



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		MAHATMA EDUCATION SOCIETY'S PILLAI HOC COLLEGE OF ARTS, SCIENCE AND COMMERCE
Name of the head of the Institution		DR. LATA MENON
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02192669004
Mobile no.		9820389930
Registered Email		phcasc@mes.ac.in
Alternate Email		latak@mes.ac.in
Address		Mahatma Education Society's Pillai HOCL Educational Campus, Taluka- Khalapur, Dist. Raigad, Maharashtra
City/Town		Rasayani
State/UT		Maharashtra

Pincode	410207																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Semi-urban																		
Financial Status	private																		
Name of the IQAC co-ordinator/Director	Ms. Swati Mishra																		
Phone no/Alternate Phone no.	02192669004																		
Mobile no.	9958624503																		
Registered Email	iqac.phcasc@mes.ac.in																		
Alternate Email	remyagopal@mes.ac.in																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	https://phcasc.ac.in/wp-content/uploads/2020/01/AQAR-2018-19.pdf																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	https://phcasc.ac.in/wp-content/uploads/2021/01/Academic-Calendar-final.pdf																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.34</td> <td>2017</td> <td>30-Oct-2017</td> <td>30-Oct-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.34	2017	30-Oct-2017	30-Oct-2022
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.34	2017	30-Oct-2017	30-Oct-2022														
6. Date of Establishment of IQAC	05-Jun-2017																		
7. Internal Quality Assurance System																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by	Date & Duration		Number of participants/ beneficiaries																

IQAC		
CS/IT Conference titled Emerging Trends in Computer Science and Information Technology	22-Feb-2020 1	60
ISR Cell Activity	20-Feb-2020 1	257
Yoga and Meditation Session in association with Patanjali	08-Jan-2020 3	100
Science (Regular) Conference titled Recent Trends in Interdisciplinary Research in Basic Sciences	28-Sep-2019 1	16
Regular meeting of Internal Quality Assurance Cell (IQAC) (08 Meetings)	11-Jun-2019 8	15
Environmental Day Celebration	05-Jul-2019 1	112
Trivariate Mentoring	01-Jul-2019 180	1605
Yoga Session - Brahma Kumaris for teaching and non-teaching faculty members	24-Feb-2020 1	282
Corona Virus Awareness Initiative for students and faculty members	08-Mar-2020 5	1650
ISR Cell Activity - Zero Discrimination Day	12-Mar-2020 1	55
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty of Arts	Minor Research Project 2019-20	University of Mumbai	2020 365	45000
Faculty of Science	Minor Research Project 2019-20	University of Mumbai	2020 365	177000
Faculty of Commerce	Minor Research Project 2019-20	University of Mumbai	2020 365	127000
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9. Whether composition of IQAC as per latest

Yes

NAAC guidelines:	
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	8
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

? Trivariate Mentoring ? Facultywise National Conference - (Dept. of Arts, Dept. of Science, Dept of Computer Science amp Information Technology and Dept. of Commerce) ? Initiated 'Track Act' to streamline activity details as a part of MIS ? Observation of Important National/International Days ? ISR Activities and National and International FDP on IPR

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Publication of Quality Research Papers or Articles in Reputed Research Journals	To encourage research culture among faculty members, the selected research papers submitted in Faculty-wise national conferences organised by our college, IQAC has taken initiative to publish the same in reputed journals and have successfully implemented the plan
Minor Research Projects Submission	IQAC wanted to strengthen the area of Research of the institution. Therefore, in line with the notification of University norms, IQAC had instructed all the eligible teachers to apply for research grants, for which they were required to work as soon as the academic year commenced. As a result of the same, out of the 11 proposals submitted, 9 projects received minor research grants across various disciplines.

Digitisation of Result Analysis	Result Analysis was always a meticulous task to be carried out by faculty members at various levels. The entire process was time-consuming and still had the key risk of human error. To avoid this, IQAC initiated the digitisation of Result Analysis. The outcome is that, the entire calculation is done at a click minimising errors, resulting in increased efficiency and effective record keeping.
Strengthening Digital Interaction with Students	In the process of digitising most of our processes specially in Exam Cell activities like Regular Examination and Hall ticket Form filling, Result Analysis, etc to digital record keeping, IQAC wanted to strengthen the digital interaction with students. Apart from official groups on Whatsapp and email, the outbreak of CoVid-19, gave us an opportunity to experiment with online lectures at Zoom and Google Meet (Digital platforms of conducting meetings), Google Classrooms, Discord and enroll for various online courses offered such as Coursera. IQAC successfully conducted Virtual study camps, Remedial lectures and E-prelims during the lockdown period from 16 March to 14 April, 2020.
Installation of Plastic Bottle Crushing Machine	Extending our Waste Management initiative, installation of Plastic Bottle crushing Machine, happened to be the first step in being a part of 'Reduce Plastic Waste Generatio'n phenomenon. Two such machines are installed on the campus. Initiatives like these have sensitised the students about the grave environmental concerns and their role in combating the same.
Departmental Audit	Audits are the most effective way to ensure smooth functioning of an entity. The Departmental audit works as a management tool in identifying key risks and to provide advice and counsel from different departments. Thus, inter- departmental audit checks the documentation and record keeping of one department by the other department representatives as delegated by IQAC to ensure efficiency in the operations of the department.
Digitised Faculty Portal	A digitised Faculty Portal eased the process of individual faculty record keeping and ensured meticulous entry and speedy recovery of information

	whenever required. This data base holds all the information of a faculty member, ranging from Faculty profile, CAP Assessment to Subjects taught in various classes
Track Act	With multitudes of activities being conducted and recorded class-wise, department wise and course-wise, TrackAct became an integrated digital management tool where all these activities converged, thereby giving a bird's eye view of all the activities of the institution. Also, such convergence also helps in inter-disciplinary projects and assignments which in turn acts as a catalyst in the teaching-learning process.
Faculty wise Conference	The Research & Development Committee organised three different conferences instead of one institutional Conference which was a practice earlier. The three conferences organised faculty wise i.e.- Arts, Commerce and Science, provided a platform where delegates could analyse, study and present the research in the respective domain, making the research more interactive and interesting.
Trivariate Mentoring	The MentorMentee Mode (MMM) and Mentoring through Peer groups(MPGs) have been a successful practice over the years. IQAC introduced a third aspect in Mentoring i.e. Vertical Mentoring (VM) where the students of higher class (Third year) teach first year students. This way, the student performance and interaction become more prepared, well supported and satisfied. This vertical mentoring works as an effective adjunct to faculty mentoring (Ward system) and peermentoring.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019
Date of Submission	31-Dec-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Pillai HOC College of Arts, Science Commerce maintains MIS to support its academic programmes and administrative operations. We have successfully automated most processes in the college to improve the efficiency of operations. E based system is available for the following:</p> <ul style="list-style-type: none"> • Admission (Requirements, Eligibility, Prospectus, M.E.S. Online Enquiry Form) • Online Examination Facilities (Examination Calendar, Online ATKT Form Filing, Online Results, Exam Time Table, Passing Standards, Unfair Means) • Railway Concession Forms • Attendance • Feedback , Availability of Hall tickets in Student Portal, Entry of marks for all (Internal, Practical SemEnd) Examinations in software, Preparation of gazette for First and Second year Regular and ATKT Examination, Result display on student Portal, Faculty Portal developed for faculty appraisal, Online Revaluation process, Online Eligibility status of student from (used to promote the students), Online Result analysis for FY, SY. The institution has formed a committee named Track Act to keep track of all the events conducted in PHCASC. All the activities conducted in PHCASC are documented in a prescribed format which consists of details such as Name of the event, organizers of event, date, venue, report etc. which are mailed to activitycalendar.phcasc@mes.co.in Day to day academic and administrative work is made easy with the help of the MIS. • Library is fully computerized and functions through automated KOHA software. • The attendance and assessment is monitored digitally. • The internal assessment test marks are entered in the MIS. • Students IT resources are provided to all students of the college as well as teaching and supporting staff. • The College seeks to ensure the integrity of IT resources made available to the community to

prevent disruption to academic and administrative requirements. • The college has a LAN through which students, teachers and supporting staff can access the current data base of students, their academic performance as also other academic query. • Information Technology resources refer to all computers and communication facilities, service and resources including but not limited to networking devices, email service, wireless devices and any associated peripherals and software that are owned, managed maintained by the College.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. At the beginning of each semester, each programme coordinator prepares departmental academic calendar. The academic calendar is prepared according to the directives received from University of Mumbai. Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. Coordinators of each programme conduct meetings for allotment of classes and syllabus distribution among the teachers. Workload is prepared by programme Coordinators based on the credits of each subject allotted by University of Mumbai and it is shared with the teachers. They design Time Table for their respective programmes as per university norms. The teachers then prepare the semester teaching plan which is recorded in their personal handbooks and also shared with the students. Teachers refer the standard reference books and textbooks prescribed by University of Mumbai along with the latest information available through online and other resources for effective implementation of curriculum. In addition to traditional chalk and talk method, teachers also use various other teaching methods like Group Discussion, Debates, PPT Presentations, Projects, Role Play, Short Films, Industrial Visits, Assignments, Videos, Use of charts and graphs, Case studies for effective curriculum implementation. Special measures in the form of remedial lectures and Intensive lectures are taken to address the problems of slow learners, advanced learners and for students who have backlogs. To raise the emotional quotient of students by helping them to deal with stress, anxiety etc. positive psychology lectures are conducted once in a week in every class by our teachers. Meetings are regularly conducted with the principal and vice-principal to review the working of the departments. Departmental meetings are also conducted twice a month.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Express Excellent English	-	04/12/2019	30	Employability	To improve English Speaking Skills

Deep fry web development using LAMP Stack	-	10/06/2019	12	Employability	Website development skill
Tally, GST and Personality Development Expert Course	-	15/07/2019	45	Employability	Development of Computerized Accounting, Taxation and Personality development skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Information Technology	28/06/2019
MCom	Advanced Accountancy	28/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MSc	IT	28/06/2019
MCom	Advance Accountancy	28/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	164	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Positive Psychology	03/06/2019	1605
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Information Technology and Computer Science	157
BSc	Computer Science	1
BSc	Regular	132
BA	Regular and Mass Media	136
BA	Mass Media	25
BA	Mass Media	76

BA	Regular and Mass Media	110
BA	Regular and Mass Media	110
BCom	Accounting and Finance	169
BCom	Accounting and Finance	58
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>The entire process of feedback is divided into 5 categories:- Feedback from Students, feedback from Teachers, feedback from Employers, feedback from Alumni and feedback from parents. Feedback System is developed using Moodle and Google Forms. Feedback on the teaching-learning process is received from students based on a structured questionnaire framed and approved by the IQAC of this college. The questionnaire is based on syllabus, methodology of teaching and the entire curricular process. The students are taken to college computer labs to provide feedback. The analysis is reported to the head of the institution who communicates it to the individual teacher for improvement and also feedback based on curriculum is sent to the University as suggestions received from students. Feedback is taken from teachers on various aspects of the college such as working hours, happiness index, colleagues etc. This feedback is collected on a 360 Degree feedback system and after analysis it is reported to the head of the institution. Feedback from Alumni is collected using Google forms which are shared with the alumni through email. Alumni feedback includes questions on the role of the college in the development of their personality, employability skills obtained in college, academic excellence etc. Suggestions from Alumni are also obtained for improvement in certificate courses and other activities that are conducted in college. Feedback is also collected from Employers via google forms to structure our alumni performance evaluation process in the respective organizations where our alumni are working. This helps us to determine the relevance, responsiveness and adequacy of our curricular activities, workshops/programs and certificate courses. Feedback is also collected from parents when they visit college during Parents' - Teachers' Meeting. This helps us to determine what parents think about their wards' performance in the college. This feedback obtained is maintained with respective programme coordinators.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Advanced	60	43	24

	Accountancy			
MSc	Information Technology	20	38	20
BSc	Information Technology	120	304	119
BSc	Computer Science	120	152	67
BSc	Regular	120	131	40
BCom	Regular	240	269	158
BMS	Management Studies	144	367	129
BCom	Accounting & Finance	120	176	83
BA	Mass Media	60	115	52
BA	Regular	120	46	11
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1605	44	44	Nil	12

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
44	44	5	7	Nil	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has divided mentoring into three modes, which is called as “Trivariate Mentoring” explained as follows: - 1. Mentor Mentee Mode - In this mode, every student is assigned a mentor who is a faculty member. The mentor has the complete profile of his/ her mentees which consist of information of his family, academic activities and strengths and weaknesses in mentees words. The mentor meets his mentees during college hours and conducts regular discussions where suggestions are provided to the mentees to help them progress. These meetings are recorded by the mentors in a mentoring track record form which is used to assess the progress of mentees. 2. Vertical Mentoring - In this mode, students from third year batches act as mentors to students of 1st year batches. These mentors teach students various topics of first year subjects that the mentors are good at. This is to bridge the communication gap between seniors and juniors. This also helps the juniors to develop confidence and be better learners. The vertical mentor is also benefitted as he/she gets an opportunity to make their base strong in concerned topics in the due process. The faculty members monitor the sessions of the respective subjects and gives suggestions, whenever necessary. 3. Peer Mentoring - In this mode, students in

each class are divided into groups. In each group, a student is selected as a Peer Mentor. The selected student is basically good in academics. He/she helps his/her group members to clear the doubts and encourage them to take part in specified learning activities that are given to each group by teachers. This initiates group learning. Programme Co-ordinators initiate the process of allotting the newly enrolled students in the college amongst the faculty members of their department to initiate the mentoring. It is highly recommended that for each mentee, the assigned mentor should remain constant throughout their college period. The overarching goal of the programme is to provide them counselling in the areas of curricular, co-curricular and extra-curricular activities. To reach this goal, the focus areas are -Helping students understand the institutional culture. -Assisting them with the services available in the college to develop their skills. -Providing advice regarding ethical behaviour in college. In the wake of outbreak of COVID – 19 pandemic and the subsequent close of colleges from 16 March 2020, our college used its ICT facilities to its optimum level to ensure timely and prompt delivery of lectures. We also ensured that online mode MMM (Mentor Mentee Mode), MPG (Peer Mentoring) and VM (Vertical Mentoring) sessions were carried out during the lockdown situation called as E- Mentoring. Realising the gravity of the situation and need of the hour, faculty members took the responsibility to boost the moral and improve emotional health of students and their family members through E- Mentoring sessions.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1649	44	1:37

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
45	45	Nil	13	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. Jayanta Behera	Assistant Professor	Invited as a Judge National Conference on Emerging trends in Computer Science and Information Technology
2019	Dr. Vishakha A. Telgote	Assistant Professor	"Invited as a Judge " Maverick - organized by Pillai HOC College of Engineering and Technology, Rasayani
2019	Dr. Jayanta Behera	Assistant Professor	"Invited as a Judge " Maverick - organized by Pillai HOC College of Engineering and Technology, Rasayani
2019	Dr. Archana Bhagwat	Assistant Professor	"Invited as a Judge " Maverick - organized by Pillai

			HOC College of Engineering and Technology, Rasayani "Invited as a Judge " Maverick - organized by Pillai HOC College of Engineering and Technology, Rasayani
2019	Dr. Sapana Chilate	Assistant Professor	"Invited as a Judge " Maverick - organized by Pillai HOC College of Engineering and Technology, Rasayani
2019	Mr. Deepesh Jagdale	Assistant Professor	Member of Board of Studies , TECH-FRYDAY Company , Panvel
2019	Ms. Ashwini Satve	Assistant Professor	Member of Board of Studies , C.K.T College , Panvel
2019	Mr. Sumit . S. Kokane	Assistant Professor	Invited as a Judge "Maverick - organized by Pillai HOC College of Engineering and Technology, Rasayani
2019	Mr. Sumeet Mhatre	Assistant Professor	Invited as Guest speaker Career Guidance Program - Organized by Raigad District Muslim Welfare Organization.
2019	Ms. Remya Madan Gopal	Assistant Professor	Appointed as consultant in start up company , "Biophemy Life Care Pvt Ltd.", New Delhi.

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	2C00145	V	24/10/2019	22/11/2019

BMS	2M00155	V	24/10/2019	06/01/2020
BCom	2C00455	V	24/10/2019	04/01/2020
BA	3A00145	V	24/10/2019	02/12/2020
BA	4O00155	V	24/10/2019	08/01/2020
BSc	1S00145	V	24/10/2019	02/12/2019
BSc	1S00255	V	24/10/2019	06/01/2020
BSc	1S00155	V	24/10/2019	22/11/2019
MCom	2C00531	I	23/01/2020	14/02/2020
MSc	1S01121	I	23/01/2020	07/03/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The types and frequency of CIE are maintained in two levels: - At the first level, Internal Evaluation methods are designed by the university which we strictly adhere to as an affiliating college. - Apart from the defined methodologies, the institution has devised various methods for comprehensive and continuous evaluation a) Mind Mapping - This Method, is a participative evaluation method where the students actively engage in mapping the entire chapter or even the module, thereby reinforcing the learned concepts. b) Regular Lab assignments and its monitoring every week tests their application skills. c) Project Based Learning has been implemented across all the departments. d) Field Visits , followed by interactive reports in the form of ppts, flipped classroom, Video presentation, etc aims at qualitative comprehensive evaluation e) Chalk and Board methods have been supplemented with Outcome Based Evaluation (OBE) which is tested through Discussions, pop quiz, participation in co-curricular events both at intra and inter collegiate levels f) Research Culture:- Research aptitude is the present and future of academics and nation therefore, the college has been conducting Dr. APJ Abdul Kalam Memorial Student Seminar Series to promote research culture among students. Their research skills are further tested when they participate in University level Research Paper Presentation named Avishkar.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Being an affiliated college, our institution adheres to the academic calendar designed by the University of Mumbai. And to add on to this, an academic college calendar is also developed which contains: the list of all in-sem examination dates, interactive sessions, expert talks , guidance lecture , projects and viva-voce to be conducted by the college. Internals and Practical exams are conducted based on the question paper submitted on the scheduled dates . We also have a Departmental Calendar which is formulated for conducting the departmental activities. . It is displayed for the students observation and understanding at Departmental Notice boards . An IQAC Calendar is also prepared which highlights academic programs and activities to be held in the college for quality enhancement as well as its enrichment. We have certain new programs which are offered during the course of the year to enable the enhancement of the quality of education. Such a step is taken to make it available to the staff as well as the students. The IQAC evaluates such activities during their meetings.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://phcasc.ac.in/igac/program-program-specific-and-course-outcome/po-pso-co-of-under-graduate/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1S00256	BSc	Information Technology	68	68	100
1S00156	BSc	Computer Science	33	33	100
1S00146	BSc	Physics	8	8	100
1S00146	BSc	Chemistry	40	39	97.50
1S00146	BSc	Maths	5	5	100
2C00146	BCom	Regular	88	88	100
2M00156	BMS	Regular	103	103	100
2C00456	BCom	Accounting and Finance	58	58	100
3A00146	BA	Literature	3	3	100
3A00146	BA	History	3	3	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://phcasc.ac.in/igac/students-satisfaction-survey/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	University of Mumbai	0.45	0
Minor Projects	365	University of Mumbai	0.3	0
Minor Projects	365	University of Mumbai	35	0
Minor Projects	365	University of Mumbai	42	0
Minor Projects	365	University of Mumbai	0.2	0
Minor Projects	365	University of Mumbai	0.3	0

Minor Projects	365	University of Mumbai	0.45	0
Minor Projects	365	University of Mumbai	0.5	0
Minor Projects	365	University of Mumbai	0.52	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
One week FDP on IPR	IQAC in association with Lawgical Legal Solutions	20/04/2020
International one week workshop on "INNOVATION, IPR ENTREPRENEURSHIP"	IQAC in association with Patlex Business Solutions	04/05/2020
One day webinar on "Me-Time for Mentors- Optimizing stress level during Pandemic"	IQAC in association with Soroptimist International Bombay, Chembur	12/05/2020
One day webinar on "Guidance Session on Concentration Improvement and Memory Management Through Meditation"	Yoga club of Pillai HOC College of Arts, Science and Commerce in association with Brahma Kumari organization	18/05/2020
Workshop on Make Your own Virtual Assistance	Department of Information Technology and Computer Science in association with TECHFRYDAY PVT. LTD.	18/11/2019
One week Workshop on Data science	Department of Information Technology and Computer Science in association with Shivaji University, Kolhapur	16/10/2019
Seminar on "Decision Making while dealing with financial products"	Commerce club in association with National Institute of Securities Markets, Mumbai	24/12/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Innovation Centre	Pillai Centre for Innovation	Management of the College	Scientific Innovation	Prototype Model, Software and	09/09/2019

[View File](#)**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	3	0
International	Economics	1	0
National	Economics	1	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of Arts	2
Department of Commerce	8
Department of Science	56

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Study of some of ultrasonic parameters of substituted Schiff base in different alcohols at 303K	Dr. Vishakha B	International Journal of Recent Scientific Research	2020	0	0	Nil
Effect of polar protic and polar aprotic solvents	Dr. Vishakha B	International Journal of Research Analytical Reviews	2020	0	0	Nil

on substituted Schiff bases by studying ultrasonic parameters						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2020	Nil	Nil	0

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	45	32	Nil	200
Presented papers	Nil	15	Nil	7
Resource persons	Nil	Nil	2	6

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Play and learn	NSS	4	100
INTERNATIONAL YOGA DAY	NSS	5	79
WORLD ENVIRONMENT DAY	NSS	10	233
NO TOBACCO DAY	NSS	5	750
KARGIL VIJAY DIWAS	NSS	15	900
TREE PLANTATION	NSS	5	79
INTERNATIONAL YOUTH DAY	NSS	5	79
INDEPENDENCE DAY	NSS	5	79
WORKSHOP ON MAHITI DOOT	NSS	5	79
FIT INDIA MOVEMENT	NSS	5	79

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Elocution	1stPrize	Jhunjhunwala College	1

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Internship	NSS	Cleanliness Drive	10	80
Red Ribbon Club	NSS	Aids Awareness	10	512
Red Ribbon Club	NSS	HIV Test	10	512

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Students Seminar	Students	Institutional	1
Faculty Seminar Series	Faculty Members	Institutional	2
Faculty Exchange	Pillai College of ASC, Panvel (Dept. of BCOM)	Institutional	2
Faculty Exchange	Pillai College of ASC, panvel (Dept of BMS)	Institutional	2
Faculty Exchange	Pillai College of ASC, Dept of BAF	Institutional	2
Intercollegiate Avishkar Research Competition	Students	Institutional	2
Talk on Avishkar Research convention Program	Students and Faculty Members	Institutional	1
English for Specific Purpose	Faculty Members	Institutional	15
Quiz contest by NISM	Students	Institutional	2

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research

facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Students Internship	CRODA INDIA COMPANY PRIVATE LIMITED	14/05/2019	14/06/2019	Students
Internship	Students Internship	Indo Global	11/05/2019	21/06/2019	Students
Internship	Students Internship	Tata SED	06/05/2019	05/06/2019	Students
Internship	Students Internship	SUNNIVA	10/05/2019	25/06/2019	Students
Internship	Students Internship	Shree Vardhaman Sahakari Bank Ltd.	06/05/2019	15/06/2019	Students
Internship	Students Internship	CA Vishal Moole and Associates	06/05/2019	17/06/2020	Students
Internship	Students Internship	Saraswat Co-operative Bank (Branch-Pen)	06/05/2019	15/06/2019	Students
Internship	Students Internship	Technoriya ERP solution	03/06/2019	03/08/2019	Students
Internship	Students Internship	JNPT	07/05/2019	04/06/2020	Students
Internship	Students Internship	Reliance Industries Limited, Patalganga	20/05/2019	20/06/2019	Students
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Satyam Institute of Tax Accountant	11/04/2019	Course Training	150
IJSER	24/12/2019	Research Articles	50
TechFryDay	26/04/2019	Project work/ Training/certificate courses	50

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2600000	3150000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Newly Added
Seminar halls with ICT facilities	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Fully	17.05.03.000	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4306	1301365	225	119860	4531	1421225
Reference Books	1375	371320	75	39953	1450	411273
e-Books	3135000	106200	Nill	35400	3135000	141600
Journals	12	33550	Nill	17645	12	51195
e-Journals	6000	106200	Nill	35400	6000	141600
Digital Database	1400	Nill	Nill	Nill	1400	Nill
CD & Video	49	14777	Nill	Nill	49	14777

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Hardik Dave	Cost Reconciliation Statement	MES E Learning Studio	04/12/2019
Rewati Soman	Marketing Concepts	MES E Learning Studio	05/12/2019
Vineet Murli	Recruitment Process	MES E Learning Studio	06/12/2019
Arushi Dubey	Vertical Income Statement	MES E Learning Studio	07/12/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	194	3	194	4	2	9	5	165	0
Added	11	0	11	0	0	0	1	35	0
Total	205	3	205	4	2	9	6	200	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

200 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
MES E Learning Studio	https://phcasc.ac.in/students/e-learning-video-series/
MES PHCASC (D- SPACE)	https://drive.google.com/drive/folders/0B4b-e3z3_beKZ21IO3VrcEZhrMc?us

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3285000	799417	455000	442452

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Pillai HOC College of Arts, Science and Commerce has many resources that are
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utilized for the benefit of teaching, non - teaching staff and students. The policy believes in maximum utilization of available resources Resource in charges are responsible to make sure that: 1. Resources are all set and provided whenever required. 2. Resources are maintained and upgraded from time to time 3. Resource utilization and maintenance is recorded. 4. The Principal is informed about usage of particular resource Utilization of Resources: 1) Prior intimation is given by every department for resource utilization to the concern in-charge. 2) Permission for the utilization is taken from the in-charge. 3) It is communicated in written and verbal to the in-charge so as to make the resource available. 4) Intimation is given to in-charge after resource utilization. Procedure for Repairs and Maintenance of Resources: 1) Every in-charge regularly checks the resource available in their custody and verifies its working condition. 2) Accordingly report of nonworking equipment is communicated to the Principal. 3) In-charge segregates complaints in urgent and annual maintenance categories. 4) The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the Principal 5) The annual maintenance resources are forwarded at the end of every academic year after thorough inspection of the equipment. 6) After the maintenance of particular resource it is informed and satisfactory remark is taken from the concerned in-charge.

<https://phcasc.ac.in/about/infrastructure/procedure-policy-for-physical-facility-utilization/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Institutional Financial Support	137	306911
Financial Support from Other Sources			
a) National	NA	Nil	0
b) International	NA	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling	07/06/2019	10	Pillai HOC College of Arts, Science and Commerce, Rasayani
Mentoring	06/06/2019	1595	Pillai HOC College of Arts, Science and Commerce, Rasayani
Language Lab	11/06/2019	757	Dept. of Arts, PHCASC
Bridge Courses	03/07/2019	128	Dept. of Maths, Dept. of Economics, Dept. of Accounts, Dept. of

			Communication
Remedial Coaching BMS	13/09/2019	20	Dept of BMS. Pillai HOC
Remedial Coaching BAF	12/09/2019	10	Dept of BAF., Pillai HOC College of Arts, Science and Commerce
Remedial Coaching BCOM	13/09/2019	35	Dept of BCOM., Pillai HOC College of Arts, Science and Commerce, Rasayani
Remedial Coaching BSC	16/09/2019	12	Dept of BSc. Pillai HOC College of Arts, Science and Commerce, Rasayani
Remedial Coaching BSC I.T.	16/09/2019	31	Dept. of B.Sc. I.T., Pillai HOC College of Arts, Science and Commerce, Rasayani
Remedial Coaching BSC C.S.	16/09/2019	28	Dept. of B.Sc. C.S., Pillai HOC College of Arts, Science and Commerce, Rasayani
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	CET	108	458	Nil	Nil
2019	Career Counselling Session in association with 3HD Media(BMM Dept.)	Nil	675	6	Nil
2020	Career Counselling for MBA Entrance exam by Prof. Aditya Sontake	Nil	420	6	Nil
2019	Career	Nil	40	Nil	Nil

	Counselling by Department of BCOM				
2020	Career Counselling by Department of BCOM	Nil	50	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Capgemini, TCS, Infosys, Fleet Management, Shoppu Internet Services	62	18	ONGC, Angel Broking Limited, TCS, WIPRO TECHNOLOGIES, Devtaa Developers, CA Shrirang kane, Dipak Fertilizers and Petrochemicals Corporation Limited	9	8
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	Science	B.Sc. Computer Science	Pillai HOC College of Arts, Science and Commerce	M.Sc. IT
2019	1	Science	B.Sc. Computer Science	Idol, University of Mumbai	M.Sc. IT
2019	5	Science	B.Sc. Information	Mumbai University	M.Sc. IT, M.M.S

			Technology	(IDOL) IDOL Mumbai University Indira Institute of Business Management, Sanpada. Indira Institute of Business Management, Sanpada	
2019	2	Commerce	B.Com	University of London, ITAP Satguru Carrier Academy	ACCA (Association of Chartered Certified Accountants) PBA
2019	4	Commerce	BMS	DY Patil nerul MITSDE PHIMSR	MSc in tourism and hospitality PGDM MMS
2020	15	Science	B.Sc. Information Technology	Pillai HOC College of Arts, Science and Commerce	M.Sc. IT
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
SET	Nil
SLET	Nil
GATE	Nil
GMAT	Nil
CAT	6
GRE	1
TOFEL	Nil
Civil Services	Nil
Any Other	101
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Dr. APJ Abdul Kalam student's seminar series 101	Intercollegiate	23

Long Jump 101	College	40
Athletics :100 M Race 101	College	75
Sambhav Film Festival -Pen 101	Department	76
CROSSWORD Competition(Commerce) 101	Department	120
Magazine Exhibition 101	Department	85
Spoof Competition 101	Department	52
Quiz contest "Guess the Element" 101	Department	24
Tarang 2020 (IT/CS) 101	Department	193
Poster Competition (BSc) 101	Department	33
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Sub Junior National Men Classic Power lifting Championship 2019	National	1	Nil	2019HC0685	Shinoj Mathew
2019	National Karate Championship	National	1	Nil	2018HC0165	Rohanpreet Gajan Singh Lehel
2019	International World Kickboxing Championship	International	1	Nil	2018HC0165	Rohanpreet Gajan Singh Lehel
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student representatives are nominated as the members of different academic administrative bodies/committees of the institution as per the norms of the university. It has representation from every class and department and acts as a spokesperson in reporting students complaints and suggestions. They are an integral part of all the important meetings where they are free to share their

ideas, suggestions and interests. The participation of Student Council members in the existing regulatory framework facilitates transparency and accuracy in decision making. Student Council is the keystone of every statutory or non-statutory committee like Cultural Club, Commerce Club, Women Development Cell, Internal Complaint Committee, NSS, etc. All the members of the Students Council are assisted with an open door policy, where they can directly approach the head of the institution and other administrative authorities, in case of any concern. Insolito- the annual co-curricular Student Fest, is the coinage of Student Council and has been happening successfully for the last two years now. Multiple collegiates and intercollegiate activities such as Environmental Day Celebrations, Community Service day, National Mathematics Day, National Science Day, APJ Abdul Kalam Memorial Student Seminar Series, XTENSO (Commerce Department), Photo Walk (BMM Department), Presentation Competition (BSC Department), are exclusively planned, organized and efficiently executed by Student Council Members. Student Council keeps a continual track of all the academic, co-curricular, sports and cultural activities happening in various other colleges and ensures participation from the students. Our Council members efficiently manage The Annual Bulletin and Newsletters under the supervision of Teachers. Many Outreach Events Elocution and debate competitions, Expert Talks and Career Counseling sessions are proposed by the members of the Student council. The official Social Networking Page of our institution is managed well by the Council. Our Council members keep a regular track of events and competitions organized by other institutions and ensure the participation of our students. The Student Council Room established in our college is a Cope of innovative ideas wherein the other students can come up directly with their suggestions and creative ideas. In addition to this, Student Council members, along with other students, take care of all the corners of the corridor and keep it updated like Science Corner, Cultural Corner, IT Corner and the likes. Council regularly opens the complaint box placed in the college and conducts discussion sessions regarding the matter. The members also discuss their concerns with their teachers and other heads of management to bring some necessary changes. The student Council serves for the welfare of our institution with responsibility and tenacity.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

We have a registered Alumni association (Registration No. Maharashtra/150/2017/Raigad) since March 2017. This Alumni association is a networking medium between the institution and the alumni group. In all, students have enrolled in the association who are part of the college development process. Alumni Mr Ashish Yadav (Assistant Manager, ICICI Securities) and Ms Tanushree Ghosh, Assistant Manager, Capita being the significant members of the College Development Committee, play eminent roles. Being the representatives of our alumni group, these alumni provide us with the continual feedback from employers thereby helping us channelize our projects, assignments and field visits in line with the Industry requirements. Coming from a Semi-Urban area, most of our students are first-generation learners and hence self-employed in their startups, business and shops, thereby putting their theoretical knowledge into practice. Many of these alumni actively participate in multiple alumni services such as Guest lectures, Expert Talk and guidance sessions. We also ensure the vital participation of our alumni in different cultural events and academic programmes. Every year we conduct Alumni meets with the orientation of expansion of the social network and strengthening of our bond. The constructive feedback and suggestions were given by our alumni to help us in designing various curricular and co-curricular programmes in the institution. Being an alumnus, you are entitled to the benefits offered

exclusively to the Pillai's HOC Alumni Community, who are encouraged to take advantage of the courses, events, activities, linkages, placement services, facilities like library, laboratories, ICT and other services offered by the institution. We always visualize our alumni as Judges, Facilitators, Experts and Mentors and an intrinsic facet of our institution.

5.4.2 – No. of enrolled Alumni:

536

5.4.3 – Alumni contribution during the year (in Rupees) :

32980

5.4.4 – Meetings/activities organized by Alumni Association :

In our College, we give immense importance to regular Alumni meetings. They play a prominent role in being the significant members of committee boards like IQAC and CDC. Feedback and suggestions, given by our alumni, are always recorded and considered for necessary modifications. Our alumni Mr Yankish Sharma, Concept Designer, had come as an Expert to take a workshop on MS Publisher for BMM students. Ritesh Maurya organised APJ Abdul Kalam Memorial the Student Seminar Series 2019-20 in the campus. Sagar Mahajan, an alumnus from the IT department, successfully conducted a two-day workshop on Make your Personal Assistant for our students. Anil Saini, an alumnus of BMS, organised a Department Outreach Programme. Alumni Sagar Mahajan, Arushi Sharma, Anil Kumar Saini and Pratik Adane collaboratively directed the Alumni Job Fair under the placement committee. Alumni Anil Saini, Pratik Bapkar, Sourabh Sen, Archana Rajendran, Varun Kadav and Vaibhav Repale from ISR committee, successfully governed an event on an account of Community Service Day. In our institutional Annual Fest- Insolito, our alumnus, Shreyash Jadhav sponsored the event and alumna Ketki Nikam, and alumnus Sourabh Sen played the role of judges for various competitions. Our alumni Sonu Kumari and Neelam Mundhe conducted a career counselling session for our students. Alumni have also come forward for the organisation of NSS camp 2019-20, for which alumnus Akshay Jadhav donated around 300 ltr water and Shreyash, an alumnus of BMS assisted in the supervision of camp activities. Alumnus Sagar Mahajan conducted an Add on Course (From 10th June to 22nd June 2019) for IT students. Ritesh Maurya organised Data Science Workshop and guided students of IT and Computer Science courses.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

A). Operational Autonomy in Institutional Hierarchy • The member secretary of Governing body and Chairperson of IQAC is the Principal of the Institution. All academic and operational decisions are taken by her after a detailed and documented discussion with the governing body, the IQAC and the teachers concerned. • Programme Coordinators and Department heads are appointed for the proper planning and execution of academic activities at the institution. • All the teachers are made the part of some or the other statutory or non-statutory committees in order to ensure uniform exposure of duties for academic and professional development of their very own fraternity. Statutory committees like 1. IQAC 2. College Development Committee (CDC) 3. Anti-Ragging Committee 4. Students Grievance Redressal Cell 5. College Development Cell 6. Women Development Cell 7. Internal Complaints Committee and number of statutory committees like Academic Calendar Committee, Time Table Committee, Cultural Committee, etc. are formed to meet the expectations of the institution. •

Students and Alumni are deputed as the members of governing bodies. The President and Secretary of college who represent student community adapt themselves favourably in Quality Policy Committees like IQAC, CDC, Anti Ragging, etc. • Students are a part of around 30 other committees where they work independently for organizing events and programmes along with faculty advisors. Some of the committees are Students Council, NSS, Cultural Committee, Career Counselling Cell, Maths Club, Film, Drama and Music Cell, Commerce Club, Science Club, Literary Association, Economics Club, Entrepreneurship Cell, Placement Cell, IT Club, Nature Club etc. • In the Academic year 2019-20, the institution had organized three national level seminars representing all three streams of Arts, Science and Commerce. The overwhelming response of the participants is worth mentioning it. B). 360 Degree Feedback for Participative Management We have implemented 360 degree Feedback to ensure participation of all stakeholders at all levels of the organization in the investigation of problems, development of strategies and implementation of solutions. 360 Degree Feedback includes - • Feedback from students for Faculty members, for the curriculum, for the Programme and the course • Faculty feedback for HODs, Vice Principal, and the Principal • Faculty to Faculty Feedback • Feedback from Alumni who in turn communicate Employer's requirement • Feedback from parents. • Happiness Index from faculty members.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none"> • Career Counselling Support provided to the junior college student community of the vicinity. • Students who opt for our college at University portal (mum.digitaluniversity.ac.in) are guided by the admission committee for stepwise guidance of the digital admission process. • Most of our students are first generation learners. We, therefore, have a team of teaching and non-teaching staff members to guide the parents in the digital admission process at our institution. • Annual Updating of Admission Brochures. • Advertisements in Social Media handles. • Regular updating of college website.
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • Collaboration with the Industries through Student Internship. For e.g, Flipkart, Bombay Dyeing, etc. • Campus Interview organised companies like Oracle, etc. • Field Visit to various industries like JNPT, BSE, NIA, etc. • Job Fair where more than 100 companies had participated. • Career Guidance Sessions with Industry Experts and Interactive sessions with alumni. • Industry-Institute collaboration with 3HD Media, NISM. • Increased interaction with Alumni to improve

	<p>collaboration and interaction with industry.</p>
<p>Human Resource Management</p>	<ul style="list-style-type: none"> • Recruitment Vacancy forecast and timely advertisements in the leading dailies. • Training o Faculty members are encouraged to participate in various training programmes, FDP, orientation programmes, refresher courses and other short term courses. o Various training programmes are organized for Non-Teaching Staff members • Development: o Participation in conference and publication of research paper, one in national and one in international journal, has been made compulsory for teaching staff members. • Staff Welfare activities are conducted like Sports Day, Recreational Outings, Potluck, along with staff benefits like MES Credit Society Scheme and free transportation service. • The Code of Conduct for Teaching and Non-Teaching Staff All academic action plans have been codified and compiled in the form of hand books for faculty members. Non-teaching staffs have also been provided with hand books consisting of guidelines regarding duties and responsibilities.
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<ul style="list-style-type: none"> • Library Committee takes requisition from every faculty members for the requirement of text and reference books. • Updating of e-journals and e-books are carried periodically. • Library schedule to orient teachers on the use of regular and other digital resources of the library such as KOHA and OPAC • Planning by the Infrastructure Team along with the departments for infrastructural and lab requirements is carried out three months prior to the commencement of next academic session. • Infrastructural growth requirement for the new courses.
<p>Research and Development</p>	<ul style="list-style-type: none"> • Constitution of Research and Development Committee • Every faculty member has been instructed to present one Research Paper every academic year. • Faculty Seminar Series to be conducted annually to strengthen research aptitude amongst faculty members. • Minor Research Grant proposals to be submitted by eligible faculty members to the University of Mumbai. • Participation in MES Research Forum. • Faculty wise Conference was

planned for the Even Semester. i.e. separate conference for Commerce, Arts, Science and Information Technology Computer Science. • Design and develop process to extend the research activities of the students in line with Avishkar Guidelines. • Dr. APJ Abdul Kalam Memorial Student Seminar Series expanded as Inter collegiate level event

Examination and Evaluation

• Constitution of Exam Cell and Exam Cell Committees • Exam Cell Activity Calendar including schedules of Examinations, Assessment, Question Paper Setting, , Verification , Moderation, declaration of result, Revaluation form filling and result analysis • Completion of Evaluation and Result Declaration within 30 days of completion of exams. • Online Screen Marking (OSM) and related planning and training. • Annual Exam Cell Audit to address the lacunae, if any • Decided to automate Result preparation process and result analysis process.

Teaching and Learning

• One Day Field Visits, for every student across all 8 programmes, to institutions and organizations like ND Studio, Wipro, Science Park, Pune, Coca Cola, Gold Smith Dairy, D P Rubber etc. • Project Based Learning across all departments. • Recording Lectures and Concepts through Light Board MES e-learning studio. • An annual 10 Day Industrial Visit for two different locations. • Student Sensitization through Institutional Social Responsibility activities and other outreach activities.

Curriculum Development

• Adherence to the syllabus given by University of Mumbai as an affiliating college. • Collaborative customization of various add on courses like Mongo DB and Tally ERP 9.0 • Development and design of certain in house value added and add on course like Positive Psychology and Express Excellent English. • Curriculum is designed for SIBC - Soroptimist International Bombay Chembur, a global volunteer movement with around 72000 club members cater to the needy girl students of the area. • Proposal for Introduction of two new UG courses- B.Sc in Data Science B.Sc in Hospitality Management. • Implementation of Add On Course on Yoga Meditation. • Implementation of add on

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<ul style="list-style-type: none"> • The College has a Management Information System in place which collects information regarding the upcoming events to be conducted. • College website is updated systematically with all the information required for admission, scheduling time table, exam dates. E based system is available for the following processes: Admission (Requirements, Eligibility, Prospectus, M.E.S. Online Enquiry Form) • Digitization of Examination Facilities (Examination Calendar, Online Form Filing, Online Results, Exam Time Table, Passing Standards) • All the documents of College Development Cell (CDC) are uploaded on regular basis.
<p>Administration</p>	<ul style="list-style-type: none"> • Biometric Attendance • Student data and ledgers are recorded and maintained digitally through Eduright software. • College information and Student data are parallelly shared and maintained with AISHE, Directorate of Higher Education, MIS and MU Student on Roll • Faculty Portal developed for Faculty Appraisal.
<p>Finance and Accounts</p>	<ul style="list-style-type: none"> • Fully equipped computerized software such as Tally ERP 9 are used to keep track and record of all finances of the College. • The software Eduright is used for Fee management. • Sensys Easy pay is the software used for Salary Management and generation of Form 16.
<p>Student Admission and Support</p>	<ul style="list-style-type: none"> • Our College has provided all our students with their own MES email ID wherein students are communicated on a regular basis. • Students can also access their Students Portal available in the college website through which they get to know all the Notices, Circulars, Exam forms, Mark sheets etc. • Online messages and short messaging services are also used to inform and notify students about different academic and official activities. • The teaching faculty has also created WhatsApp groups to post updates and news related to academic and official purpose. • Teachers have WhatsApp

groups with the Alumni to get regular updates and inputs from them. • College website contains all information relating to the various courses offered by the institution. • Online grievance registration has been made available to students at <https://phcasc.ac.in/about/college-grievance-redressal-cell/register-grievance/>

Examination

Management Information System by college as per information shared from university to faculty members and students are as follows - 1. Faculty Members • Online Marks Entry for Third year Students • Result Status entry for first year and Second year on mu.digitaluniversity.ac • Exam Cell shares Supervision Charts, Evaluation and Re-evaluation Schedules are shared with all the faculty members via mail. • Digitized Marks Entry for all the examination • Online Eligibility Status of students to be promoted to the higher class. 2. Students • All Exam Notices and Circulars are published on website. • All exam related forms are made available online. • Availability of Hall Tickets in Student Portal • Online Revaluation Process • Online lectures are conducted based on University circulars. • Display of Results on Student Portal

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Remya O	National Conference on Emerging Trends in Computer Science and Information Technology	Pillai HOC College of Arts, Science and Commerce, Rasayani	1200
2020	Ravindra Mhatre	National Conference on Emerging Trends in Computer Science and Information Technology	Pillai HOC College of Arts, Science and Commerce, Rasayani	1200
2020	Priyanka Sonawane	National Conference on	Pillai HOC College of	1200

		Emerging Trends in Computer Science and Information Technology	Arts, Science and Commerce, Rasayani	
2020	Ashwini Khillari	National Conference on Emerging Trends in Computer Science and Information Technology	Pillai HOC College of Arts, Science and Commerce, Rasayani	1200
2020	Darshana Wajekar	National Conference on Emerging Trends in Computer Science and Information Technology	Pillai HOC College of Arts, Science and Commerce, Rasayani	1200
2019	Ms. Rewati Soman	International interdisciplinary conference on sustainability and innovation in higher education, commerce, management and sciences	Gramonnati Mandals Arts Commerce Science College Narayangaon Pune Pin 410504	1500
2020	Deepesh Jagdale	Interpreting and Analysing New NAAC Guidelines - 2019	SIES College of Arts, Science and Commerce, Nerul	1000
2020	Ms. Remya Madan Gopal	National Conference on "Inconclusive World and Current Economic Slowdown"	Pillai HOC College of Arts, Science and Commerce, Rasayani	1500
2019	Ms. Remya Madan Gopal	National Conference on Recent Trends in Interdisciplinary Research in Basic Sciences	Pillai HOC College of Arts, Science and Commerce, Rasayani	1200
2020	Ms. Remya Madan Gopal	Interpreting and Analysing New NAAC Guidelines - 2019	SIES College of Arts, Science and Commerce, Nerul	1000

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Pandit Madan Mohan Malvia National Mission on Teachers and Teaching	Nil	16/10/2019	21/10/2019	32	Nil
2019	NISM - Decision making while dealing with Financial Products	NISM - Decision making while dealing with Financial Products	24/12/2019	24/12/2019	40	17
2020	One week National Level FDP on IPR	One week National Level FDP on IPR	20/04/2020	26/04/2020	266	4
2020	One Week International Online faculty Development Programme on Innovation, IPR Entrepreneurship	Nil	04/05/2020	10/10/2020	518	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Bioenergetics of Life Processes	1	10/02/2020	20/03/2020	40
Academic Writing- Multidisciplinary	1	13/01/2020	30/04/2020	108

Principles of Human Resource Management	1	27/01/2020	14/03/2020	48
Services Marketing :A practical Approach	1	27/01/2020	22/02/2020	27
ARPIT Refresher Course in Commerce	1	01/09/2019	15/01/2020	135
NTPL online Short Term Course on Data Mining	6	24/02/2020	30/04/2020	66
ARPIT online Refresher Course in Chemistry	1	01/09/2019	31/12/2019	120
AICTE - Culture Studies	1	20/01/2020	30/04/2020	100
Banking Financial markets: A Risk management Perspective	1	31/01/2020	30/04/2020	90
Research Methodology	1	11/11/2019	16/11/2019	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	35	2	15

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Free Transportation Services. • Organization of Staff Welfare Program. • Heartfulness • MES Credit Society Scheme • Restrooms and Sick Rooms • Sanitary napkin vending machines • Maternity Leave • Felicitation of PHD Awardees 	<ul style="list-style-type: none"> • Free Transportation Services • MES Credit Society Scheme • Restrooms and Sick Rooms • Vending Machines • Maternity Leave 	<ul style="list-style-type: none"> • Canteen Services • Restrooms and Sick Rooms • Subsidies Transport facilities • Sanitary napkin vending machines • Scholarships and Free ships • Fully equipped gym for physical fitness

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Pillai HOC College of Arts, Science and Commerce conducts both Internal and External financial audits on regular basis. Our Management believes in

continuous monitoring of financial aspects of the college. For effective and efficient use of financial resources, the accounts section prepares annual budget by collecting the estimated expected budgetary requirements from all.

The budget statement of every year is presented in the LMC meeting for approval. Estimated budget and annual expenditure during the financial year is regular monitored by the authorities. The college has in build mechanism of reviewing the actual expenditure and comparing it with the budgeted figures.

List of approved vendors is prepared after inviting tenders for supply of college requirements. The Management extends its helping hand whenever the college faces deficit. Hence to ensure that there is transparency at every stage financial audit is conducted.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

2500000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	Management and IQAC
Administrative	No	Null	Yes	Management and IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parents are invited to participate in Orientation of New batches every year.
2. Organization of Parents Teachers Meet every semester.
3. We design our Feedback format in collaboration with parents and in lines with NAAC guidelines.
4. Defaulter Students parents are regularly communicated about the status.
5. Odd Semester results are disclosed directly to the parents to provide a platform to discuss on the students' academic progress
6. Consent forms are procured from parents for industrial or field visit of students.

6.5.3 – Development programmes for support staff (at least three)

- International Yoga Day Celebration
- Meditation Session by Brahma Kumaris.
- International Women's Day Celebration.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Positive Psychology lectures (Service learning projects)
2. Trivariate Mentoring - Vertical mentoring.
3. Collaboration with NiSM.
4. Faculty wise National Conference - Arts, Science, CS/IT and Commerce.
5. Publishing quality research papers in UGC Care journals.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes

c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Trivariate Mentoring	06/06/2019	06/06/2019	12/03/2020	1605
2019	Exhibition Competition on the theme 'Environmental Concerns and Eco-friendly Measures'	05/07/2019	05/07/2019	05/07/2019	40
2020	ISR Cell Activity - Zero Discrimination Day	12/03/2020	12/03/2020	12/03/2020	55
2020	IPR - FDP-International Level	04/05/2020	04/05/2020	10/05/2020	518
2020	3 Days yoga Workshop	08/01/2020	08/01/2020	10/01/2020	100
2020	Yoga Session - Brahma Kumaris for teaching and non-teaching faculty members	18/05/2020	18/05/2020	18/05/2020	361
2020	Concentration improvement Memory Management through Meditation	24/02/2020	24/02/2020	24/02/2020	282
2019	The department of Physics, Chemistry and Mathematics in association with IQAC organized One Day National Conference on	28/09/2019	28/09/2019	28/09/2019	16

	Recent Trends in Interdisciplinary Research in Basic Sciences				
2020	Department of Information Technology and Computer Science in association with IQAC organized One Day National Conference on Emerging Trends in Computer Science and Information Technology (NCETCSIT-2k20)	22/02/2020	22/02/2020	22/02/2020	60
2020	Department of Commerce in association with IQAC organized one day National Conference on "Inclusive World Current Economic Slowdown"	14/03/2020	14/03/2020	14/03/2020	34
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Yoga Day Celebration in collaboration with Soroptimist International	21/06/2019	21/06/2019	64	11

Bombay Chembur (SIBC) for housekeeping staff				
Observance of 16 Days of UN Gender Activism	08/08/2019	08/08/2019	78	64
English for specific Purpose in association with Soroptimist International Bombay Chembur (SIBC)	09/12/2019	29/12/2019	66	44
Zumba Session	06/03/2020	06/03/2020	39	4
Expert Talk by Ms. Nasreen, A renowned beauty professional	07/03/2020	07/03/2020	50	2
Trail-A-Thon	09/03/2020	09/03/2020	135	85

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The following initiatives have been made by the institution: a) Landscaping and healthy environment: The institution has eco-friendly landscaping protocol and practices to uphold environmental consciousness. b) Installation of LED lamps: A slight decrease in energy consumption is observed because of increased use of energy saving devices like LED bulbs and tubes instead of conventional CFLs and tube lights. c) Water Management: Sprinklers are installed for watering the plants to alleviate the wastage of water. Sanitary waste water generated from washrooms and waste water from canteen and Laboratories is connected to sewerage system provided by MIDC. d) Energy Efficiency Awareness Initiatives: All the departments and common facility centers are equipped with CFL lamps. Also, campus administration runs switch-off drill on a regular basis. We have two big KOEL eco-friendly generators which cater to the power needs. All CRT monitors in the college have been replaced with LED monitors. Computers are used with power saving mode. Electrical appliances with higher power savings (4 star or 5 star) are purchased. Classrooms are made with sufficient cross ventilation and light so that the use of electricity can be minimized. Energy saving is additionally ensured by students and staff by switching off the lights and fans when not in use. Awareness campaigns are also conducted by various clubs/associations regarding energy conservation. e) Onsite Energy Generation Conservation: i. LPG cylinders are used in the canteen for cooking. ii. The institution has 2 Diesel Generators of 250 KVA for backup in case of power failure. These are sufficient as the power demand of the Campus was 480 KVA from April 2019 to Mar 2020. iii. The campus has installed solar panels of capacity 10 KWP (Kilowatt Peak for solar is the rate at which energy is generated at peak performance) by 'JYOTITECH Solar LLP' to promote use of renewable energy. This energy is used for street lights within the Campus. f) Transportation facilities: The institution provide pick and drop facility to students (at subsidized rate) and staff members (free of cost) from various places to college campus. College also promotes car-pooling among staff members

to reduce oil consumption hence reducing traffic and pollution. g) Solid Waste Management: Being an academic institution, waste paper is the main solid waste generated in the premises. The institution has taken following steps to minimize and avoid paper usage: i. Prints and photocopies are taken on both sides of the paper to avoid excess paper usage. ii. Internal communications are through E-mail/SMS and WhatsApp. iii. Notices are displayed on the notice boards as well as are made available on the website. Campus has its portal where notices are sent attendance is recorded. h) E- Waste Management: Old electronic instruments are given to the dealer. j) Green Campus Green Agenda in syllabus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	01/06/2019	90	Play and Learn	Rural Education	52
2019	1	1	05/07/2019	1	World Environment Day and Pollution Day	Cleanliness, Recycle, Reduce and Reuse (3Rs), Hygiene	52
2019	1	1	11/07/2019	1	No Tobacco Day	Issues pertaining to tobacco addiction	52
2019	1	1	10/08/2019	2	Swachh Bharat Abhiyan Internship	Cleanliness and Hygiene	52

2019	1	1	12/08/2019	1	International Youth Day	Fitness and Malnutrition	52
2019	1	1	30/10/2019	1	Gender Sensitization on occasion of Diwali Celebration	Gender Equity	52
2020	1	1	12/03/2020	1	ISR	Social Awareness about Covid 19	865
2020	1	1	12/03/2020	1	ISR	Zero Discrimination Day	55
2020	1	1	07/05/2020	1	Management and IQAC of Pillai HOC College of Arts, Science and Commerce	Faculty contribution of Rs. 10,000/- to feed people during Corona Lockdown	45
2020	1	1	05/07/2020	1	NSS Unit	Distribution of masks	1

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Faculty Handbook	21/06/2019	The purpose of faculty handbook is to make the staff aware of the policies, procedures, rules and regulations that the staff is expected to follow at Pillai HOC College of Arts, Science and Commerce. It provides information regarding the employee benefit plans and the facilities provided by the college.
Student Handbook	21/06/2019	Our student handbook gives students and their parents/guardians an understanding of the general rules and guidelines regarding the

teaching learning process at Pillai HOC College of Arts, Science and Commerce. It is ensured that the said objective is fulfilled by giving publicity to the document through the prospectus, fresher's orientation programme and the college website. Students and parents/guardians are made aware that this document is reviewed annually since policy and procedure adoption is an ongoing process. The most recent adopted policy or procedure prevails.

Non-teaching staff Handbook

21/06/2019

The handbook for non-teaching staff gives a construal of the guidelines regarding obligations and responsibilities of the administrative staff, staff of accounts department, laboratory auxiliaries, elevator operator and housekeeping staff at Pillai HOC College of Arts, Science Commerce.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Rally on Social Awareness	05/12/2019	05/12/2019	30
Celebration of International Year of Periodic Table organized by Department of Chemistry	23/12/2019	23/12/2019	24
Workshop on Yoga 'Patanjali Yog Samiti	08/01/2020	10/01/2020	150
Celebration on International Youth Day	12/08/2019	12/08/2019	100
Celebration on Non-violence Observance Mahatma Gandhi Jayanti	02/10/2019	02/10/2019	51
International	21/06/2019	21/06/2019	370

Yoga Day			
Awareness Seminar on "Ill Effects of Drugs"	29/08/2019	29/08/2019	400
'No Tobacco Day' Observance	11/07/2019	11/07/2019	1605
Celebration of World Environment Day Population Day	05/07/2019	05/07/2019	109
No Discrimination Day	12/03/2020	12/03/2020	22
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Enhanced Energy Conservation Strategies- All CRT monitors in the campus have been replaced with LED monitors. Electrical appliances with higher power savings (4 star or 5 star) are purchased. 2. Installation of Plastic Bottle Crushing Machine The institute installed a Plastic Bottle Crushing Machine with an intention to make the campus 'Plastic free'. 3. Installation of Solar Panels in collaboration with 'JYOTITECH Solar LLP' to promote use of renewable energy. 4. Extended Environmental Programmes organised by Nature Club and NSS. 5. The college offers transportation services to students and staff with an intention to reduce the degree of pollution caused by individual private vehicles. 6. Paper Cups and Paper Plates usage in the College canteen as a part of its endeavour to become a plastic free campus. 7. Paperless Office Initiative (E-Certificates, E- Documentation, E- Attendance). 8. Conduction of environmental awareness programmes. 9. Submission of assignments/projects in soft copy format.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES 7.1.1 Title of the Practice: POSITIVE PSYCHOLOGY

7.1.2 The context that required the initiation of the practice (100 - 120 words) Students get more overwhelmed now with disruptions in their life than they did earlier. The stress experienced due to lack of clarity in career planning, peer pressure, peer to peer relationships, family conflict, obligations of staying active in the social media, relocation and performance pressure in academics and other fields becomes too much for the students to handle anxiety, panic attacks, anger management issues, adjustment disorders, suicidal intentions and addictions are all behaviours that we see on the rise. Intervention by the college becomes necessary since the students spend a major part of their day here. Our Positive Psychology sessions shall facilitate the students to cultivate positive thought pattern, gain confidence, improve behaviour, learn better communication and work towards one's holistic development.

7.1.3 Objectives of the practice (50 - 60 words)

- To create awareness about enhancing Emotional Quotient (EQ) of both students and teachers.
- To offer a starting point for self-inquiry and self-efficacy.
- To articulate from first-hand experience with Positive Psychology activities a perspective on how positive psychology is relevant to one's life.
- To motivate the students to find personal meaning and fulfilment in their lives.

7.1.4 The Practice (250 - 300 words) Positive psychology concentrates on positive experiences at three time points: (1) The past that features wellbeing, contentment and satisfaction (2) The present which focuses on concepts such as happiness and flow experiences and (3) The future that comprises optimism and hope. The modules deal with topics such as happiness, self-esteem, empathy, friendship, goal

setting, love, achievement, creativity, mindfulness, spirituality, and humour.

The objectives of the programme are achieved through lectures, class discussions of relevant topics, small projects, and indoor activities. Post session assignments such as reading, review, quizzes are also incorporated in the curriculum along with students' voluntary initiatives. Content development for the Positive Psychology modules was allocated to specific teams within the IQAC. They researched and classified their allotted modules into four distinct titles and also designed the content in such a manner that activity based learning is facilitated. A general assembly of all the students and faculty members across the institution was held on 11th February, 2019 in the auditorium, during the lecture assigned for Positive Psychology session. Ms. Jarvis Varghese, the official counsellor of the campus conducted an interactive session with the students on this occasion. She is also a music therapist who has many years of experience to her credit. Throughout the positive psychology sessions the focus was on inducing positive emotions, committing acts of kindness and enhancing social connections that enable individual, demonstrating the usefulness of the discipline for individual, group and community wellbeing.

7.1.5 Obstacles faced if any and strategies adopted to overcome them (150 - 200

words) Initially when this practice was implemented, many students seemed sceptical about the need for positive psychology sessions. An introductory class was planned to orient and induct the students and create awareness regarding the importance and benefits of the sessions. While delivering the developed modules in the classrooms, the faculty members found it challenging and sometimes difficult to generate interest among the students. To overcome this obstacle the content development teams added many activities relevant to the corresponding topics in the teaching material. This was done hoping that the students will pay more attention in the sessions when they are actively participating. As anticipated the students began to get more involved in the sessions and began to look forward to the upcoming lectures.

7.1.6 Impact of the Practice (100 - 120 words): The effectiveness of positive psychology lies within the extent to which positive psychology can turn negative emotions into positive emotions. It was observed that both students and faculty members felt

a significant increase in energy, boost in morale and enhancement in performance. The module contents circulated proved to be an ideal guideline on the approach and methodology to be pursued during the positive psychology sessions. Since the pedagogy was majorly activity oriented that encouraged maximum student participation, they felt highly involved in with the entire process. Positive psychology principles and exercises are applied in several different settings, including the classroom, the workplace, and at home.

7.1.7 Resources required • Uniform teaching material for all the courses that was developed by the IQAC team. • Fixed and regular sessions in order to cover all topics were planned by allotting the third lecture every Monday as Positive Psychology slots across all the courses and classes. 2. Title of the Practice: TRIVARIATE MENTORING By providing information, guidance, and encouragement, mentors can play an important role in nurturing students college aspirations.

In addition, mentoring for students in college helps them to feel more connected and engaged which can ultimately improve student outcomes. The overarching goal of the Mentorship plan is to provide support for students in the areas of curricular, co-curricular and extra-curricular activities.

2. Objectives of the Practice (50 - 60 words) The goals and objectives are as follows: • To help identify career paths for students and support students personal growth. • To provide the students with an opportunity to learn and practice professional networking skills. • To inculcate a vision in students which will help them identify and pursue opportunities for employment related to their degrees.

3. The Practice (250 - 300 words) The college has divided the scheme of mentoring into three modes - 1. Mentor Mentee Mode - In this mode every student is assigned a mentor who is a faculty member. The mentor has a complete profile of his/ her mentees which consists of information of his

family, academic activities, strengths and weakness etc. in mentees own words. The mentor regularly meets his/her mentees during college hours and conducts regular discussions where suggestions are provided to the mentees to help them progress. These meetings are recorded by the mentors in a mentoring track record form which is used to assess the progress of mentees. 2. Vertical Mentoring - In Vertical Mentoring, third year students from every stream act as mentors to respective students of first year. These student mentors engage lectures on various topics included in the syllabus of the first year students that the mentors are good at. This also helps the juniors to develop confidence to build a stronger sense of belonging within the discipline and be better learners. 3. Peer Mentoring - Peer Mentoring implants enhancement through formed groups. In this practice, the newly enrolled students in each class are divided into groups by the department heads amongst the faculty members of their department at the start of the academic year with a high recommendation that for each mentee, the assigned mentor should remain constant throughout his/her college period. In each group, a student is appointed as a Peer Mentor who is good in academics. He/she helps his/her group members to solve assignments/ work for projects that are given to each group by the subject teachers. This initiates group learning consequently brings in an ability to adapt a new academic environment faster among the group members. In order to fulfill this goal, the following focus areas are recommended: • Helping students understand the institutional culture. • Assisting them with the services available in the college to develop their skills. • Providing advice with regards to ethical behavior in the institute. 4. Obstacles faced if any and strategies adopted to overcome them (150 - 200 words): Initially, when the practice was introduced, the faculty members found it difficult to assess mentees' background in respect to knowledge and skills, their motivation towards the practice, misconception about the application of it and time constraints as the practice demanded patient care, adequate preparation and support before conduction of the sessions. In order to overcome these barriers the college applied a smart goal technique which ensures and enables a psychological development through academic guidance. 5. Impact of the practice (100 - 120 words) Mentoring significantly predicted the degree to which students become socially and academically integrated. The Traivariate Mentoring was also found to be influencing students to approach their goals. These goals help them to work towards common ground and set clear guidelines and expectations on the roles each one has to play in any relation. The three way mentoring enables the powerful positive effects on young students in a variety of personal growth and development measures. The practice also offers social and economic opportunity along with professional socialization and personal support to facilitate success in graduation and beyond. Quality mentoring greatly enhances students' chances for success. 6. Resources required • Uniform set of rules of the conduction of mentoring for all the courses that was developed by the IQAC team. • Fixed and regular sessions for Vertical and Peer Mentoring were planned by the respective department heads.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://phcasc.ac.in/iqac/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Departmental Outreach Programmes: The vision of Pillai HOC College of Arts, Science and Commerce is to provide education to all irrespective of region, religion, caste, economic strata and academic performance thereby becoming a real catalyst for change in the society. In this regard our Departmental

Outreach Programmes endeavour to sensitize our students about the importance of making voluntary contributions to the society. Community outreach programme is about giving, contributing, and helping those who cannot help themselves. In order to build a stronger relationship, it is important for our communities to know who we are and what we are about. What we need is on-going visibility in our communities. As such, when we are given the opportunity to help out for a great cause in the community, we carry it out extensively. Our goal is to develop strong and engaged relationships with members of the local community as well as with governmental and service organizations. This provides our students opportunities for hands on learning and working experiences, and makes it possible for some of the academic resources at Pillai HOC College of Arts, Science and Commerce to be used for addressing the various environment related problems and needs in the local community and broader regional area. Every Department independently formulates plans and implements the initiatives planned. Our departmental outreach programmes are not only philanthropic, but also engaging, innovative and interesting. Volunteers achieve the sense of pride and fulfilment when they get to see happiness and appreciation of the beneficiary, and that is the most wonderful thing they could get in exchange of their time and effort. The outreach programmes undertaken by various departments are as follows: Arts (B.A. B.A.M.M.C.) The faculty of Arts organised a visit to a Zilla Parishad school located at Chambarli as a part of its Social Outreach/ Extension programme on 30th November 2019. A team comprising 65 students and 5 teachers participated in the programme. The student volunteers of the department led the learning and activity sessions enthusiastically upholding the objectives of the programme. Science (I.T. C.S.) The Outreach Programme of Department of IT/CS was held at ZP School, Gulsunde Village, Rasayani. It was conducted for 8th and 9th standard students on February 28, 2020. Seven students from SYIT and SYCS of our college created awareness on cyber security among these school students by delivering PPT presentations on the topic "Importance of Computer security Awareness in todays Life. Science (B.Sc.) Total of 80 Students from the departments of Physics/Chemistry and Mathematics participated in the extension programme on February 28, 2020. Students constructed working models such as various types of sensors, frequency patterns using LASER, infinity mirror, food adulteration detection , water purifiers , making of soaps , various games puzzles and scientific videos. Commerce (B. Com., B.M.S. B.Com. (AF)) The faculty of Commerce organised a cleanliness drive at Shivr Nagarwadi as a part of departmental outreach programme on September 20, 2019. The students collected waste materials like plastic plates and bottles and created awareness

Provide the weblink of the institution

<https://phcasc.ac.in/igac/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

Pillai HOC College of Arts, Science Commerce has the following plans in the Academic Year 2020-21. The institute has decided: 1. To apply for more Graduate Courses and Post Graduate Courses including B. Sc. Data Science and B. Sc. Hospitality Management and M.Sc. Organic Chemistry considering the growing demand for these courses in current scenario. 2. To initiate institutional extension activities and outreach programmes in collaborations with Non- Government Organizations such as Red Cross or YRC, to develop service-based learning skill amongst students 3. To establish collaborations with industries and other government organisations to plan student oriented short-term or certificate courses to improve their employability skills 4. To strengthen institution-industry interface by organising events for students and faculty members and provide platform for students to pursue their career goals and skill enhancement 5. To establish a well organised online teaching-learning system, to impart knowledge in novel platforms, which is the need of the hour, to maintain the

process during pandemic times of COVID - 19 6. To plan development programmes, conferences, seminars and similar events, for faculty members and students as a part of curricular and co-curricular activities, on online platforms, to accentuate participative teaching-learning culture 7. To design and execute innovative Department Specific Outreach Programmes and Institutional Social Responsibility Cell activities and upholding the vision and mission of the institution. This will sensitise the learners with the challenges faced by the underprivileged in the vicinity 8. To initiate Triadic structure of e-Mentoring programmes (MMM, MPG, Vertical Mentoring), by paradigm shift of existing pattern of offline mentoring to online mode, to fit into the new pattern of educational system and to provide support to students, professionally and personally 9. To submit research project proposals (minor or major) by faculty members to enhance the quality of research endeavours, with a centred idea to publish quality research papers. This platform will encourage the knowledge seekers of all departments to participate in research activities extensively 10. To design and develop online modules for Positive Psychology Session with emphasis on presentations, videos and interactive online session. The real outcome of Positive Psychology will be evaluated based on the student's participation in the online session. The outcome and impact shall be assessed by an online test or survey on the same 11. To ensure quality e-content development by faculty members and optimum use of the same by the students through D-space, a digital platform for reference, learning resources and educational videos recorded through E-learning studio developed by Mahatma Education Society or by online applications to facilitate students' academic interests and outlook 12. To establish Intellectual Property Rights Cell and ISO Committee to plan and successfully execute events in similar line and initiate the process of planning of ISO Certification, as a part of green initiative by the institution respectively