



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

| | |
|--|---|
| 1.Name of the Institution | Dr. S. C. Gulhane Prerna College of Commerce, Science and Arts |
| • Name of the Head of the institution | Dr Pravin Joshi |
| • Designation | Director |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 07122745296 |
| • Mobile no | 9890053856 |
| • Registered e-mail | prernanaac@gmail.com |
| • Alternate e-mail | pravinjoshig@gmail.com |
| • Address | Reshimbag Square |
| • City/Town | Nagpur |
| • State/UT | Maharashtra |
| • Pin Code | 440024 |

2.Institutional status

| | |
|---------------------------|---------------------|
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Co-education |
| • Location | Urban |

| | | | | | | | |
|---|---|----------------|-----------------------------|-------------------|-------------------|--|--|
| • Financial Status | Self-financing | | | | | | |
| • Name of the Affiliating University | Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur | | | | | | |
| • Name of the IQAC Coordinator | Dr Liladhar Rewatkar | | | | | | |
| • Phone No. | 07122746840 | | | | | | |
| • Alternate phone No. | 07122745296 | | | | | | |
| • Mobile | 9665145250 | | | | | | |
| • IQAC e-mail address | prernanaac@gmail.com | | | | | | |
| • Alternate Email address | pravinjoshig@gmail.com | | | | | | |
| 3. Website address (Web link of the AQAR (Previous Academic Year) | https://prernacollegeofcommerce.org/aqaq.htm | | | | | | |
| 4. Whether Academic Calendar prepared during the year? | Yes | | | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://prernacollegeofcommerce.org/academical.htm | | | | | | |
| 5. Accreditation Details | | | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to | | |
| Cycle 1 | B | 2.32 | 2019 | 09/09/2019 | 08/09/2024 | | |
| 6. Date of Establishment of IQAC | 02/03/2017 | | | | | | |
| 7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | | | |
| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | | | |
| NIL | NIL | NIL | NIL | NIL | | | |
| 8. Whether composition of IQAC as per latest NAAC guidelines | Yes | | | | | | |
| • Upload latest notification of formation of IQAC | View File | | | | | | |

| | | | | |
|--|------------------|--|--|--|
| 9.No. of IQAC meetings held during the year | 05 | | | |
| <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 | No File Uploaded | | | |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | Yes | | | |
| <ul style="list-style-type: none"> If yes, mention the amount | 200000 | | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | | | |
| 1. It is compulsory for teachers to publish at least two research papers in each academic year. Virtual and physical workshops and seminars were also conducted on Research Methodology to give teachers ideas for making research papers. | | | | |
| 2. Indian Culture And Human Values Preservation And Promotion Committee and National/International Day Celebration Committee has been constituted to organize various events. | | | | |
| 3. Certificate courses are organized for enhancing teachers' and students' soft skills and knowledge that are useful for academics. | | | | |
| 4. Online and offline webinars/talks are organized on general topics. | | | | |
| 5. To build up, and motivate social service quality among students various social service-related activities are conducted online as well as an offline platform | | | | |
| 6. Students Centric Programme are taken to enhance soft skills of students. | | | | |
| 7. Organized intercollegiate cultural activities | | | | |
| 8. For non-teaching staff workshop on Use of ICT and basic literacy program were conducted | | | | |
| 9. For motivating students regarding entrepreneurship, share market and free pre-exam training program | | | | |

| 10. For faculty overall development and various academic promotional information various FIP were conducted. | |
|--|---|
| 11. To organized conferences and FDP for teachers and PG students | |
| 12. To Develop the infrastructure | |
| 13. To develop technological infrastructure | |
| 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year | |
| Plan of Action | Achievements/Outcomes |
| 1. It is compulsory for teachers to publish at least two research papers in each academic year. Virtual and physical workshops and seminars were also conducted on Research Methodology to give teachers ideas for making research papers. | It has made teachers aware about importance of research papers in their academic career, they have also developed genuine interest in their research |
| 2. Indian Culture And Human Values Preservation And Promotion Committee and National/International Day Celebration Committee has been constituted to organize various events. | It has helped students to know Indian culture and human values in detail and understand the diversity of India with its beauty |
| 3. Certificate courses are organized for enhancing teachers' and students' soft skills and knowledge that are useful for academics. | Based on various academic topics/software languages/personality development/FIP online certificate courses are organized to provide value added knowledge to stakeholders of institution. |
| 4. Online and offline webinars/talks are organized on general topics. | College organized webinars/workshops on various topics for teachers and students on some social issues i.e. gender sensitization , human values and social ethics , online webinars/ talks are organised on general topics. |

| | |
|---|---|
| <p>5. To build up, and motivate social service quality among students various social service-related activities are conducted online as well as an offline platform</p> | <p>Through such activities the students have learnt a lot about various layers of society, how different people live in various conditions how they earn their livelihood and basic necessities at the same time what kind of social help and education help they need in different stages of life. the students have become socially oriented and sociable to a large extent</p> |
| <p>6. Students Centric Programme are taken to enhance soft skills of students.</p> | <p>The students have been largely benefitted in the area of softskills which at present is the need of time to restore, fast deteriorating human values.</p> |
| <p>7. Organized intercollegiate cultural activities</p> | <p>Such events enhances cultural exchange and exposure, Promoting diversity and inclusion, Building relationships and networking, Fostering teamwork and collaboration and Enhancing personal growth and development. Such events plays an important role in promoting diversity, cultural exchange and personal growth among students.</p> |
| <p>8. For non-teaching staff workshop on Use of ICT and basic literacy program were conducted</p> | <p>ICT enables non-teaching staff to communicate effectively with their colleagues, students, and parents. They can use email, instant messaging, video conferencing, and other digital tools to exchange information and stay connected.</p> |
| <p>9. For motivating students regarding entrepreneurship, share market and free pre-exam training program</p> | <p>By motivating students to explore entrepreneurship, we can help them develop an entrepreneurial mindset, which can be beneficial for their future careers. The share market is an important aspect of</p> |

| | |
|---|--|
| | <p>financial literacy, and by introducing students to it, we can help them understand the basics of investing and money management. Providing free pre exam training programs can help students prepare for exams more effectively. It can help them improve their study skills, time management, and test-taking strategies. Motivating students regarding entrepreneurship, share market, and free pre-exam training programs can help them develop important skills, gain financial literacy, and prepare for their future careers. It can also promote personal growth and inspire them to become lifelong learners.</p> |
| <p>10. For faculty overall development and various academic promotional information various FIP were conducted.</p> | <p>Focusing on faculty overall development FIP were conducted including academic promotional information.</p> |
| <p>11. To organized conferences and FDP for teachers and PG students</p> | <p>2 national conferences were organized by various department to aware the teachers and staff about the advancement of technology in various fields. 1 FDP has been organized on the topic 'Advanced Research Methodology' for the teachers</p> |
| <p>12. To Develop the infrastructure</p> | <p>College has decided to construct a building with 2400 Sq. ft Library and around 20 classrooms for the students</p> |
| <p>13. To develop technological infrastructure</p> | <p>College has decided to construct a new Computer Lab with around 80 computer with all modern technology</p> |
| <p>13.Whether the AQAR was placed before statutory body?</p> | <p>Yes</p> |

- Name of the statutory body

| Name | Date of meeting(s) |
|-------------------------------|--------------------|
| College Development committee | 21/02/2024 |

14.Whether institutional data submitted to AISHE

| Year | Date of Submission |
|---|--------------------|
| Link Not Opened yet for the session 2023-24 | Nil |

15.Multidisciplinary / interdisciplinary

Multidisciplinary

16.Academic bank of credits (ABC):

The institution has already started the process of registering students for ABC. The institution is well aware of the significance of ABC. The admission process not started till date by RTMNU

17.Skill development:

ADD ON Course in Human Resource Management ADD ON Course in Tally ADD ON Course in Python Certificate Course on Business Ethics Certificate Course in Fundamentals of Investment Management Certificate Course in Basic Life Skills Certificate Course of Mass Communication Ten Day CC in English Vocabulary Development Certificate Course in Fundamentals of Advertising and Media Management Certificate Course in Yoga were organized as skill development certificate courses

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

Indian philosophy and culture are continuously spread among the students of the institution. The institution as one of its best practices celebrates all Indian festivals including Diwali, Dashehra, Gurupurnima, Gudipadwa, Eid, Christmas, Mahavir Jayanti, Buddha Purnima and inculcates the values concerning humanity and brotherhood in the students to bring about harmony among the students of different castes, creed, religion, and language with a view to make India a strong and united nation.

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

The institution disseminates knowledge, information, and education, ideal thought among the students following the principle of program outcome. the interactive session, question/answer session, and group discussion clearly provide the clue to the outcome that follows the teaching as well as value-based education that the institution undertakes.

20.Distance education/online education:

Distance mode of education is not available as per the statute of RTM Nagpur University. Online education is made available on demand if students from remote areas need this facility.

Extended Profile

1.Programme

| | |
|--|----|
| 1.1 | 15 |
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

| | |
|------------------------------------|------|
| 2.1 | 4365 |
| Number of students during the year | |

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

| | |
|--|------|
| 2.2 | 2544 |
| 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 | 1086 |
| Number of outgoing/ final year students during the year | |

| | |
|---|---------------------------|
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 | 73 |
| Number of full time teachers during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.2 | 111 |
| Number of sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 57 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 22552000 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 158 |
| 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

Our college is affiliated with RTM Nagpur University, and thus, we adhere to the curriculum it has designed. At the start of each academic session, the Principal convenes a meeting with the staff to formulate strategies for the effective implementation of the curriculum. The alignment of academic processes is facilitated by

the annual issuance of University Academic Schedules, College Academic Plans, Time Tables, and Teaching plans.

Every department and teacher meticulously prepare a comprehensive teaching plan, encompassing the delivery of lectures, tutorials, and practical sessions including ICT. The faculty actively seeks regular feedback from students to address their difficulties, contributing to the enhancement of the teaching-learning process.

All departments are strictly instructed to plan and conduct Unit Tests, University Internal Examinations, and other co-curricular activities. Remedial coaching is offered to support slow learners as well as for advanced learners. Additional facilities, such as extra book issuance and personal counselling, are provided to both slow and advanced learners.

To enrich the learning experience, guest lectures by eminent faculty members from other institutions are arranged, offering exposure to current trends and the latest subject knowledge. The Mentor-Mentee system is implemented to identify and address students' academic, social, and financial concerns.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://prernacollegeofcommerce.org/academic_cal.htm |

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

The relevant official creates an academic calendar at the commencement of each semester, aligning it with the University's calendar. This calendar encompasses curricular, extra, and co-curricular activities, as well as internal examination dates. The calendar is regularly updated and revised to reflect any changes recommended by the university.

Classes and Lab time-table - Each department's coordinator formulates the timetable per the affiliating university's guidelines, outlining the credit hours for each subject and adhering to the academic calendar before the semester commences. The timetable is then prominently displayed on the notice boards of each department.

Course files and Lecture Plan- Following the assignment of subjects to faculty members, a course file is compiled for each subject, containing a comprehensive teaching plan and the assignments scheduled for upload on specific dates. The Head of Departments (HODs) approves these course files.

Internal Examinations and Pre-University Exam- These activities are specified in the academic calendar and the detailed examination schedule is announced well in advance by the respective Heads of Departments (HODs). For laboratory work and projects, the respective departments conduct internal viva and practical exams before or after the university examinations.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://prernacollegeofcommerce.org/naac/2024/Teaching%20Plan.pdf |

1.1.3 - Teachers of the Institution participate in **B. Any 3 of the above** following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG
programs Design and Development of Curriculum for Add on/ certificate/ Diploma
Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

12

| File Description | Documents |
|---|----------------------------------|
| Any additional information | No File Uploaded |
| 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)

10

| 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

868

| 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

Cross cutting issues conducted following Activities:

1. Crackers are no celebration they are the enemies (Environment Awareness)

2. Energy Conservation Program (Environment Awareness)

3. Gender Sensitization

4. The journey of women from Sita to Nirbhaya and Ahead (The Situation Of Womens Past to Present)

5. Let's create a Casteless society Program

6. Digital Stress and Health

7. A Talk on World Environmental Health Day, reciting environmental quotes and Taking photographs of the plantation Process

8. Distribution of seed balls to students for throwing them in open places: A way to Tree Plantation

9. Education & Empowerment : Key to gender Equality

10. A Cleanliness Drive

11. Tree Plantation and & Meri Maati Mera Desh

Several initiatives are undertaken for female students, with the Woman Cell committee and ICC coordinating programs. The Prevention of cast-based discrimination committee has organized a various programmes. The N.S.S. unit is actively engaged in diverse extension activities.

Efforts are made to integrate ethical and human values through a range of activities, with programs organized under different departments aimed at instilling human values among students. Guest lectures on value education have been arranged the college has initiated diverse activities, including the Digital stress and health management program.

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

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

10

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

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

342

| 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 | https://prernacollegeofcommerce.org/feedback_form.htm |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

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

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| URL for feedback report | Nil |

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 students admitted during the year

4398

| 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

1895

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

2.2 - Catering to Student Diversity

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

The institution consistently strives to address the diverse learning needs of its students, conducting initial evaluations each academic year to identify both slower and advanced learners. Through various means such as classroom interactions, assessment performance, and ongoing activities, students' progress is regularly assessed and monitored.

To support slower learners:

1. Small-group remedial sessions and tutorials are regularly scheduled to provide practice and clarify doubts.
2. Additional study materials including notes, supplementary readings, and presentations are provided to help build a foundational understanding of subjects.
3. An intensive Bridge Course in Accounting is offered at the beginning of undergraduate programs to help alleviate fears and provide essential knowledge.
4. Departments devise strategies such as simplified study materials and question banks to reduce course failures and boost students' confidence in their studies.

For advanced learners:

1. Students are encouraged to enroll in various add-on and certification courses offered by the college to enhance their knowledge and skills.
2. Workshops and seminars hosted by departments and cells of the college feature industry professionals and academics who expose students to current market trends, bridging the gap between theoretical and practical learning.

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

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

| | |
|--------------------|--------------------|
| Number of Students | Number of Teachers |
| 4398 | 73 |

| | |
|----------------------------|---------------------------|
| File Description | Documents |
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

Experiential Learning:

1. Experiential learning is a cornerstone of our educational approach, fostering the practical application of knowledge and skills among our students.
2. Field visits to industries and corporations, along with special talks, workshops, seminars/webinars, and conferences featuring eminent personalities and academic experts, provide students with firsthand exposure to current industry trends and relevant topics.
3. Our college offers a diverse array of Add-On courses aimed at enhancing students' knowledge and analytical abilities.
4. Participation in National Service Scheme (NSS) programs, including visits to rural areas, enables students to deepen their understanding of societal issues and the realities faced by various communities.

Participative Learning:

1. Techniques such as group discussions, collaborative activities, assignments, student presentations, and in-class case study analyses are encouraged, fostering a dynamic and interactive classroom environment.
2. Interdepartmental and intercollegiate activities provide students with opportunities to apply theoretical concepts

learned in the classroom to real-world situations, reinforcing their understanding and enhancing their practical skills.

Problem-solving methodologies:

1. Each teacher is assigned a mandatory mentor-mentee group to comprehensively address and resolve students' issues.

Reviewing and solving previous years' exam questions is a routine part of our teaching methodology, aiding students in grasping the material and preparing effectively for examinations.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | Nil |

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

The Institute follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom:

1. In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings, Audio system, online sources, to expose the students for advanced knowledge and practical learning.
2. Classrooms are fully furnished with LCD/OHP/Computers.
3. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of research papers for PG students, presentations, seminars, debates, group discussions, assignments, quiz/tests/viva.

Total number of Classrooms

57

Total number of Smart Classrooms

27

Total number of Classrooms with LCD projector

04

Seminar hall with projector

02

Institute Premises are Wi-Fi enabled

1. Specialized computer laboratory with an internet connection has been provided to promote independent learning. Wi-Fi facility for access of internet is provided on individual laptop and mobile devices.
2. Well security is provided to Wi-Fi users. Its access is controlled by the system administrator.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

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**

73

| 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**

73

| 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

22

| 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

167

| 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.

Assessing student performance is an essential aspect of the teaching and learning process in our college. To ensure a robust educational

strategy, we have implemented a Continuous Internal Evaluation (CIE) System. As part of our affiliation with RTM Nagpur University, we follow the university's guidelines for both internal and external evaluation.

Students are familiarized with the internal and external assessment processes through the college prospectus and orientation program at the start of each academic session. While external assessments occur at the end of each semester, the college employs various methods to evaluate students throughout the term:

- Pre-declaration written tests are conducted, incorporating innovative methods such as classroom discussions, student seminars, presentations, and quizzes.
- Written assignments are assigned to students to enhance their comprehensive and cohesive communication skills, both oral and written.
- Students are encouraged to explore beyond their prescribed textbooks, fostering a deeper understanding of the subject matter.
- Internal marks are determined based on factors like average attendance, classroom performance, and participation.
- Through these evaluation techniques, we aim to provide a comprehensive assessment of students' knowledge and skills while promoting their active engagement in the learning process.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://prernacollegeofcommerce.org/naac/2024/SEMESTER%20END%20EXAMINATION.pdf |

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

College Level:

- If student fails to appear for examination due to medical or any reason examination is conducted for that student as per norms, provided that he/she submits application with proper documents.
- If any student scores less mark and wants to improve in that

subject, he/she can appear for the improvement examination.

- The grievances of the students with reference to assessment are made clear by showing his/her performance in the answer sheet.
- The answer sheet of such student is assessed by the faculty once again in the presence of the student. Any corrections in the total of marks of answer books are immediately done by the faculties.
- Any student who is not satisfied with the assessment may approach the concern HOD who can intervene and seek opinion of another course teacher.
- The Institute follows open evaluation system. The student performance is displayed on the notice board and is informed to the parents.

University Level:

- If the student scores less mark than expected, he/she can apply for revaluation of his/her answer script after paying the prescribed fee.
- University provides the photocopy of answer sheets to students regarding any grievances with reference to evaluation.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

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

(UG Courses)

B Com

B. Com. Hons.

BCA

BBA

BCCA

B. Sc (IT)

B. Sc. (CS)

BA

PG Courses

M Com

MCM

M.Sc. (CS)

MA

M.Sc. (Maths)

Program Outcomes

1. Attitude is developed among students for working effectively in business environment.
2. Strong foundation of knowledge is constantly built.
3. Updated knowledge of IT tools.
4. Ability to design, implement, and evaluate the entire computer-based system to meet desired needs, within realistic constraints such as economic, environmental, social, political, health and safety, manufacturability, and sustainability

PSO

BBA

- Students are prepared for lifelong learning.
- Management skills, soft skill are updated

BCA/ B.Sc. (IT)/B. Sc. (CS)

- Enables students to identify and sharpen programming skills.
- Students will be able to communicate effectively across a range of computers.

B.Com. / M.Com. / B.Com Hons.

- Students of Commerce are able to deal with affairs related to syllabus.
- There will be awareness among students about current trends in commerce and management.

BCCA/ MCM/M.Sc. (CS)/ M.Sc. (Maths)

- Apply knowledge of mathematics, accounting, and computer to the solution of complex accounting & management problems.
- Design solutions for economic problems and design software, processes to meet the specifications with consideration for public safety, cultural, societal, and environmental considerations.

B.A.

- Making students responsible and responsible citizens.
- Nourishing creative ability.
- Creating a sense of social service.

M.A.

- Graduates with a master degree in English literature will be able to combine knowledge of the diversity of cultures and peoples;
- display a comprehensive and coherent body of knowledge with
- Proficiency in a variety of English literature genres.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional information | Nil |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

The evaluation of program outcomes and specific outcomes is carried out through students' involvement in academics, participation in extracurricular activities, National Service Scheme (NSS) activities, cultural programs, and projects. Students' engagement at various levels is continuously assessed, including their leadership abilities, decision-making skills, and teamwork, observed and

evaluated by their class teachers.

Academic outcomes are assessed through a variety of methods, including university and internal examinations, practical assessments, and oral examinations. Attendance records for classes, group discussions, computer labs, seminars, and competitions are also maintained. Students are guided and encouraged to enhance their research skills and deepen their understanding of subject matter.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://prernacollegeofcommerce.org/2024data/ProgrammOUTCOME.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

0

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

2.7 - Student Satisfaction Survey

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

<https://prernacollegeofcommerce.org/2024data/Student%20Satisfaction%20Survey%20on%20Teaching%20Learning%20Process.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

| File Description | Documents |
|---|---------------------------|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Event Organized-

1. International Entrepreneur Day Celebration- Mr. Amey Kitkule, Founder, of S A Event Management and also one of the alumni of the college was the resource person. He explained how to develop ideas and innovation to become an entrepreneur and to analyze environmental setups relating to small industries or startups.
2. Program in Entrepreneurship Development- Mr. Atul Asher, Founder, ICT Consultant, Asher Telecom, Nagpur elaborates on the procedure to set up small industries and how to utilize available resources.
3. New Startups for Youth- Mr. Sumit Urkudkar, Founder of Udan Academy, Wardha, discussed the procedure to initiate the startup and startup creativity among the students

Certificate Course in Mass Communication- Shri Prabhakar Dupare, Senior Journalist, and the Manager of Patrakar Bhavan, was the chief guest. In this course, students learned how to serve public messages quickly to a large number of people who are far away from the source of information through mass media. It helped the students to build an opinion about the happening around them and how media are wonderful sources of pleasure and amusement

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

| | |
|--|---------------------------|
| 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 |

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

| | |
|--|---------------------------|
| File Description | Documents |
| URL to the research page on HEI website | Nil |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

100

| | |
|--|---------------------------|
| 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 |

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

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

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

3.4 - Extension Activities

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

IMPACTS -

- Students have understood the significance of seed balls as a way to tree plantation. Students are aware of the environmental problems and issues and how it helps to keep cool down the street
- Students grasped the importance of celebrating an Eco-friendly Diwali. Students also understood other countries' rules and regulations regarding pollution. Students pledged to protect our planet by refraining from using firecrackers.
- Mr Ravindra Shrikhande, Guest speaker made students realize about natural energy and environment. Also, give small tips to save energy at a personal level at every point.
- Mr. Anirudh Puri, Senior Police Inspector, explained the rules for the importance of road safety. He aware the students the task of watching the road signs. He addressed to start developing and adopting safety practices and procedures on the road when they will reach the legal age of driving. He motivated the students to gain knowledge and understanding of road traffic, and the transport environment, as well as signals and traffic- signs while driving two-wheeler
- Students became aware of the cleanliness drive. They learned the key aspects and motives of the Abhiyan. They understand the importance and relevance of Cleanliness

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

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

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

0

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

3.4.3 - 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

3.4.3.1 - 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

09

| File Description | Documents |
|--|----------------------------------|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDS awareness, Gender issue etc. year wise during year

616

| | |
|--|---------------------------|
| File Description | Documents |
| Report of the event | View File |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/internship year wise during the year

04

| | |
|--|---------------------------|
| File Description | Documents |
| e-copies of related Document | View File |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

03

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has established policies and procedures to create and continuously enhance the infrastructure in the form of human resource (Faculty, Technical, and administrative staff), laboratory equipment's, built-up place and learning resources (print and electronics aids).

The Institute has 57 Classrooms with ICT facilities. LCD Projectors, WIFI-LAN and good ambience. It has ICT Classrooms with multimedia facilities and is spacious for conducting theory classes. All the Classrooms are well designed so that proper ventilation and lighting is provided with good acoustics.

The Institute has well- equipped and well maintained Six Computer Laboratories, Two Seminar halls to conduct the various student activities. It includes LAN facilities and Wi-Fi connectivity with internet bandwidth of 100 mbps for Wi-Fi and 100 mbps for LAN. The teachers have been provided with laptops, dongles and other e-resources. The security is regularly monitored through CCTV surveillance installed at each floor and in each classroom.

All the Classrooms, seminar halls and all the Laboratories are equipped with ICT facilities having open-source software; Printers, Scanner and Xerox equipment are also available. The campus building possesses the Director's Office, Principal office, Administrative office, Examination room, Training & Placement centre, Library, and Laboratories.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://prernacollegeofcommerce.org/instructure.htm |

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

Sports (Indoor and Outdoor Games):

The institution has managed a space (Playground) from external agencies to provide facilities for outdoor games like Cricket, Football, Kabaddi and Volleyball etc.

Yoga:

With the aim to create awareness about healthy life style amongst faculty and students a professional yoga teacher guides the students with respect to different asanas, pranayama techniques, healthy diet etc.

Other Facilities:

Facility of pure drinking water for staff and students is available at each floor. Separate washrooms for boys and girls exist on each floor. The college campus is well-maintained and clean throughout the sourced maintenance contract. Solar energy for alternative power supply exists.

| File Description | Documents |
|---------------------------------------|--|
| Upload any additional information | View File |
| Paste link for additional information | https://prernacollegeofcommerce.org/playgrou nd.htm |

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

30

| File Description | Documents |
|---|--|
| Upload any additional information | View File |
| Paste link for additional information | https://prernacollegeofcommerce.org/2024data /Classrooms%20Photos.pdf |
| 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)

2,40,82,329

| 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)

An advisory committee, headed by the principal, oversees the library and its operations. The committee actively participates in making the library more user-friendly by suggesting and initiating positive changes. The selection of books involves collaboration between concerned teachers and heads of departments (HoDs) who propose required books. The library committee contributes to the selection process. The principal provides final approval and signs off on the list. The library maintains a footfall register to track daily usage by students and staff. LAN and internet facilities are provided, enabling the use of library software on computers. An advisory committee ensures continuous improvement and addresses user needs. Members work together to choose relevant books. Footfall registers monitor usage patterns. LAN and internet access enable efficient library operations.

Name of the ILMS software - LIBMAN (MASTERSOFT ERP SOLUTIONS PVT. LTD.)

Nature of Automation- Fully Year of Automation- 26/07/2023

| | |
|---------------------------------------|---------------------------|
| File Description | Documents |
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

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

| | |
|---|---------------------------|
| 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)

114917

| | |
|--|---------------------------|
| File Description | Documents |
| Any additional information | View File |
| Audited statements of accounts | No File Uploaded |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | 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

58

| | |
|---|----------------------------------|
| File Description | Documents |
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | <u>View File</u> |

4.3 - IT Infrastructure

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

The college ensures that there are enough computers equipped with LAN and internet connections, along with utility software, available in various areas such as offices, laboratories, libraries, and departments. Lab assistants are responsible for calibrating, repairing, and maintaining these computers and accessories. Maintenance activities are closely monitored through surveillance cameras. Campus Wi-Fi typically enables convenient access to online resources, educational materials, communication platforms, and various other internet services within the college environment.

Additionally, the maintenance of electrical and electronic equipment is carried out systematically:

- Technicians conduct regular check-ups on the equipment.
- Any requirements for replacement or repairs are promptly reported to the administrative office.

The college prioritizes the upkeep of its computer and electronic equipment by assigning specific responsibilities to lab assistants and technicians, and ensuring that any maintenance needs are promptly addressed and reported.

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

4.3.2 - Number of Computers

| | |
|-----------------------------------|---------------------------|
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| List of Computers | View File |

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

| | |
|--|---------------------------|
| File Description | Documents |
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | No File Uploaded |

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)

2,40,82,329

| | |
|---|---------------------------|
| File Description | Documents |
| Upload any additional information | View File |
| Audited statements of accounts | No File Uploaded |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The Management of Dr S. C. Gulhane Prerna College of Commerce, Science and Arts is committed to providing quality services, best infrastructure support and provides the necessary budget every year as per the requirement. All the Classrooms are well designed so that proper ventilation and lighting is provided with good acoustics. There are 1005 reference books and 27,665 books total, all of which address various topics. For library an advisory committee ensures

continuous improvement and addresses user needs. The Institute has well- equipped and well maintained Six Computer Laboratories, Two Seminar halls to conduct the various student activities. Technicians conduct regular check-ups on the equipment. Any requirements for replacement or repairs are promptly reported to the administrative office. The institution has managed a space (Playground) from external agencies to provide facilities for outdoor games. A professional yoga teacher guides the students with respect to different asanas, pranayama techniques, healthy diet etc. Facility of pure drinking water for staff and students is available each floor. Separate washrooms for boys and girls exist on each floor. The college campus is well-maintained and clean throughout the sourced maintenance contract. Solar energy for alternative power supply exists.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2069

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

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

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

119

| 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

| File Description | Documents |
|---|---------------------------|
| Link to Institutional website | Nil |
| 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

462

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

462

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

41

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | 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

80

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| 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

10

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

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

during the year

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

02

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

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

The Student Council Committee for the session 2023-2024 was formed by nominating the class representative on a pure merit basis and following posts have been unanimously declared by those who have been nominated.

Sr No.

Post

Name

1

President

Manisha Junghare

2

Vice President

Tejaswini Marghade

3

Secretary

Harsh Chandekar

4

Joint Secretary

Omkar Shende

5

Student Activity Coordinators

Ankita Badve

6

Academic Activity Coordinators

Manas Tapase

7

Sports Coordinators

Prince Sawarkar

The above student council members are encouraged to take part in all college-sponsored events, activities, and competitions. They are also advised to alert the college administration to the issues that students generally are having. They are encouraged to offer suggestions for additional college events that should be planned. In the session 2023-24 they were engaged in ANTRANG - Cultural Event and Annual Sports Meet. They were also involved in conveying grievances of the students to the grievance committee.

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

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

47

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

5.4 - Alumni Engagement

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

The Prerna Alumni Association of Prerna College of Commerce is a very active organization. Mr. Saurav Shirpurkar and Mr. Shoib Quadir are still actively working as the President and the Secretary respectively. The association remains actively involved in college as well as university activities. The association was involved in Annual Sports Meet 2024, Antrang - A Cultural Event and Career guidance program. Members of the Association have done great philanthropic work by donating two LCD projectors worth Rs 60000 to the college. The management sincerely appreciated and commended the association's active involvement in furthering the interests of the college. The institution always strives to support the alumni association and encourage alumni to contribute more to the improvement and development of the institution. Around 610 alumni are registered.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| 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

The Institution has a College Development Committee (CDC) which meets twice a year to take a review of the activities of the college and also to take policy decisions about the growth and development of the college. The Principal, senior faculty members, non-teaching staff and students representative are part of this committee. The Institution has adopted the decentralization and participative management in the process of academic and administration.

- The Top management gives generous freedom and flexibility to the Director together with the various committees to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement the perspective plans for the institution.
- As part of quality improvement and quality initiative the institution and its concern IQAC and College Development Committee and other Committees continuously work on quality improvement.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://prernacollegeofcommerce.org/visionmission.htm |
| Upload any additional information | View File |

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

- The Institution has adopted the decentralization and participative management in the process of academic and administration.
- The Top management gives generous freedom and flexibility to

the Director together with the various committees to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement the perspective plans for the institution.

- As part of quality improvement and quality initiative the institution and its concern IQAC and College Development Committee and other Committees continuously work on quality improvement.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://prernacollegeofcommerce.org/ictclassroom.htm |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

It was planned by the College Development Committee in previous meetings of 2022-23 to appoint a special Yoga teacher to handle workshops, seminars and certificate courses on Yoga and Pranayam for the student. Also regular Yoga classes will be conducted daily for the students. In the session 2023-24 Yoga teacher was appointed.

The yoga sessions were conducted in a designated relaxation area within the college premises. The sessions were led by a certified yoga instructor and focused on gentle yoga poses, breathing exercises, and meditation techniques tailored to reduce stress and promote relaxation. Regular feedback was collected from students to gauge the effectiveness of the sessions and make any necessary adjustments.

As a result of this initiative, students reported feeling more relaxed, focused, and motivated in their studies. The sessions also helped foster a sense of community among students, contributing to a positive learning environment aligned with the strategic plan's goals.

| File Description | Documents |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | Nil |
| 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.

Organizational structure includes-

Roles of President and Secretary

- Responsible for the growth of organization and administration of the College by allocating resources (financial and others) for different programmes.
- Acting as an advisor to the staff.
- Creating a framework of various policies and setting up procedures for all stakeholders to operate within.

Roles of Director

- Setting goals, developing plans and implementing initiatives to enhance the

department's overall performance and achieve the college's mission.

- To represent the department at meetings, events, and external functions.

Roles of Principal

- Make sure that all the academic and administrative requirements of affiliating University and other statutory bodies are fulfilled.

ACADEMIC SECTION

Roles of Head of the Department

- The HOD is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.

ADMINISTRATIVE SECTION

The administration section is looked after by the Registrar who is assisted by the Accountant, Librarian, Clerical staff and Peon. The Accountant has clerical staff to help him in all accounting and related work.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://prernacollegeofcommerce.org/naac/2024/Employee%20Policy(W).pdf |
| Link to Organogram of the institution webpage | https://prernacollegeofcommerce.org/naac/organogram%20signed%20c.jpg |
| Upload any additional information | No File Uploaded |

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

A. All of the above

| File Description | Documents |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document | 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

FINANCIAL AID IN THE FORM OF FEE CONCESSION TO THE WARD OF FACULTY

The college has given the facility of fee concession to the ward of the employee.

FINANCIAL ASSISTANCE FOR PUBLISHING RESEARCH PAPERS/ ATTENDING CONFERENCES/ WORKSHOPS/ TRAININGS etc.

The college gives all resources to its faculty members, including internet access, financial help, and printer pages etc.

SCHOLARSHIP

Scholarship under Late Mrs. Krishna Bai and Mrs. Annapurna Bai Chandrabhanji Gulhane Memorial Educational Assistance Scheme is given to needy students.

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

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

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

45

| 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

09

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

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

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

All the teachers submit duly filled self appraisal report every year briefing all the information about their professional and academic activities. The college appraises the performance of the teaching staff taking feedback through casual conversations with students, parents, alumni and colleagues and assess the performance of the staff.

Based on the feedback, strengths are appreciated, weaknesses are discussed and counselling is done by the principal to overcome the deficiency. It helps the college to know whether the teaching, evaluation work is done properly and to remind the teachers who are failing to carry out their duties. Feedback relating to the non-teaching staff is brought to the notice of the office staff whereas the matters regarding the infrastructure, development is brought to the notice of the management.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://prernacollegeofcommerce.org/sar.htm |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

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

The mechanisms for the internal and external audit of the institution are:

The college accounts are audited regularly every financial year. The college has its own audit mechanism. Private registered Chartered Accountant has been permanently appointed and a team of staff under him do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. Chartered Accountant then certifies its Annual Financial Statements.

Internal audit is conducted by an Internal Audit team appointed by the college. After auditing, suggestions are given by the Internal audit team which is accepted by the accounts officer of the college. So far there have been no major findings / objections.

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

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

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

0

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

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

The tuition fee is the only source of revenue for the institution. However, the college so far has been able to manage its financial resources effectively in the interest of the stakeholders. The college also maintains a steady fund to run the operational expenses as well as developmental expenditures.

The budget is prepared every year taking into consideration of recurring and non-recurring expenditures. As per the needs and necessities and the recommendations from the IQAC the Principal submits the list of requirements to the governing body, which in turn makes all the necessary provisions for the institution including financial support.

All the major financial decisions are taken by the College Development Committee. All the major financial transactions are analyzed and verified by the governing body/administrative. The payments are released after delivery of the respective goods. All transactions have transparency through bills and vouchers. The bill payments are passed after testing & verification of the items. Respective faculty members ensure that suitable equipment/machinery/material with correct specification is purchased. Financial audit is conducted by chartered accountant every financial year to verify the compliance.

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

6.5 - Internal Quality Assurance System

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

- The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The Institute IQAC regularly meets every three months. The Institute IQAC prepares, evaluates and recommends for following for approval by the Institute and Govt. statutory authorities:

(a) Annual Quality Assurance Report (AQAR)

(b) Self-Study Reports of various accreditation bodies (ISO 9001, NAAC, Green

Audit)

(c) Performance Based Appraisal System (PBAS) for Career Advancement Scheme

(CAS)

(d) Stakeholder's feedback

(f) Action Taken Reports

(g) Introduction of New Programmes

(h) Academic and Administrative Audit (AAA)

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

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

The IQAC takes the responsibility of continuously monitoring quality of teaching-learning process and operational methodology. Learning outcomes are measured at periodical meetings and action plan is made to maintain the quality of the same.

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

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

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | 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

Women encounter injustice in most countries in different forms. An essential component of students' education is gender sensitivity training. Programmes that are attentive to gender are highly valued at the coeducational college. The Institute is continuously trying to make sure that staff members and students understand the importance of gender sensitivity and equality.

1. **Safety and security:** are ensured by 24/7 CCTV surveillance. This guarantees ongoing observation to prevent boys from acting negatively towards girls or the other way around. The on-site parking requirements and site monitoring are handled by security personnel who are on duty around-the-clock. The institute's active "Internal Complaints Committee" protects female students.
2. **Counseling:** In this sense, class teachers have been granted accountability. Students therefore receive individual therapy as needed. The institute has formed a Grievance Redressal Cell. It is recommended that students seeking support from the cell do so if they are being subjected to gender-based discrimination. The Mentoring Committee addresses the challenges faced by the students and provides appropriate guidance.
3. **Common Room:** Separate common room with basic facilities is offered for boys and girls.
1. **Girl's Hostel:** Providing a safe and comfortable hostel facility for college girls is crucial for their well-being and academic success. Considering this, Dr S. C. Gulhane Prerna

College of Commerce, Science and Arts has MOU with Alka Girl's hostel, situated in Medical square.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | Nil |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://www.prernacollegeofcommerce.org/news_andevents/2023/oct/2/Report%20cross%20cutting%20issue%202023_20231025_0001.pdf |

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

A. 4 or All of the above

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

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

Solid waste management:

The waste disposal system is well-managed and well-considered. Waste that is solid and liquid are separated. Daily collections of waste are made from various sources, and dry and moist waste are segregated. Different forms of rubbish are disposed of in coloured trash cans. The corporation then collects the garbage that was segregated. By educating employees and students, regular efforts are made to eliminate all sorts of waste. To increase awareness at all levels, regular cleanliness initiatives are also conducted.

E-Waste Management:

Campus has centralized e-waste collection facilities. Old computers and other electronic devices are sold to trash dealers who deal with

the management of e-waste. Old displays and CPUs are fixed and put to use again. There are some components set aside for use in future systems. Students and staff are made aware of the need of managing e-waste.

Initiatives:

1. Sufficient number of dustbins are provided at places.
2. Regular cleanliness of class room, floor, stairs, railings etc. done which educates and inspires the students to keep the campus clean.
3. Computers are upgraded to the higher versions rather than buying new machines. This helps in reducing electronic waste generated from computers and computer peripherals.

The college organizes awareness activities like 'Distribution of Seed Balls', 'Tree Plantation & Meri Maati Mera Desh', and 'Swacchata Abhiyan to develop a sense of social responsibility among the students.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | 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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | 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

A. Any 4 or all of the above

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

| 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).

Dr. S. C. Gulhane Prerna College of Commerce, Science and Arts have special committees named, National - International Days, Indian Culture and Human Values and Preservation Committee etc, through which various events, webinars, programmes, camps have been organised for the students over all development.

During the sessions 2023-24, our college has conducted Cultural Program-College Level, Antaranga Cultural Program-College Level, ?????????? ????? ??? ??? ?? ??????, Deepostav, Blood Donation Camp and English Language & Job Opportunities

The aims and Objectives of these programmes are:

1. To develop the inner skills of the students.
2. To create a sense of accommodation on students.
3. To create awareness and to tell the importance of Philaria, Cancer Diseases, and Life Skills and their Practical Application.
4. To work not only for the welfare of the students but also for the society as a whole.

5. To inculcate the human values and social ethics.

| 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

Dr. S. C. GulhanePrerna College of Commerce, Science and Arts has formed special committees named Extra - Curricular activity Committee , Yoga Centre, Indian Culture and Human Values Preservation and Promotion, The NSS Unit through which during the session 2023-24 various activities have been conducted in the college as listed - International Yoga Day, Job Opportunities After Graduation, How to make Caste Validity Certificate, Vaachan Prerna Din, Truth for Youth, Constitution Day, Felicitation of Meritorious Students, Book Reading Competition and Yoga and Meditation.

The aims and objectives of conducted these programmes are:

1. To inculcate the human values and social ethics.
2. To create awareness about health as well.
3. To make students aware about the benefits of Yoga and Pranayam.
4. To explain students various effective practices of Pranayam to improve mental and physical health and to get rid of stress.
5. To support and enrich the education and improve the quality of individual and family life.
6. To make students and faculty aware of 'Indian Constitution'.

1. To aware students about the Nation's Unity.
2. To inculcate the feeling of nationality among students.

| File Description | Documents |
|---|------------|
| Details of activities that inculcate values; necessary to render students into responsible citizens | Nil |
| Any other relevant information | Nil |

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

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | 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 | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

Prerna College of Commerce has formed various committees named 'National / International Day Celebration Committee,' 'Rotaract Club Unit,' 'The NSS Unit', through these committees various programmes, activities, events, webinars have been conducted during the session 2023-24.

Activities like, National Library Day Celebration, International Entrepreneur Day, Teachers Day, Hindi Diwas Celebration, Independence Day, NSS Foundation Day, Laxminarayan Day, Gandhi Jayanti, Vaachan Prerna Din, Constitution Day, Savitribai Fule Jayanti, Netaji Subhash Chandra Jayanti ,Vishwa Hindi Diwas, Makarsankranti,

Pran pratishtha , Republic Day, Holi , Gudi Padwa to pester the merits and vales like love peace fraternity, harmony etc. among the students.

The aims and objectives of conducted these programmes are:

1. To make realize to the students about the cultural values and its importance in their life.
2. To imbibe the ethical and human values among students.
3. To explain students the importance of preservation of Indian culture and human values.
4. To imbibe the National values and raise patriotism among students.
5. To make understand the contribution of Dr Babasaheb Ambedkar , Gandhiji and great worriers to the nation.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

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

In the 2023-24 the college had practiced three best practices namely,

Best Practice 1 - Title: Telecasting Speedy 100 News

Telecasting Speedy 100 News:

Broadcasting Speedy 100 News in a classroom for students typically involves creating a dynamic and interactive learning environment where students can engage with current events and news reporting in real-time. The classroom serves as the primary setting for broadcasting Speedy 100 News to students. It may be equipped with multimedia technology such as projectors, screens, and sound systems to facilitate the broadcasting process. The news content delivered in Speedy 100 News broadcasts is curated to be relevant, timely, and engaging for students. This experiential learning approach allows

students to develop valuable skills applicable to various academic and professional contexts. Broadcasting Speedy 100 News often involves collaborative efforts among students, faculty members.

Teachings shlokas from the Bhagavad Gita to the Interested

To teach students mindfulness and stress reduction techniques inspired by the Bhagavad Gita. Practices such as meditation, deep breathing, and yoga can help students manage academic pressures and maintain mental well-being. Emphasize the importance of ethical behavior and integrity in academic and professional settings. Discuss concepts such as honesty, integrity, and moral responsibility as outlined in the Bhagavad Gita. Encourage students to uphold these values in interacting with peers, faculty, and the broader community.

| File Description | Documents |
|---|-----------|
| Best practices in the Institutional website | Nil |
| Any other relevant information | Nil |

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

The Prerna College was established in 2002. The college's founders. Professor R. C. Gulhane and Dr. S. C. Gulhane were academics with no political clout. They only have one goal: to provide a high-quality education at a reasonable cost to students in East Nagpur. The institution's communication mode is another defining element. The college's administration made the decision to use English as the medium of teaching in 2002.

Due to limited resources and to prevent purchasing text books or readymade notes, at the moment of admission, the College distributes a set of Text Books/Reference to the students. Although library space and resources have grown throughout time, the Practice has not.

Practice:

- Students used the issued books till the semester's end.

- The condition of the books is maintained.
- Replaced worn-out books.
- Required books are frequently added.

Effect of the Practice

• This exercise aids us in raising our academic standards. • This technique relieves the load on lower-middle-class parents.

Uniqueness

- Students hold the book for the entire term.
 - Students' knowledge is enhanced when they use symmetrical texts.

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

Our college is affiliated with RTM Nagpur University, and thus, we adhere to the curriculum it has designed. At the start of each academic session, the Principal convenes a meeting with the staff to formulate strategies for the effective implementation of the curriculum. The alignment of academic processes is facilitated by the annual issuance of University Academic Schedules, College Academic Plans, Time Tables, and Teaching plans.

Every department and teacher meticulously prepare a comprehensive teaching plan, encompassing the delivery of lectures, tutorials, and practical sessions including ICT. The faculty actively seeks regular feedback from students to address their difficulties, contributing to the enhancement of the teaching-learning process.

All departments are strictly instructed to plan and conduct Unit Tests, University Internal Examinations, and other co-curricular activities. Remedial coaching is offered to support slow learners as well as for advanced learners. Additional facilities, such as extra book issuance and personal counselling, are provided to both slow and advanced learners.

To enrich the learning experience, guest lectures by eminent faculty members from other institutions are arranged, offering exposure to current trends and the latest subject knowledge. The Mentor-Mentee system is implemented to identify and address students' academic, social, and financial concerns.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://prernacollegeofcommerce.org/academiccal.htm |

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

The relevant official creates an academic calendar at the commencement of each semester, aligning it with the University's calendar. This calendar encompasses curricular, extra, and co-curricular activities, as well as internal examination dates. The calendar is regularly updated and revised to reflect any changes recommended by the university.

Classes and Lab time-table - Each department's coordinator formulates the timetable per the affiliating university's guidelines, outlining the credit hours for each subject and adhering to the academic calendar before the semester commences. The timetable is then prominently displayed on the notice boards of each department.

Course files and Lecture Plan- Following the assignment of subjects to faculty members, a course file is compiled for each subject, containing a comprehensive teaching plan and the assignments scheduled for upload on specific dates. The Head of Departments (HODs) approves these course files.

Internal Examinations and Pre-University Exam- These activities are specified in the academic calendar and the detailed examination schedule is announced well in advance by the respective Heads of Departments (HODs). For laboratory work and projects, the respective departments conduct internal viva and practical exams before or after the university examinations.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://prernacollegeofcommerce.org/naac/2024/Teaching%20Plan.pdf |

| | |
|--|------------------------------|
| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University | B. Any 3 of the above |
|--|------------------------------|

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

1.2 - Academic Flexibility**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented****12**

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| 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)****10**

| 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**868**

| 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

Cross cutting issues conducted following Activities:

1. Crackers are no celebration they are the enemies (Environment Awareness)
2. Energy Conservation Program (Environment Awareness)
3. Gender Sensitization
4. The journey of women from Sita to Nirbhaya and Ahead (The Situation Of Womens Past to Present)
5. Let's create a Casteless society Program
6. Digital Stress and Health
7. A Talk on World Environmental Health Day, reciting environmental quotes and Taking photographs of the plantation Process
8. Distribution of seed balls to students for throwing them in open places: A way to Tree Plantation
9. Education & Empowerment : Key to gender Equality
10. A Cleanliness Drive
11. Tree Plantation and & Meri Maati Mera Desh

Several initiatives are undertaken for female students, with the Woman Cell committee and ICC coordinating programs. The Prevention of cast-based discrimination committee has organized a various programmes. The N.S.S. unit is actively engaged in

diverse extension activities.

Efforts are made to integrate ethical and human values through a range of activities, with programs organized under different departments aimed at instilling human values among students. Guest lectures on value education have been arranged the college has initiated diverse activities, including the Digital stress and health management program.

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

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

10

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

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

342

| 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 | https://prernacollegeofcommerce.org/feedbackform.htm |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

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

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| URL for feedback report | Nil |

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 students admitted during the year

4398

| 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

1895

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

2.2 - Catering to Student Diversity

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

The institution consistently strives to address the diverse learning needs of its students, conducting initial evaluations each academic year to identify both slower and advanced learners. Through various means such as classroom interactions, assessment performance, and ongoing activities, students' progress is regularly assessed and monitored.

To support slower learners:

1. Small-group remedial sessions and tutorials are regularly scheduled to provide practice and clarify doubts.
2. Additional study materials including notes, supplementary readings, and presentations are provided to help build a foundational understanding of subjects.
3. An intensive Bridge Course in Accounting is offered at the beginning of undergraduate programs to help alleviate fears and provide essential knowledge.
4. Departments devise strategies such as simplified study materials and question banks to reduce course failures and boost students' confidence in their studies.

For advanced learners:

1. Students are encouraged to enroll in various add-on and certification courses offered by the college to enhance their knowledge and skills.
2. Workshops and seminars hosted by departments and cells of the college feature industry professionals and academics who expose students to current market trends, bridging the gap between theoretical and practical learning.

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

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 4398 | 73 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

Experiential Learning:

1. Experiential learning is a cornerstone of our educational approach, fostering the practical application of knowledge and skills among our students.
2. Field visits to industries and corporations, along with special talks, workshops, seminars/webinars, and conferences featuring eminent personalities and academic experts, provide students with firsthand exposure to current industry trends and relevant topics.
3. Our college offers a diverse array of Add-On courses aimed at enhancing students' knowledge and analytical abilities.
4. Participation in National Service Scheme (NSS) programs, including visits to rural areas, enables students to deepen their understanding of societal issues and the realities

faced by various communities.

Participative Learning:

1. Techniques such as group discussions, collaborative activities, assignments, student presentations, and in-class case study analyses are encouraged, fostering a dynamic and interactive classroom environment.
2. Interdepartmental and intercollegiate activities provide students with opportunities to apply theoretical concepts learned in the classroom to real-world situations, reinforcing their understanding and enhancing their practical skills.

Problem-solving methodologies:

1. Each teacher is assigned a mandatory mentor-mentee group to comprehensively address and resolve students' issues.

Reviewing and solving previous years' exam questions is a routine part of our teaching methodology, aiding students in grasping the material and preparing effectively for examinations.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | Nil |

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

The Institute follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom:

1. In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings, Audio system, online sources, to expose the students for advanced knowledge and practical learning.
2. Classrooms are fully furnished with LCD/OHP/Computers.
3. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of research papers for PG students, presentations, seminars,

debates, group discussions, assignments, quiz/tests/viva.

Total number of Classrooms

57

Total number of Smart Classrooms

27

Total number of Classrooms with LCD projector

04

Seminar hall with projector

02

Institute Premises are Wi-Fi enabled

1. Specialized computer laboratory with an internet connection has been provided to promote independent learning. Wi-Fi facility for access of internet is provided on individual laptop and mobile devices.
2. Well security is provided to Wi-Fi users. Its access is controlled by the system administrator.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

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

73

| 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

73

| 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

22

| 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

167

| 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.

Assessing student performance is an essential aspect of the teaching and learning process in our college. To ensure a robust educational strategy, we have implemented a Continuous Internal Evaluation (CIE) System. As part of our affiliation with RTM Nagpur University, we follow the university's guidelines for both internal and external evaluation.

Students are familiarized with the internal and external assessment processes through the college prospectus and orientation program at the start of each academic session. While external assessments occur at the end of each semester, the college employs various methods to evaluate students throughout the term:

- Pre-declaration written tests are conducted, incorporating innovative methods such as classroom discussions, student seminars, presentations, and quizzes.
- Written assignments are assigned to students to enhance their comprehensive and cohesive communication skills, both oral and written.
- Students are encouraged to explore beyond their prescribed textbooks, fostering a deeper understanding of the subject matter.
- Internal marks are determined based on factors like average attendance, classroom performance, and participation.
- Through these evaluation techniques, we aim to provide a comprehensive assessment of students' knowledge and skills while promoting their active engagement in the learning process.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://prernacollegeofcommerce.org/naac/2024/SEMESTER%20END%20EXAMINATION.pdf |

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

College Level:

- If student fails to appear for examination due to medical or any reason examination is conducted for that student as per norms, provided that he/she submits application with proper documents.
- If any student scores less mark and wants to improve in that subject, he/she can appear for the improvement examination.
- The grievances of the students with reference to assessment are made clear by showing his/her performance in the answer sheet.
- The answer sheet of such student is assessed by the faculty once again in the presence of the student. Any corrections in the total of marks of answer books are immediately done by the faculties.
- Any student who is not satisfied with the assessment may approach the concern HOD who can intervene and seek opinion of another course teacher.
- The Institute follows open evaluation system. The student performance is displayed on the notice board and is informed to the parents.

University Level:

- If the student scores less mark than expected, he/she can apply for revaluation of his/her answer script after paying the prescribed fee.
- University provides the photocopy of answer sheets to students regarding any grievances with reference to evaluation.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

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

(UG Courses)

B Com

B. Com. Hons.

BCA

BBA

BCCA

B. Sc (IT)

B. Sc. (CS)

BA

PG Courses

M Com

MCM

M.Sc. (CS)

MA

M.Sc. (Maths)

Program Outcomes

1. Attitude is developed among students for working effectively

in business environment.

2. Strong foundation of knowledge is constantly built.

3. Updated knowledge of IT tools.

4. Ability to design, implement, and evaluate the entire computer-based system to meet desired needs, within realistic constraints such as economic, environmental, social, political, health and safety, manufacturability, and sustainability

PSO

BBA

- Students are prepared for lifelong learning.
- Management skills, soft skill are updated

BCA/ B.Sc. (IT)/B. Sc. (CS)

- Enables students to identify and sharpen programming skills.
- Students will be able to communicate effectively across a range of computers.

B.Com. / M.Com. / B.Com Hons.

- Students of Commerce are able to deal with affairs related to syllabus.
- There will be awareness among students about current trends in commerce and management.

BCCA/ MCM/M.Sc. (CS)/ M.Sc. (Maths)

- Apply knowledge of mathematics, accounting, and computer to the solution of complex accounting & management problems.
- Design solutions for economic problems and design software, processes to meet the specifications with consideration for public safety, cultural, societal, and environmental considerations.

B.A.

- Making students responsible and responsible citizens.
- Nourishing creative ability.
- Creating a sense of social service.

M.A.

- Graduates with a master degree in English literature will be able to combine knowledge of the diversity of cultures and peoples;
- display a comprehensive and coherent body of knowledge with
- Proficiency in a variety of English literature genres.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional information | Nil |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

The evaluation of program outcomes and specific outcomes is carried out through students' involvement in academics, participation in extracurricular activities, National Service Scheme (NSS) activities, cultural programs, and projects. Students' engagement at various levels is continuously assessed, including their leadership abilities, decision-making skills, and teamwork, observed and evaluated by their class teachers.

Academic outcomes are assessed through a variety of methods, including university and internal examinations, practical assessments, and oral examinations. Attendance records for classes, group discussions, computer labs, seminars, and competitions are also maintained. Students are guided and encouraged to enhance their research skills and deepen their understanding of subject matter.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://prernacollegeofcommerce.org/2024data/ProgrammOUTCOME.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

0

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

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

<https://prernacollegeofcommerce.org/2024data/Student%20Satisfaction%20Survey%20on%20Teaching%20Learning%20Process.pdf>

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

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

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

0

| File Description | Documents |
|---|---------------------------|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Event Organized-

1. International Entrepreneur Day Celebration- Mr. Amey Kitkule, Founder, of S A Event Management and also one of the alumni of the college was the resource person. He explained how to develop ideas and innovation to become an entrepreneur and to analyze environmental setups relating to small industries or startups.
2. Program in Entrepreneurship Development- Mr. Atul Asher, Founder, ICT Consultant, Asher Telecom, Nagpur elaborates on the procedure to set up small industries and how to utilize available resources.
3. New Startups for Youth- Mr. Sumit Urkudkar, Founder of Udan Academy, Wardha, discussed the procedure to initiate the startup and startup creativity among the students

Certificate Course in Mass Communication- Shri Prabhakar Dupare, Senior Journalist, and the Manager of Patrakar Bhavan, was the chief guest. In this course, students learned how to serve public messages quickly to a large number of people who are far away from the source of information through mass media. It helped the students to build an opinion about the happening around them and how media are wonderful sources of pleasure and amusement

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

06

| 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 |

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

| File Description | Documents |
|--|---------------------------|
| URL to the research page on HEI website | Nil |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

100

| 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 |

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

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

10

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

3.4 - Extension Activities

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

IMPACTS -

- Students have understood the significance of seed balls as a way to tree plantation. Students are aware of the environmental problems and issues and how it helps to keep cool down the street
- Students grasped the importance of celebrating an Eco-friendly Diwali. Students also understood other countries' rules and regulations regarding pollution. Students pledged to protect our planet by refraining from using firecrackers.
-
- Mr Ravindra Shrikhande, Guest speaker made students realize about natural energy and environment. Also, give small tips to save energy at a personal level at every point.
- Mr. Anirudh Puri, Senior Police Inspector, explained the rules for the importance of road safety. He aware the students the task of watching the road signs. He addressed to start developing and adopting safety practices and procedures on the road when they will reach the legal age of driving. He motivated the students to gain knowledge and understanding of road traffic, and the transport environment, as well as signals and traffic- signs while driving two-wheeler
- Students became aware of the cleanliness drive. They learned the key aspects and motives of the Abhiyan. They understand the importance and relevance of Cleanliness

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

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

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

0

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

3.4.3 - 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

3.4.3.1 - 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

| File Description | Documents |
|--|----------------------------------|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDS awareness, Gender issue etc. year wise during year

| File Description | Documents |
|--|----------------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year****04**

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | View File |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year****03**

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities****4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**

The college has established policies and procedures to create and continuously enhance the infrastructure in the form of human resource (Faculty, Technical, and administrative staff),

laboratory equipment's, built-up place and learning resources (print and electronics aids).

The Institute has 57 Classrooms with ICT facilities. LCD Projectors, WIFI-LAN and good ambience. It has ICT Classrooms with multimedia facilities and is spacious for conducting theory classes. All the Classrooms are well designed so that proper ventilation and lighting is provided with good acoustics.

The Institute has well- equipped and well maintained Six Computer Laboratories, Two Seminar halls to conduct the various student activities. It includes LAN facilities and Wi-Fi connectivity with internet bandwidth of 100 mbps for Wi-Fi and 100 mbps for LAN. The teachers have been provided with laptops, dongles and other e-resources. The security is regularly monitored through CCTV surveillance installed at each floor and in each classroom.

All the Classrooms, seminar halls and all the Laboratories are equipped with ICT facilities having open-source software; Printers, Scanner and Xerox equipment are also available. The campus building possesses the Director's Office, Principal office, Administrative office, Examination room, Training & Placement centre, Library, and Laboratories.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://prernacollegeofcommerce.org/infras_tructure.htm |

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

Sports (Indoor and Outdoor Games):

The institution has managed a space (Playground) from external agencies to provide facilities for outdoor games like Cricket, Football, Kabaddi and Volleyball etc.

Yoga:

With the aim to create awareness about healthy life style amongst faculty and students a professional yoga teacher guides the students with respect to different asanas, pranayama techniques, healthy diet etc.

Other Facilities:

Facility of pure drinking water for staff and students is available at each floor. Separate washrooms for boys and girls exist on each floor. The college campus is well-maintained and clean throughout the sourced maintenance contract. Solar energy for alternative power supply exists.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://prernacollegeofcommerce.org/playground.htm |

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

30

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://prernacollegeofcommerce.org/2024data/Classrooms%20Photos.pdf |
| 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)

2,40,82,329

| 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)

An advisory committee, headed by the principal, oversees the library and its operations. The committee actively participates in making the library more user-friendly by suggesting and initiating positive changes. The selection of books involves collaboration between concerned teachers and heads of departments (HoDs) who propose required books. The library committee contributes to the selection process. The principal provides final approval and signs off on the list. The library maintains a footfall register to track daily usage by students and staff. LAN and internet facilities are provided, enabling the use of library software on computers. An advisory committee ensures continuous improvement and addresses user needs. Members work together to choose relevant books. Footfall registers monitor usage patterns. LAN and internet access enable efficient library operations.

Name of the ILMS software - LIBMAN (MASTERSOFT ERP SOLUTIONS PVT. LTD.)

Nature of Automation- Fully Year of Automation- 26/07/2023

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

4.2.2 - The institution has subscription for the following e-resources e-journals e-

C. Any 2 of the above

ShodhSindhu Shodhganga Membership e-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)

114917

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | No File Uploaded |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | 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

58

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

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

The college ensures that there are enough computers equipped with

LAN and internet connections, along with utility software, available in various areas such as offices, laboratories, libraries, and departments. Lab assistants are responsible for calibrating, repairing, and maintaining these computers and accessories. Maintenance activities are closely monitored through surveillance cameras. Campus Wi-Fi typically enables convenient access to online resources, educational materials, communication platforms, and various other internet services within the college environment.

Additionally, the maintenance of electrical and electronic equipment is carried out systematically:

- Technicians conduct regular check-ups on the equipment.
- Any requirements for replacement or repairs are promptly reported to the administrative office.

The college prioritizes the upkeep of its computer and electronic equipment by assigning specific responsibilities to lab assistants and technicians, and ensuring that any maintenance needs are promptly addressed and reported.

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

4.3.2 - Number of Computers

267

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded |
| List of Computers | 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 | No File Uploaded |

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)

2,40,82,329

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts | No File Uploaded |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The Management of Dr S. C. Gulhane Prerna College of Commerce, Science and Arts is committed to providing quality services, best infrastructure support and provides the necessary budget every year as per the requirement. All the Classrooms are well designed so that proper ventilation and lighting is provided with good acoustics. There are 1005 reference books and 27,665 books total, all of which address various topics. For library an advisory committee ensures continuous improvement and addresses user needs. The Institute has well- equipped and well maintained Six Computer Laboratories, Two Seminar halls to conduct the various student activities. Technicians conduct regular check-ups on the equipment. Any requirements for replacement or repairs are promptly reported to the administrative office. The institution has managed a space (Playground) from external agencies to provide facilities for outdoor games. A professional yoga teacher guides the students with respect to different

asanas, pranayama techniques, healthy diet etc. Facility of pure drinking water for staff and students is available at each floor. Separate washrooms for boys and girls exist on each floor. The college campus is well-maintained and clean throughout the sourced maintenance contract. Solar energy for alternative power supply exists.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2069

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

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

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

119

| 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 (Data 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

| File Description | Documents |
|---|---------------------------|
| Link to Institutional website | Nil |
| 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

462

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

462

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

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

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

41

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | 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

80

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| 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

10

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

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

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

02

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

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

The Student Council Committee for the session 2023-2024 was formed by nominating the class representative on a pure merit basis and following posts have been unanimously declared by those who have been nominated.

Sr No.

Post

Name

1

President

Manisha Junghare

2

Vice President

Tejaswini Marghade

3

Secretary

Harsh Chandekar

4

Joint Secretary

Omkar Shende

5

Student Activity Coordinators

Ankita Badve

6

Academic Activity Coordinators

Manas Tapase

7

Sports Coordinators

Prince Sawarkar

The above student council members are encouraged to take part in all college-sponsored events, activities, and competitions. They are also advised to alert the college administration to the issues that students generally are having. They are encouraged to offer suggestions for additional college events that should be planned. In the session 2023-24 they were engaged in ANTRANG - Cultural Event and Annual Sports Meet. They were also involved in conveying grievances of the students to the grievance committee.

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

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

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

47

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

5.4 - Alumni Engagement

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

The Prerna Alumni Association of Prerna College of Commerce is a very active organization. Mr. Saurav Shirpurkar and Mr. Shoib Quadir are still actively working as the President and the Secretary respectively. The association remains actively involved in college as well as university activities. The association was involved in Annual Sports Meet 2024, Antrang - A Cultural Event and Career guidance program. Members of the Association have done great philanthropic work by donating two LCD projectors worth Rs 60000 to the college. The management sincerely appreciated and commended the association's active involvement in furthering the interests of the college. The institution always strives to support the alumni association and encourage alumni to contribute more to the improvement and development of the institution.
Around 610 alumni are registered.

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

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

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | 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

The Institution has a College Development Committee (CDC) which meets twice a year to take a review of the activities of the college and also to take policy decisions about the growth and development of the college. The Principal, senior faculty members, non-teaching staff and students representative are part of this committee. The Institution has adopted the decentralization and participative management in the process of academic and administration.

- The Top management gives generous freedom and flexibility to the Director together with the various committees to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement the perspective plans for the institution.
- As part of quality improvement and quality initiative the institution and its concern IQAC and College Development Committee and other Committees continuously work on quality improvement.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://prernacollegeofcommerce.org/vision_mission.htm |
| Upload any additional information | View File |

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

- The Institution has adopted the decentralization and participative management in the process of academic and administration.
- The Top management gives generous freedom and flexibility to the Director together with the various committees to lead all the academic activities of the college. They

regularly meet and take necessary steps to formulate and implement the perspective plans for the institution.

- As part of quality improvement and quality initiative the institution and its concern IQAC and College Development Committee and other Committees continuously work on quality improvement.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://prernacollegeofcommerce.org/ictclassroom.htm |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

It was planned by the College Development Committee in previous meetings of 2022-23 to appoint a special Yoga teacher to handle workshops, seminars and certificate courses on Yoga and Pranayam for the student. Also regular Yoga classes will be conducted daily for the students. In the session 2023-24 Yoga teacher was appointed.

The yoga sessions were conducted in a designated relaxation area within the college premises. The sessions were led by a certified yoga instructor and focused on gentle yoga poses, breathing exercises, and meditation techniques tailored to reduce stress and promote relaxation. Regular feedback was collected from students to gauge the effectiveness of the sessions and make any necessary adjustments.

As a result of this initiative, students reported feeling more relaxed, focused, and motivated in their studies. The sessions also helped foster a sense of community among students, contributing to a positive learning environment aligned with the strategic plan's goals.

| File Description | Documents |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | Nil |
| 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.

Organizational structure includes-

Roles of President and Secretary

- Responsible for the growth of organization and administration of the College by allocating resources (financial and others) for different programmes.
- Acting as an advisor to the staff.
- Creating a framework of various policies and setting up procedures for all stakeholders to operate within.

Roles of Director

- Setting goals, developing plans and implementing initiatives to enhance the department's overall performance and achieve the college's mission.
- To represent the department at meetings, events, and external functions.

Roles of Principal

- Make sure that all the academic and administrative requirements of affiliating University and other statutory bodies are fulfilled.

ACADEMIC SECTION**Roles of Head of the Department**

- The HOD is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.

ADMINISTRATIVE SECTION

The administration section is looked after by the Registrar who is assisted by the Accountant, Librarian, Clerical staff and Peon. The Accountant has clerical staff to help him in all accounting and related work.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://prernacollegeofcommerce.org/naac/2024/Employee%20Policy(W).pdf |
| Link to Organogram of the institution webpage | https://prernacollegeofcommerce.org/naac/organogram%20signed%20c.jpg |
| Upload any additional information | No File Uploaded |
| 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | A. All of the above |

| File Description | Documents |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document | 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

FINANCIAL AID IN THE FORM OF FEE CONCESSION TO THE WARD OF FACULTY

The college has given the facility of fee concession to the ward of the employee.

FINANCIAL ASSISTANCE FOR PUBLISHING RESEARCH PAPERS/ ATTENDING CONFERENCES/ WORKSHOPS/ TRAININGS etc.

The college gives all resources to its faculty members, including internet access, financial help, and printer pages etc.

SCHOLARSHIP

Scholarship under Late Mrs. Krishna Bai and Mrs. Annapurna Bai Chandrabhanji Gulhane Memorial Educational Assistance Scheme is given to needy students.

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

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

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

45

| 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

09

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

04

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

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

All the teachers submit duly filled self appraisal report every year briefing all the information about their professional and academic activities. The college appraises the performance of the teaching staff taking feedback through casual conversations with students, parents, alumni and colleagues and assess the performance of the staff.

Based on the feedback, strengths are appreciated, weaknesses are discussed and counselling is done by the principal to overcome the deficiency. It helps the college to know whether the teaching, evaluation work is done properly and to remind the teachers who are failing to carry out their duties. Feedback relating to the non-teaching staff is brought to the notice of the office staff whereas the matters regarding the infrastructure, development is brought to the notice of the management.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://prernacollegeofcommerce.org/sar.htm |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The mechanisms for the internal and external audit of the institution are:

The college accounts are audited regularly every financial year. The college has its own audit mechanism. Private registered Chartered Accountant has been permanently appointed and a team of staff under him do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. Chartered Accountant then certifies its Annual Financial Statements.

Internal audit is conducted by an Internal Audit team appointed by the college. After auditing, suggestions are given by the Internal audit team which is accepted by the accounts officer of the college. So far there have been no major findings / objections.

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

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

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

0

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

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

The tuition fee is the only source of revenue for the institution. However, the college so far has been able to manage its financial resources effectively in the interest of the stakeholders. The college also maintains a steady fund to run the operational expenses as well as developmental expenditures.

The budget is prepared every year taking into consideration of recurring and non-recurring expenditures. As per the needs and necessities and the recommendations from the IQAC the Principal submits the list of requirements to the governing body, which in turn makes all the necessary provisions for the institution including financial support.

All the major financial decisions are taken by the College Development Committee. All the major financial transactions are analyzed and verified by the governing body/administrative. The payments are released after delivery of the respective goods. All transactions have transparency through bills and vouchers. The bill payments are passed after testing & verification of the items. Respective faculty members ensure that suitable equipment/machinery/material with correct specification is purchased. Financial audit is conducted by chartered accountant every financial year to verify the compliance.

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

6.5 - Internal Quality Assurance System

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

- The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The Institute IQAC regularly meets every three months. The Institute IQAC prepares, evaluates and recommends for following for approval by the Institute and Govt. statutory authorities:

(a) Annual Quality Assurance Report (AQAR)

(b) Self-Study Reports of various accreditation bodies (ISO 9001, NAAAC, Green

Audit)

(c) Performance Based Appraisal System (PBAS) for Career Advancement Scheme

(CAS)

(d) Stakeholder's feedback

(f) Action Taken Reports

(g) Introduction of New Programmes

(h) Academic and Administrative Audit (AAA)

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

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

The IQAC takes the responsibility of continuously monitoring quality of teaching-learning process and operational methodology. Learning outcomes are measured at periodical meetings and action plan is made to maintain the quality of the same.

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

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

A. All of the above

international agencies (ISO Certification, NBA)

| File Description | Documents |
|--|----------------------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | 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

Women encounter injustice in most countries in different forms. An essential component of students' education is gender sensitivity training. Programmes that are attentive to gender are highly valued at the coeducational college. The Institute is continuously trying to make sure that staff members and students understand the importance of gender sensitivity and equality.

1. **Safety and security:** are ensured by 24/7 CCTV surveillance. This guarantees ongoing observation to prevent boys from acting negatively towards girls or the other way around. The on-site parking requirements and site monitoring are handled by security personnel who are on duty around-the-clock. The institute's active "Internal Complaints Committee" protects female students.
2. **Counseling:** In this sense, class teachers have been granted accountability. Students therefore receive individual therapy as needed. The institute has formed a Grievance Redressal Cell. It is recommended that students seeking support from the cell do so if they are being subjected to gender-based discrimination. The Mentoring Committee addresses the challenges faced by the students and provides appropriate guidance.
3. **Common Room:** Separate common room with basic facilities is offered for boys and girls.

1. Girl's Hostel: Providing a safe and comfortable hostel facility for college girls is crucial for their well-being and academic success. Considering this, Dr S. C. Gulhane Prerna College of Commerce, Science and Arts has MOU with Alka Girl's hostel, situated in Medical square.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | Nil |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://www.prernacollegeofcommerce.org/newsandevents/2023/oct/2/Report%20cross%20cutting%20issue%202023_20231025_0001.pdf |

| | |
|--|---------------------------------|
| 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | A. 4 or All of the above |
|--|---------------------------------|

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

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

Solid waste management:

The waste disposal system is well-managed and well-considered. Waste that is solid and liquid are separated. Daily collections of waste are made from various sources, and dry and moist waste are segregated. Different forms of rubbish are disposed of in coloured trash cans. The corporation then collects the garbage that was segregated. By educating employees and students, regular efforts are made to eliminate all sorts of waste. To increase awareness at all levels, regular cleanliness initiatives are also conducted.

E-Waste Management:

Campus has centralized e-waste collection facilities. Old computers and other electronic devices are sold to trash dealers who deal with the management of e-waste. Old displays and CPUs are fixed and put to use again. There are some components set aside for use in future systems. Students and staff are made aware of the need of managing e-waste.

Initiatives:

1. Sufficient number of dustbins are provided at places.
2. Regular cleanliness of class room, floor, stairs, railings etc. done which educates and inspires the students to keep the campus clean.
3. Computers are upgraded to the higher versions rather than buying new machines. This helps in reducing electronic waste generated from computers and computer peripherals.

The college organizes awareness activities like 'Distribution of Seed Balls', 'Tree Plantation & Meri Maati Mera Desh', and 'Swacchata Abhiyan to develop a sense of social responsibility among the students.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | 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 | A. Any 4 or all of the above |
|--|-------------------------------------|

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

7.1.5 - Green campus initiatives include

| | |
|--|-------------------------------------|
| 7.1.5.1 - The institutional initiatives for greening the campus are as follows: | A. Any 4 or All of the above |
| 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping | |

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | 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 | A. Any 4 or all of the above |
| 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | |

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

| | |
|---|-------------------------------------|
| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading | A. Any 4 or all of the above |
|---|-------------------------------------|

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

| |
|--|
| Dr. S. C. Gulhane Prerna College of Commerce, Science and Arts have special committees named, National - International Days, Indian Culture and Human Values and Preservation Committee etc, through which various events, webinars, programmes, camps have been organised for the students over all development. |
|--|

During the sessions 2023-24, our college has conducted Cultural Program-College Level, Antaranga Cultural Program-College Level, ?????????? ????? ??? ??? ?? ?????, Deepostav, Blood Donation Camp and English Language & Job Opportunities

The aims and Objectives of these programmes are:

1. To develop the inner skills of the students.
2. To create a sense of accommodation on students.
3. To create awareness and to tell the importance of Philaria, Cancer Diseases, and Life Skills and their Practical Application.
4. To work not only for the welfare of the students but also for the society as a whole.
5. To inculcate the human values and social ethics.

| 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

Dr. S. C. GulhanePrerna College of Commerce, Science and Arts has formed special committees named Extra - Curricular activity Committee , Yoga Centre, Indian Culture and Human Values Preservation and Promotion, The NSS Unit through which during the session 2023-24 various activities have been conducted in the college as listed - International Yoga Day, Job Opportunities After Graduation, How to make Caste Validity Certificate, Vaachan Prerna Din, Truth for Youth, Constitution Day, Felicitation of Meritorious Students, Book Reading Competition and Yoga and Meditation.

The aims and objectives of conducted these programmes are:

1. To inculcate the human values and social ethics.
2. To create awareness about health as well.
3. To make students aware about the benefits of Yoga and Pranayam.

4. To explain students various effective practices of Pranayam to improve mental and physical health and to get rid of stress.

5. To support and enrich the education and improve the quality of individual and family life.

6. To make students and faculty aware of 'Indian Constitution'.

1. To aware students about the Nation's Unity.

2. To inculcate the feeling of nationality among students.

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

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

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

Prerna College of Commerce has formed various committees named 'National / International Day Celebration Committee,' 'Rotaract Club Unit,' 'The NSS Unit', through these committees various programmes, activities, events, webinars have been conducted during the session 2023-24.

Activities like, National Library Day Celebration, International Entrepreneur Day, Teachers Day, Hindi Diwas Celebration, Independence Day, NSS Foundation Day, Laxminarayan Day, Gandhi Jayanti, Vaachan Prerna Din, Constitution Day, Savitribai Fule Jayanti, Netaji Subhash Chandra Jayanti ,Vishwa Hindi Diwas, Makarsankranti, Pranpratishtha , Republic Day, Holi , Gudi Padwa to pester the merits and vales like love peace fraternity, harmony etc. among the students.

The aims and objectives of conducted these programmes are:

1. To make realize to the students about the cultural values and its importance in their life.
2. To imbibe the ethical and human values among students.
3. To explain students the importance of preservation of Indian culture and human values.
4. To imbibe the National values and raise patriotism among students.
5. To make understand the contribution of Dr Babasaheb Ambedkar , Gandhiji and great worriers to the nation.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

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

In the 2023-24 the college had practiced three best practices

namely,

Best Practice 1 - Title: Telecasting Speedy 100 News

Telecasting Speedy 100 News:

Broadcasting Speedy 100 News in a classroom for students typically involves creating a dynamic and interactive learning environment where students can engage with current events and news reporting in real-time. The classroom serves as the primary setting for broadcasting Speedy 100 News to students. It may be equipped with multimedia technology such as projectors, screens, and sound systems to facilitate the broadcasting process. The news content delivered in Speedy 100 News broadcasts is curated to be relevant, timely, and engaging for students. This experiential learning approach allows students to develop valuable skills applicable to various academic and professional contexts. Broadcasting Speedy 100 News often involves collaborative efforts among students, faculty members.

Teachings shlokas from the Bhagavad Gita to the Interested

To teach students mindfulness and stress reduction techniques inspired by the Bhagavad Gita. Practices such as meditation, deep breathing, and yoga can help students manage academic pressures and maintain mental well-being. Emphasize the importance of ethical behavior and integrity in academic and professional settings. Discuss concepts such as honesty, integrity, and moral responsibility as outlined in the Bhagavad Gita. Encourage students to uphold these values in interacting with peers, faculty, and the broader community.

| File Description | Documents |
|---|-----------|
| Best practices in the Institutional website | Nil |
| Any other relevant information | Nil |

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

The Prerna College was established in 2002. The college's founders. Professor R. C. Gulhane and Dr. S. C. Gulhane were

academics with no political clout. They only have one goal: to provide a high-quality education at a reasonable cost to students in East Nagpur. The institution's communication mode is another defining element. The college's administration made the decision to use English as the medium of teaching in 2002.

Due to limited resources and to prevent purchasing text books or readymade notes, at the moment of admission, the College distributes a set of Text Books/Reference to the students. Although library space and resources have grown throughout time, the Practice has not.

Practice:

- Students used the issued books till the semester's end.
- The condition of the books is maintained.
- Replaced worn-out books.
- Required books are frequently added.

Effect of the Practice

- This exercise aids us in raising our academic standards. •This technique relieves the load on lower-middle-class parents.

Uniqueness

- Students hold the book for the entire term.
 - Students' knowledge is enhanced when they use symmetrical texts.

| 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

8. Future Plans of action for next academic year

1. For the next year the institution intends to have the whole Campus run on Solar Energy.
2. One more unit of water harvesting will be installed.
3. Office will be turned into a paperless one.
4. Office automation has been planned to include an online archiving of

Student, faculty and staff database with necessary details. Information related to financial assistance such as scholarships, fellowships are also planned for digital archiving.

1. Maintaining an updated database of research articles, books, book chapters, conference proceedings and seminar abstracts published by students and faculty members.
1. Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects
1. The college plans to shift to the new premises, which will have all high-tech facilities.