YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Symbiosis College of Arts and Commerce
• Name of the Head of the institution	Dr. Hrishikesh Mukund Soman
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	02025653903
• Alternate phone No.	02025925127
• Mobile No. (Principal)	9371019988
• Registered e-mail ID (Principal)	principal@symbiosiscollege.edu.in
• Address	Senapati Bapat Road, Pune - 411 004
• City/Town	Pune
• State/UT	MAHARASTRA
• Pin Code	411004
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	03/11/2011
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Grants-in aid**	
• Name of the IQAC Co-ordinator/Director	**Dr. Anil Adagale**	
• Phone No.	**02025653903**	
• Mobile No:	**9011927575**	
• IQAC e-mail ID	**iqac@symbiosiscollege.edu.in**	
3.Website address (Web link of the AQAR (Previous Academic Year)	https://symbiosiscollege.edu.in/assets/pdf/AQAR-2019-20.pdf	
4.Was the Academic Calendar prepared for that year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	https://symbiosiscollege.edu.in/assets/pdf/Academic-Calendar-20-21_new.pdf	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**85.60**	**2004**	**08/01/2004**	**07/01/2009**
Cycle 2	**A**	**3.43**	**2011**	**27/03/2011**	**26/03/2016**
Cycle 3	**A+**	**3.51**	**2017**	**28/03/2017**	**27/03/2024**

6.Date of Establishment of IQAC	**01/07/2006**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Symbiosis College of Arts and Commerce	**UGC - CPE**	**UGC**	**09/12/2016**	**1300000**

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI	View File	
9.No. of IQAC meetings held during the year	`03`	
• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?	`Yes`	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Did IQAC receive funding from any funding agency to support its activities during the year?	`No`	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

`1. To conduct the statutory meeting of Governing Body, Academic Council, Board of Studies and Finance Committee 2. To revise and update the curriculum from time to time 3. To submit the mandatory reports like AISHE,RUSA to concerned authorities 4. To monitor and initiate quality initiatives 5. To monitor the purchase as per DPR and submit the reports to RUSA`

12.Plan of action chalked out by IQAC at 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
Recruitment of teaching and non teaching staff	Guest, Visiting and Ad-hoc faculty were appointed along with administrative staff as per the requirement
Revision of curriculum for Second Year of B.A./ B.Com	The curriculum for the Second Year of B.A./ B.Com was revised and implemented w.e.f. Academic Year -2020 - 21.
The curriculum for the First Year of B.A./ B.Com was revised and implemented w.e.f. Academic Year -2019 - 20.	Faculty were motivated to present and publish the research articles in national / international seminars and journals respectively
To obtain overall feedback from Student through student Satisfaction Survey (SSS)	The feedback is collected and analysed for future development
To approve the new programme B.Com with specialisation in Management Accounting (integrated CIMA) and B.Com with Honours in Management Accounting for First year B.Com	The curriculum for B.Com in Management Accounting as well as B.Com Honours in Management Accounting was designed and approved by Board of studies in Accountancy and Costing and then approved by Academic Council.
To implement various activities chalked out in Detailed Project Report (DPR) for RUSA 2.0 Component 8 '' Enhancing the quality and excellence in select Autonomous Colleges.'	The college was chosen for the Grant of Rs. 5 crores under RUSA 2.0 Component 8 '' Enhancing the quality and excellence in select Autonomous Colleges.' The college received the first installment of Rs. 2.5 Crore and the same is utilised to purchase various items as per DPR.

13.Was the AQAR placed before the statutory body?	Nil

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
IQAC	04/03/2022

14.Was the institutional data submitted to AISHE ?	Yes

- Year

Year	Date of Submission
11/03/2022	31/01/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **23**

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.Student

2.1   **3085**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	[View File](#)

2.2   **1141**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.3   **3107**

Number of students who appeared for the examinations conducted
by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

3.Academic

3.1   **320**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

3.2   **34**

Number of full-time teachers during the year:

Extended Profile

1.Programme

1.1	**23**
Number of programmes offered during the year:	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.Student

2.1	**3085**
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	[View File](#)

2.2	**1141**
Number of outgoing / final year students during the year:	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.3	**3107**
Number of students who appeared for the examinations conducted by the institution during the year:	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

3.Academic

3.1	**320**
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

3.2 Number of full-time teachers during the year:	34

File Description	Documents
Institutional Data in Prescribed Format	View File

3.3 Number of sanctioned posts for the year:	33

4.Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	1043
4.2 Total number of Classrooms and Seminar halls	31
4.3 Total number of computers on campus for academic purposes	197
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	467.81

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The endeavour of the college has always been to add value to the curriculum by planning, designing, and developing the course according to the changing trends and dynamics of the ecosystem. The following procedure is adopted by the college to fulfil its objectives. The course objectives and the learning outcomes which are prepared and designed by the faculty are initially presented and discussed in the departmental meetings. The department then

conducts the Board of Studies meetings where these courses are presented, and the members provide their valuable feedback which is accordingly incorporated. The Board of Studies of each department oversees the relevancy and requirements of any course in the programmes that the department offers. The course outline is then presented in the Academic Council Meetings and the Governing Body meetings. Thus, a lot of planning goes in the framing of the course curriculum. Furthermore, the college has been using feedback from students and teachers, to upgrade its curricula. There is also a lot of focus given on the incorporation of topics in the curriculum which has relevance to the local, national, regional, and global developmental needs with well-defined and informed learning objectives at Program as well as at course levels.

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	https://symbiosiscollege.edu.in/GA_PO_PSO

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

14

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

320

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

12

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

23

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The college has a Board of Studies which prepares and approves

curriculum. While making curriculum, special attention is given to Professional Ethics, Gender, Human values, Environment and Sustainability.

Professional Ethics - The courses facilitate ethical effective decision making in managerial, social and geographical arenas. The core knowledge of the subject helps students in developing how to behave or perform in varied scenarios.

Gender – The courses facilitate gender sensitization and creativity. They help in understanding how gender can affect various daily life situations, business situations etc..

Human Values – The courses inculcate human values and help understanding the laws and recent practices to conduct as a responsible citizen.

Environment and Sustainability - The courses help in building and understanding environment friendly and sustainable practices for the betterment of the society.

The percentage of courses which address these issues are –

Issues integrated in the curriculum

Number of courses in the curriculum of which these issues are integrated

Percentage of courses in the curriculum of which these issues are integrated

Professional Ethics

275

85.94%

Gender

208

65.00%

Human Values

281

87.81%

Environment & Sustainability

174

54.38%

Total courses - 320

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	**No File Uploaded**

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

28

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

480

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

969

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://symbiosiscollege.edu.in/assets/pdf/aqar/1.4.%20Feedback%20system.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://symbiosiscollege.edu.in/assets/pdf/aqar/1.4.%20Feedback%20system.pdf
Any additional information	**No File Uploaded**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

3085

File Description	Documents
Any additional information	<u>View File</u>
Institutional data in prescribed format	<u>View File</u>

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

691

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The college does not have a formal procedure to identify the slow and advanced learners, however we do offer programs and courses that cater to the different learning paces. College offers an array of programs and courses for advanced learners

Honours program aims at creating a unique educational paradigm which blends intense subject domain and knowledge along with practical skills required for enhancing employability of students.

As a natural progression, the College has integrated the ACCA Program with the regular B. Com Program, from the academic year 2018-19 as B.COM with specialization in ACCOUNTING AND FINANCE.

The approach to teaching and learning at the Liberal Arts Center aims to develop the students from all angles. It is a wholesome program which takes care of intellect, emotions and ethics.

The Symbiosis Center for Skill Development is a Multi-Skill Development Center aims to bridge the gap between industry and academia, develop specific skills of a high order to make our students employable with diverse knowledge and applied skills.

For the slow learners that are informally identified by the teachers in the classroom, the college offers various remedial courses to help them keep apace with the regular classroom teaching.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://symbiosiscollege.edu.in/degree_with_honour_programme

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/10/2021	3085	34

File Description	Documents
Upload 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:

The pandemic has paved the way for exploring technology-based student centric methods to enable participative learning and the use of problem-solving methodologies for enhancing learning experiences. Depending upon the subject and its curriculum, teachers used innovative pedagogy to make online teaching more effective. Research project is an integral part of Honors and Post-graduate programs curriculum through which students worked on primary data with application of theoretical concepts. College has taken efforts to enhance learning experiences by providing the students with online co-curricular and extracurricular opportunities. Students were encouraged to actively participate, host and organized programs such as TEDxSCAC, International skill conclave, Entrepreneurship summit, International and National

webinars, student exchange program to Hildesheim University under Erasmus Plus, competitions such as Emerge-research paper competition, Waxing Eloquent-elocution and debate competition, Marathi play reading competition, guest sessions, alumni engagement sessions and workshops. Symbiosis College of Arts and Commerce aims to bring about holistic development of students through inside and out of class enhanced learning experiences.

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://symbiosiscollege.edu.in/assets/pdf/aqar/2.3.1-Experimental-and-Participative-Learning.pdf

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

ICT enabled tools including online resources for effective teaching and learning process. Teaching and learning were entirely done through LMS MS Teams. Online-content and e-resources such as articles pdfs, book pdfs were shared, power-point presentations were used through this platform. MS teams and Google classroom were used for conducting quiz, assignment and examinations. Sharing of study material and e-content was done through Teams and google classroom. Teachers used language apps, e-pathshala, e-Gyankosh, Scribd teaching resources and Swayam platform for additional teaching resource. TED talks, Josh Talks, documentaries, short films, film clips, blogs, and vlogs, You Tube videos were used for experiential learning. E-resources from N-list, JSTOR, CMIE, Economic outlook, RBI, MOSPI were shared with students as reference material. Break out rooms and poll in Teams features were used to conduct activities online. Portals such MCA website, Big blue button, Phonetics, University of IOWA,BBC were used for referring to additional resources. Tally,ERP and Ms Excel was used to teach the subjects Accounts and Costing. Some teachers created their own learning material on YouTube which is shared with students.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://symbiosiscollege.edu.in/assets/pdf/aqar/2.3.2-ICT-Enabled-tools-and-CLassroom-codes.pdf
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

34

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The annual Academic calendar is prepared in consultation with the Principal, Vice Principal, IQAC coordinator, Controller of Examination, Head of the departments, Centers, Association in charge and Teachers. First and foremost, semester start and end dates and vacation as notified by the affiliating university SPPU are taken into consideration. Accordingly, examination dates are finalized. Dates are fixed for statutory meetings of Governing Body, Academic Council, IQAC, Board of Studies and the remaining slots are earmarked by prioritizing mandatory programs. The calendar is uploaded on the college website for the reference of all stakeholders.

Adherence: -At the end of the month, a follow-up is done on which programs have been completed, which need to be rescheduled or cancelled. Care is taken to ensure that the programs specified in the Academic calendar are conducted as per the schedule.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

34

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

21

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

14

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

44.5

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

4

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The Academic year of 2020-21 was started in the last week of August 2020. The Regular and Backlog Examinations of UG and PG for October 2020 were held between 4 th January to 4 th February 2021. Open Book Examination pattern was used for these exams and exams were conducted using Google classrooms. College introduced 70-30 pattern to the first year students of BA and BCom. Accordingly, Internal Assessment of 70 Marks per subject was done by the subject teachers and 30 Marks Semester end examination was conducted. The regular semester end and backlog examinations of of UG and PG for April 2021 were held from 8th May 2021. Online Open book examination format was used for these exams. And these exams were conducted using google classroom. Due to covid pandemic there was lockdown in Pune and college admin staff as well as teachers were working from home during the period of examinations. And, it was decided to conduct these online exams from Home. For this a detailed procedure and system incorporating all required checks

and balances was devised. To explain all the details of the process, separate meetings/training sessions of UG & PG faculty, admin staff were conducted.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	[https://symbiosiscollege.edu.in/assets/pdf/2.5.3 Controller of Exam Report.pdf](#)

2.6 - Student Performance and Learning Outcomes

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

The Graduate Attributes(GA), Programme Specific Outcomes(PSO) and Programme Outcomes(PO) have been communicated to the teachers and uploaded on the college website; currently the process of formulating the Course Outcomes(CO) is under process. The GA and PO were drafted by a committee made specifically for the purpose and the GA and PO proposed by the committee were approved in the Academic council meeting held in June 2020, the minutes of which have been uploaded on the college website, the minutes contain the details of all GA and PO. In the same meeting it was informed that the PSO were presented in the respective Board of Studies of all departments by the faculties in-charge and PSO were approved in the respective Board of Studies.

We are moving in the direction of PO and CO mapping and for that we are equipping our teachers through various workshops. The college intends to implement the mapped CO and PO from the next academic year.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	**No File Uploaded**
Upload any additional information	[View File](#)
Link for additional Information	[https://symbiosiscollege.edu.in/GA_PO_PSO](#)

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

We are in the process of designing the Course outcomes along the lines of our Programme Outcomes. Each course outcome is mapped to one or multiple Programme Specific Outcomes.The Vision-Mission of the College, the Graduating Attributes(GA), Programme Outcomes(PO) and Programme Specific Outcomes(PSO) are taken as a base to frame the Course Outcomes(CO).

One of the ways to attain the PO and PSOs is to map with the evaluation system. To ensure the continuous assessment of the students, we have a framework of Internal and external assessment. In the academic year, 2020-21 the assessment pattern introduced for the First-year UG students is 70:30. The previous pattern continues for second and third-year students is 40:60. With the introduction of this new pattern of assessment, the weightage of internal assessment has increased from 40% to 70%.

The heterogenous assessment formats provide an opportunity to attain the Program outcomes and Program Specific Outcomes.

A wide range of curricular, Co-curricular and extra-curricular activities are organized by Departments and Associations and Centers of our college which direct us towards the attainment of our Graduating Outcomes Program outcomes and course outcomes.

All the above help us in the attainment of Programme Outcomes and Course Outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://symbiosiscollege.edu.in/GA_PO_PSO

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1038

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://symbiosiscollege.edu.in/assets/pdf/2.5.3_Controller_of_Exam_Report.pdf

2.7 - Student Satisfaction Survey

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

https://symbiosiscollege.edu.in/assets/pdf/aqar/2.7.1%20SSS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The Symbiosis College of Arts and Commerce is committed to promoting research and creatinga vibrant research culture amongst its faculty and students. The college has awell-defined research policy, which is ratified by the IQAC and uploaded on the college website for the purposes of transparency. The research policy aims to provide a definite framework for facilitating research initiativesin the area of humanities & commerce/ business studies. The college also has a Research Committee made up of senior faculty under the chairmanship of the Principal of the college, Dr. Hrishikesh Soman. The committee monitors research initiatives on a regular basis. The research policy along with the Research Committee not only help in ensuring quality, integrity and ethics in research but also facilitate the identification of research areas of academic and social relevance, ensure quality in research publications and conference presentations, enhance research competence through training in research methodology,statistical methods, academic writing, intellectual property rights support the organizing of conferences and workshops, ensure suitable infrastructural facilitiessuch as space, library and lab facilities, help find funding internal and/or external from governmental or non-governmental agencies for travel, minor/ major research based on the merit of the proposed research.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	[View File](#)
Provide URL of policy document on promotion of research uploaded on the website	https://symbiosiscollege.edu.in/assets/pdf/Research_Policy1.pdf
Any additional information	[View File](#)

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Nil

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	**No File Uploaded**
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	**No File Uploaded**
List of teachers receiving grant and details of grant received	**No File Uploaded**
Any additional information	**No File Uploaded**

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

14.96

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<u>View File</u>
List of projects and grant details	<u>View File</u>
Any additional information	<u>View File</u>

3.2.2 - Number of teachers having research projects during the year

19

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional Information	<u>https://symbiosiscollege.edu.in/assets/pdf/Research_Projects.pdf</u>
List of research projects during the year	<u>View File</u>

3.2.3 - Number of teachers recognised as research guides

7

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<u>View File</u>
Institutional data in Prescribed format	<u>View File</u>

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

10

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://symbiosiscollege.edu.in/assets/pdf/Research_Projects.pdf
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

In order to promote research, the institution has set up a research advisory committee.The institution created the Centre for Study of Society with the view to promote multi-disciplinary research to be undertaken by faculty either individually or in collaboration. It mainly aims at undertaking short term and long term research projects relevant to the study of society.

The institution has also created a Center for Innovation and Entrepreneurship (CIE) which endeavors to encourage entrepreneurial ecosystem in the college and nurture entrepreneurial mindset amongst students. Through innumerable initiatives, the center creates a vibrant platform for experiential learning. It guides students to identify business opportunities and build their own startups.

In the year 2018, the Center was privileged to be digitally inaugurated by the hands of Hon Prime Minister of India, Shri Narendra Modi. The Centre has been the beneficiary of the RUSA grant received by the college for entrepreneurship development.

College is actively engaged in community activities. For example, the college has started Project Veera, aSymbiosis Social Involvement Program(SSIP),which aims at raising awareness about those unheard crimes and taboos which are suffered by women and youth in general and are often suppressed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/aqar/3.3.1.pdf

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

9

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

B. Any 3 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

5

File Description	Documents
URL to the research page on HEI website	https://symbiosiscollege.edu.in/Research
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

`0.05`

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

`0.17`

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/list%20of%20books_merged.pdf

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

`1`

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	**No File Uploaded**
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	**No File Uploaded**
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Our NSS volunteers through regular activities visit rural areas, surrounding slums and voluntary agencies to understand social issues. These volunteers help the villages and underprivileged people by giving them new ideas for the development of the village and to improve the standard of living of the villagers. During the COVID -19 Pandemic our NSS Volunteers worked as a Covid Warrior, Medical Social Worker at Jumbo Covid Centers. Many students participated as a volunteers at Blood donation campaign, Garbage Collection Drive, Food packets distribution campaign, Vaccination centers, Mask and Sanitizer distribution campaign and may more social service campaign organized by various NGOs.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/aqar/3.6.1%20(1)%20(4).pdf

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

00

File Description	Documents
Reports of the events organized	No File Uploaded
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

0

File Description	Documents
Reports of the events	No File Uploaded
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

2

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

4

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	[View File]()
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	[View File]()
Any additional information	[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 equipments, etc.

Each classroom has benches for students and podiums and rostrums for teachers. Each classroom has an Interactive Smart Board, LCD projector, and Head on mic. The wifi access in each class enables access to websites which helps in showing updates in real time. ICT enabled classrooms have helped in a more interactive, creative and updated teaching learning environment.

The college has an Audio-Visual Hall and one conference room which is used for seminars and workshops. Vishwabhavan (Auditorium) is air conditioned ICT enabled hall.

The college has two computer labs which are useful for computer based learning and training. Computer based exams are also conducted in the labs. All the computers in computer labs have various softwares installed such as SPSS, Tally etc. The language lab is used for soft skills and phonetics. The Psychology Lab is used by psychology students to conduct the experiments and administer the psychological tests on participants.

Library of the college contains numerous books and other e-resources accessible to students and faculty. There are two separate reading halls for students and teachers. The E-library aids in accessing multiple databases and e-resources.

The photocopy and scanning facility is available on campus.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://symbiosiscollege.edu.in/infrastructure

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

The college is a compact institute in the heart of the city. The college has one Audio Visual Hall and one conference room which is available for cultural programmes, curricular and co-curricular activities. Vishwabhavan is a well equipped , air conditioned hall with a seating capacity of 600, which is available for national and international conferences, prize distribution ceremony (academic and sports) and various events .

Volleyball court in the campus is available to students. The college has tied up with other institutes for using their grounds on rental basis. Students can play indoor games like chess , table tennis etc. Due to the pandemic no sports matches were organized by the University. To boost the morale of the students and keep their spirits high, the college organized a few online activities such as Run and Burn(Online running event), Suryanamaskar (Sun Salutation) Challenge and 1 minute Exercise Challenge for the students and staff .

The on campus Symbiosis Centre for Health Care caters to the medical requirements of students and staff.

The college has a well equipped gymnasium which is available to students and faculty . The college also has an open space dedicated for yoga, student activities etc.

File Description	Documents
Geotagged pictures	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://symbiosiscollege.edu.in/infrastructure

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

31

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

38.90

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

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

The college library has a good infrastructure, pleasant ambience and good collection of books and electronic resources. In our stock we have books on diverse subjects. We have a good collection of reference books covering the subjects of your curriculum. Besides that, the library has many Novels, Self-help and personality development books, Competitive Exam Preparation books and encyclopedias on different subjects. Library has a book

collection of 42123 along with journals, periodicals, e-books, e-journals, and CDs-DVDs.

SCAC Library initially went for automation in the year 1997 with a FoxPro based library software named 'VB-LIBR'. In 2007, the library migrated to another software having more features, named 'Libsuite'. In 2014, the library migrated to the KOHA open source library management system. It has various modules for various library operations along with WEBOPAC. The software is periodically updated and maintained through Annual Maintenance Contract.

Name of the ILMS software: KOHA

Nature of automation (fully or partially) : Fully

Version: 3.22.07.000

Year of automation: 2014

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sacc-koha.informindia.co.in/

4.2.2 - Institution has access to the following: A. Any 4 or more of the above
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

7.36

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

140

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

All the Classrooms have Interactive Smart Boards, LCD projectors, PA System, Computers,Printers and Head-on Mic etc.All these IT facilities are updated and maintained by the college IT department.

The College has its own website to provide up to date information. The website is monitored, updated and maintained the IT department of the college.

All computers are connected in LAN. The whole campus of the college has Wi-Fi facility with a speed of 22 Mbps. Free Wi-Fi is provided to allFaculty members, Administrative Staff and Students.

The college also has a presence on various social media platforms (You-Tube, Linkedin, Facebook, Instagram, etc.) to reach out to various stakeholders.

The institute has software installed in English Language Lab (ORELL), SPSS in Computer Lab and Library (OPAC). College uses

'Manthan' , the ERP software to meet the administrative requirements.

Computer Lab 1 contains 76 computers, Computer Lab 2 has 42 computers and Computer Lab 3 has 20 computers. The E-library is equipped with 13 computers. There are 7 servers catering to the requirements of the college.

The institute has 28 smart classrooms for better teaching learning process along with 2 seminar halls and one auditorium (Vishwabhavan) which are ICT enabled.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/aqar/4.3.1%20IT%20Policy.pdf

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3085	197

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

C. 20 Mbps - 35 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development: Facilities available

E. None of the above

for e-content development Media Centre
Audio-Visual Centre Lecture Capturing
System (LCS) Mixing equipments and
software for editing

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NO LINK](NO_LINK)
List of facilities for e-content development (Data Template)	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

36.15

File Description	Documents
Audited statements of accounts	[View File](View_File)
Upload any additional information	[View File](View_File)

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

The college campus maintenance is monitored through regular inspection. The Symbiosis Society has appointed the maintenance staff on contractual basis.

The college has various facilities such as Water Coolers, Fire Hydrants, DG Sets, Parking etc.

For the purpose of utilization of the halls, Classrooms(for extra curricular activities) , IT labs and other infrastructural facilities, processes are framed. Those are as follows:

Ø Classrooms and Halls:

o The Email has to be sent to Office Superintendent (OS) for booking of Classroom, Seminar Hall along with requirements of Peons, arrangement of refreshments andelectronic equipments etc.

Ø Computer Lab:

o A google form has to be filled mentioning the date, time and purpose of utilization of Computer Lab.

o Availability is confirmed by IT Department.

Ø Library:

o Remote access to various library resources is made available to students and faculties.

o Requisition for new books, journals etc. can be made to the librarian by filing a requisition form.

Ø Health Centre and Wellness Centre:

o Health Centre is 24/7 accessible by all the students and staff members.

o For Wellness Centre, a membership has to be taken by students, and some of the facilities are free for faculty.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/aqar/4.4.2%20Maintenance%20Policy.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

280

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

3

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	https://symbiosiscollege.edu.in/skill_development
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

230

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 adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

131

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

5.2.2 - Number of outgoing students progressing to higher education

82

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

63

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Students' Council is formed under Section 40 (2) (b) of the Maharashtra University Act, 1994 and the guidelines issued by Department of Students' Welfare, University of pune.Symbiosis College of Arts and Commerce, Student Council comprises of UR -University representative,one representative each from BA, B.

Com, M. A -English, Economics and Psychology ,M.Com 1 and 2, Sports, SDB, NSS, NCC Cultural representative and lady representatives (nominated by the Principal). It serves as a link between the students and the college management.

ACTIVITIES OF STUDENT COUNCIL:

The Student Council, and representation of students on various committees plays an important role in helping the college management, in providing better facilities and academic environment to its stakeholders. The Committees that it contributes are as follows

- Centre for liberal Arts

  ACCA

- NSS

- Marathi Drama circle

- Elocution and Debating

- International Initiative and Foreign Students Association:Environmental Awareness

- Anti-Ragging cell

- Prevention of sexual Harassment cell

- Skill Development Centre:

- Entrepreneurship cell

- IQAC

ACADEMICS: In our college all the departments have nominated one alumni student on its Board of Studies, every semester the department conducts one meeting where they give feedback and suggestions on the courses, assignments and examination pattern to

be implemented.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/6.1.2%20committees.pdf

5.3.3 - Number of sports and cultural events / competitions organised by the institution

2

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

ALUMNI SCAC

"An institution's alumni are the reflection of its past, representation of its present and a link to its future"

Alumni are the backbone of any institution and maintaining consistent alumni engagement is crucial to building a great institution and ensuring continuity.

In Symbiosis Alumni are the brand-ambassadors and our institution has immensely benefited from them socially, academically and professionally. They have been invited for an induction programme, training and mentoring sessions, grooming, Corporate readiness workshops and personality development sessions. Our alumni have been an integral part of our Board of Studies and IQAC meetings and their inputs /valuable suggestions have been incorporated in Syllabus Framing and strengthening our Academic endeavours.

Symbiosis College of Arts and Commerce takes immense pride in its alumni and their continued support in Mentoring,Career Guidance, Networking has strengthened industry academia linkages. They have been Role models for our Students and assets to their alma- mater. Leveraging the alumni community has been a win-win for both the institution and the alumni. The involvement of alumni in supporting and providing contributions voluntarily to their institution is important for maintaining and expanding our institution's development.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://symbiosiscollege.edu.in/alumni

5.4.2 - Alumni's financial contribution during the year   E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Vision

Symbiosis College of Arts and Commerce will be a Centre of Excellence in developing global competencies through knowledge creation and dissemination, character building and social commitment.

Mission

Symbiosis College of Arts and Commerce is committed to offer academic programmes in conventional and in emerging fields incorporating technology, research and an interdisciplinary approach. This academic endeavour will be supported by relevant co- curricular and extra-curricular activities inculcating life-

skills, values and social accountability enabling learners to make meaningful contributions globally.

The institutional leadership provides opportunity for teachers to participate in the decision-making process through their representation on various academic bodies like Governing Body, Academic Council, Board of Studies and Internal Quality Assurance Cell. The Vision and Mission of the College is the driving force for conducting various activities and devising the strategic and perspective plan of the College.The strategic plan and perspective plan focuses on the following areas:

1. Curriculum Design and Development

2. Implementation of UGC quality mandate

3. Teaching Learning

4. Examination and Evaluation

5. Administrative and Governance

6. Student career development

7. Entrepreneurship and Incubation

8. International Collaboration

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://symbiosiscollege.edu.in/statutory_cells

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

In order to practice and incorporate the spirit of decentralization and participative management, the college constitutes various committees and cells headed by the head of the institution, faculty members and students support team. At SCAC, we are committed to inculcating life-skills, values enabling the students to make meaningful contributions globally. In this spirit we intend to provide a democratic and participative environment to

education, reflected in our various activities, such as a two-day International Skill Convention organized by the Skill Development Center on February 17 and 18, 2021. The objective was to deliberate upon various issues of skilling youth world over and providing students an opportunity to listen, discuss and deliberate the role and importance of skill education in their professional and personal life. To enable this objective a total of seven dignitaries were invited to speak at the conclave and students form different colleges also participated in the program. The broader areas covered ranged from Financial planning, relevance of skills in Higher education to unfolding obstacles to take a leap forward. For successful implementation various committees such as core committee, technical committee, creative committee, registration, certificate and feedback committees formed inclusive of the teaching staff, administrative staff and students.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://symbiosiscollege.edu.in/assets/pdf/6.1.2%20committees.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

In the year 2020-21, the college has meticulously implemented the strategic plan. Under curriculum design and development, the college has introduced an interdisciplinary approach in B. Com., along with new specialisation HRM for B.Com. and B.Com. Honours . The college also implemented value addition and skill development programmes through Liberal Arts and Skill Development Center. College has implemented six Quality mandates as prescribed by UGC. To cope up with challenges posed by the pandemic, training sessions were conducted for the teaching staff for online teaching and evaluation. The college has adopted an Outcome Based Learning approach and has therefore prepared Graduating Attributes, POs and PSOs. Evaluation Reforms of adopting 70-30 patterns were

introduced at the level of the first year. Due to the pandemic, an online examination system was implemented. For the purpose of effective administration, the office procedures were reviewed and revised systems were introduced. The teachers were encouraged to undertake research projects through the Center for Study of Society and funding was provided by the college. Similarly the students were also motivated to write research papers and quality papers were published in the research book titled "Emerge". International initiatives were undertaken to foster Intercultural Learning.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/aqar/6.2.1 Strategic deployment .pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The college follows UGC guidelines and service rules and procedures prescribed by Government of Maharashtra for the staff appointed on grant-in scale whereas, for the staff appointed under Symbiosis Society scale the Performance Appraisal Report (PAR) system is applicable.The college has well-defined organizational structure ensuring effective decision making and functioning. The organizational structure of the college has been broadly classified into policy formation and execution. Symbiosis Society, Governing Body, Academic Council, Board of Studies and the parallel supporting committees such as Finance Committee, Internal Quality Assurance Cell, and Board of Examination form part of policy decision- making bodies. The Organizational Structure for further execution and implementation includes the head of the institute Principal who is further assisted by the administrative wing and various statutory and non-statutory committees and bodies formed as per the UGC guidelines dated February,12th 2018.The college have eleven Board of studies inclusive of the head of department as the chairperson and other faculty members as its members.

The Centre for skill development (CSD), Centre for Innovation and Entrepreneurship (CIE), Symbiosis Centre for Liberal Arts enable

student facilitation along with Library, Gymkhana, NSS and other associations.

File Description	Documents
Paste link to Organogram on the institution webpage	https://symbiosiscollege.edu.in/assets/pdf/ORGANOGRAM%20FOR%20SCAC%20(1).pdf
Upload any additional information	View File
Paste link for additional Information	https://symbiosiscollege.edu.in/#

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

B. Any three of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

For teaching and non-teaching staff on grant-in-aid Career Advancement Scheme is applicable and for the staff not on grand-in- aid PAR system. PAR is a method of Performance Appraisal Report conducted every year for the staff of Symbiosis College of Arts and Commerce and as per the guidelines received from Symbiosis Society which is followed online every year for the evaluation and career development of the employees. This helps the employees in self-appraisal further followed by their career progress, recommendations for promotions, increments, etc. Medical Insurance for all Staff – Mediclaim is provided to each staff member as a welfare measure, on their appointment, to avail the

same in case of any medical emergency. Diwali advances as required and Gift vouchers are given to the staff member before Diwali every year as a token of appreciation and consideration. Gifts/Mementos to the retired staff from staff welfare funds are also provided as an appreciation of their services rendered in the institute and as a token of remembrance from college. The college conducts various training programs for all the staff members throughout the year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://manthan.symbiosis.edu.in/

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

15

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 programmes organized by the Institution for its teaching and non-teaching staff during the year

7

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation /

Induction Programmes, Refresher Courses, Short-Term Course, etc.)

15

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The college conducted statutory audit and Internal Audit for financial Year 2020-2021. Internal Audit was conducted via E-Audit Mode during Dec 2020 due to Covid Pandemic situation for the period April 20 to Nov 2020 based on Soft Copies shared by Accounts to our Internal Auditor M/s Sharad Shah & Co. based on said checking the Statutory Financial Audit was completed on 13/09/2021 by our Auditor M/s MSDN & Associates Chartered Accountants for SCAC for the Financial Year 2020-2021. Government Audit: Every month data for Online and Offline Advance Salary Bills is provided by Accounts to Joint Director of Higher Education, Pune Region, Pune and then we receive Salary Grant in our designated Bank Account which we subsequently disburse to bank account of concerned Grant in Aid staff. The government audit takes place as and when directed by the authorities. College maintains all required records as prescribed by the authorities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/18811/18811_288_657.pdf?1653110953

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

15000

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The College applies for various schemes introduced by UGC for getting funds for research & infrastructure. The college continued to spend the amount sanctioned under RUSA Component-8, 'Enhancing Quality and Research in Select Autonomous College' for the grant of Rs. 5 Crores. The College submits the Statement of Accounts along with utilization certificate as and when demanded by RUSA. The items are purchased as per the guidelines provided by Government of Maharashtra and the procedure is followed for the procurement of various items. The college has also received Grant under the scheme of "College for Potential Excellence" and utilised it effectively. The college had applied for a grant under UGC guidelines for NSQF Skill Based programmes and a grant of Rs. 1 Cr for running four offline courses was sanctioned by UGC on 24th September 2020. However due to pandemic situations the courses could not be conducted offline and hence the grant was not disbursed by UGC. The College also submits the Accounts for the Utilization of Rs. 15,00,000/- towards the Autonomy Grant to be received from UGC for the Academic Year 2020-21."

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://symbiosiscollege.edu.in/assets/pdf/aqar/RUSA%20Approval%20Letter.pdf

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality

initiatives (Second and subsequent cycles)

The IQAC has devised the format for designing the curriculum as well as the format for Academic and Administrative Audit (AAA) based on the NAAC guidelines. The External Peer Members have been appointed to conduct the AAA and based on their recommendations the changes are introduced. IQAC has also developed the API calculator for the faculty. As per the UGC mandate the College has constituted six different groups to facilitate various schemes introduced by UGC like Diksharambh, Gurudakshata, UGC Care, LOCF etc.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://symbiosiscollege.edu.in/assets/pdf /aqar/6.5.3%20AAA%20report%202020-21.pdf</u>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Teaching and Learning- In the year 2020-21 the Teaching Learning Resource Center continued to provide a platform to develop resources and capabilities of both students and teachers. With an objective to facilitate the faculty in adopting pedagogy, learning and evaluation system, training sessions were organised on "Advanced Online Teaching Tools and "Effectively Conducting Online Assignments".The principal of the college delivered a lecture on "New Education Policy" (NEP) to update and motivate the faculty about the opportunities offered by the NEP. As the first step towards adopting the LOCF,the college formulated the Graduating Attributes, POs for B. Com., B.A., M.Com. and M.A. Programmes and also the PSOs for 22 different specialisations. The college also takes structured feedback from the faulty, analyses it and corrective actions are initiated.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://symbiosiscollege.edu.in/assets/pdf /aqar/faculty%20Feedback.pdf</u>

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://symbiosiscollege.edu.in/assets/pdf/aqar/ANNUAL%20REPORT%20FOR%20THE%20YEAR%202020.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	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

In SCAC we aim to achieve gender equity that recognizes each person has different circumstances.In the process of being fair to women and men,Institution has introduced gender sensitization related courses through varied curriculum programs.

Under Symagine cultural program and TED X SCAC has organized classical dance fusion embodying the theme of Women Empowerment.

In March 2020 by Mrs. Jasmina as Project 'Veera' under SSIP with intention ofstudents sharinggender related issues and a helping hand is provided by 'Veera' team including panelists, advisors and associate members and students were able to find their voices, share their stories and get help to come out of trauma. The project 'Veera' was active on social media and thus remained active during pandemic lockdown during 2020.

We have a dedicated counsellor to help students and faculty to get over their adjustment issues with the 'new normal' of a pandemic. The counselor approached clients through tele counselling and video calls to keep the reach. T

In campus safety and security of students has always been institute's priority which is ensured through recruiting both men and women security staff and CCTV cameras assuring 24*7 vigilance and safety at the campus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://www.symbiosiscollege.edu.in/assets/pdf/psychological%20counseling%20report%2020-21.pdf

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

B. Any 3 of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid waste management:

The institute segregates solid waste into Bio-degradable and non-biodegradable. High-capacity biogas plant has been set up in the campus to deal with biodegradable waste. Institute manages biodegradable waste through green waste shredding machine and using the same to create vermicompost. Throughout the campus as well as outside the classroom dust bins are provided. Institution outsources waste management through our partners agency Sai Allied Services Limited.

Liquid Waste Management:

The institute takes care of liquid waste through well -constructed drainage system leading to the closed collection tanks, the tanks are regularly cleaned to avoid stagnation of water. Timely cleaning of tanks and drainage system is ensured.

E-Waste Management:

E-waste bins have been set up in the college campus to inculcate conscious behavior for segregation of E waste.

Water Recycling System:

Institute has a Rainwater Harvesting tank capacity of 10,00,000 liter and another water reuse is ensured through 30,000-liter capacity tank. The campus has borewells to meet general water needs of the institution. Soak pits were constructed at appropriate places to raise the water table. In nearby hill areas, storage tanks are built in collaboration with Pune based NGO Vasundhara.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

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
Geotagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

E. None 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	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.   **B. Any 3 of the above**

File Description	Documents
Geotagged photographs / videos of facilities	<u>View File</u>
Policy documents and brochures on the support to be provided	<u>View File</u>
Details of the software procured for providing assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The brand Symbiosis has commenced on the strong foundation of tolerance and harmony with the goal in mind to create interrelationship within different converging world communities.In 2020-2021 the following programs with keeping the above in focus. SCAC Center for Innovation and Entrepreneurship has organized TedX SCAC through various initiatives like Symbi Talks, cultural

performances and inviting revered speakers from distinguished fields. The fourth edition of the independently organized TED was based on 'Traversing the Undiscovered'. TedX SCAC organized various cultural performances such as Multi-Instrumental Musical Performance, Semi-Classical and Folk Dance, Culmination of Poetry and Music, Classical Dance Fusion embodying Women Empowerment. Symbi Talks 2021 prelude to TEDxSCAC, a platform to influence and inspire young minds through the accomplishments and the experiences of Symbi Achievers in their walk of life.

On the lines of developing cultural confluence and understanding diversities, a mini lecture series on Eastern Western Conceptualization of Happiness was organized by the Department of Psychology with Kutztown University of Pennsylvania USA.The department created and designed a Booklet on Stigma which covers various social and communal issues.

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

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

- **Project Veera conducted a student guest webinar 'Basics of Constitution & Social Media Privacy (by Abeer Tiwari and Hiranmai Rao) on 15th August 2020.**

- **Celebration of Constitution Day : Displayed Preamble on Faculty Microsoft Teams and on Political Science teams on 26th November 2020.Highlighted the importance of the day and showed the documentary Samvidhan episode 1 for the 23 SYBA students.**

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization 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 Annual awareness programmes on the Code of Conduct are organized

D. Any 1 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 programmes, 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

1. National Unity Day - 31st October 2020

2. Constitution Day - 26th November 2020

3. Chhatrapati Shivaji Maharaj Jayanti - 19th February 2021

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practices - I

Preparing students to be globally employable

Objectives:

- **To facilitate inter-domain subject knowledge and practical skills**

- **To make students industry and placement ready for the job market.**

- **Bridging the industry academia gap by training the students with help of trained professionals.**

Practice:

- **Innovative Evaluation Methodology**

- **Interdisciplinary Approach**

- **Evidence of success:**

- **The Degree with Honours programme commenced in the year 2014 with 219 students. In a span of a few years it has scaled up to a total of 535 students.**

- **The Symbiosis Centre for Liberal Arts which started with six**

courses in 2006 and has now increased to thirty six courses. The student enrolment has also increased to 610 students.

Best Practice-II

Internationalization: International Initiatives

Objectives:

- To promote international education and to integrate internationalization into current, future strategic institutional objectives and initiatives

- To help students develop a global perspective.

- To facilitate faculty exchange programme.

- To undertake joint research projects.

Practice:

The College

- has created an International Initiative Cellwhich organizes programmes that promote interculturalism.

- Under the scholars-in-residenceprogramme, Professors from foreign universities visit the college and engage in lectures and seminars.

Evidence of Success:

- 4 of our liberal arts students are on a yearlong student exchange program to Hildesheim University under Erasmus Plus namely Noopur Patil, Siddharth Keshan, Sanyukta Shrotri, Janhavi Rathod.

- Our college collaborated with the Varna University of Management, Bulgaria for the 5th International Ph.D. Seminar

held from 7th-10th September 2020. Three of our students received the Best Research Paper Award.

File Description	Documents
Best practices in the Institutional website	https://symbiosiscollege.edu.in/assets/pdf/BEST_PRACTICES.pdf
Any other relevant information	https://symbiosiscollege.edu.in/assets/pdf/aqar/7.2.1_new.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Quality Education and Operational excellence.

??Following are the pillars that support quality education:

- Access to quality teachers – Our teachers are highly qualified academicians; 34 teachers (21 PhD degree holders). At SCAC we offer 320 courses with emphasis on conventional and contemporary curriculum, innovative specializations, 28 value added courses catering to industry-readiness and enhancing employability.

- Use of quality learning tools and professional development : There are 28 classrooms equipped with advanced technical devices enhancing the overall learning experience. We have a language & computer lab with access to research software such as SPSS. During the pandemic seamless transition to online teaching was facilitated through use of Microsoft Teams. Exams were conducted online through use of Google Classrooms.

Evidences of the operational excellence :

- Heavy demand for admission by students; we received nearly 6000 applications from across India. Our students' composition reflects multicultural ethos which helps broaden their perspectives and world view.

- The college follows participative management technique, democratic way of working which is reflected in the decision making procedure of the college.

- Alumni : The students upon completion of their education at Symbiosis experience an overall growth in personality and they become contributors to society in variety of ways.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The endeavour of the college has always been to add value to the curriculum by planning, designing, and developing the course according to the changing trends and dynamics of the ecosystem. The following procedure is adopted by the college to fulfil its objectives. The course objectives and the learning outcomes which are prepared and designed by the faculty are initially presented and discussed in the departmental meetings. The department then conducts the Board of Studies meetings where these courses are presented, and the members provide their valuable feedback which is accordingly incorporated. The Board of Studies of each department oversees the relevancy and requirements of any course in the programmes that the department offers. The course outline is then presented in the Academic Council Meetings and the Governing Body meetings. Thus, a lot of planning goes in the framing of the course curriculum. Furthermore, the college has been using feedback from students and teachers, to upgrade its curricula. There is also a lot of focus given on the incorporation of topics in the curriculum which has relevance to the local, national, regional, and global developmental needs with well-defined and informed learning objectives at Program as well as at course levels.

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	https://symbiosiscollege.edu.in/GA_PO_PSO

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

14

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	**No File Uploaded**

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

320

File Description	Documents
Curriculum / Syllabus of such courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	[View File](#)
MoUs with relevant organizations for these courses, if any	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

12

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

23

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The college has a Board of Studies which prepares and approves curriculum. While making curriculum, special attention is given to Professional Ethics, Gender, Human values, Environment and Sustainability.

Professional Ethics - The courses facilitate ethical effective decision making in managerial, social and geographical arenas. The core knowledge of the subject helps students in developing how to behave or perform in varied scenarios.

Gender – The courses facilitate gender sensitization and creativity. They help in understanding how gender can affect various daily life situations, business situations etc..

Human Values – The courses inculcate human values and help understanding the laws and recent practices to conduct as a responsible citizen.

Environment and Sustainability - The courses help in building and understanding environment friendly and sustainable practices for the betterment of the society.

The percentage of courses which address these issues are –

Issues integrated in the curriculum

Number of courses in the curriculum of which these issues are integrated

Percentage of courses in the curriculum of which these issues are integrated

Professional Ethics

275

85.94%

Gender

208

65.00%

Human Values

281

87.81%

Environment & Sustainability

174

54.38%

Total courses - 320

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	[View File](#)
Any additional information	**No File Uploaded**

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

28

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

480

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

969

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://symbiosiscollege.edu.in/assets/pdf/aqar/1.4.%20Feedback%20system.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following	A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://symbiosiscollege.edu.in/assets/pdf/aqar/1.4.%20Feedback%20system.pdf
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

3085

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

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

691

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 students' learning levels and organises special programmes for both slow and advanced learners.

The college does not have a formal procedure to identify the slow and advanced learners, however we do offer programs and courses that cater to the different learning paces. College offers an array of programs and courses for advanced learners

Honours program aims at creating a unique educational paradigm which blends intense subject domain and knowledge along with practical skills required for enhancing employability of students.

As a natural progression, the College has integrated the ACCA Program with the regular B. Com Program, from the academic year 2018-19 as B.COM with specialization in ACCOUNTING AND FINANCE.

The approach to teaching and learning at the Liberal Arts Center aims to develop the students from all angles. It is a wholesome program which takes care of intellect, emotions and ethics.

The Symbiosis Center for Skill Development is a Multi-Skill Development Center aims to bridge the gap between industry and academia, develop specific skills of a high order to make our students employable with diverse knowledge and applied skills.

For the slow learners that are informally identified by the teachers in the classroom, the college offers various remedial courses to help them keep apace with the regular classroom teaching.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://symbiosiscollege.edu.in/degree_with_honour_programme

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/10/2021	3085	34

File Description	Documents
Upload 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:

The pandemic has paved the way for exploring technology-based student centric methods to enable participative learning and the use of problem-solving methodologies for enhancing learning experiences. Depending upon the subject and its curriculum, teachers used innovative pedagogy to make online teaching more effective. Research project is an integral part of Honors and Post-graduate programs curriculum through which students worked on primary data with application of theoretical concepts. College has taken efforts to enhance learning experiences by providing the students with online co-curricular and extracurricular opportunities. Students were encouraged to actively participate, host and organized programs such as TEDxSCAC, International skill conclave, Entrepreneurship summit, International and National webinars, student exchange program to Hildesheim University under Erasmus Plus, competitions such as Emerge-research paper competition, Waxing Eloquent-elocution and debate competition, Marathi play reading competition, guest sessions, alumni engagement sessions and workshops. Symbiosis College of Arts and Commerce aims to bring about holistic development of students through inside and out of class enhanced learning experiences.

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://symbiosiscollege.edu.in/assets/pdf/aqar/2.3.1-Experimental-and-Participative-Learning.pdf

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

ICT enabled tools including online resources for effective teaching and learning process. Teaching and learning were entirely done through LMS MS Teams. Online-content and e-resources such as articles pdfs, book pdfs were shared, power-point presentations were used through this platform. MS teams and Google classroom were used for conducting quiz, assignment and examinations. Sharing of study material and e-content was done through Teams and google classroom. Teachers used language apps, e-pathshala, e-Gyankosh, Scribd teaching resources and Swayam platform for additional teaching resource. TED talks, Josh Talks, documentaries, short films, film clips, blogs, and vlogs, You Tube videos were used for experiential learning. E-resources from N-list, JSTOR, CMIE, Economic outlook, RBI, MOSPI were shared with students as reference material. Break out rooms and poll in Teams features were used to conduct activities online. Portals such MCA website, Big blue button, Phonetics, University of IOWA,BBC were used for referring to additional resources. Tally,ERP and Ms Excel was used to teach the subjects Accounts and Costing. Some teachers created their own learning material on YouTube which is shared with students.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://symbiosiscollege.edu.in/assets/pdf/aqar/2.3.2-ICT-Enabled-tools-and-CLassroom-codes.pdf
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

34

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The annual Academic calendar is prepared in consultation with the Principal, Vice Principal, IQAC coordinator, Controller of Examination, Head of the departments, Centers, Association in charge and Teachers. First and foremost, semester start and end dates and vacation as notified by the affiliating university SPPU are taken into consideration. Accordingly, examination dates are finalized. Dates are fixed for statutory meetings of Governing Body, Academic Council, IQAC, Board of Studies and the remaining slots are earmarked by prioritizing mandatory programs. The calendar is uploaded on the college website for the reference of all stakeholders.

Adherence: -At the end of the month, a follow-up is done on which programs have been completed, which need to be rescheduled or cancelled. Care is taken to ensure that the programs specified in the Academic calendar are conducted as per the schedule.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

34

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

21

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

14

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

44.5

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

4

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The Academic year of 2020-21 was started in the last week of August 2020. The Regular and Backlog Examinations of UG and PG for October 2020 were held between 4 th January to 4 th February 2021. Open Book Examination pattern was used for these exams and exams were conducted using Google classrooms. College introduced 70-30 pattern to the first year students of BA and BCom. Accordingly, Internal Assessment of 70 Marks per subject was done by the subject teachers and 30 Marks Semester end examination was conducted. The regular semester end and backlog examinations of of UG and PG for April 2021 were held from 8th May 2021. Online Open book examination format was used for these exams. And these exams were conducted using google classroom. Due to covid pandemic there was lockdown in Pune and college admin staff as well as teachers were working from home during the period of examinations. And, it was decided to conduct these online exams from Home. For this a detailed procedure and system incorporating all required checks and balances was devised. To explain all the details of the process, separate meetings/training sessions of UG & PG faculty, admin staff were conducted.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://symbiosiscollege.edu.in/assets/pdf/2.5.3_Controller_of_Exam_Report.pdf

2.6 - Student Performance and Learning Outcomes

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

The Graduate Attributes(GA), Programme Specific Outcomes(PSO) and Programme Outcomes(PO) have been communicated to the teachers and uploaded on the college website; currently the process of formulating the Course Outcomes(CO) is under process. The GA and PO were drafted by a committee made specifically for the purpose and the GA and PO proposed by the committee were approved in the Academic council meeting held in June 2020, the minutes of which have been uploaded on the college website, the minutes contain the details of all GA and PO. In the same meeting it was informed that the PSO were presented in the respective Board of Studies of all departments by the faculties in-charge and PSO were approved in the respective Board of Studies.

We are moving in the direction of PO and CO mapping and for that we are equipping our teachers through various workshops. The college intends to implement the mapped CO and PO from the next academic year.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	View File
Link for additional Information	https://symbiosiscollege.edu.in/GA_PO_PSO

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

We are in the process of designing the Course outcomes along the lines of our Programme Outcomes. Each course outcome is

mapped to one or multiple Programme Specific Outcomes.The Vision-Mission of the College, the Graduating Attributes(GA), Programme Outcomes(PO) and Programme Specific Outcomes(PSO) are taken as a base to frame the Course Outcomes(CO).

One of the ways to attain the PO and PSOs is to map with the evaluation system. To ensure the continuous assessment of the students, we have a framework of Internal and external assessment. In the academic year, 2020-21 the assessment pattern introduced for the First-year UG students is 70:30. The previous pattern continues for second and third-year students is 40:60. With the introduction of this new pattern of assessment, the weightage of internal assessment has increased from 40% to 70%.

The heterogenous assessment formats provide an opportunity to attain the Program outcomes and Program Specific Outcomes.

A wide range of curricular, Co-curricular and extra-curricular activities are organized by Departments and Associations and Centers of our college which direct us towards the attainment of our Graduating Outcomes Program outcomes and course outcomes.

All the above help us in the attainment of Programme Outcomes and Course Outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://symbiosiscollege.edu.in/GA_PO_PSO

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1038

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://symbiosiscollege.edu.in/assets/pdf/2.5.3_Controller_of_Exam_Report.pdf

2.7 - Student Satisfaction Survey

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

https://symbiosiscollege.edu.in/assets/pdf/aqar/2.7.1%20SSS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The Symbiosis College of Arts and Commerce is committed to promoting research and creatinga vibrant research culture amongst its faculty and students. The college has awell-defined research policy, which is ratified by the IQAC and uploaded on the college website for the purposes of transparency. The research policy aims to provide a definite framework for facilitating research initiativesin the area of humanities & commerce/ business studies. The college also has a Research Committee made up of senior faculty under the chairmanship of the Principal of the college, Dr. Hrishikesh Soman. The committee monitors research initiatives on a regular basis. The research policy along with the Research Committee not only help in ensuring quality, integrity and ethics in research but also facilitate the identification of research areas of academic and social relevance, ensure quality in research publications and conference presentations, enhance research competence through training in research methodology,statistical methods, academic writing, intellectual property rights support the organizing of conferences and workshops, ensure suitable infrastructural facilitiessuch as space, library and lab facilities, help find funding internal and/or external from governmental or non-

governmental agencies for travel, minor/ major research based on the merit of the proposed research.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://symbiosiscollege.edu.in/assets/pdf/Research_Policy1.pdf
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Nil

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	**No File Uploaded**
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	**No File Uploaded**
List of teachers receiving grant and details of grant received	**No File Uploaded**
Any additional information	**No File Uploaded**

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

14.96

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

19

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://symbiosiscollege.edu.in/assets/pdf/Research_Projects.pdf
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

7

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

10

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://symbiosiscollege.edu.in/assets/pdf/Research_Projects.pdf
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

In order to promote research, the institution has set up a research advisory committee. The institution created the Centre for Study of Society with the view to promote multi-disciplinary research to be undertaken by faculty either individually or in collaboration. It mainly aims at undertaking short term and long term research projects relevant to the study of society.

The institution has also created a Center for Innovation and Entrepreneurship (CIE) which endeavors to encourage entrepreneurial ecosystem in the college and nurture entrepreneurial mindset amongst students. Through innumerable initiatives, the center creates a vibrant platform for experiential learning. It guides students to identify business opportunities and build their own startups.

In the year 2018, the Center was privileged to be digitally inaugurated by the hands of Hon Prime Minister of India, Shri

Narendra Modi. The Centre has been the beneficiary of the RUSA grant received by the college for entrepreneurship development.

College is actively engaged in community activities. For example, the college has started Project Veera, aSymbiosis Social Involvement Program(SSIP),which aims at raising awareness about those unheard crimes and taboos which are suffered by women and youth in general and are often suppressed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/aqar/3.3.1.pdf

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

9

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	B. Any 3 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

5

File Description	Documents
URL to the research page on HEI website	https://symbiosiscollege.edu.in/Research
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0.05

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

0.17

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/list%20of%20books_merged.pdf

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

1

File Description	Documents
Any additional information	[View File](#)
Bibliometrics of the publications during the year	[View File](#)

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	**No File Uploaded**
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	**No File Uploaded**
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Our NSS volunteers through regular activities visit rural areas, surrounding slums and voluntary agencies to understand social issues. These volunteers help the villages and underprivileged people by giving them new ideas for the development of the village and to improve the standard of living of the villagers. During the COVID -19 Pandemic our NSS Volunteers worked as a Covid Warrior, Medical Social Worker at Jumbo Covid Centers. Many students participated as a volunteers at Blood donation campaign, Garbage Collection Drive, Food packets distribution campaign, Vaccination centers, Mask and

Sanitizer distribution campaign and may more social service campaign organized by various NGOs.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/aqar/3.6.1%20(1)%20(4).pdf

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

00

File Description	Documents
Reports of the events organized	No File Uploaded
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

0

File Description	Documents
Reports of the events	No File Uploaded
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

2

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

4

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

Each classroom has benches for students and podiums and rostrums for teachers. Each classroom has an Interactive Smart Board, LCD projector, and Head on mic. The wifi access in each class enables access to websites which helps in showing updates in real time. ICT enabled classrooms have helped in a more interactive, creative and updated teaching learning environment.

The college has an Audio-Visual Hall and one conference room which is used for seminars and workshops. Vishwabhavan (Auditorium) is air conditioned ICT enabled hall.

The college has two computer labs which are useful for computer based learning and training. Computer based exams are also conducted in the labs. All the computers in computer labs have various softwares installed such as SPSS, Tally etc. The language lab is used for soft skills and phonetics. The Psychology Lab is used by psychology students to conduct the experiments and administer the psychological tests on participants.

Library of the college contains numerous books and other e-resources accessible to students and faculty. There are two separate reading halls for students and teachers. The E-library aids in accessing multiple databases and e-resources.

The photocopy and scanning facility is available on campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://symbiosiscollege.edu.in/infrastructure

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

The college is a compact institute in the heart of the city. The college has one Audio Visual Hall and one conference room which is available for cultural programmes, curricular and co-curricular activities. Vishwabhavan is a well equipped , air conditioned hall with a seating capacity of 600, which is available for national and international conferences, prize distribution ceremony (academic and sports) and various events.

Volleyball court in the campus is available to students. The college has tied up with other institutes for using their grounds on rental basis. Students can play indoor games like chess , table tennis etc. Due to the pandemic no sports matches were organized by the University. To boost the morale of the students and keep their spirits high, the college organized a few online activities such as Run and Burn(Online running event), Suryanamaskar (Sun Salutation) Challenge and 1 minute

Exercise Challenge for the students and staff .

The on campus Symbiosis Centre for Health Care caters to the medical requirements of students and staff.

The college has a well equipped gymnasium which is available to students and faculty . The college also has an open space dedicated for yoga, student activities etc.

File Description	Documents
Geotagged pictures	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://symbiosiscollege.edu.in/infrastructure

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

31

File Description	Documents
Upload any additional information	[View File](#)
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

38.90

File Description	Documents
Upload audited utilization statements	[View File](#)
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	[View File](#)

4.2 - Library as a Learning Resource

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

The college library has a good infrastructure, pleasant ambience and good collection of books and electronic resources. In our stock we have books on diverse subjects. We have a good collection of reference books covering the subjects of your curriculum. Besides that, the library has many Novels, Self-help and personality development books, Competitive Exam Preparation books and encyclopedias on different subjects. Library has a book collection of 42123 along with journals, periodicals, e-books, e-journals, and CDs-DVDs.

SCAC Library initially went for automation in the year 1997 with a FoxPro based library software named 'VB-LIBR'. In 2007, the library migrated to another software having more features, named 'Libsuite'. In 2014, the library migrated to the KOHA open source library management system. It has various modules for various library operations along with WEBOPAC. The software is periodically updated and maintained through Annual Maintenance Contract.

Name of the ILMS software: KOHA

Nature of automation (fully or partially) : Fully

Version: 3.22.07.000

Year of automation: 2014

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://sacc-koha.informindia.co.in/

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	[View File](#)
Upload any additional information	[View File](#)

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

7.36

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

140

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

All the Classrooms have Interactive Smart Boards, LCD projectors, PA System, Computers,Printers and Head-on Mic etc.All these IT facilities are updated and maintained by the college IT department.

The College has its own website to provide up to date

information. The website is monitored, updated and maintained the IT department of the college.

All computers are connected in LAN. The whole campus of the college has Wi-Fi facility with a speed of 22 Mbps. Free Wi-Fi is provided to allFaculty members, Administrative Staff and Students.

The college also has a presence on various social media platforms (You-Tube, Linkedin, Facebook, Instagram, etc.) to reach out to various stakeholders.

The institute has software installed in English Language Lab (ORELL), SPSS in Computer Lab and Library (OPAC). College uses 'Manthan' , the ERP software to meet the administrative requirements.

Computer Lab 1 contains 76 computers, Computer Lab 2 has 42 computers and Computer Lab 3 has 20 computers. The E-library is equipped with 13 computers. There are 7 servers catering to the requirements of the college.

The institute has 28 smart classrooms for better teaching learning process along with 2 seminar halls and one auditorium (Vishwabhavan) which are ICT enabled.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/aqar/4.3.1%20IT%20Policy.pdf

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3085	197

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	C. 20 Mbps - 35 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	NO LINK
List of facilities for e-content development (Data Template)	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

36.15

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

The college campus maintenance is monitored through regular inspection. The Symbiosis Society has appointed the maintenance staff on contractual basis.

The college has various facilities such as Water Coolers, Fire Hydrants, DG Sets, Parking etc.

For the purpose of utilization of the halls, Classrooms(for extra curricular activities) , IT labs and other infrastructural facilities, processes are framed. Those are as follows:

Ø Classrooms and Halls:

o The Email has to be sent to Office Superintendent (OS) for booking of Classroom, Seminar Hall along with requirements of Peons, arrangement of refreshments andelectronic equipments etc.

Ø Computer Lab:

o A google form has to be filled mentioning the date, time and purpose of utilization of Computer Lab.

o Availability is confirmed by IT Department.

Ø Library:

o Remote access to various library resources is made available to students and faculties.

o Requisition for new books, journals etc. can be made to the librarian by filing a requisition form.

Ø Health Centre and Wellness Centre:

o Health Centre is 24/7 accessible by all the students and staff members.

o For Wellness Centre, a membership has to be taken by students, and some of the facilities are free for faculty.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/aqar/4.4.2%20Maintenance%20Policy.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

280

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	[View File](#)
Upload any additional information	[View File](#)

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

3

File Description	Documents
Upload any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	**A. All of the above**

File Description	Documents
Link to Institutional website	https://symbiosiscollege.edu.in/skill_development
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

230

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 adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	**A. All of the above**

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

131

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

5.2.2 - Number of outgoing students progressing to higher education

82

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

63

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Students' Council is formed under Section 40 (2) (b) of the Maharashtra University Act, 1994 and the guidelines issued by Department of Students' Welfare, University of pune.Symbiosis College of Arts and Commerce, Student Council comprises of UR –University representative,one representative each from BA, B. Com, M. A –English, Economics and Psychology ,M.Com 1 and 2, Sports, SDB, NSS, NCC Cultural representative and lady representatives (nominated by the Principal). It serves as a link between the students and the college management.

ACTIVITIES OF STUDENT COUNCIL:

The Student Council, and representation of students on various committees plays an important role in helping the college management, in providing better facilities and academic environment to its stakeholders. The Committees that it contributes are as follows

- Centre for liberal Arts

  ACCA

- NSS

- Marathi Drama circle

- Elocution and Debating

- International Initiative and Foreign Students Association:Environmental Awareness

- Anti-Ragging cell

- Prevention of sexual Harassment cell

- **Skill Development Centre:**

- **Entrepreneurship cell**

- **IQAC**

ACADEMICS: In our college all the departments have nominated one alumni student on its Board of Studies, every semester the department conducts one meeting where they give feedback and suggestions on the courses, assignments and examination pattern to be implemented.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/6.1.2%20committees.pdf

5.3.3 - Number of sports and cultural events / competitions organised by the institution

2

File Description	Documents
Report of the event	[View File](#)
List of sports and cultural events / competitions organised per year	[View File](#)
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

ALUMNI SCAC

"An institution's alumni are the reflection of its past, representation of its present and a link to its future"

Alumni are the backbone of any institution and maintaining consistent alumni engagement is crucial to building a great institution and ensuring continuity.

In Symbiosis Alumni are the brand-ambassadors and our institution has immensely benefited from them socially, academically and professionally. They have been invited for an induction programme, training and mentoring sessions, grooming, Corporate readiness workshops and personality development sessions. Our alumni have been an integral part of our Board of Studies and IQAC meetings and their inputs /valuable suggestions have been incorporated in Syllabus Framing and strengthening our Academic endeavours.

Symbiosis College of Arts and Commerce takes immense pride in its alumni and their continued support in Mentoring,Career Guidance, Networking has strengthened industry academia linkages. They have been Role models for our Students and assets to their alma- mater. Leveraging the alumni community has been a win-win for both the institution and the alumni. The involvement of alumni in supporting and providing contributions voluntarily to their institution is important for maintaining and expanding our institution's development.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://symbiosiscollege.edu.in/alumni

5.4.2 - Alumni's financial contribution during the year | E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Vision

Symbiosis College of Arts and Commerce will be a Centre of Excellence in developing global competencies through knowledge creation and dissemination, character building and social commitment.

Mission

Symbiosis College of Arts and Commerce is committed to offer academic programmes in conventional and in emerging fields incorporating technology, research and an interdisciplinary approach. This academic endeavour will be supported by relevant co- curricular and extra-curricular activities inculcating life-skills, values and social accountability enabling learners to make meaningful contributions globally.

The institutional leadership provides opportunity for teachers to participate in the decision-making process through their representation on various academic bodies like Governing Body, Academic Council, Board of Studies and Internal Quality Assurance Cell. The Vision and Mission of the College is the driving force for conducting various activities and devising the strategic and perspective plan of the College.The strategic plan and perspective plan focuses on the following areas:

1. Curriculum Design and Development

2. Implementation of UGC quality mandate

3. Teaching Learning

4. Examination and Evaluation

5. Administrative and Governance

6. Student career development

7. Entrepreneurship and Incubation

8. International Collaboration

File Description	Documents
Upload any additional information	[View File]
Paste link for additional Information	https://symbiosiscollege.edu.in/statutory_cells

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

In order to practice and incorporate the spirit of decentralization and participative management, the college constitutes various committees and cells headed by the head of the institution, faculty members and students support team. At SCAC, we are committed to inculcating life-skills, values enabling the students to make meaningful contributions globally. In this spirit we intend to provide a democratic and participative environment to education, reflected in our various activities, such as a two-day International Skill Convention organized by the Skill Development Center on February 17 and 18, 2021. The objective was to deliberate upon various issues of skilling youth world over and providing students an opportunity to listen, discuss and deliberate the role and importance of skill education in their professional and personal life. To enable this objective a total of seven dignitaries were invited to speak at the conclave and students form different colleges also participated in the program. The broader areas covered ranged from Financial planning, relevance of skills in Higher education to unfolding obstacles to take a leap forward. For successful implementation various committees such as core committee, technical committee, creative committee, registration, certificate and feedback committees formed inclusive of the teaching staff, administrative staff and students.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://symbiosiscollege.edu.in/assets/pdf/6.1.2%20committees.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

In the year 2020-21, the college has meticulously implemented the strategic plan. Under curriculum design and development, the college has introduced an interdisciplinary approach in B. Com., along with new specialisation HRM for B.Com. and B.Com. Honours . The college also implemented value addition and skill development programmes through Liberal Arts and Skill Development Center. College has implemented six Quality mandates as prescribed by UGC. To cope up with challenges posed by the pandemic, training sessions were conducted for the teaching staff for online teaching and evaluation. The college has adopted an Outcome Based Learning approach and has therefore prepared Graduating Attributes, POs and PSOs. Evaluation Reforms of adopting 70-30 patterns were introduced at the level of the first year. Due to the pandemic, an online examination system was implemented. For the purpose of effective administration, the office procedures were reviewed and revised systems were introduced. The teachers were encouraged to undertake research projects through the Center for Study of Society and funding was provided by the college. Similarly the students were also motivated to write research papers and quality papers were published in the research book titled "Emerge". International initiatives were undertaken to foster Intercultural Learning.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/aqar/6.2.1_Strategic_deployment_.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The college follows UGC guidelines and service rules and procedures prescribed by Government of Maharashtra for the staff appointed on grant-in scale whereas, for the staff appointed under Symbiosis Society scale the Performance Appraisal Report (PAR) system is applicable.The college has well-defined organizational structure ensuring effective decision making and functioning. The organizational structure of the college has been broadly classified into policy formation and execution. Symbiosis Society, Governing Body, Academic Council, Board of Studies and the parallel supporting committees such as Finance Committee, Internal Quality Assurance Cell, and Board of Examination form part of policy decision- making bodies. The Organizational Structure for further execution and implementation includes the head of the institute Principal who is further assisted by the administrative wing and various statutory and non-statutory committees and bodies formed as per the UGC guidelines dated February,12th 2018.The college have eleven Board of studies inclusive of the head of department as the chairperson and other faculty members as its members.

The Centre for skill development (CSD), Centre for Innovation and Entrepreneurship (CIE), Symbiosis Centre for Liberal Arts enable student facilitation along with Library, Gymkhana, NSS and other associations.

File Description	Documents
Paste link to Organogram on the institution webpage	https://symbiosiscollege.edu.in/assets/pdf/ORGANOGRAM%20FOR%20SCAC%20(1).pdf
Upload any additional information	View File
Paste link for additional Information	https://symbiosiscollege.edu.in/#

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	B. Any three of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

For teaching and non-teaching staff on grant-in-aid Career Advancement Scheme is applicable and for the staff not on grand- in- aid PAR system. PAR is a method of Performance Appraisal Report conducted every year for the staff of Symbiosis College of Arts and Commerce and as per the guidelines received from Symbiosis Society which is followed online every year for the evaluation and career development of the employees. This helps the employees in self-appraisal further followed by their career progress, recommendations for promotions, increments, etc. Medical Insurance for all Staff – Mediclaim is provided to each staff member as a welfare measure, on their appointment, to avail the same in case of any medical emergency. Diwali advances as required and Gift vouchers are given to the staff member before Diwali every year as a token of appreciation and consideration. Gifts/Mementos to

the retired staff from staff welfare funds are also provided as an appreciation of their services rendered in the institute and as a token of remembrance from college. The college conducts various training programs for all the staff members throughout the year.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://manthan.symbiosis.edu.in/

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

15

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 programmes organized by the Institution for its teaching and non-teaching staff during the year

7

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	[View File](#)
Upload any additional information	[View File](#)

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

15

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The college conducted statutory audit and Internal Audit for financial Year 2020-2021. Internal Audit was conducted via E-Audit Mode during Dec 2020 due to Covid Pandemic situation for the period April 20 to Nov 2020 based on Soft Copies shared by Accounts to our Internal Auditor M/s Sharad Shah & Co. based on said checking the Statutory Financial Audit was completed on 13/09/2021 by our Auditor M/s MSDN & Associates Chartered Accountants for SCAC for the Financial Year 2020-2021. Government Audit: Every month data for Online and Offline Advance Salary Bills is provided by Accounts to Joint Director of Higher Education, Pune Region, Pune and then we receive Salary Grant in our designated Bank Account which we subsequently disburse to bank account of concerned Grant in Aid staff. The government audit takes place as and when directed by the authorities. College maintains all required records as prescribed by the authorities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/18811/18811_288_657.pdf?1653110953

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

15000

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The College applies for various schemes introduced by UGC for getting funds for research & infrastructure. The college continued to spend the amount sanctioned under RUSA Component-8, 'Enhancing Quality and Research in Select Autonomous College' for the grant of Rs. 5 Crores. The College submits the Statement of Accounts along with utilization certificate as and when demanded by RUSA. The items are purchased as per the guidelines provided by Government of Maharashtra and the procedure is followed for the procurement of various items. The college has also received Grant under the scheme of "College for Potential Excellence" and utilised it effectively. The college had applied for a grant under UGC guidelines for NSQF Skill Based programmes and a grant of Rs. 1 Cr for running four offline courses was sanctioned by UGC on 24th September 2020. However due to pandemic situations the courses could not be conducted offline and hence the grant was not disbursed by UGC. The College also submits the Accounts for the Utilization of Rs. 15,00,000/- towards the Autonomy Grant to be received from UGC for the Academic Year 2020-21."

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://symbiosiscollege.edu.in/assets/pdf/aqar/RUSA%20Approval%20Letter.pdf

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First

Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The IQAC has devised the format for designing the curriculum as well as the format for Academic and Administrative Audit (AAA) based on the NAAC guidelines. The External Peer Members have been appointed to conduct the AAA and based on their recommendations the changes are introduced. IQAC has also developed the API calculator for the faculty. As per the UGC mandate the College has constituted six different groups to facilitate various schemes introduced by UGC like Diksharambh, Gurudakshata, UGC Care, LOCF etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/aqar/6.5.3%20AAA%20report%202020-21.pdf

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Teaching and Learning- In the year 2020-21 the Teaching Learning Resource Center continued to provide a platform to develop resources and capabilities of both students and teachers. With an objective to facilitate the faculty in adopting pedagogy, learning and evaluation system, training sessions were organised on "Advanced Online Teaching Tools and "Effectively Conducting Online Assignments".The principal of the college delivered a lecture on "New Education Policy" (NEP) to update and motivate the faculty about the opportunities offered by the NEP. As the first step towards adopting the LOCF,the college formulated the Graduating Attributes, POs for B. Com., B.A., M.Com. and M.A. Programmes and also the PSOs for 22 different specialisations. The college also takes structured feedback from the faulty, analyses it and corrective actions are initiated.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://symbiosiscollege.edu.in/assets/pdf/aqar/faculty%20Feedback.pdf

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	https://symbiosiscollege.edu.in/assets/pdf/aqar/ANNUAL%20REPORT%20FOR%20THE%20YEAR%202020.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	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

In SCAC we aim to achieve gender equity that recognizes each person has different circumstances.In the process of being fair to women and men,Institution has introduced gender sensitization related courses through varied curriculum programs.

Under Symagine cultural program and TED X SCAC has organized classical dance fusion embodying the theme of Women

Empowerment.

In March 2020 by Mrs. Jasmina as Project 'Veera' under SSIP with intention ofstudents sharinggender related issues and a helping hand is provided by 'Veera' team including panelists, advisors and associate members and students were able to find their voices, share their stories and get help to come out of trauma. The project 'Veera' was active on social media and thus remained active during pandemic lockdown during 2020.

We have a dedicated counsellor to help students and faculty to get over their adjustment issues with the 'new normal' of a pandemic. The counselor approached clients through tele counselling and video calls to keep the reach. T

In campus safety and security of students has always been institute's priority which is ensured through recruiting both men and women security staff and CCTV cameras assuring 24*7 vigilance and safety at the campus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://www.symbiosiscollege.edu.in/assets/pdf/psychological%20counseling%20report%2020-21.pdf

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

B. Any 3 of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid waste management:

The institute segregates solid waste into Bio-degradable and non-biodegradable. High-capacity biogas plant has been set up in the campus to deal with biodegradable waste. Institute manages biodegradable waste through green waste shredding machine and using the same to create vermicompost. Throughout the campus as well as outside the classroom dust bins are provided. Institution outsources waste management through our partners agency Sai Allied Services Limited.

Liquid Waste Management:

The institute takes care of liquid waste through well -constructed drainage system leading to the closed collection tanks, the tanks are regularly cleaned to avoid stagnation of water. Timely cleaning of tanks and drainage system is ensured.

E-Waste Management:

E-waste bins have been set up in the college campus to inculcate conscious behavior for segregation of E waste.

Water Recycling System:

Institute has a Rainwater Harvesting tank capacity of 10,00,000 liter and another water reuse is ensured through 30,000-liter capacity tank. The campus has borewells to meet general water needs of the institution. Soak pits were constructed at appropriate places to raise the water table. In nearby hill areas, storage tanks are built in collaboration with Pune based NGO Vasundhara.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geotagged photographs of the facilities	*View File*
Any other relevant information	**No File Uploaded**

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
Geotagged photographs / videos of the facilities	*View File*
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	*View File*
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy 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**	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.	**B. Any 3 of the above**

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The brand Symbiosis has commenced on the strong foundation of tolerance and harmony with the goal in mind to create interrelationship within different converging world communities.In 2020-2021 the following programs with keeping the above in focus. SCAC Center for Innovation and Entrepreneurship has organized TedX SCAC through various initiatives like Symbi Talks, cultural performances and inviting revered speakers from distinguished fields. The fourth edition of the independently organized TED was based on 'Traversing the Undiscovered'. TedX SCAC organized various cultural performances such as Multi-Instrumental Musical Performance, Semi-Classical and Folk Dance, Culmination of Poetry and Music, Classical Dance Fusion embodying Women Empowerment. Symbi Talks 2021 prelude to TEDxSCAC, a platform to influence and inspire young minds through the accomplishments and the experiences of Symbi Achievers in their walk of life.

On the lines of developing cultural confluence and understanding diversities, a mini lecture series on Eastern Western Conceptualization of Happiness was organized by the Department of Psychology with Kutztown University of Pennsylvania USA.The department created and designed a Booklet on Stigma which covers various social and communal issues.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)

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

- **Project Veera conducted a student guest webinar 'Basics of Constitution & Social Media Privacy (by Abeer Tiwari and Hiranmai Rao) on 15th August 2020.**

- **Celebration of Constitution Day : Displayed Preamble on Faculty Microsoft Teams and on Political Science teams on 26th November 2020.Highlighted the importance of the day and showed the documentary Samvidhan episode 1 for the 23 SYBA students.**

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization 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 Annual awareness programmes on the Code of Conduct are organized	**D. Any 1 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 programmes, 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

1. National Unity Day - 31st October 2020

2. Constitution Day - 26th November 2020

3. Chhatrapati Shivaji Maharaj Jayanti - 19th February 2021

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practices - I

Preparing students to be globally employable

Objectives:

- **To facilitate inter-domain subject knowledge and practical skills**

- To make students industry and placement ready for the job market.

- Bridging the industry academia gap by training the students with help of trained professionals.

Practice:

- Innovative Evaluation Methodology

- Interdisciplinary Approach

- Evidence of success:

- The Degree with Honours programme commenced in the year 2014 with 219 students. In a span of a few years it has scaled up to a total of 535 students.

- The Symbiosis Centre for Liberal Arts which started with six courses in 2006 and has now increased to thirty six courses. The student enrolment has also increased to 610 students.

Best Practice-II

Internationalization: International Initiatives

Objectives:

- To promote international education and to integrate internationalization into current, future strategic institutional objectives and initiatives

- To help students develop a global perspective.

- To facilitate faculty exchange programme.

- To undertake joint research projects.

Practice:

The College

- **has created an International Initiative Cellwhich organizes programmes that promote interculturalism.**

- **Under the scholars-in-residenceprogramme, Professors from foreign universities visit the college and engage in lectures and seminars.**

Evidence of Success:

- **4 of our liberal arts students are on a yearlong student exchange program to Hildesheim University under Erasmus Plus namely Noopur Patil, Siddharth Keshan, Sanyukta Shrotri, Janhavi Rathod.**

- **Our college collaborated with the Varna University of Management, Bulgaria for the 5th International Ph.D. Seminar held from 7th-10th September 2020. Three of our students received the Best Research Paper Award.**

File Description	Documents
Best practices in the Institutional website	https://symbiosiscollege.edu.in/assets/pdf/BEST_PRACTICES.pdf
Any other relevant information	https://symbiosiscollege.edu.in/assets/pdf/aqar/7.2.1_new.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Quality Education and Operational excellence.

??Following are the pillars that support quality education:

- **Access to quality teachers – Our teachers are highly qualified academicians; 34 teachers (21 PhD degree holders). At SCAC we offer 320 courses with emphasis on conventional and contemporary curriculum, innovative specializations, 28 value added courses catering to industry-readiness and enhancing employability.**

- **Use of quality learning tools and professional development : There are 28 classrooms equipped with advanced technical devices enhancing the overall learning experience. We have a language & computer lab with access to research software such as SPSS. During the pandemic seamless transition to online teaching was facilitated through use of Microsoft Teams. Exams were conducted online through use of Google Classrooms.**

Evidences of the operational excellence :

- **Heavy demand for admission by students; we received nearly 6000 applications from across India. Our students' composition reflects multicultural ethos which helps broaden their perspectives and world view.**

- **The college follows participative management technique, democratic way of working which is reflected in the decision making procedure of the college.**

- **Alumni : The students upon completion of their education at Symbiosis experience an overall growth in personality and they become contributors to society in variety of ways.**

File Description	Documents
Appropriate link in the institutional website	https://symbiosiscollege.edu.in/assets/pdf/aqar/7.3.1_new.pdf
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Implementation of Outcome Based Education system (OBE) across all the undergraduate and postgraduate programmes

2. Introduction of B. Com integrated with CIMA at first and second year level.

3. Publish a news bulletin in Commerce with the aim to encourage students to publish the research articles on the current economic trends.

4. Publish a thematic based news under Humanities.

5. Introducing M.Com Programme with Sustainable Business Development and Business Technology Management specialisation.

6. Introduce student mentorship program for the undergraduate and postgraduate students to provide them guidance regarding personal, career, academic and other related matters.

7. Provide e-books in the database of the library with the aim to have a wide collection of books for faculty and students

8. Bringing together industry experts, corporate trainers, professionals, academia and students on to one platform to address skill gaps, enhancing employability skills to keep pace with changing dynamics of digital business.

9. Encourage students participation in sports, cultural activities and extracurricular activities.

10. Enhancing technology for administrative and academic purposes

11. To conduct the statutory meeting as per the Academic Calendar