



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		Sri Balaji Society's Balaji College of Arts, Commerce and Science, Pune
• Name of the Head of the institution		Dr. O. M. Ashtankar
• Designation		In-Charge Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		02067084050
• Mobile No:		9422821515
• Registered e-mail		principal@bcacspune.edu.in
• Alternate e-mail		office@bcacspune.edu.in
• Address		Sri Balaji Society's Balaji College of Arts, Commerce and Science, Tathwade, Servey No 3/1+4, Dange Chowk, Aundh Ravet Road
• City/Town		Pune
• State/UT		Maharashtra
• Pin Code		411033
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated
• Type of Institution		Co-education

• Location	Urban				
• Financial Status	Self-financing				
• Name of the Affiliating University	Savitribai Phule Pune University, Pune				
• Name of the IQAC Coordinator	Dr. Jayasree Nambiar				
• Phone No.	9921089518				
• Alternate phone No.	9860547318				
• Mobile	8007776814				
• IQAC e-mail address	iqac@bcacspune.edu.in				
• Alternate e-mail address	jayasree.nambiar@bcacspune.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	www.bcacspune.edu.in				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.bcacspune.edu.in/assets/policyDocuments/BCACS-Academic-Calendar-A-Y-2023-24.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.15	2021	03/08/2021	02/08/2026
6.Date of Establishment of IQAC			10/01/2014		
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	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest			Yes		

NAAC guidelines	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
1.Initiated Capacity building initiatives-FDPs, IDPs, National seminars etc. 2.Placement opportunities 3. Initiated Energy, Environment and green audits 4. Intercollegiate events organized 5. Introduced new ICT Tool (Interactive boards) in all classrooms.	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Focus on Student and Faculty research activities	Organized National Conference and all faculties contributed their research work
Motivated students and faculties in research	More than 40 research papers written and published by faculties and students won first prize in national research competition
Interaction of students with successful alumnus and industrial experts	organized sessions of experts
Form various clubs and undertake activities under the club	Students interestingly participated in various club activities

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

Name	Date of meeting(s)
College Development committee	23/12/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2023-24	31/01/2025

15. Multidisciplinary / interdisciplinary

The courses offered by the college are interdisciplinary and multidisciplinary. 1.B.COM. 2.B.B.A. BCACS provides a holistic multidisciplinary curriculum with the goal of providing students with an overall knowledge of allied fields in addition to their primary studies. Commerce and Management are required courses at the Institute. In each B.Com Course's six semesters, disciplines such as Financial Accounts, Business Accounts, Business Management, Business Administration, Micro Economics, English, Business English, and Environmental Science are taught. A credit-based course on environmental education is included in the curriculum. Students

participate in community engagement and social service projects each semester through NSS. For example, distribution of necessary accessories to orphanages and old age homes, blood donation camps, teaching women on health and cleanliness, and so on. The completion of the projects is recognised with additional credits to internal marks. According to the current curricular structure, B.COM. Students begin in the first year and finish the course at the end of the third year. BCACS research cell promotes student research and innovation under the guidance of faculty members. Every year, the Institute organises a number of interdisciplinary events to promote the mixing of different disciplines, resulting in the interchange of research ideas and expertise on overlapping fields.

16.Academic bank of credits (ABC):

BCACS Introduced Academic Bank of Credits from 2022-23 onwards. The establishment is engaged in overseeing the faculty and monitoring the academic points acquired by the students throughout their educational experience. The school adheres to the guidelines of the National Education Policy 2020 and provides students with the chance to enroll and withdraw multiple times throughout their college education. This initiative effectively aims to reduce the rate of students leaving their studies midway. Even if students decide to pause their courses after some time, they can easily come back and finish them successfully. Our college is encouraging students for NPTEL and SWAYAM courses for which the credits have to be incorporated by the University.

17.Skill development:

BCACS improved the Graduation Results and Enhanced employability by implementing personality development programs, value added certificate courses and pre placement training program for the students. BCACS Established linkages with different Industries and companies to provide Career Guidance and Placement assistance to the students. Upgraded Library by subscription to E Journals, E Books, E Learning for Self Learning. The Institute used to organize workshops/seminars and inter collegiate competitions and practice ICT enabled teaching - learning tools and also conducted Faculty development programmes. It also motivates the faculties and students to use ICT tools during teaching and learning. Students and faculty members are registered in online learning platforms like SWAYAM and NPTEL, e-pathshala Course era etc.

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

Special induction training is imparted to the newly admitted

students to upgrade their subject knowledge. Awareness regarding local culture and tradition is created among the students by organizing cultural programs. Our annual cultural event 'Spandan' is celebrated with various cultural performances by the students. Festivals like Diwali, Christmas and the Rememberance days of eminent personalities, social and political leaders are celebrated with maximum student participation and to develop coordination skills among the students. Personality Development, Electronic Technology, and soft skill development etc and Yoga provides universal values and the course on Personality Development provides life skills.

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

Much focus is kept on the outcome based education. In this system an emphasis is placed on a clearly articulated idea of what the students are expected to know and to be able to do. At the end of each semester the knowledge gained by the students is evaluated by the affiliated university through end semester exams in both theory and practical. Major and minor projects are mandatory for specialization subjects. These are evaluated by the evaluation committee appointed by the affiliated university. Internship also is made mandatory for the students and each student has to undergo internship trainings during the program.

20.Distance education/online education:

Balaji college is affiliated to Savitribai Phule Pune University. The University is providing distance education facility for the students. Balaji college is affiliated to Savitribai Phule Pune University. The University is providing distance education facility for the students they are interested in distance learning. seperately structured syllabus and study materials are designed bt the university for this purpose. The college is conducting regular graduation programs based on the academic structure and academic calendar provided by the university. The college is motivating the students to use the e- resources available on N-list, Delnet portals. The college has purchased EBESCO and Scopus data base and access is given to the students and faculties. Balaji College has given Course era access to 10 advanced learners of final year BBA & B.Com. They had completed many courses of their interest. The faculties of the college also suggest to the students many e-resources and various online portals of their respective subjects.

Extended Profile

1.Programme

1.1	98
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	146
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	25
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	98
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	15
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	15
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	08
4.2 Total expenditure excluding salary during the year (INR in lakhs)	5771183
4.3 Total number of computers on campus for academic purposes	173

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 college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the University through its Boards of Studies. The academic calendar specifies suitable available dates for significant academic and other activities. The Heads of Departments conduct the meetings to distribute workload, allot subjects, plan the activities of the department and to review the completed syllabus.

Faculty members prepare semester wise session plan for theory and practical at the beginning of every term/semester. The Time Table is prepared by the timetable committee. Teaching plan is prepared by every faculty member at the beginning of academic year. The departments integrate classroom teaching with various ICT tools, projects, students seminars, tutorials, question papers solving, research projects, Quiz competition etc.

College provides special guidance to the slow learners. Library provides various e-resources like INFLIBNET, DELNET, ebsco, e-journals, Database, etc. Teachers provide study material to the students in the form of PPTs, notes, videos etc. Guest lectures, BCACS collects the feedback from the faculty, students, alumni and

parents. The collected feedback is analysed using different parameters and the performance of the students, faculty and institution is assessed by IQAC.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.bcacspune.edu.in/Academics/about_bcom#tab1

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

Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations. Institute calendar is prepared by following the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The department calendar comprises guest lectures, workshops, industrial visits, other co-curricular and extra-curricular activities. The academic calendar help faculty members to plan their respective course delivery, research work, academic and co-curricular activities.

Department heads closely supervise and monitor the completion of the syllabus as per the session plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Internal Unit tests (IA), assignments, Practice test, quizzes, presentation and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar.

. Continuous evaluation and assessments are also done for practical work, project work, seminars, and internships. The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.bcacspune.edu.in/Academics/assessment_policy

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

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

1.2 - Academic Flexibility

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

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

2

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**2**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**213****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****200**

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

1.3 - Curriculum Enrichment

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

1. Courses and Activities related to Environment and Sustainability :- The College organizes many activities related to environment and sustainability like - tree plantation for environmental awareness, blood donation camp.N.S.S. promotes environmental protection through tree plantation and other sustainable development programs.

2. Courses and Activities related to Professional Ethics:- Business Ethics and Environmental awareness course is included in the regular curriculum. The regular courses which add value to the students are also organised for personality Development ,Softskills etc. to improve the communication skills of the students.College organizes workshops, seminars and other such curricular and

extracurricular activities to enable the students to know the
Annual Quality Assurance Report of BALAJI COLLEGE OF ARTS, COMMERCE
AND SCIENCE developments in the global economy.

3. Courses and Activities related to Human Values and Social Awareness :-To develop the sense of social responsibility among the students, the College celebrates the Independence Day, Republic Day, Constitution Day, Teacher's Day, Guru Poornima, Women's day, Environment day, International Yoga Day, etc.

4. Courses and Activities related to Gender Equality:- College organizes various activities to promote gender equality like Quiz, International Women's Day Celebrations and Essay Writing competitions, gender equality course etc. for the students to help them to get a platform to promote gender equality

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

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

32

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

333

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

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

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.bcacspune.edu.in/assets/policyDocuments/Action Taken Report 2023-24.pdf

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile**

2.1.1 - Enrolment Number Number of students admitted during the year**2.1.1.1 - Number of sanctioned seats during the year**

200

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

25

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

2.2 - Catering to Student Diversity

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

Periodic tests are conducted every month wherein the students are identified as 'Weak' and 'Advanced Learners' based on the marks they got in these periodic tests. Students scoring less than 40 % are considered as Slow Learners and those securing above 70 % marks are identified as Advanced Learners. Activities for Slow learners: (i) Remedial coaching (ii) Personal attention (iii) Counselling for personal problems (iv) Extra Assignments and feedback by the teachers (v) Continuous Performance monitoring (vi) Special attention through clarification of their doubts, revising important concepts and extra assignments (vii) Special tutorials, guided self-study sessions, Question banks, extra reading material and extra practice assignments (viii) In PTM the parents were advised suitably for their improvement. Activities for Advanced learners : (i) Develop communication skills, language proficiency and overall personality development through activities (ii) Appointed as class coordinators such as Class Representatives, Academic Coordinators and Discipline coordinators. (iii) Assist the mentor teachers in monitoring the slow

learners. (iv)Advanced assignments or tasks (v)The subject teacher interacts and help them to identify appropriate areas for higher studies as well as employment. (vi)Opportunity to work in Central CoordinationTeam to guide other students participating in activities to develop leadership qualities among them. (vii)Guidance for competitive examinations (viii) Students were encouraged to participate in various seminars, conferences, workshops (ix) Students were asked to write Research papers and present in the national conferences.

File Description	Documents
Link for additional Information	https://www.bcacspune.edu.in/assets/policyDocuments/2_2_1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
332	15

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

1) **Presentation of Students:** Students are encouraged to design presentations on various topics and present it in the class. (2) **Interactive method:** Students participation is ensured in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questionanswer sessionon current affairs. (3) **Problem Solving Methodologies:** Activities are undertaken to ensure exposure to real issues of business , problem solving situations. Such activities include - Case Analysis and Discussions, Scenario Analysis, Research Projects, etc. (4) **Learning through Co-Curricular Activities:** Students participate in various co-curricular activities like Induction Programs, Curriculum Enrichment Program, Industrial Visits, Educational Tours,Entrepreneurship Development Activities, Specialization Club Activities, Expert Sessions, Workshops etc. (5) **Experiential Learning:** through activities like - Internships,

Dissertation, Case Discussions, Projects, Research Work (6) Learning through Value Added Programs: Students doing Certification programs are ensured which enhance their knowledge, skills and experiences. Additional Input sessions on varied topics beyond the syllabus related to current trends in the global environment are organized on a regular basis (7) Learning through Extra Curricular Activities: Students participate in various extra-curricular activities organized by the College like Cultural and Sports Activities, Commerce & Management week. Even though the activities are conducted online the students are actively involved in organizing these activities which enriches their experiences.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.bcacspune.edu.in/assets/policyDocuments/231-latest.pdf

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

All the classrooms and laboratories are ICT enabled with projectors installed and the campus is enabled with high speed WIFI connection with 50 Mbps lease line. The faculty members of our college use various ICT enabled tools to enhance the quality of teaching-learning like In addition to this platform other ICT tools are : Online Library tools, LCD Projects, speakers in each classroom etc. In addition to that teachers use (1) Google classroom to manage and post course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc. (2) Assignments, co-curricular activities are given online and feedback provided online (3) Online drawing tools like concept maps, mind maps, are used to perform student centric activities, google jam board, testmoz, eduflow, padlet (4.) PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process. (5) Media lab facility is used to create video lectures and upload inappropriate platforms for students to use as extra learning resources (6) Lab manuals are mailed to students well in advance and the experiments were conducted (7) Online quizzes and polls are regularly conducted to record the feedback of the students. (8) To teach mathematical subjects in online mode, teachers have used various online tools like- whiteboard in Microsoft teams, Jam board in Google meet, etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.bcacspune.edu.in/assets/policyDocuments/2_3_2_-_ICT_for_Effective_Teaching.p df

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

12

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

2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

8

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

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

2.4.3.1 - Total experience of full-time teachers

15

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

2.5 - Evaluation Process and Reforms

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

College follows transparent mechanism for the internal assessment of the students. Students are briefed through the course faculties about rules and guidelines of internal assessment, question paper patterns and university examinations at the beginning of each term. All the faculties prepare their lesson plan for their respective subjects and the same is communicated to the students. For every unit students have to submit the assignment on each subject. After completion of each unit the course faculty conducts oral test or quiz of that unit and assessment is communicated to them. Surprise test for each unit is conducted. The student can approach the teachers in case they need a clarification on the award of marks based on the scheme of evaluation discussed in the class. Proper record of assessment of every student is maintained during the academic year. The College conducts Practice Tests in each semester. Time table is displayed on the notice board and their weightage in overall internal marks is also communicated to the students. Then the same is shown to students also with remarks on it.

It helps students for Marks for Internal assessment done throughout the semester (Home Assignments, Oral Test, Quiz, Surprise test, presentations and practice test and attendance are compiled and then converted into final internal marks. These marks are communicated to the students individually. Evaluation practices and procedures of college are fair, reasonable, and equitable for all the students. Students are given timely opportunities to place their grievances regarding assessment to college authorities.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.bcacspune.edu.in/assets/policyDocuments/2_5_1_N.pdf

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

BCACS conducts university exam as per the ordinance of SPPU. College Exam Committee, Chief Examination Officer along with principal and other teaching, administrative faculty ensure smooth conduct of the examination and internal assessment. If any grievance occurs it is immediately considered and redressed within short time. The Examination Department also deals with mistakes/errors related to internal assessment of the students promptly. All internal examinations are conducted adhering to the norms of SPPU. Internal marks are given considering surprise test, home assignment, quiz & practice test & attendance etc. The system of internal marks is very transparent. The students are given opportunity to redress their grievances concerning internal marks if any. CEO can intervene and seek opinion of another course teacher. The grievances are resolved by showing his/her performance in the answer sheet or the answer sheet is reassessed by the faculty once again in his presence. Any corrections in the total of marks or assessment of answer books are immediately done by the faculty members. Very few grievances related to evaluation are reported in past few years which shows the transparency and credibility of system in which college adheres to. Students are given timely opportunities to place their grievances regarding assessment to college authorities and also as soon as teachers post marks on internal marks on pune university portal students are able to see marks on students portal if any grievances they can directly come and ask for it.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.bcacspune.edu.in/assets/policyDocuments/2_5_2.pdf

2.6 - Student Performance and Learning Outcomes

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

The College runs two programs BBA and B.Com. Each program consists of 3 years duration. Both the programs has various courses as prescribed by Savitribai Phule Pune University. These learning objectives and outcomes are linked to the Program outcomes. The College displays its vision, mission, core values, goals, program outcomes, program specific outcomes and course objectives and outcomes on the College website. Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are discussed with the parents and their wards at the time of admission by the members of the admission committee of the College. At the beginning of every course unit, the faculty converse learning outcomes, program outcomes and course outcomes which makes the teaching learning process more meaningful and fruitful. The assessment of the Program Outcomes and Course Outcomes are monitored through their performance in the university examinations, practice examinations, surprise tests and home assignments after completion of each course unit. The College authorities are keen to evaluate POs and COs by making Result Analysis in which an attempt is made to assess the number of students coming into First Class and First Class with Distinction. All students are intimated regarding the programme outcomes of the programmes. College organizes induction program of a week's duration every year for the first year B.B.A & B.Com students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.bcacspune.edu.in/Academics/about_bcom#po
Upload COs for all courses (exemplars from Glossary)	View File

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

The state of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using multiple indicators throughout the semester of the academic year. The faculty records the performance of every student with the help of the specified course outcomes through an valuation process.key indicators of measuring attainment are:

1.End Semester University Examination: Being a constituent college Page 22/61 27-09-2023 02:14:48 Annual Quality Assurance Report of BALAJI COLLEGE OF ARTS, COMMERCE AND SCIENCE of Savitribai Phule Pune University, the students of BCACS are required to take examinations as per the semester and annual pattern set by the university.

2.Internal Assessment: The Internal Assessment constitutes 30% weightage of the total marks (100) in each subject.

3.External Assessment: It is evaluated by inviting external experts appointed by the university to evaluate each student by conducting Practical examinations, and taking Viva-Voce and evaluating the practical files.

4.Result Analysis: At the end of each semester, result analysis of each course is carried out using bar charts indicating the percentage of students falling in different categories of CGPA obtained.

5.Career Guidance & Counselling for future direction purpose.

6.Internships and Placements: Students are encouraged to take up internships, projects, fieldwork, etc.The Placement Cell of the college helps and polishes the students according to industry standards and provides ample opportunities for students to get placed in esteemed companies.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.bcacspune.edu.in/assets/policyDocuments/2_6_2.pdf

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

93

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.bcacspune.edu.in/assets/policyDocuments/2_6_3_Attachment.pdf

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

<https://forms.office.com/Pages/DesignPageV2.aspx?prevorigin=shell&origin=NeoPortalPage&subpage=design&id=Amw2cJWQCUOAGkU1KVDIQtrfmF35-9MqR0xuadpjHtUOTRDMU8zVklUMU9SRzVHQklRT1FFMlFWRS4u&analysis=true>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NA

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

1

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

3.2 - Research Publications and Awards

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

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

20

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

03

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

3.3 - Extension Activities

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

The College fosters a strong neighborhood network and encourages student involvement in extension activities, promoting good citizenship, strong moral values, community service, and the holistic development of students. To raise awareness among students, the Cultural and NSS Program Management Committee plays a crucial role. Faculty members of these committees introduce various activities during the induction program and ensure active participation throughout the academic year. The College organizes health check-up camps, blood donation drives, and voting awareness programs, often in collaboration with other colleges and recognized organizations like the Rotary Club. Engaging in such service-learning activities helps students grow into responsible, socially aware individuals. The College also organized an awareness campaign for eco-friendly Ganesh idols in the local community. Additional initiatives, such as a Road Safety Program, campaigns against child marriage, and a Cleanliness Drive, were carried out by the NSS Department of the College.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/StudentLife/NSS
Upload any additional information	View File

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

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

00

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

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

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

12

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year**441**

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

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year****40**

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

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year****8**

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is equipped with ample infrastructure and physical facilities to support teaching and learning activities. It includes nine ICT-enabled classrooms, including a smart classroom, two computer labs, a well-resourced library, an administrative office, and a seminar hall with a seating capacity of 160 students. The language lab also provided for developing communication skills of the students. Furthermore, the seminar hall can accommodate up to 150 students. Washrooms are available on every floor. The college has dedicated spaces for an examination room, central assessment program room, principal's office, placement cell, IQAC room, language lab, physical director's office, NSS room, and a boys' and girl's common room. The faculty room is well-equipped with computers for academic activities. A gymnasium and playground are available for extracurricular activities throughout the year. The campus also offers Wi-Fi connectivity.

Library: The college library covers 2,771.50 sq. ft., with seating for 75 students. The collection consists of 2,056 textbooks, 279 reference books, 4 Rare books, 26 National Magazines, 220 Educational CDs, and subscriptions to 07 National and 2 International journals etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bcacspune.edu.in/assets/policyDocuments/4_1_1.pdf

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

The college offers a wide range of indoor and outdoor sports and cultural activities to provide students with the best platform for overall development.

Sports Facilities: The college emphasizes both indoor and outdoor sports to foster leadership skills, sportsmanship, and team-building abilities that will benefit students in their professional lives.

Indoor Amenities: - Gymnasium: The college provides an advanced gym facility for students. A well-maintained swimming pool is available for students to participate in swimming competitions.

Indoor Games: The Department of Physical Education offers an excellent platform for indoor games such as carom, table tennis, and chess.

Yoga: The department also conducts regular yoga sessions.

Outdoor Amenities: The college has dedicated grounds covering an area of 60,000 sq. ft. Various sports, including volleyball, football, and others, are played on this multipurpose ground. Students actively participate in zonal, university, state, and national-level tournaments.

Cultural Activities: The college organizes 'Spandan,' an annual social gathering that provides a platform for dance performances, drama, and other artistic activities. Additionally, various cultural events, including the celebration of Rakshabandhan, Holi, Diwali, Christmas, and other festivals, are held according to a pre-decided schedule.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bcacspune.edu.in/assets/policyDocuments/4_1_2.pdf

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

08

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

08

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

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

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

8665180

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

4.2 - Library as a Learning Resource

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

The college library serves as the knowledge center of the institution. It offers a 'Book Bank Facility' for students, ensuring access to essential reading materials.

Display of Newspaper Cuttings on Current Events: The library maintains a collection of news articles covering various fields to keep students informed about current happenings.

Question Banks of University Examinations: A comprehensive collection of past university examination papers, aligned with the university syllabus, is available for student reference. **Membership of University Library and Access to e-Resources:** The library holds memberships with the Jayakar Library, University of Pune, and the

National Digital Library, New Delhi, giving students access to a wider range of academic resources.

Local and National Newspapers: The college subscribes to prominent newspapers such as The Times of India, The Economic Times, The Indian Express, Lokmat, and Sakal.

E-Resources: The library is connected to various digital resources like EBSCO, DELNET, N-List, and provides access to a variety of e-books and e-journals for reference.

Library Management Software: The library uses KOHA software (version 18.5) to manage its database and library records efficiently.

The Digital Library: The library has 10 computers available for students, all equipped with internet access for research and academic purposes.

Library Orientation Program: The librarians conduct an orientation program for newly admitted students, introducing them to the services and resources available to enhance their learning experience.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.bcacspune.edu.in/Academics/library

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

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

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

1818103

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

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

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

95

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

4.3 - IT Infrastructure

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

The IT infrastructure of Balaji College of Arts, Commerce, and Science includes a leased line connection from Tata Teleservices (Maharashtra) Ltd., along with Wi-Fi facilities. The college is equipped with eight efficient printers for academic purposes and has automated administrative and accounting processes. IT resources are available in both the seminar and auditorium halls. The IT labs house 54 computers in one lab and 57 in another, while the library provides 10 computers for student use. Classrooms and labs are equipped with projectors and biometric attendance systems. The smart classroom features video recording capabilities and an interactive board.

The campus is secured with CCTV cameras installed at 65 locations, and a public address system enables the principal and senior staff to communicate with students and faculty. The available hardware and

software include desktops, laptops, LCD monitors, projectors, smart TVs, an EPABX system, biometric attendance devices, a public address system, two collar microphones, and licensed software such as Tally 9.0, MS Office 2016, ERP software, and antivirus programs. The internet connection provides a speed of 100 Mbps. Additionally, the campus has 128 inverter batteries to ensure electricity backup.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bcacspune.edu.in/assets/policyDocuments/4_3_1.pdf

4.3.2 - Number of Computers

173

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

591448

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

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

The institute has established a comprehensive policy to ensure the proper maintenance and utilization of its facilities.

1. Utilization of Physical Facilities:

The classrooms, laboratories, library, sports room, playground, boys' common room, administrative office, parking areas, and canteen are effectively utilized. IT laboratories support university-related courses, while the seminar hall hosts various programs. The Placement Cell ensures excellent placement opportunities for students. Both indoor and outdoor sports events are organized. The campus also provides a canteen and a dedicated two-wheeler parking space.

2. Maintenance Policy:

Renovation and maintenance activities are carried out periodically to ensure resources remain in optimal condition. IT infrastructure and equipment are regularly maintained, with routine in-house servicing supplemented by external agencies for cleaning and upkeep. The campus undergoes periodic decontamination, and facilities such as water coolers and CCTV systems are kept in proper working order. A gardener maintains the lush greenery of the campus, while a UPS system with 128 inverter batteries supports uninterrupted academic activities. The playground is managed by the Physical Education Department, and security and safety measures are overseen by dedicated personnel.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bcacspune.edu.in/assets/policyDocuments/4_4_2.pdf

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

05

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

02

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

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

A. All of the above

File Description	Documents
Link to institutional website	www.bcacspune.edu.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

68

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

68

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

40

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

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

5.2.2.1 - Number of outgoing student progression to higher education

20

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

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

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

06

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

02

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The College has a proactive 'Student Council' as per the Maharashtra University act 2016 section-99 representing students on various academic and administrative committees. Students are involved in planning, organizing and control of various activities which motivate them and develop their qualities like leadership, initiation, team-building etc.

Every year students' council is formed according to SPPU guidelines. A committee of 4 to 5 faculty members was formed to elect student council members online. They are selected on the basis of academics, participation in various activities, attendance and faculty feedback.

Student council is also participating as CCT'S in the College -SPANDAN Annual social gathering. In 2023-24, the College organized co-curricular activities like Student-led conferences, guest lectures, Seminars, etc. in which student council members are actively involved. The leadership qualities are developed among council members. The college has various Statutory committees and student council members are student representatives. They actively participate in the meetings of committees and put their issues and suggestions in front of committee members.

The Student Council timely interacts with the Principal and coordinators for new ideas, suggestions, and feedback on various areas of the college, such as guest lectures, organizing online events, social awareness programs, etc.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/StudentLife/students_council
Upload any additional information	View File

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

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

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

5.4 - Alumni Engagement

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

The Balaji College of Arts Commerce & Science believes in fostering long-term relationships with the alumni of the college. College has formed Alumni Association (Unregistered and functional) which plays a vital role in the progress and achievement of the College. As a society is self-financing, college does not accept any kind of financial aid from alumnus but we consider them as good asset and look for long term association with alumnus. The contribution of the alumni for the growth and progress of the College is immeasurable. They offer student support services by way of counselling, guidance and lectures on careers, job opportunities etc.

Alumni had also taken many carrier counselling sessions for our present students on specialization selection. They meet periodically and interact on WhatsApp to discuss the ways and means to improve the academic environment of the College, as well as to exchange views on the employment opportunities and scope for higher education. They also give their suggestions on how to make more interesting sessions of our college.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/StudentLife/alumni_association
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Balaji College of Arts, Commerce, and Science (BCACS) is committed to delivering quality higher education, guided by its clearly articulated vision and mission.

Vision: To turn out of its portals competent human resource excelling both in academics and in values.

Mission: To undertake the task of shaping impressionable young minds with moral values and leadership qualities. To enable them to attain a very high level of academic excellence and to achieve this object, provide the best infrastructure, opportunity and environment. The governance of BCACS is aligned with this vision and mission, functioning under the aegis of Sri Balaji Society through a transparent and participative College Development Committee. The institution operates with well-defined policies and an active Internal Quality Assurance Cell (IQAC) that ensures a structured approach to quality enhancement and sustenance.

Key initiatives reflective of this alignment include:

1. **Robust Infrastructure:** Modern classrooms equipped with state-of-the-art teaching tools to facilitate effective pedagogy.
2. **Quality Standards:** Strong emphasis on innovative teaching-learning methodologies and corporate connectivity to bridge academic and industry requirements.
3. **Consistent Academic Excellence:** Students of BCACS consistently achieve outstanding results in university examinations, reflecting the institution's commitment to its vision and mission.
4. **Transparent Governance:** An inclusive decision-making process ensures that all stakeholders, including faculty, staff, and students, contribute to the institution's growth.

BCACS demonstrates its alignment through measurable Key Performance Indicators (KPIs) such as academic achievements, extracurricular accomplishments, and holistic student development, showcasing its governance's effectiveness in achieving its objectives.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/About/vision_mission
Upload any additional information	View File

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

Balaji College of Arts, Commerce, and Science (BCACS) adopts a decentralized governance model to ensure functionality, accountability, and inclusivity across all academic and administrative domains.

Decentralization Practices:

1. **Program Coordination:** Each academic program (e.g., B.Com and BBA) has dedicated program coordinators responsible for the seamless execution of academic activities, including curriculum delivery, scheduling, and monitoring.
2. **Class-Level Oversight:** Every class is assigned a professor-in-charge who oversees day-to-day academic and student-related concerns, ensuring timely interventions when required.
3. **Faculty Autonomy:** Faculty members prepare individual teaching plans promoting ownership of course delivery and academic standards.
4. **Committees for Specialized Roles:** Various statutory and functional committees oversee specific domains, fostering efficient governance:
 - **Statutory Committees:** Anti-Ragging Committee, Student Grievance Cell, Internal Complaints Committee, etc.
 - **Functional Committees:** Students' Council, Time-Table Committee, Placement Cell, among others.

Participative Management Practices:

1. **Periodic Meetings:** The Principal conducts regular meetings to discuss and plan academic, co-curricular, and extracurricular activities, such as industrial visits, sports meets, and cultural events. Faculty and students actively contribute during these discussions.
2. **Departmental Collaboration:** Departmental meetings are held regularly with participation from the Principal, course coordinators, and faculty members to address challenges, share ideas, and implement solutions collectively.
3. **Inclusivity in Decision-Making:** Suggestions from committee members and faculty are actively considered by the top management, ensuring participative decision-making at all levels of the institution.

This decentralized and participative governance structure reflects the institution's commitment to fostering leadership at multiple levels, enhancing operational efficiency, and aligning with the institutional vision and mission.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/assets/upload/about/organogram-section/Organogram1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A proactive role by the IQAC of an institution is crucial in maintaining the momentum of quality consciousness. NAAC and UGC assign the responsibility on the IQAC for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the institution. With this background, the College IQAC has undertaken the task of designing a Perspective Plan for the period of five years commencing from academic year 2021-22 to academic year 2025-26 for a balanced growth. The quality indicators of different criteria determined by NAAC have been taken into consideration as the base to create Quality Radars and to make out milestones for the future.

In the preparation of the Perspective Plan, the Internal Quality

Assurance Cell (IQAC) of the college has taken initiatives to obtain Inputs from all stakeholders viz, the management, Principal, the faculty, the administrative staff, students of the college, the Alumni Association of the college, the parents and the peer colleagues. Stakeholders' expectations, management policies, goals and objectives and the vision and the mission statement of our college and quality policy of the college are also considered as a base for formulation of the perspective plan.

The present Perspective Plan principally based on -

1. The NAAC guidelines for ensuring quality aspects in the higher education
2. Vision and mission statement of the college
3. Quality policy of the college
4. Inputs from stakeholders
5. Societal expectations from the college
6. SWOT analysis done by IQAC in 2021

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.bcacspune.edu.in/strategic-plan.php
Upload any additional information	View File

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 College has an Administrative Setup, Academic Administration, various College Committees, Service Rules and Recruitment, Promotional Policies and Grievance Redressal Mechanism for effective functioning.

Administrative Setup: The College has well defined internal organizational structure. College Development Committee(CDC) carries out all administrative work through IQAC, Department heads, etc. Finance and HR functions are executed by concerned heads of Sri Balaji Society. Regular administration of the College is carried out by the Principal with the help of his staff including teaching staff and an administrative office.

Academic Administration: At department level, the organization

includes Heads of BBA and B.Com. departments and faculty members.

For library, there is a Librarian and an Assistant Librarian. The Department of Physical Education and Sports, functions under Director of Physical Education.

College Committees: Various committees are constituted for the planning and execution of academic, administrative and extracurricular purposes.

Service Rules and Recruitment: For service conditions and rules, College follows the rules and regulations laid down by Savitribai Phule Pune University, UGC and Government of Maharashtra.

Grievance Redressal Mechanism: The College has a Grievance Redressal Committee, Internal Complaints Committee, Anti-Ragging Committee and Discipline Committee for proper redressal of the grievances of students and the faculty.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/sri-balaji-society.php
Link to Organogram of the Institution webpage	https://www.bcacspune.edu.in/assets/upload/about/organogram-section/Organogram1.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Following are some of the welfare measures:

1. The Society offers education allowance under the Bala Sir Memorial Children Education Allowance to the staff based on certain eligibility criteria.
2. College offers duty leave to encourage the faculty members to participate in FDPs, Seminars, Work-shops, conferences, presenting paper at the national/international seminars, chairing the session at conferences.
3. College offers sick leave to the staff.
4. College encourages the faculty to take up various university assignments such as – CAP examiners, VIVA expert, paper setter and resource person for various programs.
5. College encourages faculty to enrol for part-time Ph.D. to aid their career progress.
6. Safe and hygienic facility with separate seating arrangement with cupboard, desktops, internet, centralized printers & photocopy machines is available to every staff member.
7. College has MoU with other institutes to facilitate faculty exchange programs facilitating exposure.
8. College provides tea for the staff daily and lunch during special occasions.
9. All faculties have access to numerous e-journals and wellstocked library to facilitate teaching-learning and research.
10. College reimburses the staff if they use personal vehicle for official work.
11. The indoor and out-door games facility is available to all staff.
12. College contributes towards provident fund of the employees.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/sri-balaji-society.php
Upload any additional information	View File

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

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

14

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

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

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

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

6

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institution has a performance appraisal system for its teaching and non-teaching staff. It is obligatory for the staff to fill and submit the performance appraisal report at the end of academic year. For teaching staff, it includes self appraisal criteria on professional skills and duties, personal competencies and abilities and self-reflections on abilities, strengths, and areas of

improvement. Non-teaching staff performance appraisal includes 4 parameters - Personal information, Nature of Duties performed, Overall Performance parameters and Self-appraisal.

The prescribed form is submitted to the HR with essential documents for evaluation. Based on this self-appraisal and evaluation, performance is assessed and appropriate increments are provided to the staff accordingly. Good performers are rewarded with financial and / or promotional decisions by the management. Similarly appropriate action is initiated towards low performers. In this process, appropriate feedback and suggestions are communicated to the concerned staff for their future improvement.

In addition to this, the College collects feedback from the students to evaluate the teachers' performance.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/About/perspective_plan
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Institution regularly conducts rigorous internal and external financial audits every year in order to verify compliance with respect to rules, regulations, and standard operating procedures and to evaluate the adequacy of internal control systems and management of funds. Financial audit is conducted by Chartered Accountant annually to verify compliance with established procedures under arrangements of Sri Balaji Society. Internal audits are conducted by the Accounts Section of the institute at Head Office. Institute Budget is sanctioned by the management which gives directions for utilization of financial resources. Institute uses 'Tally' software for maintaining quantitative financial records and legitimate proofs of income and expenditures are maintained. In case of expenses which are not pre-budgeted but are necessary to be done, prior permission from the appropriate authorities is taken well in advance before making such expenses. Biometric attendance system is used to record the attendance of the employees and is verified against salary calculation and payment. Before submitting the final report to the

management, Internal Auditor from head office periodically visits the institute every year to check and investigates all the records along with proofs. Till date institute has not received any query about mobilization of financial resources or concern over SOPs.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/sri-balaji-society.php
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Tuition fees is the only source of income of the college. Major expenditure include employee salaries and infrastructural maintenance. Administrative and general expenses such as office expenses, repairs and maintenance ensure smooth functioning of the institute. Student welfare expenses are made for various activities such as student participation in conferences, sports and cultural events etc. Funds are spent on various curricular, co-curricular and extra-curricular activities, purchase of books and sports equipment.

The college has well-defined procedure for utilization of financial resources. Annual budget is prepared based on requirements. Management reviews and approves it after required changes, if any. All purchases are done as per the approved budget. Most purchases are made from pre-approved vendors. In cases where approved vendors

aren't available, quotations are invited, compared and order is placed with suitable vendor on management's approval. Periodic comparison between the actual and budgeted expenses is done. Deficit, if any, is managed by funding from parent trust "Sri Balaji Society". Suitable institutional mechanisms are available to monitor the effective and efficient use of financial resources. The internal auditor from SBS checks this periodically. Financial audit is conducted by Chartered Accountant annually to verify compliance with established procedures under arrangements of Sri Balaji Society.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/assets/policyDocuments/6_4_3_Mobilization_of_Funds.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC has motivated the teaching staff to undertake more research, participate in conferences/seminars and publish their work in reputed journals. This has increased the research orientation of the teaching staff significantly with several publications in UGC Care listed journals and participation in various national and international conferences. The faculty has also participated in several national and international faculty development programmes, workshops and attended refresher courses. This has led to academic growth and development of the staff. To further this initiative, the college has organized conferences as well.

Another major initiative by IQAC has been to enable the advanced learners by providing them an all-paid access to select courses on the Coursera platform. Coursera has courses designed and developed by prominent international universities. Select advanced learners were provided access to such courses to enhance their learning and aid their academic progress and development.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/IQAC/igac_index
Upload any additional information	View File

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

IQAC of BCACS takes initiatives to review the teaching learning process, methodologies of operations and learning outcomes at periodic intervals. IQAC has designed the additional attributes like academic excellence, communication skills, personality development and leadership among the students. To achieve learning outcomes, the IQAC periodically reviews teaching learning process and suggests gradual and regular expansion, upgradation and addition of the requisite infrastructure.

The quality parameters of teaching and learning process, structures and methodologies of operations and learning outcomes are monitored by IQAC during the meetings. The faculties try to provide better inputs to the students by using new teaching methodologies.

As per the course outline and teaching plan, every semester, curriculum delivery is done by the individual faculty. Lecture preparation, monitoring of sessions along with conducting sessions as per the lecture plan is done by the faculty and syllabus completion report is submitted to the Course Co-ordinators who ensure smooth functioning of the academic activities in consultation with IQAC.

The result analysis of the University examination is prepared and presented to the IQAC for analysis. After analysis, plans and suggestions are made as to how the low scorers can be helped to improve and score better in the next examinations.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/IQAC/igac_index
Upload any additional information	View File

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

B. Any 3 of the above

Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.bcacspune.edu.in/other-documents.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

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

Following are some of the measures initiated by BCACS to promote gender equity:

1. Awareness Campaigns: Conducting workshops, seminars, and awareness campaigns on gender issues, focusing on topics like gender sensitivity, consent, and women's rights.

2. Women's Cell/Committee: Establishing a dedicated women's cell or gender equity committee to address issues related to gender, provide support, and organize events.

3. Mentorship Programs: Creating mentorship opportunities for female students, pairing them with faculty or industry professionals to encourage their academic and professional growth.

4. Counselling Services: Providing counselling services specifically tailored to support students facing gender-related issues.

5. Safe Spaces: Creating safe and inclusive spaces on campus where all genders can express themselves and seek support without fear of discrimination.

6. Feedback Mechanisms: Establishing anonymous feedback systems for students to report gender-related issues or concerns, ensuring their voices are heard.

File Description	Documents
Annual gender sensitization action plan	https://www.bcacspune.edu.in/assets/policyDocuments/Annual Gender Sensitization Plan-23-24.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.bcacspune.edu.in/assets/policyDocuments/7_1_1-_02.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Following are the facilities at BCACS for the management of various types of degradable and non-degradable waste:

1. Solid Waste Management- Regular cleaning and collection of solid waste is taken care at BCACS. Dust-bins are available through out the campus on all floors, corridors as well as open spaces. The solid waste collected is handed over to Pimpri Chinchwas Municipal Corporations Waste Collection department at specified interval.

2. Bio-Medical Waste Management- Sanitary napkins is the biomedical waste which needs utmost care while disposing. An electric incinerator in the ladies restroom to take care of the same.

3. E-waste Management - All the e-waste generated at BCACS is handed over to the vendor for further disposal of the same.

;

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.bcacspune.edu.in/assets/policyDocuments/7_1_3 - Facilities for Waste Management.pdf
Any other relevant information	View File

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

BCACS celebrates various festivals/occasions like Shri Ganesh Utsav, Durga Pooja, Christmas etc for providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Reports of some of the festival celebrations are uploaded below.

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

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

For Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens, BCACS observes the following practices:

1. Playing national anthem in the morning before the commencement of daily schedule

2. Blood Donation Camp

3. Curriculum Integration: A subject dedicated to Indian Constitution and Democracy is taught to first year students which sensitizes students to Constitution and civic responsibilities..

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

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

B. Any 3 of the above

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

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

Following are national and international commemorative days, events and festivals celebrated at BCACS:

01. World Environment Day

02. International Yoga Day

03. National Reading Day

04. Independence Day

05. Swami Vivekanand and Rajmata Jijau Jayanti

06. Republic Day

07. Marathi Bhasha Din

08. International Women Day

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

7.2 - Best Practices

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

Best Practice -1

Title of the Practice: Inculcating the spirit of research among faculty for a progressive technological growth

Objectives of the Practice

• To improve quality in the teaching-learning process • To publish papers in refereed International/ National journals and conferences
The Practice To inculcate the habit of research at BCACS, we organize various events like seminars conference, workshops, Orientation courses and refresher courses like FDPs, SDPs. • Also encouragement to pursue PhD, institute provides tuition fee, documentation charges for PhD thesis in addition to infrastructure, computing, library facilities.

Evidence of Success • BCACS organized a national level seminar on the theme of Sustainability and Development on 19th February, 2024 where academicians from various institutes have participated for attending and presenting their research papers.

Best Practice -2 Title of the Practice: Inculcate Social Outreach Behaviour among the students

Objectives of the Practice

• To sensitize students to various socio-economic problems • To spread awareness about pertinent social issues
The Practice BCACS organizes various activities like students rallies, local resident surveys, blood donation camp for this purpose.

Evidence of Success:

Eco-friendly Ganesh Festival Awareness Rally was organized on 15.09.2023 and blood donation camp on 20.12.2023

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

BCACS Institutional Distinctiveness: Term End Practice Tests BCACS envisions turning out of its portals competent humanresource excelling both in academics and in values. Students of BCACS have been consistently performing in universityexaminations securing top ranks. Besides, the results have also been above the university average; limiting the failures to almost nil.

In this endeavour we at BCACS conduct Practice Tests at the end of each term/semester. During the internal unit test it is observed that the students find it difficult to write long answer questions at a stretch. They cite lack of writing practice as a reason. As a result of this unique approach, students of BCACS consistently keep topping the University examinations.

The objectives include: 1. To get familiar with actual university exam and time enhance time management. 2. To know the weak/strong areas of respective subjects. The schedule of Test is prepared normally 30 days prior to the University examinations. Subject teachers are asked to prepare and submit question papers conforming to the prescribed patterns and syllabus. Examination is conducted following the same rules and regulations that are followed by the University. On conclusion of examination, respective subject teacher assesses the answer sheets.

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 college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the University through its Boards of Studies. The academic calendar specifies suitable available dates for significant academic and other activities. The Heads of Departments conduct the meetings to distribute workload, allot subjects, plan the activities of the department and to review the completed syllabus.

Faculty members prepare semester wise session plan for theory and practical at the beginning of every term/semester. The Time Table is prepared by the timetable committee. Teaching plan is prepared by every faculty member at the beginning of academic year. The departments integrate classroom teaching with various ICT tools, projects, students seminars, tutorials, question papers solving, research projects, Quiz competition etc.

College provides special guidance to the slow learners. Library provides various e-resources like INFLIBNET, DELNET, ebsco, e-journals, Database, etc. Teachers provide study material to the students in the form of PPTs, notes, videos etc. Guest lectures, BCACS collects the feedback from the faculty, students, alumni and parents. The collected feedback is analysed using different parameters and the performance of the students, faculty and institution is assessed by IQAC.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.bcacspune.edu.in/Academics/about_bcom#tab1

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

Before the commencement of each semester, University notifies an

academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations. Institute calendar is prepared by following the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The department calendar comprises guest lectures, workshops, industrial visits, other co-curricular and extra-curricular activities. The academic calendar help faculty members to plan their respective course delivery, research work, academic and co-curricular activities.

Department heads closely supervise and monitor the completion of the syllabus as per the session plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Internal Unit tests (IA), assignments, Practice test , quizzes, presentation and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar.

. Continuous evaluation and assessments are also done for practical work, project work, seminars, and internships. The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.bcacspune.edu.in/Academics/assessment_policy

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	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
2	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
2	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
213	

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

200

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

1.3 - Curriculum Enrichment

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

1. Courses and Activities related to Environment and Sustainability :- The College organizes many activities related to environment and sustainability like - tree plantation for environmental awareness, blood donation camp.N.S.S. promotes environmental protection through tree plantation and other sustainable development programs.

2. Courses and Activities related to Professional Ethics:- Business Ethics and Environmental awareness course is included in the regular curriculum. The regular courses which add value to the students are also organised for personality Development ,Softskills etc. to improve the communication skills of the students.College organizes workshops, seminars and other such curricular and extracurricular activities to enable the students to know the Annual Quality Assurance Report of BALAJI COLLEGE OF ARTS, COMMERCE AND SCIENCE developments in the global economy.

3. Courses and Activities related to Human Values and Social Awareness :-To develop the sense of social responsibility among the students, the College celebrates the Independence Day, Republic Day, Constitution Day,Teacher's Day, Guru Poornima, Women's day, Environment day, International Yoga Day, etc.

4. Courses and Activities related to Gender Equality:- College organizes various activities to promote gender equality like Quiz, International Women's Day Celebrations and Essay Writing competitions,gender equalitycourseetc. for the students to help them to get a platform to promote gender equality

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

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

32

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

333

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.bcacspune.edu.in/assets/policy/Documents/Action_Taken_Report_2023-24.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
200	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of	

supernumerary seats)

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

25

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

2.2 - Catering to Student Diversity

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

Periodic tests are conducted every month wherein the students are identified as 'Weak' and 'Advanced Learners' based on the marks they got in these periodic tests. Students scoring less than 40 % are considered as Slow Learners and those securing above 70 % marks are identified as Advanced Learners. Activities for Slow learners: (i) Remedial coaching (ii) Personal attention (iii) Counselling for personal problems (iv) Extra Assignments and feedback by the teachers (v) Continuous Performance monitoring (vi) Special attention through clarification of their doubts, revising important concepts and extra assignments (vii) Special tutorials, guided self-study sessions, Question banks, extra reading material and extra practice assignments (viii) In PTM the parents were advised suitably for their improvement. Activities for Advanced learners : (i) Develop communication skills, language proficiency and overall personality development through activities (ii) Appointed as class coordinators such as Class Representatives, Academic Coordinators and Discipline coordinators. (iii) Assist the mentor teachers in monitoring the slow learners. (iv) Advanced assignments or tasks (v) The subject teacher interacts and help them to identify appropriate areas for higher studies as well as employment. (vi) Opportunity to work in Central Coordination Team to guide other students participating in activities to develop leadership qualities among them. (vii) Guidance for competitive examinations (viii) Students were encouraged to participate in various seminars, conferences, workshops (ix) Students were asked to write Research papers and present in the national conferences.

File Description	Documents
Link for additional Information	https://www.bcacspune.edu.in/assets/policy/Documents/2_2_1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
332	15

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

1) **Presentation of Students:** Students are encouraged to design presentations on various topics and present it in the class. (2) **Interactive method:** Students participation is ensured in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questionanswer session on current affairs. (3) **Problem Solving Methodologies:** Activities are undertaken to ensure exposure to real issues of business , problem solving situations. Such activities include - Case Analysis and Discussions, Scenario Analysis, Research Projects, etc. (4) **Learning through Co-Curricular Activities:** Students participate in various co-curricular activities like Induction Programs, Curriculum Enrichment Program, Industrial Visits, Educational Tours, Entrepreneurship Development Activities, Specialization Club Activities, Expert Sessions, Workshops etc. (5) **Experiential Learning:** through activities like - Internships, Dissertation, Case Discussions, Projects, Research Work (6) **Learning through Value Added Programs:** Students doing Certification programs are ensured which enhance their knowledge, skills and experiences. Additional Input sessions on varied topics beyond the syllabus related to current trends in the global environment are organized on a regular basis (7) **Learning through Extra Curricular Activities:** Students participate in various extra-curricular activities organized by the College like Cultural and Sports Activities, Commerce & Management week. Even

though the activities are conducted online the students are actively involved in organizing these activities which enriches their experiences.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.bcacspune.edu.in/assets/policy/Documents/2_3_1_-_latest.pdf

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

All the classrooms and laboratories are ICT enabled with projectors installed and the campus is enabled with high speed WIFI connection with 50 Mbps leaseline. The faculty members of our college use various ICT enabled tools to enhance the quality of teaching-learning like In addition to this platform other ICT tools are : Online Library tools, LCD Projects, speakers in each classroom etc. In addition to that teachers use (1) Google classroom to manage and post course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc. (2) Assignments, co-curricular activities are given online and feedback provided online (3) Online drawing tools like concept maps, mind maps, are used to perform student centric activities, google jam board, testmoz, eduflow, padlet (4.) PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process. (5) Media lab facility is used to create video lectures and upload in appropriate platforms for students to use as extra learning resources (6) Lab manuals are mailed to students well in advance and the experiments were conducted (7) Online quizzes and polls are regularly conducted to record the feedback of the students. (8) To teach mathematical subjects in online mode, teachers have used various online tools like- whiteboard in Microsoft teams, Jam board in Google meet, etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.bcacspune.edu.in/assets/policy/Documents/2_3_2_-_ICT_for_Effective_Teaching.pdf

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

2.3.3.1 - Number of mentors

12

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

2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

8

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

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

2.4.3.1 - Total experience of full-time teachers

15

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

2.5 - Evaluation Process and Reforms

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

College follows transparent mechanism for the internal assessment of the students. Students are briefed through the course faculties about rules and guidelines of internal assessment, question paper patterns and university examinations at the beginning of each term. All the faculties prepare their lesson plan for their respective subjects and the same is communicated to the students. For every unit students have to submit the assignment on each subject. After completion of each unit the course faculty conducts oral test or quiz of that unit and assessment is communicated to them. Surprise test for each unit is conducted. The student can approach the teachers in case they need a clarification on the award of marks based on the scheme of evaluation discussed in the class. Proper record of assessment of every student is maintained during the academic year. The College conducts Practice Tests in each semester. Time table is displayed on the notice board and their weightage in overall internal marks

is also communicated to the students. Then the same is shown to students also with remarks on it. It helps students for Marks for Internal assessment done throughout the semester (Home Assignments, Oral Test, Quiz, Surprise test, presentations and practice test and attendance are compiled and then converted into final internal marks. These marks are communicated to the students individually. Evaluation practices and procedures of college are fair, reasonable, and equitable for all the students. Students are given timely opportunities to place their grievances regarding assessment to college authorities.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.bcacspune.edu.in/assets/policy Documents/2 5 1 N.pdf

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

BCACS conducts university exam as per the ordinance of SPPU. College Exam Committee, Chief Examination Officer along with principal and other teaching, administrative faculty ensure smooth conduct of the examination and internal assessment. If any grievance occurs it is immediately considered and redressed within short time. The Examination Department also deals with mistakes/errors related to internal assessment of the students promptly. All internal examinations are conducted adhering to the norms of SPPU. Internal marks are given considering surprise test, home assignment, quiz & practice test & attendance etc. The system of internal marks is very transparent. The students are given opportunity to redress their grievances concerning internal marks if any. CEO can intervene and seek opinion of another course teacher. The grievances are resolved by showing his/her performance in the answer sheet or the answer sheet is reassessed by the faculty once again in his presence. Any corrections in the total of marks or assessment of answer books are immediately done by the faculty members. Very few grievances related to evaluation are reported in past few years which shows the transparency and credibility of system in which college adheres to. Students are given timely opportunities to place their grievances regarding assessment to college authorities and also as soon as teachers post marks on internal marks on pune university portal students are able to see marks on students portal if any grievances they can directly come and ask for it.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.bcacspune.edu.in/assets/policy/Documents/2_5_2.pdf

2.6 - Student Performance and Learning Outcomes

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

The College runs two programs BBA and B.Com. Each program consists of 3 years duration. Both the programs has various courses as prescribed by Savitribai Phule Pune University. These learning objectives and outcomes are linked to the Program outcomes. The College displays its vision, mission, core values, goals, program outcomes, program specific outcomes and course objectives and outcomes on the College website. Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are discussed with the parents and their wards at the time of admission by the members of the admission committee of the College. At the beginning of every course unit, the faculty converse learning outcomes, program outcomes and course outcomes which makes the teaching learning process more meaningful and fruitful. The assessment of the Program Outcomes and Course Outcomes are monitored through their performance in the university examinations, practice examinations, surprise tests and home assignments after completion of each course unit. The College authorities are keen to evaluate POs and COs by making Result Analysis in which an attempt is made to assess the number of students coming into First Class and First Class with Distinction. All students are intimated regarding the programme outcomes of the programmes. College organizes induction program of a week's duration every year for the first year B.B.A & B.Com students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.bcacspune.edu.in/Academics/about_bcom#po
Upload COs for all courses (exemplars from Glossary)	View File

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

The state of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using multiple indicators throughout the semester of the academic year. The faculty records the performance of every student with the help of the specified course outcomes through an valuation process.key indicators of measuring attainment are:

1.End Semester University Examination: Being a constituent college Page 22/61 27-09-2023 02:14:48 Annual Quality Assurance Report of BALAJI COLLEGE OF ARTS, COMMERCE AND SCIENCE of Savitribai Phule Pune University, the students of BCACS are required to take examinations as per the semester and annual pattern set by the university.

2.Internal Assessment: The Internal Assessment constitutes 30% weightage of the total marks (100) in each subject.

3.External Assessment: It is evaluated by inviting external experts appointed by the university to evaluate each student by conducting Practical examinations, and taking Viva-Voce and evaluating the practical files.

4.Result Analysis: At the end of each semester, result analysis of each course is carried out using bar charts indicating the percentage of students falling in different categories of CGPA obtained.

5.Career Guidance & Counselling for future direction purpose.

6.Internships and Placements: Students are encouraged to take up internships, projects, fieldwork, etc.The Placement Cell of the college helps and polishes the students according to industry standards and provides ample opportunities for students to get

placed in esteemed companies.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.bcacspune.edu.in/assets/policy/Documents/2_6_2.pdf

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

93

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.bcacspune.edu.in/assets/policy/Documents/2_6_3_Attachment.pdf

2.7 - Student Satisfaction Survey

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

<https://forms.office.com/Pages/DesignPageV2.aspx?prevorigin=shell&origin=NeoPortalPage&subpage=design&id=Amw2cJWQCUOAGkU1KVDIQttrfmF35-9MqR0xuadpjHtUOTRDMU8zVklUMU9SRzVHOk1RT1FFMlFWRS4u&analysis=true>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NA

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

1

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

20

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

03

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

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

The College fosters a strong neighborhood network and encourages student involvement in extension activities, promoting good citizenship, strong moral values, community service, and the holistic development of students. To raise awareness among students, the Cultural and NSS Program Management Committee plays a crucial role. Faculty members of these committees introduce various activities during the induction program and ensure active participation throughout the academic year. The College organizes health check-up camps, blood donation drives, and voting awareness programs, often in collaboration with other colleges and recognized organizations like the Rotary Club. Engaging in

such service-learning activities helps students grow into responsible, socially aware individuals. The College also organized an awareness campaign for eco-friendly Ganesh idols in the local community. Additional initiatives, such as a Road Safety Program, campaigns against child marriage, and a Cleanliness Drive, were carried out by the NSS Department of the College.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/StudentLife/NSS
Upload any additional information	View File

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

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

00

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

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

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

12

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

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

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

441

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

3.4 - Collaboration

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

40

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

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

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

8

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The college is equipped with ample infrastructure and physical facilities to support teaching and learning activities. It includes nine ICT-enabled classrooms, including a smart classroom, two computer labs, a well-resourced library, an administrative office, and a seminar hall with a seating capacity of 160 students. The language lab also provided for developing communication skills of the students. Furthermore, the seminar hall can accommodate up to 150 students. Washrooms are available on every floor. The college has dedicated spaces for an examination room, central assessment program room, principal's office, placement cell, IQAC room, language lab, physical director's office, NSS room, and a boys' and girl's common room. The faculty room is well-equipped with computers for academic activities. A gymnasium and playground are available for extracurricular activities throughout the year. The campus also offers Wi-Fi connectivity.

Library: The college library covers 2,771.50 sq. ft., with seating for 75 students. The collection consists of 2,056 textbooks, 279 reference books, 4 Rare books, 26 National Magazines, 220 Educational CDs, and subscriptions to 07 National and 2 International journals etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bcacspune.edu.in/assets/policy/Documents/4_1_1.pdf

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

The college offers a wide range of indoor and outdoor sports and cultural activities to provide students with the best platform for overall development.

Sports Facilities: The college emphasizes both indoor and outdoor sports to foster leadership skills, sportsmanship, and team-building abilities that will benefit students in their professional lives.

Indoor Amenities: - Gymnasium: The college provides an advanced gym facility for students. A well-maintained swimming pool is available for students to participate in swimming competitions.

Indoor Games: The Department of Physical Education offers an excellent platform for indoor games such as carom, table tennis, and chess.

Yoga: The department also conducts regular yoga sessions.

Outdoor Amenities: The college has dedicated grounds covering an area of 60,000 sq. ft. Various sports, including volleyball, football, and others, are played on this multipurpose ground. Students actively participate in zonal, university, state, and national-level tournaments.

Cultural Activities: The college organizes 'Spandan,' an annual social gathering that provides a platform for dance performances, drama, and other artistic activities. Additionally, various cultural events, including the celebration of Rakshabandhan, Holi, Diwali, Christmas, and other festivals, are held according to a pre-decided schedule.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bcacspune.edu.in/assets/policy Documents/4_1_2.pdf

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

08

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

08

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bcacspune.edu.in/About/infrast urcture listing
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

8665180

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

4.2 - Library as a Learning Resource

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

The college library serves as the knowledge center of the institution. It offers a 'Book Bank Facility' for students, ensuring access to essential reading materials.

Display of Newspaper Cuttings on Current Events: The library maintains a collection of news articles covering various fields to keep students informed about current happenings.

Question Banks of University Examinations: A comprehensive collection of past university examination papers, aligned with the university syllabus, is available for student reference.

Membership of University Library and Access to e-Resources: The library holds memberships with the Jayakar Library, University of Pune, and the National Digital Library, New Delhi, giving students access to a wider range of academic resources.

Local and National Newspapers: The college subscribes to prominent newspapers such as The Times of India, The Economic Times, The Indian Express, Lokmat, and Sakal.

E-Resources: The library is connected to various digital resources like EBSCO, DELNET, N-List, and provides access to a variety of e-books and e-journals for reference.

Library Management Software: The library uses KOHA software (version 18.5) to manage its database and library records efficiently.

The Digital Library: The library has 10 computers available for students, all equipped with internet access for research and academic purposes.

Library Orientation Program: The librarians conduct an orientation program for newly admitted students, introducing them to the services and resources available to enhance their learning experience.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.bcacspune.edu.in/Academics/library

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

A. Any 4 or more of the above

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

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

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

1818103

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

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

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

95

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

4.3 - IT Infrastructure

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

The IT infrastructure of Balaji College of Arts, Commerce, and Science includes a leased line connection from Tata Teleservices (Maharashtra) Ltd., along with Wi-Fi facilities. The college is equipped with eight efficient printers for academic purposes and has automated administrative and accounting processes. IT resources are available in both the seminar and auditorium halls. The IT labs house 54 computers in one lab and 57 in another, while the library provides 10 computers for student use. Classrooms and labs are equipped with projectors and biometric attendance systems. The smart classroom features video recording capabilities and an interactive board.

The campus is secured with CCTV cameras installed at 65 locations, and a public address system enables the principal and senior staff to communicate with students and faculty. The available hardware and software include desktops, laptops, LCD monitors, projectors, smart TVs, an EPABX system, biometric attendance devices, a public address system, two collar microphones, and licensed software such as Tally 9.0, MS Office 2016, ERP software, and antivirus programs. The internet connection provides a speed of 100 Mbps. Additionally, the campus has 128 inverter batteries to ensure electricity backup.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bcacspune.edu.in/assets/policy Documents/4_3_1.pdf

4.3.2 - Number of Computers

173

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****591448**

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

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

The institute has established a comprehensive policy to ensure the proper maintenance and utilization of its facilities.

1. Utilization of Physical Facilities:

The classrooms, laboratories, library, sports room, playground, boys' common room, administrative office, parking areas, and

canteen are effectively utilized. IT laboratories support university-related courses, while the seminar hall hosts various programs. The Placement Cell ensures excellent placement opportunities for students. Both indoor and outdoor sports events are organized. The campus also provides a canteen and a dedicated two-wheeler parking space.

2. Maintenance Policy:

Renovation and maintenance activities are carried out periodically to ensure resources remain in optimal condition. IT infrastructure and equipment are regularly maintained, with routine in-house servicing supplemented by external agencies for cleaning and upkeep. The campus undergoes periodic decontamination, and facilities such as water coolers and CCTV systems are kept in proper working order. A gardener maintains the lush greenery of the campus, while a UPS system with 128 inverter batteries supports uninterrupted academic activities. The playground is managed by the Physical Education Department, and security and safety measures are overseen by dedicated personnel.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bcacspune.edu.in/assets/policy/Documents/4_4_2.pdf

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

05

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

02

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

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

A. All of the above

File Description	Documents
Link to institutional website	www.bcacspune.edu.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

68

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

68

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

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

A. All of the above

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

40

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

20

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

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

06

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

02

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The College has a proactive 'Student Council' as per the Maharashtra University act 2016 section-99 representing students on various academic and administrative committees. Students are involved in planning, organizing and control of various activities which motivate them and develop their qualities like leadership, initiation, team-building etc.

Every year students' council is formed according to SPPU guidelines. A committee of 4 to 5 faculty members was formed to elect student council members online. They are selected on the basis of academics, participation in various activities, attendance and faculty feedback.

Student council is also participating as CCT'S in the College -SPANDAN Annual social gathering. In 2023-24, the College organized co-curricular activities like Student-led conferences, guest lectures, Seminars, etc. in which student council members are actively involved. The leadership qualities are developed among council members. The college has various Statutory committees and student council members are student representatives. They actively participate in the meetings of committees and put their issues and suggestions in front of committee members.

The Student Council timely interacts with the Principal and coordinators for new ideas, suggestions, and feedback on various areas of the college, such as guest lectures, organizing online events, social awareness programs, etc.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/StudentLife/students_council
Upload any additional information	View File

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

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

19

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

5.4 - Alumni Engagement

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

The Balaji College of Arts Commerce & Science believes in fostering long-term relationships with the alumni of the college. College has formed Alumni Association (Unregistered and functional) which plays a vital role in the progress and achievement of the College. As a society is self-financing, college does not accept any kind of financial aid from alumnus but we consider them as good asset and look for long term association with alumnus. The contribution of the alumni for the growth and progress of the College is immeasurable. They offer student support services by way of counselling, guidance and lectures on careers, job opportunities etc.

Alumni had also taken many carrier counselling sessions for our

present students on specialization selection. They meet periodically and interact on WhatsApp to discuss the ways and means to improve the academic environment of the College, as well as to exchange views on the employment opportunities and scope for higher education. They also give their suggestions on how to make more interesting sessions of our college.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/StudentLife/alumni_association
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Balaji College of Arts, Commerce, and Science (BCACS) is committed to delivering quality higher education, guided by its clearly articulated vision and mission.

Vision: To turn out of its portals competent human resource excelling both in academics and in values.

Mission: To undertake the task of shaping impressionable young minds with moral values and leadership qualities. To enable them to attain a very high level of academic excellence and to achieve this object, provide the best infrastructure, opportunity and environment. The governance of BCACS is aligned with this vision and mission, functioning under the aegis of Sri Balaji Society through a transparent and participative College Development Committee. The institution operates with well-defined policies and an active Internal Quality Assurance Cell (IQAC) that ensures a structured approach to quality enhancement and sustenance.

Key initiatives reflective of this alignment include:

1. **Robust Infrastructure:** Modern classrooms equipped with state-of-the-art teaching tools to facilitate effective pedagogy.
2. **Quality Standards:** Strong emphasis on innovative teaching-learning methodologies and corporate connectivity to bridge academic and industry requirements.
3. **Consistent Academic Excellence:** Students of BCACS consistently achieve outstanding results in university examinations, reflecting the institution's commitment to its vision and mission.
4. **Transparent Governance:** An inclusive decision-making process ensures that all stakeholders, including faculty, staff, and students, contribute to the institution's growth.

BCACS demonstrates its alignment through measurable Key Performance Indicators (KPIs) such as academic achievements, extracurricular accomplishments, and holistic student development, showcasing its governance's effectiveness in achieving its objectives.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/About/vision_mission
Upload any additional information	View File

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

Balaji College of Arts, Commerce, and Science (BCACS) adopts a decentralized governance model to ensure functionality, accountability, and inclusivity across all academic and administrative domains.

Decentralization Practices:

1. **Program Coordination:** Each academic program (e.g., B.Com and BBA) has dedicated program coordinators responsible for the seamless execution of academic activities, including curriculum delivery, scheduling, and monitoring.

2. **Class-Level Oversight:** Every class is assigned a professor-in-charge who oversees day-to-day academic and student-related concerns, ensuring timely interventions when required.
3. **Faculty Autonomy:** Faculty members prepare individual teaching plans promoting ownership of course delivery and academic standards.
4. **Committees for Specialized Roles:** Various statutory and functional committees oversee specific domains, fostering efficient governance:
 - **Statutory Committees:** Anti-Ragging Committee, Student Grievance Cell, Internal Complaints Committee, etc.
 - **Functional Committees:** Students' Council, Time-Table Committee, Placement Cell, among others.

Participative Management Practices:

1. **Periodic Meetings:** The Principal conducts regular meetings to discuss and plan academic, co-curricular, and extracurricular activities, such as industrial visits, sports meets, and cultural events. Faculty and students actively contribute during these discussions.
2. **Departmental Collaboration:** Departmental meetings are held regularly with participation from the Principal, course coordinators, and faculty members to address challenges, share ideas, and implement solutions collectively.
3. **Inclusivity in Decision-Making:** Suggestions from committee members and faculty are actively considered by the top management, ensuring participative decision-making at all levels of the institution.

This decentralized and participative governance structure reflects the institution's commitment to fostering leadership at multiple levels, enhancing operational efficiency, and aligning with the institutional vision and mission.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/assets/upload/about/organogram-section/Organogram1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A proactive role by the IQAC of an institution is crucial in maintaining the momentum of quality consciousness. NAAC and UGC assign the responsibility on the IQAC for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the institution. With this background, the College IQAC has undertaken the task of designing a Perspective Plan for the period of five years commencing from academic year 2021-22 to academic year 2025-26 for a balanced growth. The quality indicators of different criteria determined by NAAC have been taken into consideration as the base to create Quality Radars and to make out milestones for the future.

In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the college has taken initiatives to obtain Inputs from all stakeholders viz, the management, Principal, the faculty, the administrative staff, students of the college, the Alumni Association of the college, the parents and the peer colleagues. Stakeholders' expectations, management policies, goals and objectives and the vision and the mission statement of our college and quality policy of the college are also considered as a base for formulation of the perspective plan.

The present Perspective Plan principally based on -

1. The NAAC guidelines for ensuring quality aspects in the higher education
2. Vision and mission statement of the college
3. Quality policy of the college
4. Inputs from stakeholders
5. Societal expectations from the college
6. SWOT analysis done by IQAC in 2021

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.bcacspune.edu.in/strategic-plan.php
Upload any additional information	View File

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 College has an Administrative Setup, Academic Administration, various College Committees, Service Rules and Recruitment, Promotional Policies and Grievance Redressal Mechanism for effective functioning.

Administrative Setup: The College has well defined internal organizational structure. College Development Committee (CDC) carries out all administrative work through IQAC, Department heads, etc. Finance and HR functions are executed by concerned heads of Sri Balaji Society. Regular administration of the College is carried out by the Principal with the help of his staff including teaching staff and an administrative office.

Academic Administration: At department level, the organization includes Heads of BBA and B.Com. departments and faculty members.

For library, there is a Librarian and an Assistant Librarian. The Department of Physical Education and Sports, functions under Director of Physical Education.

College Committees: Various committees are constituted for the planning and execution of academic, administrative and extracurricular purposes.

Service Rules and Recruitment: For service conditions and rules, College follows the rules and regulations laid down by Savitribai Phule Pune University, UGC and Government of Maharashtra.

Grievance Redressal Mechanism: The College has a Grievance Redressal Committee, Internal Complaints Committee, Anti-Ragging Committee and Discipline Committee for proper redressal of the

grievances of students and the faculty.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/sri-balaji-society.php
Link to Organogram of the Institution webpage	https://www.bcacspune.edu.in/assets/upload/about/organogram-section/Organogram1.pdf
Upload any additional information	View File

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

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies**6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff****Following are some of the welfare measures:**

1. The Society offers education allowance under the Bala Sir Memorial Children Education Allowance to the staff based on certain eligibility criteria.

2. College offers duty leave to encourage the faculty members to participate in FDPs, Seminars, Work-shops, conferences, presenting paper at the national/international seminars, chairing the session at conferences.

3. College offers sick leave to the staff.

4. College encourages the faculty to take up various university assignments such as – CAP examiners, VIVA expert, paper setter and resource person for various programs.

5. College encourages faculty to enrol for part-time Ph.D. to aid their career progress.

6. Safe and hygienic facility with separate seating arrangement with cupboard, desktops, internet, centralized printers & photocopy machines is available to every staff member.

7. College has MoU with other institutes to facilitate faculty exchange programs facilitating exposure.

8. College provides tea for the staff daily and lunch during special occasions.

9. All faculties have access to numerous e-journals and wellstocked library to facilitate teaching-learning and research.

10. College reimburses the staff if they use personal vehicle for official work.

11. The indoor and out-door games facility is available to all staff.

12. College contributes towards provident fund of the employees.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/sri-balaji-society.php
Upload any additional information	View File

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

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

14

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

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

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

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

6

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institution has a performance appraisal system for its teaching and non-teaching staff. It is obligatory for the staff to fill and submit the performance appraisal report at the end of academic year. For teaching staff, it includes self appraisal criteria on professional skills and duties, personal competencies and abilities and self-reflections on abilities, strengths, and areas of improvement. Non-teaching staff performance appraisal includes 4 parameters - Personal information, Nature of Duties performed, Overall Performance parameters and Self-appraisal.

The prescribed form is submitted to the HR with essential documents for evaluation. Based on this self-appraisal and evaluation, performance is assessed and appropriate increments are provided to the staff accordingly. Good performers are rewarded with financial and / or promotional decisions by the management. Similarly appropriate action is initiated towards low performers. In this process, appropriate feedback and suggestions are communicated to the concerned staff for their future improvement.

In addition to this, the College collects feedback from the students to evaluate the teachers' performance.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/About/perspective_plan
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Institution regularly conducts rigorous internal and external financial audits every year in order to verify compliance with respect to rules, regulations, and standard operating procedures and to evaluate the adequacy of internal control systems and management of funds. Financial audit is conducted by Chartered Accountant annually to verify compliance with established procedures under arrangements of Sri Balaji Society. Internal audits are conducted by the Accounts Section of the institute at Head Office. Institute Budget is sanctioned by the management which gives directions for utilization of financial resources. Institute uses 'Tally' software for maintaining quantitative financial records and legitimate proofs of income and expenditures are maintained. In case of expenses which are not pre-budgeted but are necessary to be done, prior permission from the appropriate authorities is taken well in advance before making such expenses. Biometric attendance system is used to record the attendance of the employees and is verified against salary calculation and payment. Before submitting the final report to the management, Internal Auditor from head office periodically visits the institute every year to check and investigates all the records along with proofs. Till date institute has not received any query about mobilization of financial resources or concern over SOPs.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/sri-balaji-society.php
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Tuition fees is the only source of income of the college. Major expenditure include employee salaries and infrastructural maintenance. Administrative and general expenses such as office expenses, repairs and maintenance ensure smooth functioning of the institute. Student welfare expenses are made for various activities such as student participation in conferences, sports and cultural events etc. Funds are spent on various curricular, co-curricular and extra-curricular activities, purchase of books and sports equipment.

The college has well-defined procedure for utilization of financial resources. Annual budget is prepared based on requirements. Management reviews and approves it after required changes, if any. All purchases are done as per the approved budget. Most purchases are made from pre-approved vendors. In cases where approved vendors aren't available, quotations are invited, compared and order is placed with suitable vendor on management's approval. Periodic comparison between the actual and budgeted expenses is done. Deficit, if any, is managed by funding from parent trust "Sri Balaji Society". Suitable institutional mechanisms are available to monitor the effective and efficient use of financial resources. The internal auditor from SBS checks this periodically. Financial audit is conducted by Chartered Accountant annually to verify compliance with established procedures under arrangements of Sri Balaji Society.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/assets/policy Documents/6 4 3 Mobilization of Funds.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC has motivated the teaching staff to undertake more research, participate in conferences/seminars and publish their work in reputed journals. This has increased the research orientation of the teaching staff significantly with several publications in UGC Care listed journals and participation in various national and international conferences. The faculty has also participated in several national and international faculty development programmes, workshops and attended refresher courses. This has led to academic growth and development of the staff. To further this initiative, the college has organized conferences as well.

Another major initiative by IQAC has been to enable the advanced learners by providing them an all-paid access to select courses on the Coursera platform. Coursera has courses designed and developed by prominent international universities. Select advanced learners were provided access to such courses to enhance their learning and aid their academic progress and development.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/IQAC/iqac_index
Upload any additional information	View File

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

IQAC of BCACS takes initiatives to review the teaching learning process, methodologies of operations and learning outcomes at periodic intervals. IQAC has designed the additional attributes

like academic excellence, communication skills, personality development and leadership among the students. To achieve learning outcomes, the IQAC periodically reviews teaching learning process and suggests gradual and regular expansion, upgradation and addition of the requisite infrastructure.

The quality parameters of teaching and learning process, structures and methodologies of operations and learning outcomes are monitored by IQAC during the meetings. The faculties try to provide better inputs to the students by using new teaching methodologies.

As per the course outline and teaching plan, every semester, curriculum delivery is done by the individual faculty. Lecture preparation, monitoring of sessions along with conducting sessions as per the lecture plan is done by the faculty and syllabus completion report is submitted to the Course Co-ordinators who ensure smooth functioning of the academic activities in consultation with IQAC.

The result analysis of the University examination is prepared and presented to the IQAC for analysis. After analysis, plans and suggestions are made as to how the low scorers can be helped to improve and score better in the next examinations.

File Description	Documents
Paste link for additional information	https://www.bcacspune.edu.in/IQAC/iqac_index
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.bcacspune.edu.in/other-documents.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Following are some of the measures initiated by BCACS to promote gender equity:

- 1. Awareness Campaigns:** Conducting workshops, seminars, and awareness campaigns on gender issues, focusing on topics like gender sensitivity, consent, and women's rights.
- 2. Women's Cell/Committee:** Establishing a dedicated women's cell or gender equity committee to address issues related to gender, provide support, and organize events.
- 3. Mentorship Programs:** Creating mentorship opportunities for female students, pairing them with faculty or industry professionals to encourage their academic and professional growth.
- 4. Counselling Services:** Providing counselling services specifically tailored to support students facing gender-related issues.
- 5. Safe Spaces:** Creating safe and inclusive spaces on campus where all genders can express themselves and seek support without fear of discrimination.
- 6. Feedback Mechanisms:** Establishing anonymous feedback systems for students to report gender-related issues or concerns, ensuring their voices are heard.

File Description	Documents
Annual gender sensitization action plan	https://www.bcacspune.edu.in/assets/policy/Documents/Annual_Gender_Sensitization_Plan_-23-24.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.bcacspune.edu.in/assets/policy/Documents/7_1_1-_02.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Following are the facilities at BCACS for the management of various types of degradable and non-degradable waste:

1. Solid Waste Management- Regular cleaning and collection of solid waste is taken care at BCACS. Dust-bins are available through out the campus on all floors, corridors as well as open spaces. The solid waste collected is handed over to Pimpri Chinchwas Municipal Corporations Waste Collection department at specified interval.

2. Bio-Medical Waste Management- Sanitary napkins is the biomedical waste which needs utmost care while disposing. An electric incinerator in the ladies restroom to take care of the same.

3. E-waste Management - All the e-waste generated at BCACS is

handed over to the vendor for further disposal of the same.

;

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.bcacspune.edu.in/assets/policy/Documents/7_1_3_-_Facilities_for_Waste_Management.pdf
Any other relevant information	View File

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

BCACS celebrates various festivals/occasions like Shri Ganesh Utsav, Durga Pooja, Christmas etc for providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Reports of some of the festival celebrations are uploaded below.

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

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

For Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens, BCACS observes the following practices:

1. Playing national anthem in the morning before the commencement of daily schedule

2. Blood Donation Camp

3. Curriculum Integration: A subject dedicated to Indian Constitution and Democracy is taught to first year students which sensitizes students to Constitution and civic responsibilities..

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

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

B. Any 3 of the above

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

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

Following are national and international commemorative days, events and festivals celebrated at BCACS:

01. World Environment Day

02. International Yoga Day

03. National Reading Day

04. Independence Day

05. Swami Vivekanand and Rajmata Jijau Jayanti

06. Republic Day

07. Marathi Bhasha Din

08. International Women Day

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

7.2 - Best Practices

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

Best Practice -1

Title of the Practice: Inculcating the spirit of research among faculty for a progressive technological growth

Objectives of the Practice

• To improve quality in the teaching-learning process • To publish papers in refereed International/ National journals and conferences The Practice To inculcate the habit of research at BCACS, we organize various events like seminars conference, workshops, Orientation courses and refresher courses like FDPs, SDPs. • Also encouragement to pursue PhD, institute provides tuition fee, documentation charges for PhD thesis in addition to infrastructure, computing, library facilities.

Evidence of Success • BCACS organized a national level seminar on the theme of Sustainability and Development on 19th February, 2024 where academicians from various institutes have participated for attending and presenting their research papers.

Best Practice -2 Title of the Practice: Inculcate Social Outreach Behaviour among the students

Objectives of the Practice

• To sensitize students to various socio-economic problems • To spread awareness about pertinent social issues The Practice BCACS organizes various activities like students rallies, local

resident surveys, blood donation camp for this purpose.

Evidence of Success:

Eco-friendly Ganesh Festival Awareness Rally was organized on 15.09.2023 and blood donation camp on 20.12.2023

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

BCACS Institutional Distinctiveness: Term End Practice Tests
BCACS envisions turning out of its portals competent humanresource excelling both in academics and in values. Students of BCACS have been consistently performing in universityexaminations securing top ranks. Besides, the results have also been above the university average; limiting the failures to almost nil.

In this endeavour we at BCACS conduct Practice Tests at the end of each term/semester. During the internal unit test it is observed that the students find it difficult to write long answer questions at a stretch. They cite lack of writing practice as a reason. As a result of this unique approach, students of BCACS consistently keep topping the University examinations.

The objectives include: 1. To get familiar with actual university exam and time enhance time management. 2. To know the weak/strong areas of respective subjects. The schedule of Test is prepared normally 30 days prior to the University examinations. Subject teachers are asked to prepare and submit question papers conforming to the prescribed patterns and syllabus. Examination is conducted following the same rules and regulations that are followed by the University. On conclusion of examination, respective subject teacher assesses the answer sheets.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Following Table shows some part of plan of action for the next academic year 2024-25:

BCACS-Academic Calendar (2024- 25) SN Date Timing Activity
Coordinator 1. 05-06-24 9.30 am World Environment Day Celebration
Green Club in-charge 2. 2 pm Staff Meeting for Subject Allotment,
Academic calendar, question bank HoI 3. 10-06-24 8am to 12.15pm
Class-work commencement, Notice for formation of Student Council
All T. Staff, Pf. Neha Srivastav 4. 11-06-24 8am to 12.15pm Class-
work All the T. Staff 5. 12-06-24 8am to 12.15pm Class-work All
the T. Staff 6. 13-06-24 8am to 12.15pm Class-work All the T.
Staff 7. 14-06-24 8am to 12.15pm Class-work Notice for formation
of Student Clubs All the T. Staff, Club in-charges 8. 15/06/24
Saturday 8am to 12.15pm Class-work All the T. Staff 9. 12.15 pm
to 1.15pm Mentoring Session All the Mentors 10. 17-06-24 8am to
12.15pm Class-work All the T. Staff 11. 12.30pm Personality
Development Club- Activity 1 Club In-charge 12. 18-06-24 8am to
12.15pm Class-work All the T. Staff 13. 2.00 pm Meeting with
Teaching Staff HoI 14. 19-06-24 12.30 pm National Reading Day Dr.
Revati Deshakar 15. 20-06-24 8am to 12.30pm Class-work All the T.
Staff