



YEARLY STATUS REPORT - 2022-2023

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	Principal In-Charge
• 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	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	0	
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	3
<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. Initiatives in research promotion 2. Training in Interview Skills and Group Discussion by placement department 3. Increase in the number of placements 4.Interaction of students with Alumni 5. Initiative on IPR	
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
Motivated students and faculties in research	More than 30 research papers written and published by faculties and students won first prize in national research competition
Strengthen placement department activities	More than 50% of final year students placed in reputed companies.
Student induction program	Inculcated the core values among newly admitted students
To introduce various clubs as a capacity building activities	Students actively participated in various club activities throughout the year.
Guest lectures and alumni interaction	Enriched the knowledge of students with expert's guidance and alumni interaction.

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

Name	Date of meeting(s)
Internal Quality Assurance Cell	10/04/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	12/02/2024

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.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	336
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	66
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	101
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	13
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	09
Total number of Classrooms and Seminar halls	
4.2	48,31,689/-
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	173
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The 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, Expert lectures and guidance by departmental

Alumni are organized. BCACScollects the feedback from the faculty, students, alumni and parents. The collected feed back 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. Post IA tests, evaluation of answer scripts, and calculation of CO-PO/PSO attainment are carried out by respective Course Instructors. 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/about_bcom#tab1

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

113

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

113

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

1.3 - Curriculum Enrichment

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

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 Envirommental awaernes scourse 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 latest

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

337

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

1.4 - Feedback System

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

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.bcacspune.edu.in/assets/policyDocuments/Action_Taken_Report_2022-23.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

54

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_-latest.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
325	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 doning 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/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 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.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

14

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

7

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

83

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 iMarks 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/251Links.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. Following mechanism is set to deal with examination related different grievance Grievances.

Grievance related to internal marks:

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.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.bcacspune.edu.in/assets/policyDocuments/252(15022024).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 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_Link.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

101

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_List_of_Students.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/AnalysisPage.aspx?AnalyzerToken=MuIdrAwMZoED6GHct2bDNpBJzQQwvjbh&id=Amw2cJWQCUOAGkU1KVDIQttrfmF35-9MqR0xuadpjHtUQjY4MjVHSVfZVzA2OEwyRVdWMzI2MVlSSC4u>

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	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

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

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	No File Uploaded
Paste link to funding agency website	Nil

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

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

00

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

19

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

7

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 promotes neighbourhood network and student's engagement in extension activities, contributing to good citizenship bearing high moral values, community service and holistic development of students. To sensitize students, Cultural and NSS Program Management Committee plays pivotal role. The faculty members of these committees introduce various activities to the students during induction program and ensure their participation throughout the academic year. The College arranges health check- up camp, blood donation camp, and awareness programs about diseases like dengue, swine flu, AIDS, etc. and other social awareness programs in association with other College and recognized bodies like Rotary club and other organizations. Involvement in such service-learning activities helps students to become matured and socially responsible. The world was suffering from the pandemic in the year 2021 and 2022, and having social responsibility towards society, the institute took initiative to help the neighbouring society by organizing the vaccination drive in the campus. Road Safety Program and Cleanliness Drive were also organized 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

1

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

8

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

344

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

19

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

08

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 has adequate infrastructure and physical facilities for teaching-learning activities. The sq. ft. with ICT enabled 09 classrooms including smart classroom, two computer laboratories with 111 newstacked library, administrative office, seminar hall, with the seating capacity of 160 students, language lab includes Tata Sky's Active English Channel.

The College has seminar hall which can accommodate 150 students. Wash rooms are located on each floor. The college has dedicated space for Examination Room, Central Assessment Program room, Principal's room, Placement cell, IQAC room, language laboratory, Physical Director's room, room to NSS, Boys' Common room. The faculty room is well equipped with computers for academic activities. Gymnasium and playground are utilized for extra curricular activities throughout the year. The campus has Wi-Fi facility.

Library: The college's library occupies an area of 2771.50 sq. ft., with seating capacity of 75 students. Library have purchased 2026 text books, 67 reference books, 04 Rare Books, 19 National Magazines, 220 Educational Compact Discs, 07 National and 02 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 provides exposure of indoor and outdoor games and cultural activities to provide the best platform to the students.

Sports Facilities: The sports facilities including indoor and outdoor facilities have been given to the leadership potentials, sportsmanship and team building in their professional life.

Indoor Amenities: - **Gymnasium:** The college provides advanced gym facility for the students. The well swimming pool facility for the students to participate in swimming competitions.

Indoor Games: The Sports department of Physical Education offers outstanding platform for the indoor games like carom, table tennis and chess.

Yoga: The Sports department conducts yoga sessions regularly.

Outdoor Amenities: - The College has dedicated grounds with the area of 60000 sq. feet. Various games Volleyball and Football and other games are played on this multipurpose ground. The students participated in various zonal, University, state, and national level tournaments.

Cultural Activities: The college organized 'Spandan', an annual social gathering which provides a platform for dance performances and drama practice etc. Various cultural activities like Rakshbandhan Festival, Holi, Diwali, Christmas and all other festivals are celebrated as per the predecided program.

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.

09

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

09

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)

7,32,904/-

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 is a knowledge center of the college. Library provides Book Bank Facility to the students.

Display of Newspaper Cuttings about Current Happenings: The library keeps the records of the news, articles in the various fields.

Question Banks of University Examinations: The library has good collection of the university papers of university syllabus.

Membership of University Library and other e-resources: The library has membership of Jayakar Library University, Pune and National Digital Library, New Delhi. **Local and National News Papers:** The Times of India, The Economics Times, The Indian Express, Lokmat, Sakal are

some of the newspapers subscribed by the college. Library also connected with e resources like EBSCO, DELNET, N-List and various e Books and e Journals for the references.

The Library Management Software: The library makes use of KOHA software (18.5 Version) which offers various database facilities and library records.

The Digital Library: The library has 10 dedicated computers for the students. All the computers are connected with internet connection.

Library Orientation Program: The librarians conduct the orientation program for the newly admitted students. It explains students to the services offered to them.

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)

18,18,103/-

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

105

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

4.3 - IT Infrastructure

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

IT facilities include the leased line connection provided by Tata Teleservices (Maharashtra) Ltd. with Wi-Fi facility.

The college has 08 efficient printers for academic usage. The college has automat administrative staff and accounts.

IT facilities are available in the seminar and auditorium hall. Also IT labs has 54 computers, lab number two has 57 computers. There are 10 computers in library for students, projectors and biometric attendance machines available in the each classrooms and labs. The Smart Classroom have video recording facility and an interactive board. The college has used CCTV cameras at 65 places in and around the campus. At the campus Public Address system established which helps the principal and higher authorities to address all the students and faculties.

Hardware and Software includes Desktop, Laptops, LCD Monitors, LCD Projectors, Smart Tele Vision Set, EPABX System, Biometric Attendance System, Public Address System, 02 collar mics, License Copy of Mic, Line of 50 Mbps, Tally 9.0, MS Office - 16 License Copy, ERP software and antivirus software for the pcs. There are 128

inverter batteries for 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

119

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)

1,61,352/-

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.

A well-defined policy has been framed by the institute for maintaining the facilities.

I. Utilization of Physical Facilities: There is proper utilization of classrooms, laboratories, library, sport room, ground, boys' common room administrative office, parking area and canteen facilities. The IT laboratories supplement university on courses. Seminar hall is used for organizing various programs. The Placement Cell provides best placement opportunities. The indoor and outdoor sports events are organized. There is canteen facility and two wheeler parking space.

II. Maintenance Policy Renovations and maintenance activities of the available resources are carried periodically. IT infrastructure equipment are regularly well maintained. In-house maintenance is done regularly. The external agency is hosting cleaning and maintenance of it. Decontamination of the campus is conducted periodically. The water cooler is maintained. The CCTVs are properly maintained. The gardener looks after the lush green campus. The UPS backup with 128 inverter batteries supports academic work and tackles the power playground is maintained by Physical Education Department. The security and safety measures are monitored by 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 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

02

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 benefited 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	https://www.bcacspune.edu.in/StudentLife/ces
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

122

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

122

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

29

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

16

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

05

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.**

01

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 Annual social gathering of the College -SPANDAN.In 2021-22 , College organized co-curricular activities like Student led conference, guest lectures, Seminars, etc. in which student council members are actively involved. The leadership qualities are developed among council members.College has various Statutory committees and student council members are student representative of the same.They actively participate in the meetings of committeesand put their issues and suggestions in front of committee members.

Student Council timely interact online with Principal and coordinators for new ideas, suggestions and feedback of the College on various areas such as guest lecture, to organize 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

29

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 **E. <1Lakhs**
(INR in Lakhs)

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) provides

quality higher education to the students with the below 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 best infrastructure, opportunity and environment.

Sri Balaji Society governs BCACS through a transparent governance system in the form of College Development Committee. BCACS has well defined policies and Internal Quality Assurance Cell to institutionalize the process of quality enhancement and provide sustenance to quality standards, while imparting education to undergraduate students.

BCACS has excellent infrastructure with high standards of teaching and strong corporate connectivity. The management has provided all modern teaching tools in the classrooms of BCACS which are utilized effectively by the teachers.

BCACS students perform exceedingly well in the University examinations. The consistent academic performance of our students is a KPI that is reflective of the governance and operations being in accordance to our vision and mission.

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.

BCACS has decentralized governing for all academic and administrative departments for better functionality and accountability. Each program B.Com. and BBA has separate program

coordinators who are responsible for regular functioning of academic activities. Each class has professor-in-charge. Faculties prepare their individual teaching plans for their regular lectures.

There are various committees taking care of all the non-academic activities. BCACS has all the statutory committees like Anti-ragging, Student Grievance Cell, Internal Complaint Committee and other functional committees like Students Council, Time-table Committee, Training and Placement cell etc, facilitating decentralized governance. All the committee heads are responsible for the activities of their committees. The Principal calls for periodic meetings to discuss various Academic and Co-curricular and extracurricular activities such as Industrial Visits, Sports meets and other events with the faculty & students. Departmental meetings are also being conducted periodically to discuss internal issues within the departments where the Principal, course coordinators, faculty members participate to address any problems and take appropriate remedial action. The suggestions of committee members are well perceived by the top management.

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

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

Some of the initiatives as per the plan are:

- Faculties are also encouraged to participate in external FDPs

Students' progression

- Number of students passed with distinction and first class increased considerably
- Online teaching tools introduced
- College website is continuously updated
- Students have participated in sports competition.
- undertake research projects

Sustained quality system

- College extended e-library resources and also couriered text books to students to their place of residence during the pandemic.
- Well-disciplined education system based on 3 Ds (Dedication, Discipline and Determination)
- Various programs initiated by the college to maintain social connectivity to students

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 extra-curricular 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 well-stocked 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.

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

0

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

3

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

8

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/online/teaching-learning-feedback-2019-20
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.

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 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

At BCACS, various activities are planned and carried out to promote the fair and equal treatment of individuals of all genders. Special care is taken to provide facilities provided for women as follows:

a. Safety and Security:

1. CCTV cameras are installed in the campus as well open areas around the buildings to ensure safety and security of students as well as staff members.

2. BCACS has appointed ex-servicemen as security personnel who work 24 by 7 throughout the year keeping the campus safe & secure.

3. Girls and boy students are appointed in equal proportion as a member of student council & class representatives.

4. All rest rooms are thoroughly washed and cleaned on daily basis.

5. Sanitary napkin disposal machine is installed in a female rest room at first floor of BCACS.

b. Counselling:

Dedicated Professor in-Charge is assigned for each class to address problems faced by students. Students are encouraged to discuss any matter with Principal anytime as institute's top management believes in Open Door Policy.

c. Common Room:

The institute has allocated separate rooms for female students well equipped with water coolers, furniture and charging points for mobile handsets for boys and girls.

File Description	Documents
Annual gender sensitization action plan	https://www.bcacspune.edu.in/assets/policyDocuments/Annual_Gender_Sesnsitization_Plan-2022-23.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_.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

Solid waste management

1. For solid waste management plastic use is kept as minimum as possible.
2. The faculty members and non-teaching staff utilize one side used papers for printing and old files and folders wherever possible.
3. Paperless communication is a regular practice.
4. Newspapers, office paper stationery as well as metal and other scraps are given to agents for further processing as a part of recycling to local vendors.
5. Wooden scraps found on campus are reused in mending damaged furniture.
6. In canteen, dry and wet waste garbage is separated and disposed of properly.
7. Dustbins are kept at all convenient locations on all floors

and in the campus.

8. The wastage from all dustbins is collected in permitted specification plastic bags and handed over to municipal corporation garbage/waste collecting vehicles/containers on a daily basis.
9. Sanitary napkin incinerator machine is available in the ladies restroom.

Liquid waste management

1. The septic tank discharge line is connected to main chamber of Municipal Corporation.
2. Septic tanks are regularly pumped out, emptied, and sludge is cleaned

E-waste Management

All e-waste generated in the campus is handed over to local vendors.

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.pdf
Any other relevant information	View File

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

C. Any 2 of the above

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

A. Any 4 or all 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

A. Any 4 or all of the above

5.

Provision for enquiry and information :

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	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 organizes various activities and undertake initiatives like traditional day, annual cultural Fest-Spandan,celebration of various festivals like Holi,Lord Ganesh Chathurthi, Navrathri(Dandiya), Diwali, Christmas to maintain inclusive environment and promote tolerance and harmony towards cultural, regional,communal socioeconomic and other diversities.

We also celebrate Marathi Bhasha Divas (Marathi Language Day), Hindi Diwas(Hindi Day) etc.to celebrate linguistic diversity.

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

1.The first year students learn a subject on Democracy, Election and Governance.

2.Every working day at BCACS starts with national anthem at 7.58 am.

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 **A. All of the above**

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

At BCACS we celebrate various days of national importance like Republic Day, Independence Day, Constitution Day, birth anniversaries of great personalities like Savtribai Phule , Rajmata Jijau, Swami Vivekanand, Chhatrapati Shivaji Maharaj, Dr. Sarvepalli Radhakrishnan to list a few alongwith celebration of international days like Women's Day, environmental Day and Yoga Day. We also celebrate the festivals like Holi, Janmashtami, Lord Ganesh Chaturthi, Navaratri and Diwali every year.

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:To inculcate the habit of research at BCACS

Objectives of the Practice:To improve quality in the teaching-learning process

Evidence of Success: 01 faculty member has availed the facilities under this practice and has completed PhD while 4 other members are pursuing their PhD. Also 18 national level research papers got published under this practice.

Best Practice -2 : To 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

Evidence of Success: A rally by BCACS students was organized to spread awareness about ill-effects of POP Ganesh Idols in Ganesh Festival and need of Eco-friendly practices in Ganesh Festival.

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 human resource excelling both in academics and in values. Students of BCACS have been consistently performing in university examinations 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. Answer sheets are shown to the students and guided on the strong and weak areas of the particular subject.

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, Expert lectures and guidance by departmental Alumni are organized. BCACSCollects 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. Post IA tests, evaluation of answer scripts, and calculation of CO-PO/PSO attainment are carried out by respective Course Instructors. 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/about_bcom#tab1

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

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

113

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

113

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

1.3 - Curriculum Enrichment

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

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 latest 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

337

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above								
<table> <tr> <th data-bbox="100 353 547 421">File Description</th><th data-bbox="547 353 1439 421">Documents</th></tr> <tr> <td data-bbox="100 421 547 521">URL for stakeholder feedback report</td><td data-bbox="547 421 1439 521">View File</td></tr> <tr> <td data-bbox="100 521 547 745">Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td><td data-bbox="547 521 1439 745">View File</td></tr> <tr> <td data-bbox="100 745 547 846">Any additional information(Upload)</td><td data-bbox="547 745 1439 846">View File</td></tr> </table>	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	
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								
<table> <tr> <th data-bbox="100 1025 547 1093">File Description</th><th data-bbox="547 1025 1439 1093">Documents</th></tr> <tr> <td data-bbox="100 1093 547 1193">Upload any additional information</td><td data-bbox="547 1093 1439 1193">View File</td></tr> <tr> <td data-bbox="100 1193 547 1339">URL for feedback report</td><td data-bbox="547 1193 1439 1339">https://www.bcacspune.edu.in/assets/policy/Documents/Action_Taken_Report_2022-23.pdf</td></tr> </table>	File Description	Documents	Upload any additional information	View File	URL for feedback report	https://www.bcacspune.edu.in/assets/policy/Documents/Action_Taken_Report_2022-23.pdf			
File Description	Documents								
Upload any additional information	View File								
URL for feedback report	https://www.bcacspune.edu.in/assets/policy/Documents/Action_Taken_Report_2022-23.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									
<table> <tr> <th data-bbox="100 1709 547 1776">File Description</th><th data-bbox="547 1709 1439 1776">Documents</th></tr> <tr> <td data-bbox="100 1776 547 1843">Any additional information</td><td data-bbox="547 1776 1439 1843">View File</td></tr> <tr> <td data-bbox="100 1843 547 1955">Institutional data in prescribed format</td><td data-bbox="547 1843 1439 1955">View File</td></tr> </table>	File Description	Documents	Any additional information	View File	Institutional data in prescribed format	View File			
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

54

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_-latest.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
325	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.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****14**

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****7**

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

83

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 iMarks

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_Links.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. Following mechanism is set to deal with examination related different grievance Grievances.

Grievance related to internal marks:

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.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.bcacspune.edu.in/assets/policy/Documents/2_5_2_(15_02_2024).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_Link.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**101**

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 List of Students.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/AnalysisPage.aspx?AnalyzerToken=MuidrAwMZoED6GHct2bDNpBJzQQwvjbh&id=Amw2cJWQCUOAGkU1KVDIQtrfmF35-9MqR0xuadpjhTtUQjY4MjVHVSFZVzA2OEwyRVdWMzI2MVlSSC4u>

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	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

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	No File Uploaded
Paste link to funding agency website	Nil

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

00

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

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

19

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

7

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 promotes neighbourhood network and student's engagement in extension activities, contributing to good citizenship bearing high moral values, community service and holistic development of students. To sensitize students, Cultural and NSS Program Management Committee plays pivotal role. The faculty members of these committees introduce various activities to the students during induction program and ensure their participation throughout the academic year. The College arranges health check- up camp, blood donation camp, and awareness programs about diseases like dengue, swine flu, AIDS, etc. and other social awareness programs in association with other College and recognized bodies like Rotary club and other organizations. Involvement in such service-learning activities helps students to become matured and socially responsible. The world was suffering from the pandemic in the year 2021 and 2022, and having social responsibility towards society, the institute took initiative to help the neighbouring society by organizing the vaccination drive in the campus. Road Safety Program and Cleanliness Drive were also organized 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

1

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

8

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

344

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

19

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

08

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 has adequate infrastructure and physical facilities for teaching-learning activities. The sq. ft. with ICT enabled 09 classrooms including smart classroom, two computer laboratories with 111 newstacked library, administrative office, seminar hall, with the seating capacity of 160 students, language lab includes Tata Sky's Active English Channel.

The College has seminar hall which can accommodate 150 students. Wash rooms are located on each floor. The college has dedicated space for Examination Room, Central Assessment Program room, Principal's room, Placement cell, IQAC room, language laboratory, Physical Director's room, room to NSS, Boys' Common room. The faculty room is well equipped with computers for academic activities. Gymnasium and playground are utilized for extra curricular activities throughout the year. The campus has Wi-Fi facility.

Library: The college's library occupies an area of 2771.50 sq. ft., with seating capacity of 75 students. Library have purchased 2026 text books, 67 reference books, 04 Rare Books, 19 National Magazines, 220 Educational Compact Discs, 07 National and 02 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 provides exposure of indoor and outdoor games and cultural activities to provide the best platform to the students.

Sports Facilities: The sports facilities including indoor and outdoor facilities have been given to the leadership potentials, sportsmanship and team building in their professional life.

Indoor Amenities: - **Gymnasium:** The college provides advanced gym facility for the students. The well swimming pool facility for the students to participate in swimming competitions.

Indoor Games: The Sports department of Physical Education offers outstanding platform for the indoor games like carom, table tennis and chess.

Yoga: The Sports department conducts yoga sessions regularly.

Outdoor Amenities: - The College has dedicated grounds with the area of 60000 sq. feet. Various games Volleyball and Football and other games are played on this multipurpose ground. The students participated in various zonal, University, state, and national level tournaments.

Cultural Activities: The college organized 'Spandan', an annual social gathering which provides a platform for dance performances and drama practice etc. Various cultural activities like Rakshbandhan Festival, Holi, Diwali, Christmas and all other festivals are celebrated as per the predecided program.

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.

09

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

09

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)

7,32,904/-

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 is a knowledge center of the college. Library provides Book Bank Facility to the students.

Display of Newspaper Cuttings about Current Happenings: The library keeps the records of the news, articles in the various fields.

Question Banks of University Examinations: The library has good collection of the university papers of university syllabus.

Membership of University Library and other e-resources: The library has membership of Jayakar Library University, Pune and National Digital Library, New Delhi. Local and National News Papers: The Times of India, The Economics Times, The Indian Express, Lokmat, Sakal are some of the newspapers subscribed by the college. Library also connected with e resources like EBSCO, DELNET, N-List and various e Books and e Journals for the references.

The Library Management Software: The library makes use of KOHA software (18.5 Version) which offers various database facilities and library records.

The Digital Library: The library has 10 dedicated computers for the students. All the computers are connected with internet connection.

Library Orientation Program: The librarians conduct the orientation program for the newly admitted students. It explains students to the services offered to them.

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-

A. Any 4 or more of the above

books Databases Remote access toe-resources

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)****18,18,103/-**

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****105**

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

IT facilities include the leased line connection provided by Tata Teleservices (Maharashtra) Ltd. with Wi-Fi facility.

The college has 08 efficient printers for academic usage. The college has automat administrative staff and accounts.

IT facilities are available in the seminar and auditorium hall. Also IT labs has 54 computers, lab number two has 57 computers. There are 10 computers in library for students, projectors and biometric attendance machines available in the each classrooms and labs. The Smart Classroom have video recording facility and an interactive board. The college has used CCTV cameras at 65 places in and around the campus. At the campus Public Address system established which helps the principal and higher authorities to address all the students and faculties.

Hardware and Software includes Desktop, Laptops, LCD Monitors, LCD Projectors, Smart Tele Vision Set, EPABX System, Biometric Attendance System, Public Address System, 02 collar mics, License Copy of Mic, Line of 50 Mbps, Tally 9.0, MS Office - 16 License Copy, ERP software and antivirus software for the pcs. There are 128 inverter batteries for 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

119

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)

1,61,352/-

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.

A well-defined policy has been framed by the institute for maintaining the facilities.

I. Utilization of Physical Facilities: There is proper utilization of classrooms, laboratories, library, sport room, ground, boys' common room administrative office, parking area and canteen facilities. The IT laboratories supplement university on courses. Seminar hall is used for organizing various programs. The Placement Cell provides best placement opportunities. The indoor and outdoor sports events are organized. There is canteen facility and two wheeler parking space.

II. Maintenance Policy Renovations and maintenance activities of the available resources are carried periodically. IT infrastructure equipment are regularly well maintained. In-house maintenance is done regularly. The external agency is hosting

cleaning and maintenance of it. Decontamination of the campus is conducted periodically. The water cooler is maintained. The CCTVs are properly maintained. The gardener looks after the lush green campus. The UPS backup with 128 inverter batteries supports academic work and tackles the power playground is maintained by Physical Education Department. The security and safety measures are monitored by 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

02

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 benefited 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	https://www.bcacspune.edu.in/StudentLife/c es
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	
122	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
122	
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	A. All of the above

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

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

29

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

16

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

05

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.

01

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 Annual social gathering of the College -SPANDAN.In 2021-22 , College organized co- curricular activities like Student led conference, guest lectures, Seminars, etc. in which student council members are actively involved. The leadership qualities are developed among council members.College has various Statutory committees and student council members are student representative of the same.They actively participate in the meetings of committeesand put their issues and suggestions in front of committee members.

Student Council timely interact online with Principal and coordinators for new ideas, suggestions and feedback of the College on various areas such as guest lecture, to organize 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

29

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) provides quality higher education to the students with the below 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 best infrastructure, opportunity and environment.

Sri Balaji Society governs BCACS through a transparent governance system in the form of College Development Committee. BCACS has well defined policies and Internal Quality Assurance Cell to institutionalize the process of quality enhancement and provide sustenance to quality standards, while imparting education to undergraduate students.

BCACS has excellent infrastructure with high standards of

teaching and strong corporate connectivity. The management has provided all modern teaching tools in the classrooms of BCACS which are utilized effectively by the teachers.

BCACS students perform exceedingly well in the University examinations. The consistent academic performance of our students is a KPI that is reflective of the governance and operations being in accordance to our vision and mission.

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.

BCACS has decentralized governing for all academic and administrative departments for better functionality and accountability. Each program B.Com. and BBA has separate program coordinators who are responsible for regular functioning of academic activities. Each class has professor-in-charge. Faculties prepare their individual teaching plans for their regular lectures.

There are various committees taking care of all the non-academic activities. BCACS has all the statutory committees like Anti-ragging, Student Grievance Cell, Internal Complaint Committee and other functional committees like Students Council, Time-table Committee, Training and Placement cell etc, facilitating decentralized governance. All the committee heads are responsible for the activities of their committees. The Principal calls for periodic meetings to discuss various Academic and Co-curricular and extracurricular activities such as Industrial Visits, Sports meets and other events with the faculty & students. Departmental meetings are also being conducted periodically to discuss internal issues within the departments where the Principal, course coordinators, faculty members participate to address any problems and take appropriate remedial action. The suggestions of committee members are well perceived by the top management.

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

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

Some of the initiatives as per the plan are:

- Faculties are also encouraged to participate in external FDPs

Students' progression

- Number of students passed with distinction and first class increased considerably
- Online teaching tools introduced
- College website is continuously updated
- Students have participated in sports competition.
- undertake research projects

Sustained quality system

- College extended e-library resources and also couriered text books to students to their place of residence during the pandemic.
- Well-disciplined education system based on 3 Ds (Dedication, Discipline and Determination)
- Various programs initiated by the college to maintain social connectivity to students

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 extra-curricular 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 well-stocked 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.

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

0

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

3

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

8

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/online/teaching-learning-feedback-2019-20
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.

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 leaning 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 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

At BCACS, various activities are planned and carried out to promote the fair and equal treatment of individuals of all genders. Special care is taken to provide facilities provided for women as follows:

a. Safety and Security:

1. CCTV cameras are installed in the campus as well open areas

around the buildings to ensure safety and security of students as well as staff members.

2. BCACS has appointed ex-servicemen as security personnel who work 24 by 7 throughout the year keeping the campus safe & secure.

3. Girls and boy students are appointed in equal proportion as a member of student council & class representatives.

4. All rest rooms are thoroughly washed and cleaned on daily basis.

5. Sanitary napkin disposal machine is installed in a female rest room at first floor of BCACS.

b. Counselling:

Dedicated Professor in-Charge is assigned for each class to address problems faced by students. Students are encouraged to discuss any matter with Principal anytime as institute's top management believes in Open Door Policy.

c. Common Room:

The institute has allocated separate rooms for female students well equipped with water coolers, furniture and charging points for mobile handsets for boys and girls.

File Description	Documents
Annual gender sensitization action plan	https://www.bcacspune.edu.in/assets/policy/Documents/Annual_Gender_Sensitization_Plan-2022-23.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_.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-

D. Any 1 of the above

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

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

Solid waste management

1. For solid waste management plastic use is kept as minimum as possible.
2. The faculty members and non-teaching staff utilize one side used papers for printing and old files and folders wherever possible.
3. Paperless communication is a regular practice.
4. Newspapers, office paper stationery as well as metal and other scraps are given to agents for further processing as a part of recycling to local vendors.
5. Wooden scraps found on campus are reused in mending damaged furniture.
6. In canteen, dry and wet waste garbage is separated and disposed of properly.
7. Dustbins are kept at all convenient locations on all floors and in the campus.
8. The wastage from all dustbins is collected in permitted specification plastic bags and handed over to municipal corporation garbage/waste collecting vehicles/containers on a daily basis.
9. Sanitary napkin incinerator machine is available in the ladies restroom.

Liquid waste management

1. The septic tank discharge line is connected to main chamber of Municipal Corporation.
2. Septic tanks are regularly pumped out, emptied, and sludge is cleaned

E-waste Management

All e-waste generated in the campus is handed over to local vendors.

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.pdf
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	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	A. Any 4 or all of the above										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Reports on environment and energy audits submitted by the auditing agency</td><td>View File</td></tr> <tr> <td>Certification by the auditing agency</td><td>View File</td></tr> <tr> <td>Certificates of the awards received</td><td>View File</td></tr> <tr> <td>Any other relevant information</td><td>View File</td></tr> </tbody> </table>	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	
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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	A. Any 4 or all of the above										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Geo tagged photographs / videos of the facilities</td><td>View File</td></tr> <tr> <td>Policy documents and information brochures on the support to be provided</td><td>View File</td></tr> <tr> <td>Details of the Software procured for providing the assistance</td><td>View File</td></tr> <tr> <td>Any other relevant information</td><td>View File</td></tr> </tbody> </table>	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	
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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 organizes various activities and undertake initiatives like traditional day, annual cultural Fest-Spandan, celebration of various festivals like Holi, Lord Ganesh Chaturthi, Navrathri (Dandiya), Diwali, Christmas to maintain inclusive environment and promote tolerance and harmony towards cultural, regional, communal socioeconomic and other diversities.

We also celebrate Marathi Bhasha Divas (Marathi Language Day), Hindi Divas (Hindi Day) etc. to celebrate linguistic diversity.

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

1. The first year students learn a subject on Democracy, Election and Governance.

2. Every working day at BCACS starts with national anthem at 7.58 am.

File Description	Documents
Details of activities that inculcate values; necessary to render students into 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

A. All of the above

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

At BCACS we celebrate various days of national importance like Republic Day, Independence Day, Constitution Day, birth anniversaries of great personalities like Savtribai Phule , Rajmata Jijau, Swami Vivekanand, Chhatrapati Shivaji Maharaj, Dr. Sarvepalli Radhakrishnan to list a few alongwith celebration of international days like Women's Day, environmental Day and Yoga Day. We also celebrate the festivals like Holi, Janmashtami, Lord Ganesh Chaturthi, Navaratri and Diwali every year.

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: To inculcate the habit of research at BCACS

Objectives of the Practice: To improve quality in the teaching-

learning process

Evidence of Success: 01 faculty member has availed the facilities under this practice and has completed PhD while 4 other members are pursuing their PhD. Also 18 national level research papers got published under this practice.

Best Practice -2 : To 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

Evidence of Success: A rally by BCACS students was organized to spread awareness about ill-effects of POP Ganesh Idols in Ganesh Festival and need of Eco-friendly practices in Ganesh Festival.

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 human resource excelling both in academics and in values. Students of BCACS have been consistently performing in university examinations 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. Answer sheets are shown to the students and guided on the strong and weak areas of the particular subject.

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

1. To organize a national level research conference at Balaji College of Arts, Commerce and Science for teachers and students.
2. To conduct student focused academic and skills development activities.
3. The institution plans to continue the focus on research and Development in the next Academic year by increasing the publications of faculty and also motivating students community to write research papers.
4. To collaborate initiatives of Industry-Academia through Alumni network for development of students.
5. To modernise infrastructure for student centric learning.
6. To organize Faculty Development Programs for Quality Awareness