

**The institution caters to students from various religious,**

linguistic, socio-economic backgrounds, hence the institution takes several efforts to create a harmonious environment . Financial aid is offered to underprivileged students by the management. The management is also instrumental in providing help to students through philanthropists and NGOs. Curriculum of courses like History as Heritage, currently concerns aid in bringing importance of tolerance and harmony in classroom discussions. Additionally activities like organizing dabba parties, documentaries based on communal harmony provide a space for having healthy discussions leading to emotional bonding among students. Language Departments also organize programs related to language and literature like Hindi bhasha divas, Marathi bhasha gaurav din, Vishwa Gujarati divas.

For meritorious students programs like the Super Thirty program, Women for Change are organised. The NSS cell and NCC unit plan activities to inculcate social values like freedom, equity, humanity, unity etc. among the students. These initiatives sensitize students about various social issues, disparity and discrimination in the society and understanding the needs of underprivileged socio economic groups. And a perspective to respect others opinions, feelings and inculcate a sense of gratitude towards the society is developed.

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

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

The mission of the institution is to shape students into responsible citizens who contribute to a healthy society. To achieve this, the curriculum covers various important topics such as human rights, fundamental rights and duties, current social issues, and environmental challenges. To foster a sense of national pride and social responsibility among the students and staff, activities like guest lectures on company law, the Factories Act, and industrial disputes are organized. Field trips are conducted to historical sites to instill pride in our

heritage.

The NSS and NCC units engage students in activities like Tree Plantation, Beach Cleanup drive, Kargil Vijay Diwas, and the Beti Bachao Beti Padhao campaign, Awareness rallies, Cleanliness drives, Blood donation camp, competitions, aimed at promoting constitutional values and responsibilities are organized. To inculcate patriotism and develop the sense of unity college had organized 'Cyclothon -2024' on the theme 'Meri Mati Mera Desh' and 'Connecting states : connecting people'

Additionally, a residential camp was held to raise awareness about the challenges facing the rural population. To inculcate sustainable environmental practices, water conservation, plastic waste management, the green club conducted a number of activities. Through these initiatives, we strive to cultivate responsible and engaged citizens among our students.

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

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

C. Any 2 of the above

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

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

National, international commemorative days play a vital role in promoting social responsibility and encouraging collaboration across borders. Hence the college conducted various activities on the occasion of national and international commemorative days, to raise awareness among the students about important global issues, such as human rights, health, the environment and encouraging collective action about critical issues and inspiring change. These initiatives help instill social values, good habits, and morals, while fostering a positive attitude toward life. They serve as a significant source of inspiration and motivation, enhancing students' awareness of social welfare and the importance of cultural values in a modern context.

To accomplish this, departments and committees organize programs to celebrate national and international days, events, and festivals, such as Republic Day, Independence Day, Maharashtra Day, World paper bag day, National Youth Day, International Yoga Day, Women's Day, Teacher's Day. We also commemorate the birth and death anniversaries of notable figures, highlighting their exemplary contributions to nation-building and human progress. Furthermore, events like Red ribbon Club (AIDS Awareness), Walkathon, Tejaswini Mahila Sammelan, Voters Awareness Campaign, and Silent Peace Rally were organized for the same. Participation in these commemorative days fosters a sense of pride and responsibility among students.

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

Institution successfully implemented following best practices as per NAAC guidelines.

Best Practice-I- Title - Gender Sensitization

Objectives -

- Increase understanding of gender issues and the impact of gender stereotypes on society.
- Foster an environment that values and practices gender equality, ensuring equal rights and opportunities for all.
- Address and challenge traditional gender roles and stereotypes that perpetuate discrimination
- Cultivate empathy and respect among students towards different gender identities and experiences.
- Inform individuals about their rights related to gender equality and the importance of advocating for themselves and others.

Best Practice-II- Title - Research Enhancement

Objectives -

- Contribute to the academic and professional development of students and faculty through research opportunities.

- Develop students' critical thinking and analytical skills by engaging them in research processes.
- Equip students with research skills that are valuable in the job market, improving their employability prospects.
- Promote creativity and innovation by exploring new ideas, theories, and methodologies.
- Create an environment that values and prioritizes research as a fundamental aspect of the educational experience.

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

### 7.3 - Institutional Distinctiveness

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

A significant percentage of students from humble social backgrounds enroll in the institution and we are committed to empower these students. The institution strives to support the students to pursue higher education, foster self-reliance, and motivate them to achieve their aspirations. The 'Student Welfare Center' of our trust provides financial assistance to those in need. Additionally, programs such as a book bank, cloth bank, mini meal program, and support for medical emergencies are given to the students.

To help them explore various career options and choose paths that align with their interests and abilities orientation sessions and career counseling are organised. The faculty provides personalized attention to address individual needs and support both academically weak and meritorious students.

Students are able to pursue skill based professional courses increasing their career prospects. To supplement this various training programs, skill enhancement initiatives and job readiness workshops are organized. For example, The Australian Project 'Women For Change' is initiated to foster professional development . The Placement drives help the student to provide



job opportunities on campus.

The dedicated efforts of the institution have positively impacted numerous underprivileged and talented students empowering them to become responsible citizens and paving the way for a productive future.

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

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

1. Develop a framework for effectively implementing academic autonomy
2. Facilitate necessary infrastructural changes and enhancements to support autonomy objectives
3. Reviewing the implications of the National Education Policy (NEP) for future direction
4. Implement targeted strategies to address the dropout rate among students
5. Sustain and enhance ongoing gender sensitization initiatives to promote inclusivity
6. Continue our commitment towards green initiatives and extending it in the community
7. Collaborations with academic institutions and industry stakeholders to enhance educational outcomes and opportunities.
8. Collaboration with international agencies for joint research projects
9. Strengthening research culture in the institution

