
Academic & administrative audit filing methodology

Admin

Date:

The format has aspects to be covered under academic and administrative audit for the college. With its filing methodology

IQAC CLUSTER INDIA
INSPECTION COMMITTEE REPORT

FOR _____ COLLEGE

(Framed Under Sections 90(2) Read with 5(25), 14 (14), And 28 (dd) Of The Act)

The Academic and Administrative Audit Committee visited _____
College on:

Day	Date:	Time;
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The External Peer committee members for AAA appointed by Cluster Maharashtra are:

No	Name	Designation	Address	Signature
1.		Chairman		
2.		Member		

Authorities of the organization who interacted with the AAA team are:

No	Name	Designation	Address	Signature
1.	Dr. Sanjay kumar Pal	Management representative	406, Dahalia building, Mayflower garden, shiv mandir road, Ambernath - East. Pincode - 421501	
2.	Dr. Antony Lawrence	Principal	101, B-Wing, Shiv Ganga Park, Punjabi colony, Press Bazar, Ulhasnagar - 421003.	
3.	Mrs. Sharayu Gupte	CDC member	Panchavati 82/401, Vasant Vihar, Thane (W)	
4.	Ms. Amelia Antony	IQAC Incharge	101, B-Wing, Shiv Ganga Park, Punjabi colony, Press Bazar,	

			Ulhasnagar - 421003.	
5.	Mrs. Jagruti Chaudhari	Registrar or equivalent	A wing mayflower c.h.s nandivali tekdi dombivli east - 421201.	
6.	Mrs. Muskan Jeswani	Teacher representative	Guru Atman, 1808, D-wing, Gauripada, Kalyan - West.	

The Audit report has been submitted by Cluster India on: _____

Committee Chairman

Principal

Section I: Basic Details of the Organization:

I	Name of the Trust/ Society Address Phone no: E-mail Year of Establishment:	Pal Shikshan Sanstha 406 Dahalia building, mayflower garden, shiv mandir road, Ambernath - East. Pincode - 421501 8805467777 sanjaypal2013@gmail.com 1999
II	Name of the College/ Institute:	St. Paul College
	Address:	Behind VTC ground, near Ganesh Mandir, Ashelepada, Ulhasnagar-421004
	Year of Establishment	2010
	Contact Details: 1. Telephone no with STD code 2. Fax no: 3. Mobile no of the organization 4. Organizational email: 5. Website address:	0251-2580396 — 8956632372 stpaulcollege1@gmail.com https://www.stpaulcollege.co.in/
III.	Institutional Status 1. Affiliating University: 2. Affiliation Status: 3. UGC Approval 4. Financial Status:	Affiliated to University of Mumbai Temporary - Self-financing only

IV.	Type of College:	a) Affiliated b) Women's Co-ed College. c) Rural
V.	Type of Faculty/Programme	Single Faculty Commerce
VI.	Special status conferred UGC-Special Assistance Programme	Nil

Section II

What are the Objectives to Conduct the Academic Audit?

1. It helps in assessing the weakness and eliminating those.
2. It improves the overall academic quality of the institute.
3. It also ensures the compliance of policies and structures the administrative department of the institutes

Section III: Governance Structure and Policies

No	Metric details
1.	<p>Vision St. Paul College will be a leader among educational institutions by being innovative, to meet the changing needs of society. It will be a center for learning where individuals can develop their intellectual capabilities throughout their lives in an environment that promotes academic achievement and excellence. It will be a diverse community where the highest moral and ethical values will prevail with a dual purpose, an inward focus on learning and an outward focus on service. We aspire to be recognized as a college/school of first choice for excellent and accessible education</p> <p>Mission: To serve our students by teaching them problem-solving, leadership and teamwork skills, and the value of a commitment to quality, ethical behavior, society and respect for one another. We are committed to meeting the educational needs of all our students and providing our faculty with the means to develop their intellectual capacity through teaching and interaction with society. We aim to enhance the quality of teaching and service programs through the support of the best faculty, staff and students and continue to improve the quality of all our students that prepare them for professional life, leadership and citizenship in a changing world.</p> <p>Goals:</p> <ol style="list-style-type: none"> 1. To make the students employable by enhancing the skill sets required in the industries. 2. To equip students, as to how they can become more responsible citizens of the nation.

	3. To educate students by giving them access, equity and quality.		
	The Vision and mission statement is understood by the staff.	Yes	
	The aims and objectives are realistic and achievable	Yes	
	Assessment Parameters:	-	
2.	Principal (Regular./ Incharge (approved)/ Incharge (Unapproved)) Name & relevant details	Unapproved	File 1
3.	CDC		File 2
	a) Meetings held since formation	3	
	b) Agenda, Minutes and Action Taken Report of each meeting. % Implementation of decisions	Yes 80%	
	c) Review of the decisions taken especially with respect to academics, research, student activities certain policies such as admissions, examination, etc.	YES	
4.	IQAC		File 3
	a) Is Committee formed according to the IQAC norms?	YES	
	b) Number of Meetings held	2020-2021 - 6 2021-2022 - 4	
	c) Agenda, minutes and Action taken report	YES	
	d) The working of the organizational IQAC is in tune with its vision and mission statements	YES	
	e) Whether a Perspective plan is in place and is working? What is the % of success?	YES Overall development of the institute is focused upon, in order to get the desired result in the aspect of quality improvement. Approximately 80% of the plan is implemented.	

f) Whether a short term and long term goals and objectives are identifiable by the IQAC and Management?						
<p>Yes,</p> <p>IQAC and Management of the college works towards</p> <table border="1" data-bbox="379 465 1445 1357"> <thead> <tr> <th data-bbox="379 465 895 528">Short Term Goal</th> <th data-bbox="895 465 1445 528">Long Term Goal</th> </tr> </thead> <tbody> <tr> <td data-bbox="379 528 895 1357"> <p>In the near future the IQAC is looking forward to:</p> <ol style="list-style-type: none"> 1. Conduct more Research and Publication for all the faculties. 2. Encouraging teachers to complete their PhD's and earn more laurdes in the field of academics. 3. Install ICT enabled tools and facilities in individual classrooms. 4. Installation of E-governance in the near future for the aspects of administration, examination and research. 5. NSS and DLLE Wing needs to undertake more extension activities. 6. Aggressively work towards Student development activites 7. Placement activities need to be at the forefront for the upcoming <p>Year</p> </td> <td data-bbox="895 528 1445 1357"> <ol style="list-style-type: none"> 1. Introduction of Additional divisions of all the existing courses 2. Bringing new programmes and making the college multidisciplinary. 3. Strengthen the research practices and establish a research centre in the future. 4. Develop more infrastructure facilities as per the enlargement of the Programmes. </td> </tr> </tbody> </table>			Short Term Goal	Long Term Goal	<p>In the near future the IQAC is looking forward to:</p> <ol style="list-style-type: none"> 1. Conduct more Research and Publication for all the faculties. 2. Encouraging teachers to complete their PhD's and earn more laurdes in the field of academics. 3. Install ICT enabled tools and facilities in individual classrooms. 4. Installation of E-governance in the near future for the aspects of administration, examination and research. 5. NSS and DLLE Wing needs to undertake more extension activities. 6. Aggressively work towards Student development activites 7. Placement activities need to be at the forefront for the upcoming <p>Year</p>	<ol style="list-style-type: none"> 1. Introduction of Additional divisions of all the existing courses 2. Bringing new programmes and making the college multidisciplinary. 3. Strengthen the research practices and establish a research centre in the future. 4. Develop more infrastructure facilities as per the enlargement of the Programmes.
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g) How best the Peers from the committee are helping the organization grow?						
<p>The peers of the IQAC Committee take the initiative at the time of development of the Perspective Plan to get all aspects of quality education synchronized with academic plans in the academic year. The gaps in planning and implementation are identified as well as thorough follow up is being done to strengthen the process of delivery of quality in all criteria.</p>						
h) Number of decisions made and its impact on the college.	<p>The decisions were mostly related to conducting Audits required by the institute, improving the intake capacity of the programmes, adding new programmes and</p>					

		<p>courses. It also focused on capability enhancement of the students by conducting more extension services and training to make them employable. Improving the infrastructures as per the courses requirement. IQAC took the challenge of implementing all the decisions looking into the feasibility of it.</p>																					
i) Number of decisions taken in one year (more than 6, 4 to 5/ 2 to 3/ less than 2)		more than 6																					
j) Whether AQAR's are sent on an annual basis? (not for First Cycle colleges)		YES																					
k) Whether the IQAC has a working committee at college level? Number of meetings by the working committee this year		YES 4																					
l) Number of feedbacks taken? Analysis done? Action taken and Actions implemented?																							
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	Institution			
	Teacher's Feedback	14	YES	YES
	Type of Feedback	No. of Responses received	Status of Analysis	Action taken Report
	2021-2022			
	Students Satisfaction Survey on Overall Institutional Performance	112	YES	YES
	Learners' Feedback on Teaching Learning and Curriculum	80	YES	YES
	Alumni Feedback	30	YES	YES
	Teacher's Feedback	14	YES	YES
	m) Audits conducted other than AAA? (Environmental/ teaching/ electrical/ water/ gender, etc.)		2020-2021 - Green Audit Energy Audit Environmental Audit	
5.	Student Council committee			File 4
	a) Whether the student council has been formed as per the norms?		YES	
	b) Whether the student council is active?		YES	
	c) Decisions made by student's council?			
	2020-2021 During the pandemic developing leadership and core values was a big challenge but our students overcame all the hurdles by having an interesting programme called 'Chai Pe Charcha'. This programme was mainly to relax their mind from the chaos going outside and also reaching out as a stress buster for the students who had lost motivation due to a lack of intellectual stimulus or self-isolation from their families or friends.			
	2021-2022 Post covid 19, student council suggested to re-establish the motivation of students by conducting activities like Management Pictionary, Intra collegiate cultural, Women's Day Celebration, Debate competition and various other activities.			
	d) How active is the student council?		St. Paul College has a well organized Students Council who closely functions around all students related activities and brings results required for the growth of the college. The Alumni also contribute to the ongoing student council activities, for smooth transition and conduct. The Student council officially represents all the students of	

	the institute. A lot of efforts are taken by the students to encourage more participation in all the other academic committees like Anti-Ragging Squad, IQAC Committee.		
	e) Student achievements related to the decisions done by student council		
	a) 2020-2021	Online connect was established by student committee and took initiatives of regaining the motivation lost due to pandemic via 'Chai pe charcha'	
	2021-2022	Committee successfully organized many college level events like Debate, Fun activities, Christmas Celebration, Days Celebration, Magique (Inter-Collegiate Event) etc to strengthen the skills of students.	
6.	Student Redressal Cell		
	a) Redressal Policy of the college.	Yes	File 5
	b) Number of meetings conducted per year? Decisions taken	2	
	c) Number and nature of complaints received? Action taken on it?	NIL	
	d) Redressal procedure?	https://www.stpaulcollege.co.in/assets/PDFs/Grievance_reportpdf.pdf	
7.	Internal Complaints Committee		
7.	Is ICC constituted as per the norms? 1) Presiding officer, two faculties, 2) non-teaching, one NGO in related areas, 3) student representatives. With at least 5 women in the committee)?	YES	File 6
	Are the details of ICC intimated on the notice board or at proper places? Is it mentioned in the prospectus and on the website?	YES	
	Number of complaints received and action taken?	NIL	
	Number of meetings conducted and activities conducted by the Committee?	2	
8.	Anti- ragging committee		

	Whether notifications about anti-ragging are put up on the campus?	YES	File 7
	a) Awareness about anti ragging done?	YES	
	b) Meetings and report of cases. Action taken?	YES	
	Year	No. of Meeting	
	2020-2021	2	
	2021-2022	2	

9.	Student grievance cell and its timely redressal <ul style="list-style-type: none"> Proper committee formation and procedure for grievance filing. Action taken on grievance.	YES -	
	•		File 8
10.	Minority Affairs committee (SC/ST)		
10.	Meetings held and issues discussed and new aspects implemented	YES	File 9
	a) Priority in Admissions, progression and during appointments.	Yes, as per the reservation policy of Govt. of Maharashtra and University of Mumbai	
	b) Efforts to prevent discrimination at workplace and to create congenial environment.	<ul style="list-style-type: none"> Equal opportunities are offered Respect all cultural differences 	
	c)	•	
11.	Right To Information (RTI)		
11.	Whether committee exists with proper Authority	NO	File 10

	a) Whether the name of Appellate authority and the committee is displayed at visible place?	-	
	b) No of RTI cases & solutions?	-	
	c)		
12.	Purchase Committee		
12.	Functional purchase committee with standard procedures present/ absent?	ABSENT	File 11
	Sanctions of purchase done Purchased products/ goods have been delivered.		
13.	Development & Utilization fund	NIL	
13.	Records of meetings, funding agencies and timely utilization and disbursement Development fund utilization committee? Its minutes and decisions taken & implemented?		
14.	AISHE – whether each year certificate is obtained and the organization is registered with AISHE	YES	
			File 12 A
15.	NIRF - ranking of the organization and procedures completed.	NO	
16.	ISO – completed?	YES	File 12 B
17.	Any other accreditation?	No	File 12 C
18.	Standard Operating Procedures, policies & Benchmarks Developed: a) Number of SOP's developed and areas into which they are working.(% new created from previous AAA)	--	File 12 D
18.	b) Average no of SOP's created each year and implemented.	YES	File 12 E
	c) Policies formulated? How are they implemented?	YES	
	d) Bench marks created	YES	
19.	Committee working? a) Library-	Purchased ILMS Software	

	i. Decisions taken by the library committee and implemented in the last one year?	and initiated the synchronization of data.																
	ii. % budget spent on library for purchase of books and Journals		File 13 A															
	<table border="1"> <thead> <tr> <th>Academic Year</th> <th>Budget</th> <th>Expenditure</th> </tr> </thead> <tbody> <tr> <td>2020-2021</td> <td>Rs.6,000/-</td> <td>Rs.4,723/-</td> </tr> <tr> <td>2021-2022</td> <td>Rs.6,000/-</td> <td>Rs. 4,500/-</td> </tr> </tbody> </table>			Academic Year	Budget	Expenditure	2020-2021	Rs.6,000/-	Rs.4,723/-	2021-2022	Rs.6,000/-	Rs. 4,500/-						
Academic Year	Budget	Expenditure																
2020-2021	Rs.6,000/-	Rs.4,723/-																
2021-2022	Rs.6,000/-	Rs. 4,500/-																
	iii. Library memberships with other libraries.	NIL																
	iv. OPAC installed and working?	NIL																
	v. Digitization of library and computer to student ratio in library/	NIL																
	vi. Library utilization by; staff and by students?	YES																
	Old and rare books and method to preserve them	NIL																
	vii. Best practices by the library (number).	NIL																
	b) Infrastructure development committee, their meetings and minutes and actions taken? Budget allocation for infrastructure c) Details of - Number of computers & computer to student ratio - Computer to administrative office staff ratio - Available band width currently - Facilities such as lecture capturing system/ media centre. - Wi- fi updating last done.	20-21 1: 17.03 21-22 1: 17.87 1:1 60 Mbps NA MAY 2022																
	viii. - No of rooms for academic purpose (class rooms, benches & accommodation in classes, class wise furniture and other details)	15																
	<table border="1"> <thead> <tr> <th>Classrooms</th> <th>No. of Benches</th> <th>Capacity</th> <th>Furniture</th> <th>ICT Facility</th> </tr> </thead> <tbody> <tr> <td>Room No. G4</td> <td>24</td> <td>72</td> <td>Lecture Stand Green Board</td> <td>Projector Wifi Audio</td> </tr> <tr> <td>Room</td> <td>14</td> <td>60</td> <td>Table</td> <td>30</td> </tr> </tbody> </table>			Classrooms	No. of Benches	Capacity	Furniture	ICT Facility	Room No. G4	24	72	Lecture Stand Green Board	Projector Wifi Audio	Room	14	60	Table	30
Classrooms	No. of Benches	Capacity	Furniture	ICT Facility														
Room No. G4	24	72	Lecture Stand Green Board	Projector Wifi Audio														
Room	14	60	Table	30														

No. G5 (Computer Room)	Tables		White board Chair	computers CCTV Projector Audio System LAN Wifi Facility
Room No. 100	14	42	Green Board Chair	Wi-fi Facility
Room No. 101	21	77	Green Board	Wi-fi Facility
Room No. 102	21	77	Green Board	Wi-fi Facility
Room No. 103	21	77	Green Board	Wi-fi Facility
Room No. 104	21	77	Green Board	Wi-fi Facility
Room No. 105	21	77	Green Board	Wi-fi Facility
Room No. 200	14	42	Green Board Chair	Wi-fi Facility
Room No. 201	21	77	Green Board	Wi-fi Facility
Room No. 202	21	77	Green Board	Wi-fi Facility
Room No. 203	21	77	Green Board	Wi-fi Facility
Room No. 204	21	77	Green Board	Wi-fi Facility
Room No. 205	21	77	Green Board	Wi-fi Facility
Room No. 301	32	96	White board	Wi-fi Facility
Room No. 302	24	72	White board	Wi-fi Facility

	Room No. 303	5	15	White board	Wi-fi Facility
	Seminar Hall	80 Chairs	200	Lecture Stand Chairs 2 Sofa	CCTV Wi-Fi Facility Audio System Video Conferencing
	e) other committees, their meetings, minutes and action taken reports -				YES
	Departmental filing (department wise) <ol style="list-style-type: none"> 1. Departmental staff details, appointments, etc. 2. Workload, 3. Timetable, 4. Teaching plan and monthly teaching schedule. 5. Teachers diary, 6. Leaves record and necessary adjustments. 7. Departmental meetings, 8. Student list, 9. Result analysis, 10. Examination dates, 11. Question bank, 12. Question papers, 13. Activity planning, 14. Practical for the week, 15. Practical manuals 16. Practical related documentation 17. Practical Certification and dates, 18. Remedial course planning and execution methodology 19. Bridge courses, - content, schedule, attendance, material, feedback, feedback analysis. 20. One page student information and its analysis. 21. Teaching feedback and feedback analysis and action taken report on the analysis. 22. Departmental Peer assessment of teaching and its analysis from external Peers. 23. Departmental SWOC.- External & Internal 24. Student feedback on departmental functioning. 25. College website related material uploading - PowerPoint presentations, notes, videos, films, links, etc. 26. Annual Departmental calendar 				YES

Section III: Student Progression (current year data)

1.	Total number of students in the organization faculty wise/ year wise and	---		File 15 Student data file as per 2.7.1 (Naac)
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	number of girls and boys			
Academic Year 2020-21				
	Programmes	Male	Female	Total
	FYBCOM	89	31	120
	SYBCOM	75	26	101
	TYBCOM	64	25	89
	FYBAF	8	6	14
	SYBAF	10	7	17
	TYBAF	10	5	15
	FYBI	8	3	11
	SYBI	10	6	16
	TYBI	9	3	12
	FYBMS	20	6	26
	SYBMS	32	12	44
	TYBMS	29	15	47
Academic Year 2021-22				
	Programmes	Male	Female	Total
	FYBCOM	84	35	119
	SYBCOM	74	36	110
	TYBCOM	60	38	98

	FYBAF	15	6	21
	SYBAF	8	4	12
	TYBAF	13	5	18
	FYBI	11	5	16
	SYBI	8	2	10
	TYBI	11	6	17
	FYBMS	30	21	51
	SYBMS	15	7	22
	TYBMS	32	10	42
2.	Total Enrolment in the current year % enrolment in the present year against total number of seats (more than 80% / 70% / 60% / less than 60%)	File 16a		
Academic Year 2020-21				
	Programmes	Number of seats sanctioned	Number of seats enrolled	% enrolment against number of seats
	FYBCOM	120	120	100%
	SYBCOM	120	101	84.17%
	TYBCOM	120	89	74.17%
	FYBAF	60	14	23.33%

	SYBAF	60	17	28.33%
	TYBAF	60	15	25%
	FYBI	60	11	18.33%
	SYBI	60	16	26.67%
	TYBI	60	12	20%
	FYBMS	60	25	41.67%
	SYBMS	60	44	73.33%
	TYBMS	60	47	78.33%

Academic Year 2021-22

	Programmes	Number of seats sanctioned	Number of seats enrolled	% enrolment against number of seats
	FYBCOM	120	119	99.17%
	SYBCOM	120	110	91.67%
	TYBCOM	120	98	81.67%
	FYBAF	60	21	35%
	SYBAF	60	12	13.33%
	TYBAF	60	18	30%
	FYBI	60	16	26.67%
	SYBI	60	10	16.67%

	TYBI	60	17	28.33%
	FYBMS	60	51	85%
	SYBMS	60	22	36.67%
	TYBMS	60	42	70%
3.	% of category students	File 16b		
a)	percentage for current year	2020-21	2021-22	
		29.33%	51.11%	
	b) efforts taken to fulfil the ratio	<ul style="list-style-type: none"> • Strict adherence of Reservation policy in admission. • Facility of admission fee against scholarship from government • Instalment in fees 		
	c) % girl students	2020-21	2021-22	
		39.62%	32.65%	
4.	Students from other states	File 16c		
		2020-21	2021-22	
		1	5	
5.	Students from other nations	Nil		
6.	% Divyang students and efforts to attract them.	File 16d		
	<ul style="list-style-type: none"> • Institutional policy for Divyangjan • Preference in admission • Divyangjan friendly campus • Special facility of ramp and rails • Washrooms are available for people with disabilities • Scribes for the Examination 			
	Academic year	Total number of students	% of Divyang students	
	2020-21	0	0%	
	2021-22	6	0.01%	
7.	Ratio of Boys to Girls?	File 16e		

	Academic year	Boys	Girls	Ratio
	2020-21	366	145	1:0.40
	2021-22	361	175	1:0.48
8.	Total number of students appeared for final year (find dropout ratio also)	File 16f		
	2020-21	163		
	2021-22	175		
	% drop out of girls vs. boys	File 16g	Nil	
9.	Total number of students passed in final year.	File 16 h		
	2020-21	163		
	2021-22	175		
10.	Percent attendance of the current year until the last month.	10	53%	File 16i (class wise, one age analysis)
	Fellowships/ free-ships provided to students: Government/ Non-government (% beneficiaries)	File 17		
	2020-2021	27%		
	2021-2022	Awaiting		
11.	Welfare schemes for students: its details and beneficiaries	File 18		
	Concession in fees	Needy students		
	Concession in public transport (train pass)	Needy students		
	Financial support to the students deputed for Cultural, Sports, NSS, NCC, DLLE	All students		
12.	Awards given to students (total amount vs. total no of students)	NIL		
13.	Awards won by students from cultural events (national/	NIL		
		File 19a		

	international/ state/ University/ Local)			
14.	Participation of students in cultural events(number of events and percent participation at college level)	File 19b		
	Academic year	Number of events	Number of students participated	Percent participation
	2020-21	-	-	Nil
	2021-22	14	294	54.85%
15.	Student participation in sports at international/ national/ state/ university/ local level)	File 20a		
	2021-22	1		
16.	Awards won in sports at various levels vs. total number of students	10	NIL	File 20b
16.	Sports events conducted in college and percent participation and total number of games played	10		File 20c
	2021-22	<ul style="list-style-type: none"> • Number of Events: 1 • Number of participants: 60 • Percent: 11% 		
17	Percent participation of students in			One file each for NSS (21, NCC22, etc. 23.)
			2020-21	2021-22
	a) NSS		50(9.78%)	48(8.96%)
	b) DLLE		11(2,15%)	10(1.87%)
18.	Number of events conducted by NSS/ NCC/ others in one year (previous Year)	File 21, 22, etc.		
			2020-21	2021-22
	NSS		NIL	05
	DLLE		NIL	NIL
19	Students completed graduation/ masters and employed by the college placement cell (give details)			File no 23 Placement file
		2020-2021	2021-2022	

	Number of student registered for placement cell	NIL	NIL
	No training was conducted by placement cell and students benefited.	1	1
	Number of pre-placement sessions conducted.	1	1
	Students directly placed.	NIL	NIL
	Students placed on campus through job fairs	NIL	NIL
	Students placed off campus through job fairs.	NIL	NIL
	Total number of MoU/ tie-ups created by institution in current year for placement.	NIL	NIL
	% students who have gone for entrepreneurship/ family businesses.	NIL	NIL
20.	Students who have pursued their education further (Progression)	File no 24	
		2020-21	2021-22
	% progression of students passed.	9.82	14.29
	Areas (subject)and levels (masters/ M.Phil/ Ph.d/ D.Sc of progression.	Masters	Masters
	% progressed into interdisciplinary areas.	NIL	NIL
	% students who have stopped progression (@home/married/etc.)		

21	Capability enhancement schemes conducted. Percent enrolment and agencies involved Competitive exam cell/ career counselling/ remedial coaching/ language lab/ bridge courses/ yoga and meditation/ personal counselling/ any other	(25 to 31) Independent files with details, efforts taken on development of these areas.	
	2020-2021	<ul style="list-style-type: none"> Schemes conducted : 6 Number of students:276 percentage enrolled: 54% 	
	2021-2022	<ul style="list-style-type: none"> Schemes conducted : 7 Number of students:183 percentage enrolled:35.81 	
22.	Vocational training centre is present(give courses and benefitted students in one year)	NIL	Separate file Vocational courses started and trainings being given
23.	Field and on hands training of at least 10 to 15 days (more than (60 hours)	NIL	Separate number Independent report file, original documents with departments
		2020-21	2021-22
	Projects	74	77
	Internships		2
24	Average percentage of students clearing GATE/NET/SET/ Civil services/ etc. (list of students, year , position achieved, related details)	Independent file	
	IELTS	2020-21	2021-22
		0	1
25.	Registered alumni association present Alumni support: 1. % of new Alumni registered: New registered/passed out students X 100 (with all details) 2. Monetary Support <ul style="list-style-type: none"> In terms of funds: up to 1 lakh per year 	NIL	Alumni file

	<ul style="list-style-type: none"> • Up to 5 lakhs per year • Support more than 5 lakhs <p>3. support in services:</p> <ul style="list-style-type: none"> • Parenting support to existing students • Support in kind: library/ Sports/ infrastructure/ etc. • Support in terms of services: guest lecture/ mentoring/ etc. • Support in placements <p>4. Alumni meetings:</p>			
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Section IV Academics:

1.	Number of (Certificate/Diploma) Programs included in last five years (for certificate 150 hours for diploma 300 hours) Details with proofs	NIL		
2.	New , university or programs included in last five years	NIL		
3.	Programs with choice based credit system	12		
4.	Number of Add-on programs conducted			
		2020-21	2021-22	
		3	3	
5.	Number of			
		2020-21	2021-22	
	a) value added courses (30 hours skill based) or more offering skills	2	2	
	b) Human value & professional ethics courses in education	20	20	
6.	students undertaking field projects/ internships students undertaking field	(already counted)		



	projects/ internships (current year)			
			2020-21	2021-22
	Projects		74	77
	Internships		1	2
7.	Curriculum enrichment provided in class room is prepared and uploaded on website.			Enrichment format provided
8.	Number of teaching methodologies used with details. 20		<ul style="list-style-type: none"> ● VIVA VOCE ● Powerpoint presentation ● Videos ● Excel ● Project based learning ● Computer assisted learning ● Experiential learning ● You tube ● Zoom ● Google Forms ● Online lectures ● Chalk board Instruction ● Class room Discussion ● Individual projects ● Research Projects ● Case studies ● Interviewing ● Video creation ● Lecturing ● Student presentations ● Brainstorming 	
9.	Percentage of teachers using ICT for effective teaching and learning, e – learning resources.(list the tools and resources available	Zoom platform LCD projector MS- PowerPoint Internet facility		
			2020-21	2021-22
	Percentage of teachers using ICT for effective teaching and learning		100%	100%
10.	Number of ICT enabled classrooms and smart class rooms.			
			Classrooms	Smart classroom
	2020-21		15	02
	2021-22		15	02
11	Whether - Course outcomes (CO's) Program outcomes (PO's) and Program Specific		YES	

	Outcomes (PSO'S) are displayed on the website?		
12	Average passing percentage of the college (only final year be considered)		Result analysis file needs to be detailed and separate
	2020-21		100%
	2021-22		100%
		2020-21	2021-22
	Total number of students present:	163	175
	Total number of students enrolled in first year	170	208
	Total number of students appeared in the final year	163	175
	Total number of students passed in final year	163	175
	Average passing percentage	100%	100%
	Passing analysis;		
	Distinction	50	78
	First Class	37	89
	Second Class	74	08
	Pass Class	--	--
	Failed:	0	0
13	Attainment for every course, faculty and Overall college.		
		2020-21	2021-22
	B.com		
	BMS		
	Banking & Insurance		
	Accounting & Finance		
14	How does college analyse results and how are they used for the future development of the organization?	The college results are prepared faculty wise and programme wise. Results are categorized into different classes and courses. At the department level, the courses are identified where result is less than expectations. For such courses, the strategies such as remedial lectures, practice tests, expert lectures etc. are decided and implemented in the next academic year.	

Section V: Teacher staff related (All Data for 5 years or from time since previous NAAC)

1.	Average percentage of full time teachers, teachers with Ph.D. and their teaching experience.		2020-21	2021-22
	full time teachers		100%	100%
	teachers with Ph.D		0.07%	0.07%
2.	Percentage of teachers recognised as research guides	NIL		
3.	Number of teachers who have completed their Ph.D. in last five years	NIL		
4.	Average percentage of full time teachers who have received awards / recognitions/ fellowships at state/ national/ international level from government/ recognised bodies in last five years	NIL		
5.	Full time teachers from other states, their last degree and the state from which it was obtained.	NIL		
6.	Grants received by teachers for research projects by the government/ non-government sources (industry/ corporate houses/ international bodies/ endowment/ chairs/ in the institution in the last five years). Percentage of teachers who have taken a research project in five years.	NIL		
7.	Workshops /seminars on IPR/ Industry – Academia innovative practices conducted by college.			
			2020-21	0
			2021-22	03
8.	Number of books published by teaching community at national and international level			
			2020-21	2021-22
	No. of research papers in the journals notified on UGC website		NIL	NIL

	No. of research papers in peer-reviewed journals	1	2
9.	Number of teachers as research guides	NIL	
10.	Innovations done by teachers	NIL	
11	Consultancies provided by teaching staff and amounts generated.	NIL	

Section VI: Community & environmental services (% participation)

		2020-21	2021-22
1)	NSS related activities – reports & Camps	50(9.78%)	48(8.96%)
1)	Activities other than NSS	-	YES
2)	Environment related activities	-	YES
3)	Cleanliness programs	-	30(5.59%)
	Gender equity programs	YES	YES
4)	Gender sensitivity awareness programs	YES	YES
5)	Green practices- plastic free campus / paperless office/ public transport measures/ waste management practices/ LED lamps/ Rain water harvesting	YES	YES
6)	<ul style="list-style-type: none"> ● Energy Conservation and use of Renewable Energy ● Effluent Treatment Plant ● Rain Water Harvesting ● Compose Pit ● Environmental Quality Audits ● Green Audit ● Energy Audit 		
	Solar energy put on the grid in last one year		
1)	1st October 2021 to 31st September 2022		
2)	Plant Capacity – 7KW Daily Energy –		

	Output active power –		
3)	Human values & Professional ethics courses	YES	

Section : VII: OFFICE ASPECTS

(Restricted to 5 bullet points under each aspect) (office filing)

Sr.No.	Observation on Key Aspects (10 marks each)		
1.	<p>General Administration</p> <ul style="list-style-type: none"> ● Fees Collection – Computerized/ not computerized ● Roll Call – Generated from Software/ not generated <ul style="list-style-type: none"> ● General Register ● L.C. - Computerized <p>Transfer process computerized?</p>	<p>Computerized</p> <p>No. Roll Call are generated manually once the admission is processed in the Mumbai university portal.</p> <p>Computerized</p> <p>Manual</p> <p>Yes. Transfer process is computerized.</p>	
2.	<p>Extension & Continuation of Affiliation</p> <p>*Aided: First Affiliation, Extension, Permanent Affiliation and Annual Affiliation</p> <p>*Unaided: First Affiliation, Continuation of Affiliation and Permanent Affiliation applied</p>	<p>First Affiliation - 2010</p> <p>Continuation Affiliation - From 2011 to 2021</p> <p>2021-2022</p>	
3.	<p>Selection, Advertisements & Interview Procedures</p> <p>Aided:</p> <ul style="list-style-type: none"> ● Government NOC, ● Advertisement draft approved by University ● Advertisement in 2 News Papers [Regional & English] ● Selection Committee is demanded from University 	–	

	<ul style="list-style-type: none"> ● Government Nominee is nominated by Joint Director ● Interview being Called ● Interview Chart prepared ● Selection Committee Report <p>*Unaided: As per university norms [as above procedure]</p> <p>*Ext. Course: Local Selection Committee, necessary sanctions Dept.[as above procedure]</p>	<p>As per University Norms and Management Discretion</p> <p>N.A. N.A.</p>	
4.	<p>Teaching Staff Approvals</p> <p>*Aided:</p> <ul style="list-style-type: none"> ● Selection is done and the report is sent for approval at university ● Management Resolution ● Appointment Letter ● Resume letter from the employee (acceptance letter) ● University Approval draft ● Approval copy from University ● Joint Director Fixation ● Confirmation ● All CAS promotion to teachers is done as per above procedure <p>*Unaided: As per university norms [as above procedure]</p>	<p>NIL</p>	

5.	<p>Non- Teaching Staff Appointments & Promotions</p> <p>*Aided:</p> <p>NOC</p> <p>ent in 2 News Papers [Regional & English]</p> <p>Interview Chart Report</p> <p>t Resolution</p> <p>t Letter</p> <p>er from the employee [acceptance letter]</p> <p>or Approval draft</p> <p>or Approval</p> <p>or Fixation</p> <p>n</p> <p>f 12yrs. & 24yrs.</p> <p>omotion</p> <p>*Unaided Course Dept.:</p> <ul style="list-style-type: none"> • Staff is appointed as when the need arises <p>Yearly hike is approved</p>	<ul style="list-style-type: none"> • Staff is appointed when the need arises. • Yearly hike is approved 	
6.	<p>Statistical Information University of i</p> <p>MIS(DHE, Pune) AISHE(UGC)</p> <p>NIRF</p> <p>*Aided/Unaided:</p> <ul style="list-style-type: none"> • MIS information uploaded to DHE Pune in September [online data] – file ready • All India Survey Higher Education [online data] file ready <p>Uploading done/ not done</p>	<p>MIS(DHE, Pune)</p> <p>AISHE(UGC)</p> <p>Uploading is done</p> <p>Certificates of submission of annual information obtained from AISHE</p>	
7.	<p>Service Books & Leave Records (Teaching & Non – Teaching Staff)</p> <p>Aided:</p> <ul style="list-style-type: none"> • Service Books maintained as per Joint Director Office 		

	<ul style="list-style-type: none"> Computerized Leave Record is maintained as per service book <p>* Unaided dept.: Leave Record Bio-Metric</p>	<p>Manual Leave Record</p> <p>Bio-Metric</p>	
8.	<p>Admissions Procedures</p> <p>*Aided/Unaided/ Ext. Course dept.:</p> <ul style="list-style-type: none"> Filling up of Pre Admission Form designed by the college Online Admission Form Filling on the digital portal Confirmation of Admission on portal & fees collection on customized software Submission to Registration of the confirmed student 		
	<p>Admission Process:</p> <ul style="list-style-type: none"> Filling up of Pre Admission Form designed by the college. Online Admission Form Filling on the digital MKCL portal. Confirmation of Admission on portal & fees collection. Submission to Registration of the confirmed student. 		
9.	<p>Enrolment, Eligibility & Migration</p> <p>*Aided/Unaided:</p> <ul style="list-style-type: none"> Provisional Eligibility applied by students Provisional Admission is provided on producing Provisional Eligibility Certificate Migration Certificate required for Confirmed Admission 	<p>YES</p> <p>YES</p> <p>YES</p>	
10.	<p>*Aided/Unaided:</p> <ul style="list-style-type: none"> college level examination for U.G. Courses & (Sem. III to Sem. VI are conducted by University) All exam's conducted by University for P.G. course Uploading Question paper of sem. I& II college exam on college portal selection of set by Principal Generation of Exam Forms for University exam from University Portal Exam form Inward Process followed by Generation of Hall Ticket, Attendance Sheet, 	<p>Conducted by College as per University Norms.</p> <p>NA</p> <p>YES</p> <p>YES</p>	

	<p>Supervisor Report, Printing of Blank Mark-list, Uploading Internal Marks on Portal</p> <ul style="list-style-type: none"> • Uploading of Result Status of First Year students on digital portal for re-registration of Second Year Admissions • 1st Year stamping of Mark sheet & Ledgers from University • 1st Year Ledger submission in binding format at University • Verification of Marksheet on employer's request. • Generation and verification of Transcripts. 	<p>YES</p> <p>YES</p> <p>NO</p> <p>NO</p> <p>YES</p> <p>YES</p>	
11.	<p>*Aided/Unaided:</p> <ul style="list-style-type: none"> • As and when demanded by students providing them 2 copies of transcript as per University Format • Rs. 500 is collected towards fees for the same • Bonafide Certificate is issued as and when demanded by students • Rs. 10 is charged towards the issue of Bonafide certificate 	<p>YES</p> <p>Rs.500 is collected as fees</p> <p>YES</p> <p>YES</p>	
12.	<p>Railway/ Bus Concessions</p> <p>*Aided & Unaided</p> <ul style="list-style-type: none"> • Railway/ Bus Concession is issued from 1st to 10th date of every month • Monthly statement is prepared on excel sheets <p>Submitting the same at Railway/ Bus to the Office</p>	<p>YES</p> <p>YES</p>	
13.	<p>Government Scholarships & Free Ships</p> <p>*Aided/Unaided:</p> <ul style="list-style-type: none"> • Students and Parents are orientated with procedure and norms. • Display of Notice on Digital Signage & WhatsApp group • Collection of forms filled by students on the scholarship site • Verification of forms & documents 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	

	<ul style="list-style-type: none"> • The form is collected and approved by the authorities of Social Welfare Department • Generation of Statement B and submitting the same at social welfare department • Received Scholarship amount from Department • Order Collected from dept. • Payment is disbursed in students personal A/c <p>Utilization Certificate submitted to department</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	
13.b	<p>Non-Government scholarships, free ships, concessions. Organizational effort to provide help to needy: Concession in fees list Other supporting documents.</p>		
	<p>Financial Support from the Institute FY 2021-2022 - 95,100/- FY 2021-2022 - 2,31,500/-</p> <p>Financial Support from the Nihchal Israni Foundation: FY 2020-2021 - 1,40,000 FY 2021-2022 - 1,50,000</p>		
14.	<p>Inward & Outward Registers Aided/Unaided/ Ext. Course dept.: Digitized</p>	Manually Maintained	
15.	<p>Dead Stock Registers *Aided/Unaided Course dept.: Register is maintained in excel format</p>	No	
16.	<p>Records of Minutes Local Managing Committee, Quality Assurance Cells, Governing Body, School Committee & PTA *Aided/Unaided/ Ext. Course dept.:</p> <ul style="list-style-type: none"> • Records Maintained • LMC-Twice a year • IQAC – Thrice a year (minimum) • Management committee - Twice a year <p>Office as and when need conducts meeting [general, accounts & budgets meeting]</p>		

	<p>Records Maintained</p> <ul style="list-style-type: none"> ● CDC-Twice a year ● IQAC – 4 meetings in a year ● Governing Body - Once a year ● PTA - once a year 		
17.	<p>Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's</p> <p>*Aided/Unaided Course dept.:</p> <ul style="list-style-type: none"> ● Purchase of new equipment is recorded in the Dead Stock Register ● New purchases are numbered ● List Attached ● Scrap is also donated or recorded 	<p>YES</p> <p>YES</p>	
18.	<p>Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.</p> <p>Aided/Unaided Course dept.:</p> <ul style="list-style-type: none"> ● Accounts is maintained in Tally ERP9 ● Vouchers are printed from the Tally Software, Reconciliation is maintained in Tally ERP9 ● Salary Register of the Full Time Faculty's & Non-Teaching Staff are maintained ● Fees Receipts are printed from the customized software <p>Fee Register is maintained in the excel format</p>	<ul style="list-style-type: none"> ● Accounts are maintained in Tally ERP. ● Reconciliation is maintained in Tally ERP ● Salary Register is maintained ● Fees Register is maintained in Excel as well as in Google Suite 	
19.	<p>College Budgets & Audited Balance Sheet</p> <p>*Aided/Unaided Course dept.:</p> <ul style="list-style-type: none"> ● Budget is prepared programme wise every year ● Audited Balance Sheet is also prepared and submitted to the trust 	<p>YES</p> <p>YES</p>	
20.	<p>Teachers Workload & Class Time Tables</p> <p>*Aided/Unaided:</p> <ul style="list-style-type: none"> ● As per University norms & approved form University/Joint Director Office 	<p>YES</p>	

	*Unaided:		
21.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers *Aided/Unaided Course dept.: List Enclosed	<ul style="list-style-type: none"> ● Water Coolers ● CCTV ● Fire Extinguishers ● Printers ● Computers 	
22.	Non- Teaching Staff Welfare Aided/Unaided/ Ext. Course dept.: <ul style="list-style-type: none"> ● Medical Assistance on request ● Fees / Financial Assistance on request ● Festival Celebration ● Ward Fees Concession ● Birthday Celebration ● Early Leaving Concession ● National Pension Scheme 		
23.	Workshops attended by non-teaching staff Aided/Unaided Course dept.:	NO	
24.	*Aided/Unaided/ Ext. Course dept.:		
25.	* Overall neatness, presentation & non-teaching staff cooperation.	Identity Card Work Allocation	

Section VIII: Best Practices (100) (one each in about 200 words, 10 marks each 10 X 7 =70& one distinctive practice 30 marks)

1. In Curriculum	Our Institution ensures effective curriculum delivery through a well planned and documented process as follows:A) Planning: 1. The institute prepares its academic calendar in accordance with the university calendar. 2. Subject allocation is done as experience of the
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	<p>faculty. 3. The syllabus of each subject is made available to each teacher and they are asked to prepare a semester- wise teaching plan of their respective subjects. 4. Individual time table and master time table for each program is also prepare</p> <p>B)Implementation: 1. The implementation of the curriculum is smoothly administered by the teachers by maintaining an ‘Academic Diary’. As per the format of diary, Individual Time-Table, Annual Teaching Plan, Text-books</p> <p>C) Review : 1. At the end of semester, the Principal takes review of all the aspects of teachings and extra-curricular activities and provides valuable guidance and instructions. 2. Feedback on curriculum is taken from students, alumni, parents and faculty as well, accordingly necessary actions are taken.</p>
<p>2.Academics</p>	<p>The institute has excellent academics and an effective teaching-learning process. In order to accommodate changing demands of a modern academic era and to promote an effective teaching-learning process, the institute has always focused on creating and upgrading infrastructure. The institute ensures</p> <p>an effective curriculum prescribed by the Board of Studies to meet global and local requirements. During the semester, an academic calendar is prepared, which includes curricular, co-curricular, and extra-curricular activities.</p>

3. Extension	<p>The college regularly organizes a number of extension activities. The faculty members, students and college staff is involved in these activities alongwith neighbourhood community. Students and staff participate voluntarily to promote and sensitize the students towards community needs which help in their holistic development and sustained community development. The National Service Scheme (NSS) and Department of Lifelong Learning and Education (DLLE) Units of college undertakes various extension activities in the neighborhood community. Several activities were carried out in AY 2020-21 by NSS volunteers while following Covid Appropriate Behaviour to address social issues such as personal hygiene, cleanliness, Vaccination Awareness, etc. The NSS unit in collaboration with IQAC organises various programmes such as Street plays, Essay writing completion, Elocution Competition, Workshops, Rallies to create awareness about tree plantation, water conservation, Eradication of superstitions, Beti Bacho - Beti Padhao, Environmental awareness, Best from Waste, Women empowerment, National Integrity, Aids awareness, etc. Also, Blood donation camp, Health check-up camp is organised to inculcate social responsibility among the students.</p>
4. student progression	<p>Many students are guided with regards to career objective via conducting career guidance training. Students list various</p>

	<p>career options and accordingly seek career guidance for which college offers career counselling. This is typically undertaken during the Vth Semester of Third Year students. Our Students aspire to appear for CET or CAT every year for which institutes like Brightwayz and MIM Institute step in to guide the students on this front. The college offers Transfer Certificate for smooth digital transfer of a student from one institute to another.</p>
<p>5. management practices</p>	<p>The institution has a visionary management to inculcate academic process in systematic, well-thought-out and phased manner. The management promotes and coordinates a variety of activities with the faculty and learners through various cells. Also provides financial assistance to the needy learners or faculty in terms of fees instalment, scholarship, or any other assistance policies. The Placement cell has been launched to create awareness among students regarding available career options and help them in identifying their career objectives.</p> <p>The management offers a variety of facilities to assist learners in extra-curricular activities, including sports and cultural as well as community service through NSS and NCC.</p> <p>Management of the college conducts periodical meetings to provide support and strengthen learning ambiance by making infrastructural facilities available to them. The meetings of the management determine the policies and measures that will</p>

	assist college students to improve their academic achievements.
6.Environment	<p>1. Water Conservation for Community Development:</p> <p>Due to rampant construction outside the college premises, an existing water body and swamp used to dry up during summer months. The college took initiative to conserve the water body and a rainwater harvesting system was installed to collect rain water falling on the roof and the premises and this was diverted to the water body. This elevated the ground water level in the area. A bore well was constructed within the college premises, which pumps in Pure water through a borewell throughout the year and is used by the college, for all non potable purposes. Even the local community has taken advantage of this improved water level and have dug their own bore wells as well and happily get water throughout the year.</p> <p>The institute encourages conserving water through the following strategies: Sustainable approaches for implementation of innovative water-efficient technologies such as rainwater harvesting, treatment and reuse of water etc. Promote the culture of planting saplings in the campus every year by students and Faculty.</p> <p>2. Green energy and conservation of Environment.</p> <p>Normally, electricity is generated through hydro-electric or thermal power generation systems which over a period of time</p>

	<p>has led to environmental pollution and degradation. St. Paul College being an environmentally friendly institution has installed a 10KV solar power generation system on its roof top. This is a green non polluting power generation system, wherein the entire power generated is transferred to the State electricity grid. Our institution has made it possible to actually use solar energy in replacement of electricity generated by fossil fuels. Though solar energy costs a huge one time investment, it is a permanent solution to the environmental issues. Solar Panels don't release any emissions into the atmosphere, in order to generate electricity which means we have green and clean energy production together. Also, as a matter of policy has systematically replaced all its old tube lights with the energy saving LED tube lights.</p>
<p>7. Distinctive practices</p>	<p>St. Paul College has a vision about the commitment towards meeting the educational needs of all our students. Since the beginning, the institution has taken immense efforts towards this vision. The college is currently offering Four Courses i.e. BCom, BCom (Accounting Finance), BCom (Banking Insurance) and BMS and Two new Post graduate courses has been introduced in the year 2022-23 : MCom (Accountancy), Mcom (Management) and and One Undergraduate Course BSC (IT). We are situated in a Rural Area and we have been</p>

	<p>able to provide easy access to the poor and needy students of the immediate locality. A good many of them have passed out and some have been placed in good jobs. The college makes sure that the education of any of its student is not affected due to lack of financial support. We also have provided them with monetary freeship to enable them to complete their studies. Various workshops/seminars, value added/bridge courses are conducted by the college, in order to develop various skills of students, which will help them in future.</p>
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