



YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	02192669004
• Mobile no	9820389930
• Registered e-mail	phcasc@mes.ac.in
• Alternate e-mail	latak@mes.ac.in
• Address	Mahatma Education Society's Pillai HOC College of Arts, Science and Commerce, Pillai HOCL Educational Campus, Taluka- Khalapur, Dist- Raigad
• City/Town	Rasayani
• State/UT	Maharashtra
• Pin Code	410207
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education

• Location	Semi-Urban				
• Financial Status	Self-financing				
• Name of the Affiliating University	University of Mumbai				
• Name of the IQAC Coordinator	Ms. Remya Madan Gopal				
• Phone No.	9958624503				
• Alternate phone No.	9028609874				
• Mobile	7744851223				
• IQAC e-mail address	iqac.phcasc@mes.ac.in				
• Alternate Email address	remyagopal@mes.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://phcasc.ac.in/wp-content/uploads/2021/02/AQAR-2019-20-Final.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://phcasc.ac.in/wp-content/uploads/2021/08/Odd-Sem_Academic-Calendar-A.-Y.-2020-2021-1.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.34	2017	30/10/2017	30/10/2022
6.Date of Establishment of IQAC			05/06/2017		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	NA	
8.Whether composition of IQAC as per latest			Yes		

NAAC guidelines	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	08
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>* NIRF Registration and institutional data submission for National Rankings of 2020 * Establishment of Semester-wise Departmental presentations, IPR Cell and Competitive Exam Cell * MoU with TISS & SIBC, Collaboration with BIAP * E- Trivariate Mentoring and E-Positive Psychology Sessions * Online faculty-wise conferences, FDPs and Student centric activities * Initiation of ISO Certification Process * Faculty Exchange Programme with various educational institutions</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
<p>Orientation Programmes on digital classrooms and online lectures, activities and admission process across all streams to acquaint the students of new teaching-learning mode</p>	<p>IQAC organised multiple online Orientation Programmes in general across all streams to parents and their wards regarding the new mode of online-teaching and learning addressed by our Principal, followed by departmental orientation by</p>

	<p>Programme Coordinators and subject teachers to explain the entire digitised mode of education. The students were introduced to google classrooms, google meet, online assignments, quizzes and other curricular aspects without compromising on the quality of the process</p>
<p>Strengthening Digital Curricular Interaction with Students using Google classrooms</p>	<p>IQAC introduced the concept of google classrooms, google meet, online attendance records, online assignments, quizzes along with various strategies to engage the students by organising online activities on curricular and co-curricular facets. Digital teaching and learning, discussions, assignments, e- mail access, digital library, video recordings, presentations and e- notes were shared with the students to ease into a new normal mode of education. Google classrooms were created, course-wise where the concerned faculty member uploads all online subject related information for the access of the students along with assigning them projects, case studies or tasks. Weekly sharing of lesson plan and pedagogy with the students were also practiced to strengthen the process</p>
<p>Redesign the structure of best practices to effectively maintain through online mode (E-Trivariate Mentoring and E-Positive Psychology Sessions)</p>	<p>The Mentor-Mentee Mode (MMM), Mentoring through Peer groups(MPGs)and Vertical Mentoring have been a successful practice in our institution. IQAC introduced an online characteristic to the Mentoring practice to maintain its</p>

effectiveness. Third session of one of the Mondays of every month was completely devoted to e-MMM sessions so as to help, support and guide them during already challenging times. The MPG and VM practices were also well managed under the observation of subject teachers through online g-meet sessions or quizzes and other activities.

This way, the student performance and interaction become more prepared, well supported and satisfied. The online Positive Psychology Sessions works as an effective adjunct to faculty -mentoring (Ward system) and peer-mentoring and ward- senior mentoring. The IQAC revamped the full fledged 3-year modules of the course structure of Positive Psychology to make a smooth transition to online version without compromising on effective content delivery. Online short story videos, presentations and activities were designed to serve the purpose and help maintain the positive outlook of our students.

Encourage research culture and quality research paper publications among faculty members and students

The IQAC organised three different online conferences 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. The plan also facilitates research paper and article presentation and submission by faculty members across all departments.

	<p>The research aptitude of students are substantially supported for their paper presentation, in the online platform for the first time as a part of Online APJ Abdul Kalam Memorial Students' Seminar Series. The teacher mentors also motivated the students to participate in first ever online Avishkar Research Convention competition for students organised by University of Mumbai</p>
<p>Streamlining the process of Track Act as a part of Management Information System to organise documentation process for accreditation</p>	<p>With multitudes of activities being conducted and recorded, 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 and accreditation process by segregation of events criterion - wise and sharing the same in respective criterion mail created to manage organised documentation. The information repository helps to provide direct input to the accreditation process (AQAR or NIRF) of the institutions. The practice also helps to keep a track of online events and meticulously keep records and reports of events, as in this year where about 130 online activities were conducted by the institution.</p>

<p>Conduction of regular IQAC meetings and timely submission of AQAR</p>	<p>There were eight IQAC meetings regularly conducted to quality check at various levels of functioning of the institution which are continuously done and quality enhancement protocols implemented to involve over curriculum development, regular feedback analysis from stakeholders, activities to be planned and data collection, compilation and submission for AQAR 2019- 20 and NIRF 2020. Faculty guidance programs about AQAR submission were conducted and criterion - incharges were briefed on data collection and submission for the same</p>
<p>Focus on Faculty Development and Faculty Exchange programmes</p>	<p>The IQAC organised three different online faculty wise development programmes i.e.- Arts, Commerce and Science, provided a platform to brush up on their knowledge base and improve their professional skills. IQAC initiated the faculty exchange programmes also with higher educational institutions such as KLE College of Commerce and Science, Kalamboli, Changu Kana Thakur Arts, Commerce and Science College, New Panvel and St. Wilfreds College of Arts, Commerce & Science, Panvel to promote joint teaching programs, integrate activities with students from other institutions and open doors to possibilities for future collaborations in research also.</p>
<p>Reinforce on Capability Enhancement Activities for</p>	<p>IQAC organised various skill enhancement activities such as</p>

<p>students and staff members</p>	<p>Yoga Sessions, Meditation Session for students and faculty members in association with Art of Living, Webinars on Health, hygiene and Immunity Management during pandemic times of COVID -19, events and competitions for personality development, interview skills, communication and language skills and writing skills. Career counselling online sessions were also conducted in Arts, Science and Commerce to provide the students career options in line with their graduation programme. Faculty members from various programmes participated in the Orientation Programmes/Subject Refresher Courses and Faculty Development Programmes organised by various state/central universities and other reputed institutions.</p>
<p>Regular planning of internal Academic Audits and Exam Cell Audits</p>	<p>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, an 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. IQAC also conducts exam cell audit to verify the implementations of policies and procedures, along with maintenance of transparent students grievance redressal system</p>

<p>Boost up MoUs and collaborative activities to develop industry-academia interface</p>	<p>IQAC has significantly contributed in developing interactions with other institutions or other industries that helped to provide a platform for quality improvement in education. A functional MOU with Tata Institute of Social Sciences is initiated through the NUSSD programme in Digital Marketing for our students. Multiple MOUs are signed with NGOs for women empowerment such as SIBC (Soroptimist International Bombay Chembur, gram panchayats and other start-ups to be a part of collaborative curricular and social awareness activities. Collaboration is also signed with BIAP to organize student-centric activities and FDPs. Faculty and Student Development activities were organized in association with Bombay Stock Exchange Brokers' Forum and BIAP and career counselling events with NISM and STAR-ALLIANZ Insurance Company and Art of Living along with activities and MoU from Heartful Campus.</p>
<p>Strengthening Digital Interaction in line with assessment of direct course outcomes</p>	<p>In the process of digitising most of our processes especially 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 during COVID -19 crisis. Apart from official groups on Whatsapp and email, the outbreak of CoVid-19, gave us an opportunity to implement with online lectures</p>

in Google Meet (Digital platforms of conducting meetings), Google Classrooms, Virtual study camps, Remedial lectures, Bridge courses and In-Sem as well as Semester End University Examination Online during the lockdown period. The process was entirely digitised and implemented starting from online question paper pattern, online question paper submission, online mode of exam conduction, assessment and result analysis. The guidance session on the same was organised for faculty members and students so as to maintain the smooth completion of the process. The time tables, results and guidelines were shared in the website as a part of digitisation of the examination procedure. IQAC initiated digitisation as the outcome of entire calculation is done at a click, minimizing errors and effective record keeping.

Catering to student needs of professional and planning Add-on Courses and career oriented events

The IQAC initiated to implement Add-on or Certificate programmes, in-house as well as in collaboration with reputed institutes such as TISS and Satyam, to improve the employability skills and holistic development of the students. Another initiative was the establishment and functioning of a competitive examination cell as a part of providing insights to career opportunities and guidance for preparation of competitive examinations. The initiative was

	<p>to focus on employability and career goals of our students and provided guidance on preparation for NET, SET Examinations, CET, CAT, GMAT and other Similar competitive examinations. Career counselling Online sessions were also conducted in Arts, Science and Commerce to provide the students career options in line with their graduation programme in association with reputed institutes such as NISM, BSEBF and BIAP.</p>
<p>Implementation of 360 Degree Feedback System</p>	<p>IQAC has implemented a multi faceted and well structured feedback system collected online from all stakeholder including students, faculty members, alumni and employers in addition to course and faculty wise feedback taken across all classes of every stream on curricular aspects. Moreover, we also designed faculty to faculty, faculty to programme coordinator, faculty to Principal and Vice Principal of our institution. The feedback analysis put forth the information on areas to focus on for overall efficient functioning of our institution and help to draft and implement policies accordingly.</p>
<p>Observation of Important National/International Days through institutional outreach programmes organised by ISR Cell Youth Red Cross and N.S.S. Unit</p>	<p>IQAC has implemented a policy to create awareness to students about the importance of observing national and international days in our daily life, realizing our social responsibility, to maintain green planet, celebrate relationships and reinstating</p>

the motive for observation of 'National/International Days'. IQAC has emphasized to Inculcate Social awareness, values and environmentally responsible behaviour amongst students and o nurture students as citizens with moral, ethical and social values so as to provide service to the society through activities and discharge their obligations towards the society by formation of ISR Cell and organising activities under the same. The Youth Redcross and NSS Unit also have effectively planned and executed outreach activities even during lock down times to create awareness and contribute to COVID -19 impacts in nearby villages

Planning to events to pay our respect to frontline COVID - 19 Warriors of the country

IQAC took the initiative to plan events to pay our respect to COVID - 19 Frontline Warriors of our society during the pandemic times and create awareness among students on the situation and need to be responsible citizens. The events were organised to be inspired by the real life heroes and constantly be reminded of our duty to contribute in challenging times. Independence Day Celebration, Women's Day Celebration, Observation of International Nurse Day and webinars were themed on the same to educate, inform and actively take steps to face the crisis and bring back stability by supporting the guidelines of government and respect the contributions of COVID - 19 Frontline Warriors

13. Whether the AQAR was placed before statutory body?	No				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Nil	Nil
Name	Date of meeting(s)				
Nil	Nil				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>31/12/2018</td> </tr> </tbody> </table>		Year	Date of Submission	2019	31/12/2018
Year	Date of Submission				
2019	31/12/2018				
Extended Profile					
1. Programme					
1.1 Number of courses offered by the institution across all programs during the year	500				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td style="text-align: center;">View File</td> </tr> </tbody> </table>		File Description	Documents	Data Template	View File
File Description	Documents				
Data Template	View File				
2. Student					
2.1 Number of students during the year	1718				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Institutional Data in Prescribed Format</td> <td style="text-align: center;">View File</td> </tr> </tbody> </table>		File Description	Documents	Institutional Data in Prescribed Format	View File
File Description	Documents				
Institutional Data in Prescribed Format	View File				
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	507				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td style="text-align: center;">View File</td> </tr> </tbody> </table>		File Description	Documents	Data Template	View File
File Description	Documents				
Data Template	View File				

2.3	539
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	48
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	48
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	46
Total number of Classrooms and Seminar halls	
4.2	Rs. 13255171.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	206
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

At the beginning of each semester, an orientation programme is

organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. For effective planning and execution, each programme coordinator prepares a departmental academic calendar, sheets depicting allotment of courses and workload based on the credits of each course as per the directives received from the University of Mumbai and prepares the Time table. The teachers prepare a Semester teaching plan and a Week-wise teaching plan. Since Academic Year 2020-21 was under the influence of COVID-19 pandemic, as per the guidelines of University of Mumbai, all programmes started under the 'Online Teaching-Learning Basis'. The faculty members adopted various online teaching pedagogies like PPT presentation, video, and online interactive sessions. Group Discussion, Debates, Projects, Role Play, Short Films, Assignments, Use of charts and graphs, Case studies were also included in the teaching learning process for effective curriculum implementation. Positive Psychology lectures are conducted once a week in every class by our teachers to raise the emotional quotient of students by helping them deal with stress, anxiety etc. The performance of the department is reviewed in regular departmental meetings with the principal and vice-principal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/syllabus.pdf

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

For effective planning and execution, each programme coordinator prepares an academic calendar, which is prepared according to the directives received from the University of Mumbai. Coordinators of each programme conduct meetings for allotment of course distribution among the teachers. They prepare a workload based on the credits of each subject allotted by the University of Mumbai and it is shared with the teachers. They design a time-table for their respective programmes as per university norms. The teachers prepare the semester teaching plan and week-wise teaching plan which is recorded in their handbooks and also shared with the students. Since Academic Year 2020-21 was under the influence of the COVID-19 pandemic, as per the University of Mumbai directives, all the programmes were running on an 'Online Teaching-Learning Basis'. The teachers adopted various online evaluation methods like quizzes, PPT presentation,

video making, project and assignment submissions and online tests as a part of Continuous Internal Evaluation (CIE). As per the University directives, Online Internal Examinations were conducted via Google forms for all programmes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://phcasc.ac.in/wp-content/uploads/2021/11/Academic-Calender-Odd Even-2020 21.pdf

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

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

1.2 - Academic Flexibility

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

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

10

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1618

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

1.3 - Curriculum Enrichment

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

Our college integrates various cross-cutting issues into the Curriculum in different ways. The institution gives top priority in delivering the courses related to the aforesaid themes which have been prescribed by the University of Mumbai.

Professional Ethics

Adhering to the vision and mission of our college, we organise various career guidance and orientation sessions to inculcate professional ethical practices in students. The subjects such as Innovative Financial Services, Ethical Hacking, Marketing Ethics etc. enable our students to practice ethical values in a professional atmosphere.

Gender

Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. Compulsory core courses along with the wide range of community outreach programmes that include health and hygiene awareness, village adoption, enable exposure to real life situations.

Human values

Foundation Course and Humanities courses prescribed in the syllabus help the learners imbibe human values required for the holistic development. The institution has an indigenously designed course "Positive Psychology" to nurture positive values to build personality development.

Environment and Sustainability

Courses like Green Computing and Environment Studies create awareness about environmental consciousness, solid waste management, environmental issues related to agriculture, environmental protection movements in India, green business and consumerism are being taught.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

423

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

1718

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://phcasc.ac.in/wp-content/uploads/2022/01/1.4.1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://phcasc.ac.in/wp-content/uploads/2022/01/1.4.2.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

566

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

192

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

2.2 - Catering to Student Diversity

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

The Choice Based Credit System (CBCS) provided by Mumbai University, facilitates a flexible learning mechanism for students of all levels. After systematic analysis of the ground realities, the institution has pushed for Bridge Courses, Orientation programmes, Continuous Internal Evaluation patterns (CIE), Study Camps, Mock Tests, Trivariate Mentoring Model and also provision for Online Student Counseling. The College ensures participative and experiential student centric -learning process through Language Lab, Mentoring, E-Content modules, Audio-Visual Equipment, Virtual Visits, Live projects, Concept based Videos, etc.

?Measures in force for Advanced Learners:

Competent students are encouraged to take up internships and are allowed access to research labs and Incubation center. The Institution always strives harder to help advanced learners to excel by organizing events such as Student Seminars, Conferences, Career Counseling Cell events and online platform for Short Term Courses in collaboration with world's leading institutions.

?Measures in force for slow learners:

While, Express Excellent English (EEE) is being conducted in online mode, other aspects such as Remedial Teaching and Bridge Courses, Mentoring through peer Groups (MPG), Vertical Mentoring Model, E-content materials and doubt solving sessions through virtual platforms.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/2.2.1-PROGRAMMES-FOR-ADVANCED-AND-SLOW-LEARNERS.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1718	47

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The Choice Based Credit System (CBCS) encourages students to reflect upon their interests at a greater depth. The internship programmes, project based learning and short-term online courses in collaboration with institutions like Coursera, Edx set pace with the fast-moving world.

Career Counselling Cell regularly gives the learners insights about their future career path by conducting events in similar line. Periodic expert and guidance lectures, conferences, orientations, workshops, seminars, exhibitions etc. are also organized. Add on courses /Certificate Programmes offered by the college enhances the overall approach and skill set of the learners. Departmental libraries along with the Mandatory research work at PG level enhance the spirit of learning and application of the same in reality. The Library-space, a special unit in the library is a repository of all the notes by teachers as well as exemplary projects, E- journals and assignments for the reference of the students.

National Service Scheme ,Institutional Social Responsibility Cell, Cultural Association, Youth Red Cross Society, Department of Life Long Learning Extension ,Commerce Club, Maths Club and IT Club inculcate leadership and life skills among students. Annual Sports

Meet and free Health Camps organized by NSS volunteers help in successfully implementing the mission and vision of our institution.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/2.3.1-INNOVATIVE-TEACHING-METHODS.pdf

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

The faculty of our institution use various ICT enabled tools to enhance the quality of teaching-learning like:

Google Classroom is used to manage and post course related information-learning material, quizzes, lab submissions and evaluations, assignments, etc. Science Labs are used to conduct experiments through simulations.

The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching-learning process.

The online learning platforms are designed to train students to engage in open discussion and problem-solving activities.

Audio-Visual (AV) Room facility is used to conduct video lectures and upload the content in appropriate virtual platforms for student access.

Lab manuals are mailed to students well in advance before the experiment is performed.

Curriculum based online quizzes and polls are regularly conducted.

To teach mathematics in online mode, various online applications like-Whiteboard and Jam board in Google meet are used.

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

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

48

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

4

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Subject teacher first discusses the whole syllabus, stressing on the marks each unit carries for the examination of their respective courses along with the question paper pattern. They also explain the entire process of examination and marking system to the students. A robust and continuous internal assessment system in our college includes Formative assessment, Interim assessment, Summative assessment and Diagnostic assessment which are meticulously followed in line with guidelines of University of Mumbai. All the examination guidelines and mode of conduction are directly communicated by programme coordinators and class coordinators to the student, making the process quite transparent. Examination time table are prepared by exam cell as per dates provided by the University and is communicated to the teachers and students well in advance via email, official WhatsApp groups, college website and is also displayed on exam cell notice board.

Two sets of question papers are prepared for internal examination and practical examination by respective subject teachers, ho mails

the same to the exam cell. In cases where the teacher intends to take project, presentation and viva, they are allowed to do so, provided students submit the records in google classroom. These exams are conducted within the time limit prescribed by the University.

File Description	Documents
Any additional information	View File
Link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/2.5.1-TRANSPARENT-SYSTEM-FOR-INTERNAL-EXAMINATION.pdf

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

Our college has a dedicated examination cell that coordinates and conducts both the semester end University as well as internal examinations of the Institute. It also aligns itself with the examination section of the University of Mumbai.

Examination In-charge is the Head of the Examination Cell which is divided into three sections namely, Examination Conduction section, Records Section and Administration Section.

The members who are responsible for the university examinations include Chief Conductor, Unfair-means Committee and Senior Supervisors.

Examination cell deals with any kind of grievances related to examination and evaluation process. These grievances include corrections in Grade Card, change in name or spelling, marks updating after revaluation and pending results of previous semesters etc. Such cases are promptly handled and addressed on time and forwarded to the university with regular follow up until the matter is resolved. It also coordinates with all the stakeholders departments well in advance to conduct the practical and viva examinations at both UG and PG levels on time.

Unfair Means Committee is constituted to resolve any complaint from the student or from the examination cell regarding any malpractice or any other unsavoury incident during the examination as per university guidelines.

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

2.6 - Student Performance and Learning Outcomes

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

The College adopts Outcome based education to successfully implement our mission and vision in our teaching learning process. The Course Outcomes (COs) represent the expected knowledge and skills which a student acquires at the end of a course. COs have been thoughtfully defined for all courses across the various programmes being offered. The Course outcomes (COs) of all courses offered are prepared by the concerned subject teachers at the start of the semester and shared with students. Compiled COs and POs across all streams are uploaded on the college website. The Programme Outcomes and Course Outcomes are discussed with the students and the concepts are explained during Orientation programme and lecture delivery.

The POs are shared with students in official WhatsApp group by the respective Program coordinators and COs are shared in Google classroom by the respective subject teachers. The Programme Outcomes which are based on Graduate attributes are intimated amongst all stakeholders.

Workshops, seminars and webinars are being conducted on regular basis to educate the teachers about the significance of outcome-based education and its implementation for quality enhancement.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/2.6.1-PO-CO-DISPLAYED-AND-COMMUNICATED.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Attainment of CO & PO is done through Direct & Indirect Method.

Direct Method: CO attainment is calculated directly from the internal and external assessments. In internal assessment, the knowledge and skills are assessed through the performance in assignments, experiments, lab assignments, projects, class tests and internal assessment tests. However, the process of internal assessment is not the same for all the programmes.

We conduct internal examinations as a part of continuous evaluation of our students in spite of the fact that there is no such provision in the programs like B.A, B.Sc. and B. Com as mentioned by the University of Mumbai. The marks obtained by such submissions are the modes used for calculating COs and POs through Direct Method.

Indirect Method: The strategies are implemented by embedding Course Exit survey, Graduate Exit Survey and Alumni Survey as a part of our institutional quality enhancement initiative by IQAC. We have also designed a certificate programme on Positive Psychology, compiled by members of IQAC. This programme has been internalized and institutionalized as one of our best practices and the feedback collected for the same indicates its relevance in development of life skill and Emotional Quotient among our students.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

539

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://phcasc.ac.in/about/annual-report/

2.7 - Student Satisfaction Survey

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

<https://phcasc.ac.in/wp-content/uploads/2021/12/SSS.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

4.1

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

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

4

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.indiancompany.info/llp/geh-research-llp/

3.2 - Innovation Ecosystem

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

1. Introduction

The Institution has some significant committees which take care of the research and innovation activities at the institution. They also look after allied activities such as Industry-Institute collaboration and Entrepreneurship.

Following are the committees

1. Research and Development Committee :

This committee is responsible for all research activities at the institute. It promotes research activities planned by the faculty

members and the students of the institution by providing a holistic ecosystem to transfer knowledge in the field of research. It caters to the numerous research activities such as webinars, seminars, Workshops and Faculty Development Programs on Research Methodology and facilitates funding opportunities. It also organises various research oriented seminars, expert lectures and competitions for students.

2. IPR Cell:

Intellectual Property Rights Cell is apparently a new cell constructed to conduct an organized and result oriented ecosystem to motivate teachers and students to sensitize about the importance of intellectual property and related legal and practical aspects of it.

3. Entrepreneurship Cell:

Entrepreneurship Cell looks after the activities that promote entrepreneurship mindset among the students and teachers. In this regard, this cell organises important activities including an Entrepreneurship Competition worth 1 lakh cash prize to the winners.

4. Conference Committee:

This committee is established to look after the effective planning and execution of conferences at the institution. In respect of improvement in the number of conferences conducted by our institution, the committee conducts departmental conferences to meet the requirement of qualitative paper publication. Hence; a significant increase in the number of conferences organised by the institution every year can be observed. This committee also facilitates conversion of conference papers into the publishable papers in UGC CARE listed journals.

5. Avishkar Research convention Team:

University of Mumbai conducts a very unique and efficient research convention program for students of all the affiliated colleges to showcase research and innovation in 5 categories ranging from literature to Agriculture. The objective of this program is to inculcate the research mindset among the post-graduate and graduate students. Our students take part in this mega event every year, which runs for more than a month. We have a dedicated team of mentors who guide students to prepare and present their research work in this convention program.

Some of the major outputs:

- Out of 11 faculty members applied for a minor research grant to the university of Mumbai in the year of 2019-20, 09 of them are awarded with the grant summed up to total grant of Rs. 3,49,000/- to pursue research activities. All the Project Investigators have prepared the report of their projects and few of them even were able to publish their works in reputed UGC-Care listed Journals.
- Four of the faculty members have received funds from the company GEH Research LLP, with a sum total of Rs. 4,10,000/- for conducting research in the field of Space Science, Microbiology, Commerce and Social Science.
- The College is awarded with "Best Research Award for the year 2020" by Asian Society for Scientific Research (ASSR).
- The number of conferences with proceedings with ISBN and ISSN has increased to 4 in each year.
- The entrepreneurship competition is a nationally hit program that attracts numerous students to take part in that challenge.
- On an average, more than 30 students from our Institution take part in Avishkar Research Convention program every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://phcasc.ac.in/research/

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

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

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

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

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

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

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

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

3.4 - Extension Activities

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

The Institution is committed to serve the community through its extension activities by involving students and faculty of all departments and various committees such as NSS, DLLE, WDC, ISR, Student Council, etc. This has resulted in creating strong relationships with the local community, local administration, schools, neighbourhood organizations and non-profit organizations.

The college believes and stresses in bringing out the best qualities inherent in the students through imparting value education like inculcating in them social responsibility and public awareness through various activities. Keeping this in view, the institution, strives to inculcate in the students, the best way of being a responsible citizen through various extension activities. The main aim of engaging the students into extension activities is to make them aware of the social issues prevailing in the society and therefore influence them and their understanding about the problems which hold the rural areas from developing, both individually and socially and seek out the possible ways to solve those problems. The college has adopted five neighboring villages - Majgoan, Karade, Parade and Gulsundhe market for extending utmost services for the development of both villages and its communities. For extending various activities in neighborhood community, the institution has set-up different units like NSS/ Red Cross/ ISR etc.

Series of extension activities undertaken by the students, over the few years are mentioned below.

- The NSS Unit is vibrant and conducts activities related to awareness of social issues, community services, Swachh Bharat, Computer Literacy among slum community, legal literacy, health issues, blood donation, gender equity, women empowerment, Campus cleanliness and environment, evils of drugs, living

conditions of nearby predominantly low income community.

- During this camp the NSS unit has extended its services in adopted villages.

Rallies spreading awareness are organized on various social issues for creating awareness among villagers living in a rural areas to promote the importance of cleanliness ,awareness on AIDS, Rally on "importance of safe drinking water".

- Rally on awareness of "AIDS" by Red ribbon club.
- Plantation of trees both inside the college campus and adopted village.
- Street play was performed by the NSS unit National Unity Day.
- Extended help to the "Kerala Chief Minister's Distress Relief Fund" for the flood affected victims of Kerala by way of collecting donation from the different sources.
- Organized Swachh Bharat Abhiyan programme under the motto of 'Swachata Hi Seva'. During the programme the NSS students cleaned the college campus as well as the local adopted villages and markets.
- NSS volunteers visit to ZP school every Saturday and Sunday to teach underprivileged students. They teach subject like mathematics, English and also they even teach them Yoga and Zumba.
- NSS also organizes Yoda day to promote importance of mediation among the students .

Through involvement in such activities, students become aware of different community and social issues prevailing in the society and it also inculcates the sense of social responsibility in them and in turn, become a responsible human being which every society or nation is in need of. For further details we will upload the file.

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

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

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

5

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

20

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1590

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

16

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

11

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Pillai HOC College of Arts, Science and Commerce has always ensured high quality education through effective classroom teaching, interactive and vocational training, interaction with industries and other organizations. It aims at giving high quality learning experience to diverse population of students providing excellent infrastructure and physical facilities and by introducing advanced technical teaching aids.

There is an abundance of infrastructural resources such as Lecture Halls:42, Seminar Halls: 02, Laboratory: 04, Library: 01, TPO Office: 01, First Aid Room: 01, Counselling Centre: 01,Office: 02, Exam Cell: 01, (CAP)Assessment Rooms: 01, Faculty Rooms: 05, Boys Room: 01, Girls Common Room: 01, Conference Halls (Conclave): 02 (Seating 190 each), Auditorium: 01(Seating 1200), Smart Class room: 02, Store Room: 01, Photocopy Centre:02. 07 classrooms have AV facility. And all laboratories are well equipped. We do have Googleclassroom as e-resource for students.

Library houses an enviable collection of resources in the field of Arts,Science and Commerce, Study Skills, Personality Development, General Management, Humanities, Science and allied subjects. 5981 books, access to 6000 e-journals make it a rich learning environment. Online Public Access Catalogue, internet browsing area for accessing e-resources, Laptop zone with Wi-Fi facility and discussion room.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://phcasc.ac.in/about/infrastructure/facilities/

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

Our college strives not only for educational development but also gives immense importance to students' physical and cultural development with adequate sporting and cultural facilities. We encourage, support and provide resources required for developing the innate talents of students. We have well-maintained sports ground and a Sports Authority of India sponsored sports training centre.

The institution benefits its students with fully equipped Gymnasium. Professional and qualified instructors are recruited to provide physical guidance and assistance to the students and staff. Sports quota is considered at the time of admission. The students participate in the Inter collegiate tournaments and competitions organised by University of Mumbai and achievers and coaches are felicitated.

We motivate students to participate in cultural events like Euforia, Jalsa, Insolito etc., organized in our campus to promote and provide a competitive and cultural platform for students to bring out their talents, abilities and skills. Yoga Day and Meditation sessions are observed by the institution in association with 'Hearthfulness, Art of living, Patanjali and Brahmakumaris'.

Outdoor Games- Facilities for Football, Basketball, Volleyball, Hockey, Cricket, Athletics, etc.

Indoor Games- Caroms, Table-Tennis, Chess

Sports ground and fully equipped gymnasium

One main auditorium, one open air auditorium, two conclave halls

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://phcasc.ac.in/about/infrastructure/facilities/

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://phcasc.ac.in/about/infrastructure/facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Rs. 9500000.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Our collegelibrary is housed in 460.32 sq. mtr of modern amenities and situated on third floor andit is fullyautomated using open source software 'Koha'

- Name of the ILMS software - Koha
- Version- 17.05.03.000
- Year of automation- 2016

Koha, an integrated Library Management System is used to manage various functions of library. It hasremote access to OPAC (Online Access Public Catalogue) which is called as Web OPAC. URL link for the OPAC is <http://203.115.126.36:9000/>. Koha provides e-mail alerts for return/renewals of books before due dates; reminders to return and renew overdue books.

Our library has a rich collection of more than 5,900 books in the field of Arts, Science, Commerce and related disciplines. Library subscribes to 12 national and international Journals and print Magazines.

Library also subscribesNList database, with access for6000+ e-journals and 1,99,500+ e-books to staff and tudents.

We also useMoodle, Libspace and D-spacefor accessing E-learning content.

Our library has internet browsing area for accessing e- resources,Wi-Fi facility, discussion room and reference books.

Library provides facility to check plagiarism for projects, thesis and research papers usingTurnitin software.

Our library has Facebook group, Instagram and Twitter Account.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://phcasc.ac.in/about/infrastructure/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Rs .89627.25

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

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

4.3 - IT Infrastructure

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

Pillai HOC College of Arts, Science and Commerce regularly updates its IT facilities. We have provided high quality Wi-Fi facility to the students on campus. The campus is having 200 MBPS of high-speed internet facility. The institute has a 24X7 Wi-Fi facility on the college campus for the student and faculty members to avail of internet connection at any place in the college. The connectivity through a fully networked campus with state-of-the-art IT infrastructure, computing; communication resources & offers students the facilities of e-mail, net surfing, up/downloading of web-based applications, besides helping them in preparing projects & seminars (presentation). Mahatma Education Society, our parental body has tie-up with Google, and we use all the application for our benefit. The entire Institute is Wi-Fi enabled with necessary firewalls and computer labs are connected through LAN with internet facilities. Such infrastructure facilities provided by our college also assist online teaching learning process and also strengthen our accessibility to information, thereby improving and updating knowledge base of our students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://phcasc.ac.in/about/infrastructure/facilities/

4.3.2 - Number of Computers

206

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

Rs. 653,751.89

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Our college avails resources that are utilized for the benefit of staff and students. Our institutional policy focus on optimum utilization of available resources

Resource in-charges are to ensure:

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 departments for resource requirement to the in-charge concern.
2. Permission for the utilization is taken from the Principal.
3. Intimation is given to in-charge so as to make the resource available.

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 urgent maintenance is taken up immediately after the approval of the Principal.
5. The annual maintenance resource records are forwarded at the end of every academic year after thorough inspection of the equipment.
6. After maintenance check of particular resource, satisfactory remark is taken from the concerned in-charge.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://phcasc.ac.in/about/infrastructure/procedure-policy-for-physical-facility-utilization/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

35

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

1618

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	https://phcasc.ac.in/wp-content/uploads/2022/01/5.1.3_final-1.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

146

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

781

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

22

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

113

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

17

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

As per the Policy of our college, the student representatives are selected as members of various academic associations and committees. The Student Council plays a significant role in some of the

statutory committees like Student Grievance and Redressal Cell, Internal Quality Assurance Cell, Internal Complaint Committee, Anti Ragging, College Development Committee, Women Development Cell, and non-statutory committees like Cultural Association, Commerce Club, IT Club etc.

The Council has representation from every class and department and therefore, they are the spokesperson of student recommendations and suggestions, which are duly taken into consideration. The Council members are a vital part of all the significant meetings and, thus they are a part of a transparent and participative decision-making culture where they are free to share their ideas, concerns, and interests.

We have an open-door policy where any Student council member or any student can directly approach the Vice- Principal, and Principal in case of any concern.

This year, as we went virtual, the students' representatives assured their participation online through being in the forefront of organizing events like Fresher's Day, Students' Seminar Series, Women Development Cell activities, Insolito, Farewell, etc.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2021/12/5.3.2_MOM.pdf
Upload any additional information	View File

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

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

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association of our institution (Registered since March 2017- Registration No. Maharashtra/150/2017/Raigad) is an association between the institution and the alumni group. Our college gives immense importance in organising activities in collaboration with our Alumni. They play a prominent role in being active members of committee boards like Internal Quality Assurance Cell (IQAC) and College Development Committee (CDC). Feedback and suggestions, given by our alumni, are always recorded and considered for quality enhancement. A series of guidance sessions on various topics were organized throughout the year 2020-21 for the benefit of our students. Our alumnus, Pratik Patil, a practicing advocate, took a session on the importance of Business Law. Sahil Naik & Abhishek Pandey addressed the students of B.Com (A&F) on the skills required to succeed in the field of Accounting & Finance. Arushi Sharma conducted a webinar on the importance of Fundraising for a start-up. Pragati Gogade & Neha Verma addressed the students of BSc on Anti-Nuclear Day. Akash Ghadge, an alumnus of IT/CS, enlightened the students on careers in the IT sector.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/alumni/alumni-events/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) **D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION:

The vision of the college is to provide education to all, irrespective of region, religion, caste, economic strata, and academic performance thereby becoming the real catalyst for change in society.

MISSION:

1. To ensure excellence in education by maintaining high standards of teaching
2. To help the students enhance their skill-sets
3. To work for the personality development of the students
4. To inculcate in them scientific temper and civic sense
5. To provide the best infrastructure comparable to international standards.

The members of the teaching fraternity in our college are proactive in whatever endeavor they take up. They are equally involved in both the academic and decision-making processes of our institution. Our college adheres to its vision of 'Education for All' by catering to the needs and preferences of all the students coming from various socio-economic backgrounds. Participation of the faculty members in various Orientation, Refresher, Short Term, and Faculty Development Programmes are also ensured for the holistic development of both knowledge givers and knowledge seekers. The institution has holistically worked to achieve its vision and mission. It is for sure that the same will be continued in years to come.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/about/
Upload any additional information	View File

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

The College ensures publicity and transparency in the admission process. At the time of admission, applications are invited and scrutinized by the admission committee headed by the Principal, Programme Coordinators, and faculty members representing different streams. The admissions to both UG and PG are done through advertising in all mass media. Prospectus and other details are uploaded on the college website, providing details and a schedule of admissions. Differently abled students, performance in sports, cultural and other aspects (DLLE, NSS, Youth Red Cross Society) are also considered along with merit.

Our College, by its design has a federal structure and each Programme is treated as an independent entity with devolution of power to the Programme Coordinators. Each department makes its budget and administers it. The Academic Management System and freedom of the Departments are within the overall structures and guidelines of Mumbai University.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/about/organizational-chart/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college initiated and implemented Add-On Courses based on the strategic plan to impart quality and extended education with a noble objective to enhance and enrich the students' learning experience in

college by bringing in a holistic approach to learning and also to cultivate necessary skills for various careers. It was designed in such a manner that it would improve their prospects of future employability and life skills. Certificate Courses focus on Soft Skills Development, Express Excellent English (Basic and Advanced Level), Advanced Excel, Web Development, Machine Learning-Python, Android to develop basic skills, Basics of Taxation, Diploma in Digital Marketing and E-Commerce. It also focuses on Investment, Banking & Finance. Earlier, the IQAC of our institution had initiated a collaboration/MoU with many renowned and reputed firms like Satyam for Commerce Courses, TISS for Management Courses, TechFryDay for IT and Computing Skills to enhance the overall skills and personality of our budding learners.

Similarly, a certificate programme on Positive Psychology, an IQAC initiative has been institutionalized as one of our Best Practices. These platforms allow students to learn through real-world context and widen their knowledge beyond the academic horizon.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/03/Strategic-planning.pdf
Upload any additional information	View File

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

The Apex body - the Governing body - has fourteen members comprising the Chairman, Secretary MES, Chief Operating Officer, MES, Member - Management Board, Industry Representatives, One R&D Institution representative, Two members from reputed academic institutions, Principal and Member Secretary.

The next in the hierarchy is the Principal of the Institution. The Principal is the academic and administrative head of our college and reports to both the Chairman, and Chief Operating Officer, Mahatma Education Society. The line of authority has further been divided into Programme Coordinators, Heads of various departments, the Registrar, the Librarian, Exam Cell Coordinator, the Heads of various statutory and other committees, and the Students' Council.

The Administrative Department is headed by the Registrar, who has the staff and sub-staff to assist him for the same. The Registrar manages the administration and reports to the Principal. The Registrar's Office, Finance and Accounts, Sports, Maintenance, and Hostel come under the Registrar.

The role of the Vice-Principal too is very crucial for smooth functioning. The last leg of the system is the Class Coordinator, who is appointed to manage respective class in order to maintain the smooth teaching and learning process.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://phcasc.ac.in/about/organizational-chart/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Our college offers worthwhile welfare schemes to all the teaching and non-teaching staff to ensure and boost their work culture and efficiency.

- ? All teaching and non-teaching staff are provided free transport facilities.
- ? First aid room and Doctor on call.
- ? Sanitary napkin vending machine.
- ? Internal and External Faculty Development Programmes.
- ? Provision of Counselling Centre.
- ? Provision of ample secured parking facility for vehicles of staff members.
- ? Safe potable water facility on all floors.
- ? Reimbursement of registration fee provided to faculty members for STTP/Seminars/Workshops/Orientation/Refresher Courses at National and International level.
- ? Duty Leave for participation in Seminars, Conferences, and Workshops.
- ? Provision for Medical Leave, Maternity Leave, and Paternity Leave.
- ? Employee Provident Fund Scheme.
- ? Gymnasium, Sports, and Yoga facilities are available for the teaching and non-teaching staff.
- ? MES Credit Cooperative Society for teaching & non-teaching staff.
- ? Provisions of employment opportunities for local residents.
- ? To enable faculty members to conduct research work smoothly, the college offers all the necessary infrastructure facilities as well as flexibility in terms of working hours.
- ? Automated lifts that move to the nearest floor during unexpected power outages.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/6.3.1-Staff-welfare-measures.pdf
Upload any additional information	View File

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

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

39

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

13

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

43

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Appraisal System for Faculty Members:

A well planned proforma has been designed for the assessment and appraisal based on following criteria-

1. Performance in lectures, seminars, tutorials, practical [60]

2. Imparting knowledge as per curriculum [20]
3. Use of participatory and innovative teaching-learning methodologies [50]
4. Examination work [25]
5. Co-curricular and extension activities [40]
6. Contribution to corporate life and management of the Institution [50]
7. Professional development [50]
8. Research and academic contributions assessment [150]
9. Research projects- sponsored projects and consultancy projects [55]
10. Completed projects quality evaluation [95]
11. Research guidance [45]
12. Training, courses and conference/ seminar/ workshops attended [55].

Performance Appraisal System for Non-Teaching Staff:

The performance appraisal of non-teaching staff is as follows:

1. Attitude towards co-workers [25]
2. Attitude towards public [20]
3. Perception and sensitivity [10]
4. Staff/student relation [10]
5. Dependability [5]
6. Attendance/job performance [20]
7. Initiative [15]
8. Response to supervision [5]
9. Judgment/decision making [5]
10. Method of expression [5]
11. Potential [5]
12. Innovation and creativity [5]
13. Job knowledge [15]
14. Related accomplishments [5]

Based on the performance appraisal report, the Head of the

Institution calls for multiple meetings with the faculty members and non-teaching staff to identify the focus area for improvement and to take necessary actions.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The long term feasibility of any organization is directly related to its financial status and performance. Auditing process of our college takes place in two stages namely, Internal audit and External Audit. Every year our institute carries internal as well as external audits, which help us to evaluate our strengths, weaknesses, opportunities and challenges. Auditors also give recommendations on how to improve the financial performance of our institution. Our institution considers the suggestions recommended by the auditing organisation and implements the same.

Internal as well as external auditing processes are conducted with proper planning and systematic reviewing of financial statements on a timely basis. Our College takes additional efforts in completing the process of budgeting in our college considering the varying.

The institution practices healthy financial management through internal and external audits. Individual departments give their requirement details (Materials, Chemicals and Equipment etc. to the accounts department after approval by the head of the institution). The same is forwarded by the accounts department to various vendors inviting quotations. The principal along with the programme coordinators finalises the best competitive price to be presented before the Board of Management. The Board of management takes the final decision for budgetary approval.

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

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

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

34,28,663

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Pillai HOC College of Arts, Science & Commerce conducts both internal and external financial audits regularly. For effective and efficient use of available financial resources, the accounts section prepares the annual budget by collecting the estimated expected budgetary requirements from all departments. The budget statement for every year is presented in the Financial Managing Committee meeting for approval. The financial statements are audited and utilization certificates are regularly sent to the authorities concerned. Estimated budget and actual expenditure during the financial year are regularly monitored by executive administrators. The college has an inbuilt mechanism of reviewing the actual expenditure and comparing it with the budgeted figures, which helps the college to have control over expenses. The management has developed a centralized policy for the purchase of common utility items and services (stationery, printing, cleaning material and computers). A list of approved vendors is prepared after inviting tenders for the supply of college requirements. Standard procedures are strictly followed for all purchases and expenditures. Non-budgeted expenditures having financial implications are screened and

reviewed by the management before sanction. Whenever college faces a deficit, the management extends its helping hand. A financial audit is conducted annually to ensure transparency at every stage.

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

6.5 - Internal Quality Assurance System

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

- **Positive Psychology as a value-added certificate course**

An overwhelming amount of stress is experienced by the current generation of students due to a lack of clarity in career, peer pressure, relationships, family conflict, social media, relocation, and performance in academics. Our Positive Psychology sessions were initiated by IQAC in 2018- 19 as an experimental practice to facilitate the students to cultivate positive thought patterns, gain confidence, improve behavior, learn better communication and work towards one's holistic development.

Throughout the positive psychology sessions, the focus was on inducing positive emotions, committing acts of kindness, and enhancing social connections that enable individuals, demonstrating the usefulness of the discipline for the individual, group, and community wellbeing.

- **Department-Wise National Conferences**

The IQAC and Research and Development Committee monitor and address the issues concerning research, and imbibe research culture among the faculty and the students. With the clearly defined objective, the Faculty Seminar Series is organized every year where faculty members present their research works and update the research-related activities. The progress of the practice is evidently reflected in the increase in the number of research papers, articles, and conference proceedings presented and published by faculty members in the following academic years.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/6.5.1.pdf
Upload any additional information	View File

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

The College, through College Development Cell and IQAC, periodically reviews and continuously upgrades the quality of the teaching-learning process by way of developing e-class rooms as digital initiative, robust feedback mechanism, timely planning and monitoring of Faculty Handbook, and an academic audit for quality assurance.

Develop e-class rooms as a digital initiative

Internal Quality Assurance Cell (IQAC) has contributed significantly to institutionalizing the quality assurance strategies and processes. Developing e-learning methods has always been one of the priorities in the Teaching-Learning process of the institution. Steps to digital learning using e-resources were initiated by providing institutional mail-id and password to all students and staff members to involve maximum participation and connectivity with students. In line with the objective, google classrooms for each course, e-library system, D-Space was initiated to provide a platform for e-learning for the students. The faculty members upload e-contents, e-notes, ppts, presentations, question banks, and share videos in the Google classrooms and D-Space, which can be accessed by the students. ICT- enabled classrooms and A/V room-assisted e-teaching and learning methodology, blending well into a new age of technology, in the process to streamline the concept and internalize the same.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/6.5.2.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://phcasc.ac.in/wp-content/uploads/2022/03/Annual-Report-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Annual Gender Sensitization Action Plan

Pillai HOC College of Arts, Science and Commerce, Rasayani prepared an action plan for Academic year 2020-21. The college aims to sensitize issues related to gender by conducting various activities in collaboration with SWA (Sorooptimist Welfare Association) and the Women's Development Cell of college, Youth Red Cross and Institutional Social Responsibility Cell (ISR). This message would also be conveyed to the local communities through the programmes organized by NSS as well.

It is mandatory that following women related theme addressed in the activities we conduct:

1. 16 Days of UN Gender Activism
2. Save the Girl Child

3. Safety and Security

4. Gender Sensitization

5. Importance of Personal Hygiene

6. Human Rights and Gender Equality

7. Women Empowerment and recognition of women's role in the society.

8. Participation of male students in Women Development Cell activities.

File Description	Documents
Annual gender sensitization action plan	https://phcasc.ac.in/wp-content/uploads/2022/01/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://phcasc.ac.in/wp-content/uploads/2022/01/7.1.pdf

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

C. Any 2 of the above

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

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

We have taken several initiatives to maintain our campus eco-friendly and sustainable.

Solid Waste Management:

Our college generates about 10-15 Kg solid garbage waste every day which includes paper, plastics, glass, metals, edibles, and other materials. Wastage of paper is minimal due to extensive use of online platforms of communication. We also practice bioremediation in the form of dry composting to handle biodegradable trash. To reduce the waste at the institution, students are generally educated on proper waste management practices. The faculty members and student volunteers of Nature club and NSS were involved in waste management projects in the previous academic year.

Liquid Waste Management:

Sewage and cafeteria effluent waste of the college is collected in underground septic tank which is connected to Gram Panchayat's sub main and the wastewater is then processed at the Rasayani sewage treatment plant. Liquid chemical waste generated from the chemistry laboratory is diluted/neutralized in the laboratory sink drain on campus which is connected with the Gram panchayats sanitary sewer system.

E-Waste Management

The electronic items in our college are collected and stored in a separate E-waste Collection Cell. Old electronics instruments like parts of computers, electronic waste from physics labs etc. are sold to dealers.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **A. Any 4 or all of the above**

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

5.

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

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

A good foundation provides a comprehensive climate to everyone in order to be tolerant and harmonious towards cultural, regional, linguistic, communal socioeconomic and other diversities. Various activities are conducted within the college campus aid in nurturing a tolerant and peaceful atmosphere.

Our college has taken various initiatives to develop and maintain an environment of tolerance and harmony towards the rich diversities that exist in our society. Various national and international days are not only observed but also celebrated at our college.

1. Literary Association of college organized a Heartfulness essay competition on October 10, 2020 to help students showcase their writing skills in Hindi, Marathi and English.

2. Cultural Committee of college conducted E-Collage Making Competition on August 15, 2020 to embrace the true sense of freedom in these challenging pandemic times and to pay our respect to the Real-Life Heroes of Society who risk their lives to protect ours.

Some of the days we observe are mentioned below:

-Women's day

-Yoga day

-Republic Day

-Cancer Awareness Day

-AIDS Day

-Parakram Diwas

-Martyrs Day

-Marathi Bhasha Diwas

-Zero Discrimination Day

-Independence Day

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

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

Our college believes that every student, teaching and non-teaching staff is a responsible citizen and is obligated to be bound by the duties and social responsibilities related to the same.

To equip our students with the knowledge, skills, and values that are necessary for sustaining balance between livelihood and life, an effective, supportive, safe, accessible, and affordable learning environment is provided to them. We encourage them to participate in various awareness programmes on culture, traditions, values-based duties, and responsibilities.

1. Institutional Responsibility Cell conducted a webinar on 'Basic Structure of Indian Constitution' to celebrate Constitution Day on November 26, 2020.

2. The NSS Unit of the college conducted a blood donation camp to make people aware of importance of blood donation on January 23, 2021.

3. International Yoga Day was celebrated on June 21, 2020 wherein different Asanas and Pranayama were taught by a yoga instructor.

4. To mark and celebrate International Yoga Day on June 21, 2020 Women Development Cell in association with Sorooptimist International Bombay Chembur, had organized a week-long Yoga and pranayama sessions for holistic health and wellness.

4. The NSS unit of the college distributed essential food items in packets to the people of Mazgoan village (Our adopted village) on May 9, 2021.

5. A road safety event was conducted by United Way Mumbai in collaboration with the NSS team of our college from January 2, 2021 to February 10, 2021

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://phcasc.ac.in/wp-content/uploads/2022/01/7.1.9.pdf
Any other relevant information	NIL

7.1.10 - The Institution has a prescribed code A. All of the above

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Our college has always taken the responsibility of holistic development of the students by celebrating the birth and death anniversaries of national heroes along with other festivals and international days. We believe observing and celebrating these days is important for the all-round development of each student. Even amid the pandemic and online classes, we have observed these days through online webinars, competitions, etc.

1. An E-Collage Making Competition was conducted to pay our respect to the real-life heroes of society who risked their lives to protect ours in this trying pandemic times.

2. The Institutional Social Responsibility Cell (ISR) conducted an online webinar on "Basic Structure of Indian Constitution" on November 26, 2020.

3. The Institutional Social Responsibility Cell conducted a quiz competition on the life of Mahatma Gandhi to celebrate his 151st birth anniversary.

4. An online interactive session titled "Kargil: The Saga of Brave hearts" was organized to commemorate Kargil Vijay Diwas on Monday, July 27, 2020.

5. The Youth Red Cross Society conducted a quiz competition based on Covid-19 Awareness and Knowledge on May 8, 2021

6. The Department of Mathematics in association with IQAC organized an online competition- Memorization of Pi to celebrate Pi Approximation Day on July 22, 2020.

7. A poster making Competition was organized to observe Fibonacci Day on November 23, 2020.

8. The Department of Mathematics had organized a quiz competition on June 29, 2020 for students across all the degree colleges in Navi Mumbai to observe National Statistics Day.

9. In order to honor and remember Netaji's indomitable spirit and selfless service to the nation the NSS Unit of the college organized a prayer meet at Mazgaon Village.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice: 1

TITLE : POSITIVE PSYCHOLOGY

Objectives :

- 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 fulfillment in their lives.

Context :

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 behaviors 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 facilitate the students to cultivate positive thought patterns, gain confidence, improve behavior, learn better communication and work towards one's holistic development. These include resilience, optimistic approach and improved behavior. It is based on the belief that happiness is derived from emotional, mental and social factors. Positive psychology aims to help students identify happiness from moment to moment. Instead of focusing on the study of problems and issues, it focuses on enhancing mental and emotional strength.

Positive Psychology sessions in our college started in the academic year 2018-19

Practice:

Positive psychology concentrates on positive experiences at three time points:

- (1) The past that features well-being, contentment and satisfaction
- (2) The present which focuses on living in the moment to its

fullest.

(3) The future that comprises of 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 team. They researched and classified their allotted modules into three distinct titles and also designed the content in such a manner that activity-based learning is facilitated.

The syllabus designed by the IQAC comprises the following points that can enable our students to cope with stress, to enhance their overall wellbeing and to mould their personality.

1. 'Introduction to Positive Psychology' was designed for First Year students which includes modules on Past, Present, Future, and Health.

2. 'Fundamentals in Positive Psychology' was designed for Second Year students which includes modules on Stress Management, Talent Management, and Personality Management in odd semester. The course in the even semester consists of Empathy, Sense of Purpose, Inclusiveness and Belongingness.

3. 'Advanced Positive Psychology' was designed for Third Year students which include 'Apps for Positive Psychology, 'Personalized Kit for Enrichment', 'Universal Teachings', and 'Positive Psychology Interventions' in odd semester. The course contains Emotional Quotient (EQ), Social Quotient (SQ) & Adversity Quotient (AQ) in even semester.

When we started this practice, modules were designed in the form of lectures only. To make this course more participative, the modules were revamped to incorporate student-based activities to give clarity on the theme. As the process evolved, we internalized the practice with maximum involvement of students by incorporating students-based projects and outreach programmes.. The biggest challenge we came across was the time of Covid-19 pandemic when we

experienced a shift in our teaching-learning process, from offline classes to a virtual platform. In order to cater to the needs of our students at this time, the IQAC team members re-designed the modules in the form of PPT slides and incorporated relevant videos to deliver the online lectures of Positive Psychology effectively.

Our Positive Psychology initiative has successfully evolved as one of the most popular certificate programmes offered by our college. Another vital evidence for the success of the Positive Psychology course and its institutionalization is the positive feedback that we get from the students at the end of each academic year.

The feedback we collected has the clear indication on students' satisfaction and level of comprehension.

Evidence of Success

The Positive Psychology programme was introduced in the Academic year 2018-19. 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 in the second phase of the evolution of Positive Psychology, it encouraged maximum student participation as they felt highly involved in the entire process. Positive psychology principles and exercises are applied in several different settings, including the classroom, the workplace, and at home. The COVID-19 pandemic has had a major effect on our lives. Many of us are still facing challenges that can be stressful, overwhelming, and cause varied emotions in our students.

The online session we took during this pandemic period helped our students alleviate stress level and become more resilient.

Some of the meditation and mindfulness apps recommended during the sessions were highly impactful to manage stress and anxiety amongst our students.

Some of our apps recommended during the sessions such as headspace, mood-notes, Super better, etc.

A survey conducted by IQAC on student's feedback on online Teaching Learning process showed that about 30% of students agreed that Positive Psychology sessions were helpful during stressful times of COVID - 19 pandemic.

Problems Encountered:

- Initially when this practice was implemented, many students seemed skeptical about the need for positive psychology sessions. An introductory session 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 team added many activities relevant to the corresponding topics in the teaching material. This was done hoping that the students would pay more attention in the sessions when they are actively participating. As anticipated, the students began to get more involved in the sessions and to look forward to the upcoming lectures.
- Resources required
- Uniform teaching material, PowerPoint material, videos for all the courses that were developed by the IQAC team.
- Regular Positive Psychology schedule.

Best Practice: 2

TITLE: TRIVARIATE MENTORING

Mentoring is an academic process that helps students adapt to changing situations and to become the best version of oneself. It involves the investment of the mentor and mentee's time, attention and efforts toward the growth and development of the mentee. Mentoring programme is essential and useful for the development of the mentee's social, technical and intellectual capabilities. Mentors play an important role in this process by imparting knowledge and also acting as counselors, guides and facilitators in the time of need.

To ensure a holistic development of every student in our campus, we initiated a Trivariate Mentoring programme that captures the true essence of our devotion toward the development of every student's intellectual capability and emotional intelligence. The programme is executed in three different and unique phases of mentoring namely

Mentor-Mentee Mode (MMM), Mentoring through Peer Groups (MPG) and Vertical Mentoring (VM).

Objectives:

- To help the students identify career paths and support their personal growth.
- To provide students with an opportunity to learn and practice professional networking skills.
- To inculcate a vision in students which will help them to identify and pursue opportunities for employment related to their academic qualifications and competencies.

Context:

The Trivariate Mentoring Programme helps the students to develop and improve their reasoning and communication skills, self-motivation, self-discipline, leadership skills, organizational, self-management skills and goal-setting. The programme also helps students to learn various skills through their teachers, classmates and senior students. Our structure of mentoring is beneficial to both the mentors and the mentees.

Practice :

1. Mentor Mentee Mode(MMM)

This is one of our most significant practices. Here, every student/mentee is assigned a mentor who meets with them in person once every month. Students are assigned mentors right from their first year at college. In this interaction, mentors try to analyze the progress of their students/mentees and address any issue that may persist on the front of the mentee. The mentor also keeps the track of the mentee's academic records, attendance and behavioral aspects.

The mentor encourages the personal and academic development of the mentee through imparting knowledge and sharing experiences and expertise. It helps the mentees enhance their level of comprehension and other academic skills.

This session is recorded by the mentor in order to assess the

progress of mentees.

2. Vertical Mentoring (VM)

The main objective of vertical mentoring is to enable senior students to engage with the first- and second-year students through lectures on various topics taken from the syllabus. This helps both senior and junior students to learn from each other. Advanced learners from the senior batches are identified by the faculty members as mentors for this programme. They are then motivated to take up some topics from the said subject and engage their juniors in an informative and interactive session. In this process, the senior students improve upon their presentation and communication skills while the juniors get a chance to learn and interact with the senior students along with developing confidence.

3. Mentoring through Peer Groups (MPG)

Unlike vertical mentoring, here, the mentor and mentees are students from the same class. Peer mentoring is an effective way of developing students' learning skills since it is a process of one-to-one interaction between them.

This gives an opportunity to advanced learners to improve upon their skills and share their knowledge with their peers. This also encourages average students to work hard and improve their performance. They may take turns acting as 'mentor' and 'mentee', but overall, peer mentoring is about creating a formal support system, learning together, and holding one another accountable.

The Programme Coordinators divide the class into batches and select a student mentor from each batch. Respective subject teachers and class coordinators supervise and keep a track of these sessions. This develops an environment of co-learning.

Students learn a great deal by explaining their ideas to others and by participating in activities that help them learn from their peers. They develop organizing and planning skills, team work, healthy interaction and self-evaluation.

Evidence of Success

Faculty advisors identified students with capabilities and willingness to take up mentorship and assigned them topics to be

conducted. In some cases, students were highly capable but lacked confidence. Faculty members made sure they were encouraged to fight their fears and take up the role of being a mentor to juniors.

Junior students were encouraged to participate in the sessions conducted as the topics covered were from their own syllabus approved by the University of Mumbai.

Student mentors were encouraged to employ presentation slides and audio-visual aids to make every session engaging and interactive.

During Covid -19 when it was not possible to conduct mentoring sessions physically, mentors remained in contact with mentees through electronic means to provide mentoring.

During Covid -19 pandemic, the 4th Monday of every month was assigned to conduct an online Mentor mentee session where videos and PowerPoint presentations were used by the mentors to guide their mentees on topics like career, competitive exams, etc.

Problems Encountered and Resources Required

Active participation of each student is required for a satisfactory completion of the session. Due to unavailability of network and electricity, some students were not able to be in constant touch with their mentors.

File Description	Documents
Best practices in the Institutional website	https://phcasc.ac.in/wp-content/uploads/2022/01/Best-Practices-Final.pdf
Any other relevant information	<u>NIL</u>

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our Institute's distinctiveness is the Institutional Outreach Programmes.

Outreach programmes are beneficial not only for providing the

students an academic foundation but also developing their self-confidence, leadership qualities and their responsibility towards the society in line with our vision and mission. The institution aims at providing 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 Institutional Outreach Programmes aims to motivate our students to make voluntary contributions to the society, develop strong and fruitful relationships with the members of the local community and with the governmental and service organizations. The academic resources available at the institute helps students to reach out to the local community and address the various environment related problems. Students get hands-on experience of learning and working simultaneously with the local community and the government authorities.

Following activities were conducted during academic year 20-21:

- Webinars on Health and Hygiene and Immunity and Health- Fight Against COVID-19 Pandemic"
- Distribution of masks
- Clothes distribution drive
- Awareness drive on hygiene and cleanliness
- Girls Hostel situated in Rasayani was converted into COVID center to the needy.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

At the beginning of each semester, an orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. For effective planning and execution, each programme coordinator prepares a departmental academic calendar, sheets depicting allotment of courses and workload based on the credits of each course as per the directives received from the University of Mumbai and prepares the Time table. The teachers prepare a Semester teaching plan and a Week-wise teaching plan. Since Academic Year 2020-21 was under the influence of COVID-19 pandemic, as per the guidelines of University of Mumbai, all programmes started under the 'Online Teaching-Learning Basis'. The faculty members adopted various online teaching pedagogies like PPT presentation, video, and online interactive sessions. Group Discussion, Debates, Projects, Role Play, Short Films, Assignments, Use of charts and graphs, Case studies were also included in the teaching learning process for effective curriculum implementation. Positive Psychology lectures are conducted once a week in every class by our teachers to raise the emotional quotient of students by helping them deal with stress, anxiety etc. The performance of the department is reviewed in regular departmental meetings with the principal and vice-principal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/syllabus.pdf

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

For effective planning and execution, each programme coordinator prepares an academic calendar, which is prepared according to the directives received from the University of Mumbai. Coordinators

of each programme conduct meetings for allotment of course distribution among the teachers. They prepare a workload based on the credits of each subject allotted by the University of Mumbai and it is shared with the teachers. They design a time-table for their respective programmes as per university norms. The teachers prepare the semester teaching plan and week-wise teaching plan which is recorded in their handbooks and also shared with the students. Since Academic Year 2020-21 was under the influence of the COVID-19 pandemic, as per the University of Mumbai directives, all the programmes were running on an 'Online Teaching-Learning Basis'. The teachers adopted various online evaluation methods like quizzes, PPT presentation, video making, project and assignment submissions and online tests as a part of Continuous Internal Evaluation (CIE). As per the University directives, Online Internal Examinations were conducted via Google forms for all programmes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://phcasc.ac.in/wp-content/uploads/2021/11/Academic-Calender-Odd_Even-2020_21.pdf

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

B. Any 3 of the above

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

1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
10	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
5	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
1618	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	

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

Our college integrates various cross-cutting issues into the Curriculum in different ways. The institution gives top priority in delivering the courses related to the aforesaid themes which have been prescribed by the University of Mumbai.

Professional Ethics

Adhering to the vision and mission of our college, we organise various career guidance and orientation sessions to inculcate professional ethical practices in students. The subjects such as Innovative Financial Services, Ethical Hacking, Marketing Ethics etc. enable our students to practice ethical values in a professional atmosphere.

Gender

Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. Compulsory core courses along with the wide range of community outreach programmes that include health and hygiene awareness, village adoption, enable exposure to real life situations.

Human values

Foundation Course and Humanities courses prescribed in the syllabus help the learners imbibe human values required for the holistic development. The institution has an indigenously designed course "Positive Psychology" to nurture positive values to build personality development.

Environment and Sustainability

Courses like Green Computing and Environment Studies create awareness about environmental consciousness, solid waste management, environmental issues related to agriculture, environmental protection movements in India, green business and consumerism are being taught.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

423

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

1718

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://phcasc.ac.in/wp-content/uploads/2022/01/1.4.1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://phcasc.ac.in/wp-content/uploads/2022/01/1.4.2.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

566

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

192

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

2.2 - Catering to Student Diversity

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

The Choice Based Credit System (CBCS) provided by Mumbai University, facilitates a flexible learning mechanism for students of all levels. After systematic analysis of the ground realities, the institution has pushed for Bridge Courses, Orientation programmes, Continuous Internal Evaluation patterns (CIE), Study Camps, Mock Tests, Trivariate Mentoring Model and also provision for Online Student Counseling. The College ensures participative and experiential student centric -learning process through Language Lab, Mentoring, E-Content modules, Audio-Visual Equipment, Virtual Visits, Live projects, Concept based Videos, etc.

?Measures in force for Advanced Learners:

Competent students are encouraged to take up internships and are allowed access to research labs and Incubation center. The Institution always strives harder to help advanced learners to excel by organizing events such as Student Seminars, Conferences, Career Counseling Cell events and online platform for Short Term Courses in collaboration with world's leading institutions.

?Measures in force for slow learners:

While, Express Excellent English (EEE) is being conducted in online mode, other aspects such as Remedial Teaching and Bridge Courses, Mentoring through peer Groups (MPG), Vertical Mentoring Model, E-content materials and doubt solving sessions through virtual platforms.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/2.2.1-PROGRAMMES-FOR-ADVANCED-AND-SLOW-LEARNERS.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1718	47

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The Choice Based Credit System (CBCS) encourages students to reflect upon their interests at a greater depth. The internship programmes, project based learning and short-term online courses in collaboration with institutions like Coursera, Edx set pace with the fast-moving world.

Career Counselling Cell regularly gives the learners insights about their future career path by conducting events in similar line. Periodic expert and guidance lectures, conferences, orientations, workshops, seminars, exhibitions etc. are also organized. Add on courses /Certificate Programmes offered by the college enhances the overall approach and skill set of the learners. Departmental libraries along with the Mandatory research work at PG level enhance the spirit of learning and application of the same in reality. The Library-space, a special unit in the library is a repository of all the notes by teachers as well as exemplary projects, E- journals and assignments for the reference of the students.

National Service Scheme ,Institutional Social Responsibility Cell, Cultural Association, Youth Red Cross Society, Department of Life Long Learning Extension ,Commerce Club, Maths Club and IT Club inculcate leadership and life skills among students. Annual

Sports Meet and free Health Camps organized by NSS volunteers help in successfully implementing the mission and vision of our institution.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/2.3.1-INNOVATIVE-TEACHING-METHODS.pdf

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

The faculty of our institution use various ICT enabled tools to enhance the quality of teaching-learning like:

Google Classroom is used to manage and post course related information-learning material, quizzes, lab submissions and evaluations, assignments, etc. Science Labs are used to conduct experiments through simulations.

The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.

The online learning platforms are designed to train students to engage in open discussion and problem-solving activities.

Audio-Visual (AV) Room facility is used to conduct video lectures and upload the content in appropriate virtual platforms for student access.

Lab manuals are mailed to students well in advance before the experiment is performed.

Curriculum based online quizzes and polls are regularly conducted.

To teach mathematics in online mode, various online applications like-Whiteboard and Jam board in Google meet are used.

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

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

48

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

4

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The subject teacher first discusses the whole syllabus, stressing on the marks each unit carries for the examination of their respective courses along with the question paper pattern. They also explain the entire process of examination and marking system to the students. A robust and continuous internal assessment system in our college includes Formative assessment, Interim assessment, Summative assessment and Diagnostic assessment which are meticulously followed in line with guidelines of University of Mumbai. All the examination guidelines and mode of conduction are directly communicated by programme coordinators and class coordinators to the student, making the process quite transparent. Examination time table are prepared by exam cell as per dates provided by the University and is communicated to the teachers and students well in advance via email, official WhatsApp groups, college website and is also displayed on exam cell notice board.

Two sets of question papers are prepared for internal examination and practical examination by respective subject teachers, he mails the same to the exam cell. In cases where the teacher intends to take project, presentation and viva, they are allowed to do so, provided students submit the records in google classroom. These exams are conducted within the time limit prescribed by the University.

File Description	Documents
Any additional information	View File
Link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/2.5.1-TRANSPARENT-SYSTEM-FOR-INTERNAL-EXAMINATION.pdf

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

Our college has a dedicated examination cell that coordinates and conducts both the semester end University as well as internal examinations of the Institute. It also aligns itself with the examination section of the University of Mumbai.

Examination In-charge is the Head of the Examination Cell which is divided into three sections namely, Examination Conduction section, Records Section and Administration Section.

The members who are responsible for the university examinations include Chief Conductor, Unfair-means Committee and Senior Supervisors.

Examination cell deals with any kind of grievances related to examination and evaluation process. These grievances include corrections in Grade Card, change in name or spelling, marks updating after revaluation and pending results of previous semesters etc. Such cases are promptly handled and addressed on time and forwarded to the university with regular follow up until the matter is resolved. It also coordinates with all the stakeholders departments well in advance to conduct the practical and viva examinations at both UG and PG levels on time.

Unfair Means Committee is constituted to resolve any complaint from the student or from the examination cell regarding any malpractice or any other unsavoury incident during the examination as per university guidelines.

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

2.6 - Student Performance and Learning Outcomes

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

The College adopts Outcome based education to successfully implement our mission and vision in our teaching learning process. The Course Outcomes (COs) represent the expected knowledge and skills which a student acquires at the end of a course. COs have been thoughtfully defined for all courses across the various programmes being offered. The Course outcomes (COs) of all courses offered are prepared by the concerned subject teachers at the start of the semester and shared with students. Compiled COs and POs across all streams are uploaded on the college website. The Programme Outcomes and Course Outcomes are discussed with the students and the concepts are explained during Orientation programme and lecture delivery.

The POs are shared with students in official WhatsApp group by the respective Program coordinators and COs are shared in Google classroom by the respective subject teachers. The Programme Outcomes which are based on Graduate attributes are intimated amongst all stakeholders.

Workshops, seminars and webinars are being conducted on regular basis to educate the teachers about the significance of outcome-based education and its implementation for quality enhancement.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/2.6.1-PO-CO-DISPLAYED-AND-COMMUNICATED.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Attainment of CO & PO is done through Direct & Indirect Method.

Direct Method: CO attainment is calculated directly from the internal and external assessments. In internal assessment, the knowledge and skills are assessed through the performance in assignments, experiments, lab assignments, projects, class tests and internal assessment tests. However, the process of internal assessment is not the same for all the programmes.

We conduct internal examinations as a part of continuous evaluation of our students in spite of the fact that there is no such provision in the programs like B.A, B.Sc. and B. Com as mentioned by the University of Mumbai. The marks obtained by such submissions are the modes used for calculating COs and POs through Direct Method.

Indirect Method: The strategies are implemented by embedding Course Exit survey, Graduate Exit Survey and Alumni Survey as a part of our institutional quality enhancement initiative by IQAC. We have also designed a certificate programme on Positive Psychology, compiled by members of IQAC. This programme has been internalized and institutionalized as one of our best practices and the feedback collected for the same indicates its relevance in development of life skill and Emotional Quotient among our students.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

539

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://phcasc.ac.in/about/annual-report/

2.7 - Student Satisfaction Survey

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

<https://phcasc.ac.in/wp-content/uploads/2021/12/SSS.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

4.1

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

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

4

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.indiancompany.info/llp/geh-research-llp/

3.2 - Innovation Ecosystem

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

1. Introduction

The Institution has some significant committees which take care of the research and innovation activities at the institution. They also look after allied activities such as Industry-Institute collaboration and Entrepreneurship.

Following are the committees

1. Research and Development Committee :

This committee is responsible for all research activities at the institute. It promotes research activities planned by the faculty

members and the students of the institution by providing a holistic ecosystem to transfer knowledge in the field of research. It caters to the numerous research activities such as webinars, seminars, Workshops and Faculty Development Programs on Research Methodology and facilitates funding opportunities. It also organises various research oriented seminars, expert lectures and competitions for students.

2. IPR Cell:

Intellectual Property Rights Cell is apparently a new cell constructed to conduct an organized and result oriented ecosystem to motivate teachers and students to sensitize about the importance of intellectual property and related legal and practical aspects of it.

3. Entrepreneurship Cell:

Entrepreneurship Cell looks after the activities that promote entrepreneurship mindset among the students and teachers. In this regard, this cell organises important activities including an Entrepreneurship Competition worth 1 lakh cash prize to the winners.

4. Conference Committee:

This committee is established to look after the effective planning and execution of conferences at the institution. In respect of improvement in the number of conferences conducted by our institution, the committee conducts departmental conferences to meet the requirement of qualitative paper publication. Hence; a significant increase in the number of conferences organised by the institution every year can be observed. This committee also facilitates conversion of conference papers into the publishable papers in UGC CARE listed journals.

5. Avishkar Research convention Team:

University of Mumbai conducts a very unique and efficient research convention program for students of all the affiliated colleges to showcase research and innovation in 5 categories ranging from literature to Agriculture. The objective of this program is to inculcate the research mindset among the post-graduate and graduate students. Our students take part in this mega event every year, which runs for more than a month. We have

a dedicated team of mentors who guide students to prepare and present their research work in this convention program.

Some of the major outputs:

- Out of 11 faculty members applied for a minor research grant to the university of Mumbai in the year of 2019-20, 09 of them are awarded with the grant summed up to total grant of Rs. 3,49,000/- to pursue research activities. All the Project Investigators have prepared the report of their projects and few of them even were able to publish their works in reputed UGC-Care listed Journals.
- Four of the faculty members have received funds from the company GEH Research LLP, with a sum total of Rs. 4,10,000/- for conducting research in the field of Space Science, Microbiology, Commerce and Social Science.
- The College is awarded with "Best Research Award for the year 2020" by Asian Society for Scientific Research (ASSR).
- The number of conferences with proceedings with ISBN and ISSN has increased to 4 in each year.
- The entrepreneurship competition is a nationally hit program that attracts numerous students to take part in that challenge.
- On an average, more than 30 students from our Institution take part in Avishkar Research Convention program every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://phcasc.ac.in/research/

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

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology,

Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

5

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

0

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

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

59

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

3.4 - Extension Activities

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

The Institution is committed to serve the community through its extension activities by involving students and faculty of all departments and various committees such as NSS, DLLE, WDC, ISR, Student Council, etc. This has resulted in creating strong relationships with the local community, local administration, schools, neighbourhood organizations and non-profit organizations.

The college believes and stresses in bringing out the best qualities inherent in the students through imparting value education like inculcating in them social responsibility and public awareness through various activities. Keeping this in view, the institution, strives to inculcate in the students, the best way of being a responsible citizen through various extension activities. The main aim of engaging the students into extension activities is to make them aware of the social issues prevailing in the society and therefore influence them and their understanding about the problems which with holds the rural areas from developing, both individually and socially and seek out the possible ways to solve those problems. The college has adopted five neighboring villages - Majgoan, Karade, Parade and Gulsundhe market for extending utmost services for the development of both villages and its communities. For extending various activities in neighborhood community, the institution has set-up different units like NSS/ Red Cross/ ISR etc.

Series of extension activities undertaken by the students, over the few years are mentioned below.

- The NSS Unit is vibrant and conducts activities related to

awareness of social issues, community services, Swachh Bharat, Computer Literacy among slum community, legal literacy, health issues, blood donation, gender equity, women empowerment, Campus cleanliness and environment, evils of drugs, living conditions of nearby predominantly low income community.

- During this camp the NSS unit has extended its services in adopted villages.

Rallies spreading awareness are organized on various social issues for creating awareness among villagers living in a rural areas to promote the importance of cleanliness ,awareness on AIDS, Rally on "importance of safe drinking water".

- Rally on awareness of "AIDS" by Red ribbon club.
- Plantation of trees both inside the college campus and adopted village.
- Street play was performed by the NSS unit National Unity Day.
- Extended help to the "Kerala Chief Minister's Distress Relief Fund" for the flood affected victims of Kerala by way of collecting donation from the different sources.
- Organized Swachh Bharat Abhiyan programme under the motto of 'Swachata Hi Seva'. During the programme the NSS students cleaned the college campus as well as the local adopted villages and markets.
- NSS volunteers visit to ZP school every Saturday and Sunday to teach underprivileged students. They teach subject like mathematics, English and also they even teach them Yoga and Zumba.
- NSS also organizes Yoda day to promote importance of mediation among the students .

Through involvement in such activities, students become aware of different community and social issues prevailing in the society and it also inculcates the sense of social responsibility in them and in turn, become a responsible human being which every society

or nation is in need of. For further details we will upload the file.

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

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

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

5

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

20

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1590

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

16

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

11

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Pillai HOC College of Arts, Science and Commerce has always ensured high quality education through effective classroom teaching, interactive and vocational training, interaction with industries and other organizations. It aims at giving high quality learning experience to diverse population of students providing excellent infrastructure and physical facilities and by introducing advanced technical teaching aids.

There is an abundance of infrastructural resources such as Lecture Halls:42, Seminar Halls: 02, Laboratory: 04, Library: 01, TPO Office: 01, First Aid Room: 01, Counselling Centre: 01,Office: 02, Exam Cell: 01, (CAP)Assessment Rooms: 01, Faculty Rooms: 05, Boys Room: 01, Girls Common Room: 01, Conference Halls (Conclave): 02 (Seating 190 each), Auditorium: 01(Seating 1200), Smart Class room: 02, Store Room: 01, Photocopy Centre:02. 07 classrooms have AV facility. And all laboratories are well equipped. We do have Googleclassroom as e-resource for students.

Library houses an enviable collection of resources in the field of Arts,Science and Commerce, Study Skills, Personality Development, General Management, Humanities, Science and allied subjects. 5981 books, access to 6000 e-journals make it a rich learning environment. Online Public Access Catalogue, internet browsing area for accessing e-resources, Laptop zone with Wi-Fi facility and discussion room.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://phcasc.ac.in/about/infrastructure/facilities/

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

Our college strives not only for educational development but also gives immense importance to students' physical and cultural development with adequate sporting and cultural facilities. We encourage, support and provide resources required for developing the innate talents of students. We have well-maintained sports ground and a Sports Authority of India sponsored sports training centre.

The institution benefits its students with fully equipped Gymnasium. Professional and qualified instructors are recruited to provide physical guidance and assistance to the students and staff. Sports quota is considered at the time of admission. The students participate in the Inter collegiate tournaments and competitions organised by University of Mumbai and achievers and coaches are felicitated.

We motivate students to participate in cultural events like Euforia, Jalsa, Insolito etc., organized in our campus to promote and provide a competitive and cultural platform for students to bring out their talents, abilities and skills. Yoga Day and Meditation sessions are observed by the institution in association with 'Hearthfulness, Art of living, Patanjali and Brahmakumaris'.

Outdoor Games- Facilities for Football, Basketball, Volleyball, Hockey, Cricket, Athletics, etc.

Indoor Games- Caroms, Table-Tennis, Chess

Sports ground and fully equipped gymnasium

One main auditorium, one open air auditorium, two conclave halls

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://phcasc.ac.in/about/infrastructure/facilities/

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://phcasc.ac.in/about/infrastructure/facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Rs. 9500000.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Our collegelibrary is housed in 460.32 sq. mtr of modern amenities and situated on third floor andit is fullyautomated using open source software 'Koha'

- Name of the ILMS software - Koha
- Version- 17.05.03.000
- Year of automation- 2016

Koha, an integrated Library Management System is used to manage various functions of library. It hasremote access to OPAC (Online Access Public Catalogue) which is called as Web OPAC. URL link for the OPAC is <http://203.115.126.36:9000/>. Koha provides e-mail alerts for return/renewals of books before due dates; reminders to return and renew overdue books.

Our library has a rich collection of more than 5,900 books in the field of Arts, Science, Commerce and related disciplines. Library subscribes to 12 national and international Journals and print Magazines.

Library also subscribesNList database, with access for6000+ e-journals and 1,99,500+ e-books to staff and tudents.

We also useMoodle, Libspace and D-spacefor accessing E-learning content.

Our library has internet browsing area for accessing e-resources,Wi-Fi facility, discussion room and reference books.

Library provides facility to check plagiarism for projects, thesis and research papers usingTurnitin software.

Our library has Facebook group, Instagram and Twitter Account.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://phcasc.ac.in/about/infrastructure/library/
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
Rs . 89627 . 25	
File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
8	

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

4.3 - IT Infrastructure

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

Pillai HOC College of Arts, Science and Commerce regularly updates its IT facilities. We have provided high quality Wi-Fi facility to the students on campus. The campus is having 200 MBPS of high-speed internet facility. The institute has a 24X7 Wi-Fi facility on the college campus for the student and faculty members to avail of internet connection at any place in the college. The connectivity through a fully networked campus with state-of-the-art IT infrastructure, computing; communication resources & offers students the facilities of e-mail, net surfing, up/downloading of web-based applications, besides helping them in preparing projects & seminars (presentation). Mahatma Education Society, our parental body has atie-up with Google, and we use all the application for our benefit. The entire Institute is Wi-Fi enabled with necessary firewalls and computer labs are connected through LAN with internet facilities. Such insfrastructure facilities provided by our college also assist online teaching learning process and also stregthen our accessibility to information, thereby improvingand updatingknowledge base of our students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://phcasc.ac.in/about/infrastructure/facilities/

4.3.2 - Number of Computers

206

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

Rs. 653,751.89

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Our college avails resources that are utilized for the benefit of staff and students. Our institutional policy focus on optimum utilization of available resources

Resource in-charges are to ensure:

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 departments for resource requirement to the in-charge concern.
2. Permission for the utilization is taken from the Principal.
3. Intimation is given to in-charge so as to make the resource available.

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 urgent maintenance is taken up immediately after the approval of the Principal.
5. The annual maintenance resource records are forwarded at the end of every academic year after thorough inspection of the equipment.
6. After maintenance check of particular resource, satisfactory remark is taken from the concerned in-charge.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://phcasc.ac.in/about/infrastructure/procedure-policy-for-physical-facility-utilization/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

35

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

1618

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	https://phcasc.ac.in/wp-content/uploads/2022/01/5.1.3_final-1.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
146	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
781	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent	A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

22

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

113

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

17

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

As per the Policy of our college, the student representatives are selected as members of various academic associations and committees. The Student Council plays a significant role in some of the statutory committees like Student Grievance and Redressal Cell, Internal Quality Assurance Cell, Internal Complaint Committee, Anti Ragging, College Development Committee, Women Development Cell, and non-statutory committees like Cultural Association, Commerce Club, IT Club etc.

The Council has representation from every class and department and therefore, they are the spokesperson of student recommendations and suggestions, which are duly taken into consideration. The Council members are a vital part of all the significant meetings and, thus they are a part of a transparent and participative decision-making culture where they are free to share their ideas, concerns, and interests.

We have an open-door policy where any Student council member or any student can directly approach the Vice- Principal, and Principal in case of any concern.

This year, as we went virtual, the students' representatives assured their participation online through being in the forefront of organizing events like Fresher's Day, Students' Seminar Series, Women Development Cell activities, Insolito, Farewell, etc.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2021/12/5.3.2_MOM.pdf
Upload any additional information	View File

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

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

38

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association of our institution (Registered since March 2017- Registration No. Maharashtra/150/2017/Raigad) is an association between the institution and the alumni group. Our college gives immense importance in organising activities in collaboration with our Alumni. They play a prominent role in being active members of committee boards like Internal Quality Assurance Cell (IQAC) and College Development Committee (CDC). Feedback and suggestions, given by our alumni, are always recorded and considered for quality enhancement. A series of guidance sessions on various topics were organized throughout the year 2020-21 for the benefit of our students. Our alumnus, Pratik Patil, a practicing advocate, took a session on the importance of Business Law. Sahil Naik & Abhishek Pandey addressed the students

of B.Com (A&F) on the skills required to succeed in the field of Accounting & Finance. Arushi Sharma conducted a webinar on the importance of Fundraising for a start-up. Pragati Gogade & Neha Verma addressed the students of BSc on Anti-Nuclear Day. Akash Ghadge, an alumnus of IT/CS, enlightened the students on careers in the IT sector.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/alumni/alumni-events/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION:

The vision of the college is to provide education to all, irrespective of region, religion, caste, economic strata, and academic performance thereby becoming the real catalyst for change in society.

MISSION:

1. To ensure excellence in education by maintaining high standards of teaching
2. To help the students enhance their skill-sets
3. To work for the personality development of the students
4. To inculcate in them scientific temper and civic sense
5. To provide the best infrastructure comparable to international

standards.

The members of the teaching fraternity in our college are proactive in whatever endeavor they take up. They are equally involved in both the academic and decision-making processes of our institution. Our college adheres to its vision of 'Education for All' by catering to the needs and preferences of all the students coming from various socio-economic backgrounds. Participation of the faculty members in various Orientation, Refresher, Short Term, and Faculty Development Programmes are also ensured for the holistic development of both knowledge givers and knowledge seekers. The institution has holistically worked to achieve its vision and mission. It is for sure that the same will be continued in years to come.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/about/
Upload any additional information	View File

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

The College ensures publicity and transparency in the admission process. At the time of admission, applications are invited and scrutinized by the admission committee headed by the Principal, Programme Coordinators, and faculty members representing different streams. The admissions to both UG and PG are done through advertising in all mass media. Prospectus and other details are uploaded on the college website, providing details and a schedule of admissions. Differently abled students, performance in sports, cultural and other aspects (DLLE, NSS, Youth Red Cross Society) are also considered along with merit.

Our College, by its design has a federal structure and each Programme is treated as an independent entity with devolution of power to the Programme Coordinators. Each department makes its budget and administers it. The Academic Management System and freedom of the Departments are within the overall structures and guidelines of Mumbai University.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/about/organizational-chart/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college initiated and implemented Add-On Courses based on the strategic plan to impart quality and extended education with a noble objective to enhance and enrich the students' learning experience in college by bringing in a holistic approach to learning and also to cultivate necessary skills for various careers. It was designed in such a manner that it would improve their prospects of future employability and life skills. Certificate Courses focus on Soft Skills Development, Express Excellent English (Basic and Advanced Level), Advanced Excel, Web Development, Machine Learning-Python, Android to develop basic skills, Basics of Taxation, Diploma in Digital Marketing and E-Commerce. It also focuses on Investment, Banking & Finance. Earlier, the IQAC of our institution had initiated a collaboration/MoU with many renowned and reputed firms like Satyam for Commerce Courses, TISS for Management Courses, TechFryDay for IT and Computing Skills to enhance the overall skills and personality of our budding learners.

Similarly, a certificate programme on Positive Psychology, an IQAC initiative has been institutionalized as one of our Best Practices. These platforms allow students to learn through real-world context and widen their knowledge beyond the academic horizon.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/03/Strategic-planning.pdf
Upload any additional information	View File

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

The Apex body - the Governing body - has fourteen members comprising the Chairman, Secretary MES, Chief Operating Officer, MES, Member - Management Board, Industry Representatives, One R&D Institution representative, Two members from reputed academic institutions, Principal and Member Secretary.

The next in the hierarchy is the Principal of the Institution. The Principal is the academic and administrative head of our college and reports to both the Chairman, and Chief Operating Officer, Mahatma Education Society. The line of authority has further been divided into Programme Coordinators, Heads of various departments, the Registrar, the Librarian, Exam Cell Coordinator, the Heads of various statutory and other committees, and the Students' Council.

The Administrative Department is headed by the Registrar, who has the staff and sub-staff to assist him for the same. The Registrar manages the administration and reports to the Principal. The Registrar's Office, Finance and Accounts, Sports, Maintenance, and Hostel come under the Registrar.

The role of the Vice-Principal too is very crucial for smooth functioning. The last leg of the system is the Class Coordinator, who is appointed to manage respective class in order to maintain the smooth teaching and learning process.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://phcasc.ac.in/about/organizational-chart/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Our college offers worthwhile welfare schemes to all the teaching and non-teaching staff to ensure and boost their work culture and efficiency.

? All teaching and non-teaching staff are provided free transport facilities.

? First aid room and Doctor on call.

? Sanitary napkin vending machine.

? Internal and External Faculty Development Programmes.

? Provision of Counselling Centre.

? Provision of ample secured parking facility for vehicles of staff members.

? Safe potable water facility on all floors.

? Reimbursement of registration fee provided to faculty members for STTP/Seminars/Workshops/Orientation/Refresher Courses at National and International level.

? Duty Leave for participation in Seminars, Conferences, and Workshops.

? Provision for Medical Leave, Maternity Leave, and Paternity Leave.

? Employee Provident Fund Scheme.

? Gymnasium, Sports, and Yoga facilities are available for the teaching and non-teaching staff.

? MES Credit Cooperative Society for teaching & non-teaching staff.

? Provisions of employment opportunities for local residents.

? To enable faculty members to conduct research work smoothly, the college offers all the necessary infrastructure facilities as well as flexibility in terms of working hours.

?Automated lifts that move to the nearest floor during unexpected power outages.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/6.3.1-Staff-welfare-measures.pdf
Upload any additional information	View File

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

6.3.2.1 - Number of teachers provided with financial support to attend

conferences/workshops and towards membership fee of professional bodies during the year

39

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

13

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

43

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Appraisal System for Faculty Members:

A well planned proforma has been designed for the assessment and appraisal based on following criteria-

1. Performance in lectures, seminars, tutorials, practical [60]
2. Imparting knowledge as per curriculum [20]
3. Use of participatory and innovative teaching-learning methodologies [50]
4. Examination work [25]
5. Co-curricular and extension activities [40]
6. Contribution to corporate life and management of the Institution [50]
7. Professional development [50]
8. Research and academic contributions assessment [150]
9. Research projects- sponsored projects and consultancy projects [55]
10. Completed projects quality evaluation [95]
11. Research guidance [45]

12. Training, courses and conference/ seminar/ workshops attended [55].

Performance Appraisal System for Non-Teaching Staff:

The performance appraisal of non-teaching staff is as follows:

1. Attitude towards co-workers [25]
2. Attitude towards public [20]
3. Perception and sensitivity [10]
4. Staff/student relation [10]
5. Dependability [5]
6. Attendance/job performance [20]
7. Initiative [15]
8. Response to supervision [5]
9. Judgment/decision making [5]
10. Method of expression [5]
11. Potential [5]
12. Innovation and creativity [5]
13. Job knowledge [15]
14. Related accomplishments [5]

Based on the performance appraisal report, the Head of the Institution calls for multiple meetings with the faculty members and non-teaching staff to identify the focus area for improvement and to take necessary actions.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The long term feasibility of any organization is directly related to its financial status and performance. Auditing process of our college takes place in two stages namely, Internal audit and External Audit. Every year our institute carries internal as well as external audits, which help us to evaluate our strengths, weaknesses, opportunities and challenges. Auditors also give

recommendations on how to improve the financial performance of our institution. Our institution considers the suggestions recommended by the auditing organisation and implements the same.

Internal as well as external auditing processes are conducted with proper planning and systematic reviewing of financial statements on a timely basis. Our College takes additional efforts in completing the process of budgeting in our college considering the varying.

The institution practices healthy financial management through internal and external audits. Individual departments give their requirement details (Materials, Chemicals and Equipment etc. to the accounts department after approval by the head of the institution). The same is forwarded by the accounts department to various vendors inviting quotations. The principal along with the programme coordinators finalises the best competitive price to be presented before the Board of Management. The Board of management takes the final decision for budgetary approval.

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

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

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

34,28,663

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Pillai HOC College of Arts, Science & Commerce conducts both internal and external financial audits regularly. For effective and efficient use of available financial resources, the accounts section prepares the annual budget by collecting the estimated/expected budgetary requirements from all departments. The budget statement for every year is presented in the Financial Managing Committee meeting for approval. The financial statements are audited and utilization certificates are regularly sent to the authorities concerned. Estimated budget and actual expenditure during the financial year are regularly monitored by executive administrators. The college has an inbuilt mechanism of reviewing the actual expenditure and comparing it with the budgeted figures, which helps the college to have control over expenses. The management has developed a centralized policy for the purchase of common utility items and services (stationery, printing, cleaning material and computers). A list of approved vendors is prepared after inviting tenders for the supply of college requirements. Standard procedures are strictly followed for all purchases and expenditures. Non-budgeted expenditures having financial implications are screened and reviewed by the management before sanction. Whenever college faces a deficit, the management extends its helping hand. A financial audit is conducted annually to ensure transparency at every stage.

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

6.5 - Internal Quality Assurance System

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

- **Positive Psychology as a value-added certificate course**

An overwhelming amount of stress is experienced by the current generation of students due to a lack of clarity in career, peer pressure, relationships, family conflict, social media, relocation, and performance in academics. Our Positive Psychology sessions were initiated by IQAC in 2018- 19 as an experimental practice to facilitate the students to cultivate positive thought patterns, gain confidence, improve behavior, learn better communication and work towards one's holistic development.

Throughout the positive psychology sessions, the focus was on inducing positive emotions, committing acts of kindness, and enhancing social connections that enable individuals, demonstrating the usefulness of the discipline for the individual, group, and community wellbeing.

- Department-Wise National Conferences

The IQAC and Research and Development Committee monitor and address the issues concerning research, and imbibe research culture among the faculty and the students. With the clearly defined objective, the Faculty Seminar Series is organized every year where faculty members present their research works and update the research-related activities. The progress of the practice is evidently reflected in the increase in the number of research papers, articles, and conference proceedings presented and published by faculty members in the following academic years.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/6.5.1.pdf
Upload any additional information	View File

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

The College, through College Development Cell and IQAC, periodically reviews and continuously upgrades the quality of the teaching-learning process by way of developing e-class rooms as digital initiative, robust feedback mechanism, timely planning and monitoring of Faculty Handbook, and an academic audit for quality assurance.

Develop e-class rooms as a digital initiative

Internal Quality Assurance Cell (IQAC) has contributed significantly to institutionalizing the quality assurance strategies and processes. Developing e-learning methods has always been one of the priorities in the Teaching-Learning process of the institution. Steps to digital learning using e-resources were initiated by providing institutional mail-id and

password to all students and staff members to involve maximum participation and connectivity with students. In line with the objective, google classrooms for each course, e-library system, D-Space was initiated to provide a platform for e-learning for the students. The faculty members upload e-contents, e-notes, ppts, presentations, question banks, and share videos in the Google classrooms and D-Space, which can be accessed by the students. ICT- enabled classrooms and A/V room-assisted e-teaching and learning methodology, blending well into a new age of technology, in the process to streamline the concept and internalize the same.

File Description	Documents
Paste link for additional information	https://phcasc.ac.in/wp-content/uploads/2022/01/6.5.2.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://phcasc.ac.in/wp-content/uploads/2022/03/Annual-Report-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Annual Gender Sensitization Action Plan

Pillai HOC College of Arts, Science and Commerce, Rasayani prepared an action plan for Academic year 2020-21. The college aims to sensitize issues related to gender by conducting various activities in collaboration with SWA (Soroptimist Welfare Association) and the Women's Development Cell of college, Youth Red Cross and Institutional Social Responsibility Cell (ISR). This message would also be conveyed to the local communities through the programmes organized by NSS as well.

It is mandatory that following women related theme addressed in the activities we conduct:

1. 16 Days of UN Gender Activism
2. Save the Girl Child
3. Safety and Security
4. Gender Sensitization
5. Importance of Personal Hygiene
6. Human Rights and Gender Equality
7. Women Empowerment and recognition of women's role in the society.
8. Participation of male students in Women Development Cell activities.

File Description	Documents
Annual gender sensitization action plan	https://phcasc.ac.in/wp-content/uploads/2022/01/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://phcasc.ac.in/wp-content/uploads/2022/01/7.1.pdf

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

C. Any 2 of the above

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

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

We have taken several initiatives to maintain our campus eco-friendly and sustainable.

Solid Waste Management:

Our college generates about 10-15 Kg solid garbage waste every day which includes paper, plastics, glass, metals, edibles, and other materials. Wastage of paper is minimal due to extensive use of online platforms of communication. We also practice bioremediation in the form of dry composting to handle biodegradable trash. To reduce the waste at the institution, students are generally educated on proper waste management practices. The faculty members and student volunteers of Nature club and NSS were involved in waste management projects in the previous academic year.

Liquid Waste Management:

Sewage and cafeteria effluent waste of the college is collected in underground septic tank which is connected to Gram Panchayat's sub main and the wastewater is then processed at the Rasayani sewage treatment plant. Liquid chemical waste generated from the chemistry laboratory is diluted/neutralized in the laboratory sink drain on campus which is connected with the Gram panchayat sanitary sewer system.

E-Waste Management

The electronic items in our college are collected and stored in a separate E-waste Collection Cell. Old electronics instruments like parts of computers, electronic waste from physics labs etc. are sold to dealers.

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

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

5. Landscaping	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

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

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

A good foundation provides a comprehensive climate to everyone in order to be tolerant and harmonious towards cultural, regional, linguistic, communal socioeconomic and other diversities. Various activities are conducted within the college campus aid in nurturing a tolerant and peaceful atmosphere.

Our college has taken various initiatives to develop and maintain an environment of tolerance and harmony towards the rich diversities that exist in our society. Various national and international days are not only observed but also celebrated at our college.

1. Literary Association of college organized a Heartfulness essay competition on October 10, 2020 to help students showcase their writing skills in Hindi, Marathi and English.

2. Cultural Committee of college conducted E-Collage Making Competition on August 15, 2020 to embrace the true sense of freedom in these challenging pandemic times and to pay our respect to the Real-Life Heroes of Society who risk their lives to protect ours.

Some of the days we observe are mentioned below:

-Women's day

-Yoga day

-Republic Day

-Cancer Awareness Day

-AIDS Day

-Parakram Diwas

-Martyrs Day

-Marathi Bhasha Diwas

-Zero Discrimination Day

-Independence Day

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

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

Our college believes that every student, teaching and non-teaching staff is a responsible citizen and is obligated to be bound by the duties and social responsibilities related to the same.

To equip our students with the knowledge, skills, and values that are necessary for sustaining balance between livelihood and life, an effective, supportive, safe, accessible, and affordable learning environment is provided to them. We encourage them to participate in various awareness programmes on culture, traditions, values-based duties, and responsibilities.

1. Institutional Responsibility Cell conducted a webinar on 'Basic Structure of Indian Constitution' to celebrate Constitution Day on November 26, 2020.

2. The NSS Unit of the college conducted a blood donation camp to make people aware of importance of blood donation on January 23, 2021.

3. International Yoga Day was celebrated on June 21, 2020 wherein

different Asanas and Pranayama were taught by a yoga instructor.

4. To mark and celebrate International Yoga Day on June 21, 2020 Women Development Cell in association with Soroptimist International Bombay Chembur, had organized a week-long Yoga and pranayama sessions for holistic health and wellness.

4. The NSS unit of the college distributed essential food items in packets to the people of Mazgoan village (Our adopted village) on May 9, 2021.

5. A road safety event was conducted by United Way Mumbai in collaboration with the NSS team of our college from January 2, 2021 to February 10, 2021

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://phcasc.ac.in/wp-content/uploads/2022/01/7.1.9.pdf
Any other relevant information	NIL

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Our college has always taken the responsibility of holistic development of the students by celebrating the birth and death anniversaries of national heroes along with other festivals and international days. We believe observing and celebrating these days is important for the all-round development of each student. Even amid the pandemic and online classes, we have observed these days through online webinars, competitions, etc.

1. An E-Collage Making Competition was conducted to pay our respect to the real-life heroes of society who risked their lives to protect ours in this trying pandemic times.

2. The Institutional Social Responsibility Cell (ISR) conducted an online webinar on "Basic Structure of Indian Constitution" on November 26, 2020.

3. The Institutional Social Responsibility Cell conducted a quiz competition on the life of Mahatma Gandhi to celebrate his 151st birth anniversary.

4. An online interactive session titled "Kargil: The Saga of Brave hearts" was organized to commemorate Kargil Vijay Diwas on Monday, July 27, 2020.

5. The Youth Red Cross Society conducted a quiz competition based on Covid-19 Awareness and Knowledge on May 8, 2021

6. The Department of Mathematics in association with IQAC organized an online competition- Memorization of Pi to celebrate Pi Approximation Day on July 22, 2020.

7. A poster making Competition was organized to observe Fibonnacii Day on November 23, 2020.

8. The Department of Mathematics had organized a quiz competition on June 29, 2020 for students across all the degree colleges in Navi Mumbai to observe National Statistics Day.

9. In order to honor and remember Netaji's indomitable spirit and selfless service to the nation the NSS Unit of the college organized a prayer meet at Mazgaon Village.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice: 1

TITLE : POSITIVE PSYCHOLOGY

Objectives :

- 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 fulfillment in their lives.

Context :

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 behaviors 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 facilitate the students to cultivate positive thought patterns, gain confidence, improve behavior, learn better communication and work towards one's holistic development. These include resilience, optimistic approach and improved behavior. It is based on the belief that happiness is derived from emotional, mental and social factors. Positive psychology aims to help students identify happiness from moment to moment. Instead of focusing on the study of problems and issues, it focuses on enhancing mental and emotional strength.

Positive Psychology sessions in our college started in the academic year 2018-19

Practice:

Positive psychology concentrates on positive experiences at three time points:

(1) The past that features well-being, contentment and satisfaction

(2) The present which focuses on living in the moment to its fullest.

(3) The future that comprises of 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 team. They researched and classified their allotted modules into three distinct titles and also designed the content in such a manner that activity-based learning is facilitated.

The syllabus designed by the IQAC comprises the following points that can enable our students to cope with stress, to enhance their overall wellbeing and to mould their personality.

1. 'Introduction to Positive Psychology' was designed for First Year students which includes modules on Past, Present, Future, and Health.
2. 'Fundamentals in Positive Psychology' was designed for Second Year students which includes modules on Stress Management, Talent Management, and Personality Management in odd semester. The course in the even semester consists of Empathy, Sense of Purpose, Inclusiveness and Belongingness.
3. 'Advanced Positive Psychology' was designed for Third Year students which include 'Apps for Positive Psychology', 'Personalized Kit for Enrichment', 'Universal Teachings', and 'Positive Psychology Interventions' in odd semester. The course contains Emotional Quotient (EQ), Social Quotient (SQ) & Adversity Quotient (AQ) in even semester.

When we started this practice, modules were designed in the form of lectures only. To make this course more participative, the modules were revamped to incorporate student-based activities to give clarity on the theme. As the process evolved, we internalized the practice with maximum involvement of students by incorporating students-based projects and outreach programmes.. The biggest challenge we came across was the time of Covid-19 pandemic when we experienced a shift in our teaching-learning process, from offline classes to a virtual platform. In order to cater to the needs of our students at this time, the IQAC team members re-designed the modules in the form of PPT slides and incorporated relevant videos to deliver the online lectures of Positive Psychology effectively.

Our Positive Psychology initiative has successfully evolved as one of the most popular certificate programmes offered by our college. Another vital evidence for the success of the Positive Psychology course and its institutionalization is the positive feedback that we get from the students at the end of each academic year.

The feedback we collected has the clear indication on students' satisfaction and level of comprehension.

Evidence of Success

The Positive Psychology programme was introduced in the Academic year 2018-19. 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 in the second phase of the evolution of Positive Psychology, it encouraged maximum student participation as they felt highly involved in the entire process. Positive psychology principles and exercises are applied in several different settings, including the classroom, the workplace, and at home. The COVID-19 pandemic has had a major effect on our lives. Many of us are still facing challenges that can be stressful, overwhelming, and cause varied emotions in our students.

The online session we took during this pandemic period helped our students alleviate stress level and become more resilient.

Some of the meditation and mindfulness apps recommended during the sessions were highly impactful to manage stress and anxiety amongst our students.

Some of our apps recommended during the sessions such as headspace, mood-notes, Super better, etc.

A survey conducted by IQAC on student's feedback on online Teaching Learning process showed that about 30% of students agreed that Positive Psychology sessions were helpful during stressful times of COVID - 19 pandemic.

Problems Encountered:

- Initially when this practice was implemented, many students

seemed skeptical about the need for positive psychology sessions. An introductory session 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 team added many activities relevant to the corresponding topics in the teaching material. This was done hoping that the students would pay more attention in the sessions when they are actively participating. As anticipated, the students began to get more involved in the sessions and to look forward to the upcoming lectures.

- Resources required
- Uniform teaching material, PowerPoint material, videos for all the courses that were developed by the IQAC team.
- Regular Positive Psychology schedule.

Best Practice: 2

TITLE: TRIVARIATE MENTORING

Mentoring is an academic process that helps students adapt to changing situations and to become the best version of oneself. It involves the investment of the mentor and mentee's time, attention and efforts toward the growth and development of the mentee. Mentoring programme is essential and useful for the development of the mentee's social, technical and intellectual capabilities. Mentors play an important role in this process by imparting knowledge and also acting as counselors, guides and facilitators in the time of need.

To ensure a holistic development of every student in our campus, we initiated a Trivariate Mentoring programme that captures the true essence of our devotion toward the development of every student's intellectual capability and emotional intelligence. The programme is executed in three different and unique phases of mentoring namely Mentor-Mentee Mode (MMM), Mentoring through Peer Groups (MPG) and Vertical Mentoring (VM).

Objectives:

- To help the students identify career paths and support their personal growth.
- To provide students with an opportunity to learn and practice professional networking skills.
- To inculcate a vision in students which will help them to identify and pursue opportunities for employment related to their academic qualifications and competencies.

Context:

The Trivariate Mentoring Programme helps the students to develop and improve their reasoning and communication skills, self-motivation, self-discipline, leadership skills, organizational, self-management skills and goal-setting. The programme also helps students to learn various skills through their teachers, classmates and senior students. Our structure of mentoring is beneficial to both the mentors and the mentees.

Practice :

1. Mentor Mentee Mode(MMM)

This is one of our most significant practices. Here, every student/mentee is assigned a mentor who meets with them in person once every month. Students are assigned mentors right from their first year at college. In this interaction, mentors try to analyze the progress of their students/mentees and address any issue that may persist on the front of the mentee. The mentor also keeps the track of the mentee's academic records, attendance and behavioral aspects.

The mentor encourages the personal and academic development of the mentee through imparting knowledge and sharing experiences and expertise. It helps the mentees enhance their level of comprehension and other academic skills.

This session is recorded by the mentor in order to assess the progress of mentees.

2. Vertical Mentoring (VM)

The main objective of vertical mentoring is to enable senior students to engage with the first- and second-year students through lectures on various topics taken from the syllabus. This helps both senior and junior students to learn from each other. Advanced learners from the senior batches are identified by the faculty members as mentors for this programme. They are then motivated to take up some topics from the said subject and engage their juniors in an informative and interactive session. In this process, the senior students improve upon their presentation and communication skills while the juniors get a chance to learn and interact with the senior students along with developing confidence.

3. Mentoring through Peer Groups (MPG)

Unlike vertical mentoring, here, the mentor and mentees are students from the same class. Peer mentoring is an effective way of developing students' learning skills since it is a process of one-to-one interaction between them.

This gives an opportunity to advanced learners to improve upon their skills and share their knowledge with their peers. This also encourages average students to work hard and improve their performance. They may take turns acting as 'mentor' and 'mentee', but overall, peer mentoring is about creating a formal support system, learning together, and holding one another accountable.

The Programme Coordinators divide the class into batches and select a student mentor from each batch. Respective subject teachers and class coordinators supervise and keep a track of these sessions. This develops an environment of co-learning.

Students learn a great deal by explaining their ideas to others and by participating in activities that help them learn from their peers. They develop organizing and planning skills, team work, healthy interaction and self-evaluation.

Evidence of Success

Faculty advisors identified students with capabilities and willingness to take up mentorship and assigned them topics to be conducted. In some cases, students were highly capable but lacked confidence. Faculty members made sure they were encouraged to

fight their fears and take up the role of being a mentor to juniors.

Junior students were encouraged to participate in the sessions conducted as the topics covered were from their own syllabus approved by the University of Mumbai.

Student mentors were encouraged to employ presentation slides and audio-visual aids to make every session engaging and interactive.

During Covid -19 when it was not possible to conduct mentoring sessions physically, mentors remained in contact with mentees through electronic means to provide mentoring.

During Covid -19 pandemic, the 4th Monday of every month was assigned to conduct an online Mentor mentee session where videos and PowerPoint presentations were used by the mentors to guide their mentees on topics like career, competitive exams, etc.

Problems Encountered and Resources Required

Active participation of each student is required for a satisfactory completion of the session. Due to unavailability of network and electricity, some students were not able to be in constant touch with their mentors.

File Description	Documents
Best practices in the Institutional website	https://phcasc.ac.in/wp-content/uploads/2022/01/Best-Practices-Final.pdf
Any other relevant information	<u>NIL</u>

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our Institute's distinctiveness is the Institutional Outreach Programmes.

Outreach programmes are beneficial not only for providing the students an academic foundation but also developing their self-

confidence, leadership qualities and their responsibility towards the society in line with our vision and mission. The institution aims at providing 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 Institutional Outreach Programmes aims to motivate our students to make voluntary contributions to the society, develop strong and fruitful relationships with the members of the local community and with the governmental and service organizations. The academic resources available at the institute helps students to reach out to the local community and address the various environment related problems. Students get hands-on experience of learning and working simultaneously with the local community and the government authorities.

Following activities were conducted during academic year 20-21:

- Webinars on Health and Hygiene and Immunity and Health- Fight Against COVID-19 Pandemic"
- Distribution of masks
- Clothes distribution drive
- Awareness drive on hygiene and cleanliness
- Girls Hostel situated in Rasayani was converted into COVID center to the needy.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Future Plans of Actions for Next Academic Year

Pillai HOC College of Arts, Science Commerce has the following plans in the Academic Year 2021-22. The institute has decided:

1. To strengthen our virtual mode of teaching-learning and successfully implement the same across all programmes to impart knowledge in novel platforms

2. To successfully implement and manage smooth function of newly approved Graduate Programmes such as B. Sc. Data Science and B. Sc. Hospitality Studies and Post-graduate Programme in M. Sc. Organic Chemistry
3. To initiate institutional outreach programmes through activities of Institutional Social Responsibility Cell, Youth Red Cross or National Service Scheme, to inculcate service-based learning skill amongst students
4. To design and provide Add-on Programmes for all discipline for holistic development of our students upholding the vision and mission of the institution.
3. To establish collaborations with industries and other government or non-government organisations to plan student-oriented certificate courses to improve their employability skills
4. To strengthen institution- industry interface by organising career counselling sessions and provide placement opportunities for students to pursue their career goals and skill enhancement
5. To organise professional development programmes across all streams to facilitate up-gradation of knowledge, skill and intends to provide opportunities for induction training
6. To plan conferences and research methodology events, for faculty members and students as a part of curricular and co-curricular activities, on online platforms, to accentuate participative teaching-learning and research culture
7. To encourage and support faculty members to submit research project proposals (minor or major) to enhance the quality of research endeavours
8. To focus on central idea to publish quality research papers in collaboration with UGC-Care listed journals and establish Innovation Cell and organise IPR related events to facilitate and guide patent-oriented research work
9. To strengthen Trivariate structure of e-Mentoring programmes (MMM, MPG, Vertical Mentoring), to fit into the new pattern of educational system and to provide support to students, in academics and personal issues

10. To design and develop online modules for Positive Psychology as a certificate programme with emphasis on presentations, videos and interactive online session and to measure the outcome by an online feedback analysis and a set of questionnaires 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 to facilitate students' academic interests

12. To successfully complete the process of ISO Certification, as a part of quality maintenance for relevant processes and to monitor progress against the achievement of mission and vision

