A.T.S.S.'s

College of Business Studies and Computer Applications

Chinchwad, Pune-19

(Affiliated to Savitribai Phule Pune University, Recognized by Govt. of Maharashtra,
Accredited by NAAC, UGC Recognized Under 2(F) & 12(B))
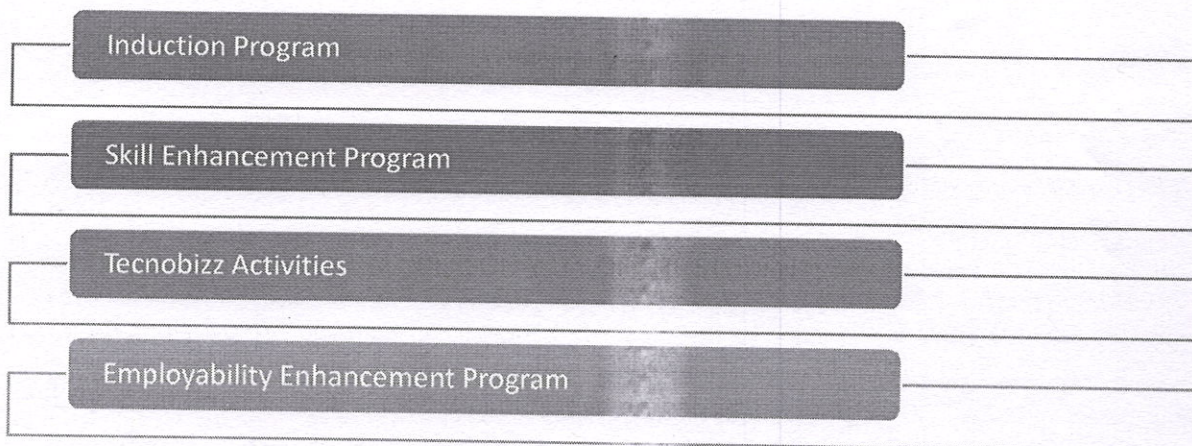
Academic Year 2020-21

Best Practice -1

Title of the practice: Holistic Student Development Program (HSDP)

Goal: TO GROOM THE OVERALL PERSONALITY OF THE STUDENTS

Context: Student Development Program develops student's potential to adopt student learning, determination and success; create a diverse inclusive community. Student Development Program plays a significant role in preparing graduates to make a difference in world. We seek direction from our mission, vision, and values to provide innovative student-centered activities, programs and services.

Under SDP various programs are conducted as follows:

- Induction Program
- Skill Enhancement Program
- Tecnobizz Activities
- Employability Enhancement Program

1. Indiction Program: To help the students feel comfortable in the new environment and adjust to the customs and practices of the college.

Induction program is a well-planned event to educate the new entrants about the environment in college, and connect them with the people in it.

Student Induction Programme engages with the new students as soon as they come into the institution, before regular classes start. At the start of the induction, the newly admitted students learn about the institutional policies, processes, practices, culture and values.

2. Skill Enhancement Program: Skill-based education places the ownership of learning in the hands of the students and helps them restrict the big gap of understanding.

Skill based certification courses and value-added programs are proposed by the departments,

discussed and finalized in IQAC meetings and then forwarded to College Development Committee for final approval.

3. Technobizz Activities: The main goal of TechnoBizz activities is
- To help students explore their potential business ideas, presentation and decision-making skills.
- To help students understand practical application of theory concepts.
- To help them understand management functions such as Planning, organizing, controlling through live examples.
- To provide a platform to demonstrate their business skills.

Under the TechnoBizz Activity, "TechnoTrix" and "Bizzshow" events are organized. In "TechnoTrix", Every year computer science and application department in consultation with IQAC organizes technical project, presentation and programming competitions at college level. In "Bizzshow", students will set up a business stall of food, games etc. and actually experience business concepts and functions.

4. Employability Enhancement Program: The main goal is....

- To enhance students Employability skills and prepared them for interviews.
- To bridge the gap between skills possessed by the final year students and the abilities that are looked for by the company.
- To enhance corporate readiness of a student.

The Practice:

Students Induction program could cover a number of different aspects: Orientation sessions are organized for all first-year students. College vision, mission statements, rules, regulations and policies are introduced to FY students.

They also learn importance of management functions such as Planning, organizing, Controlling in business organization. Students feels it easy to understand these concepts through practical examples.

One of such idea was to conduct competitions in "Technotrix" and "Bizzshow" in which various competition are conducted in following way:

• Notices are displayed that gives information about the competition rules, format and entry dates.

• Students are asked to register for their business stall in group of 3 or 4.

• On the day of competition students set up their stalls and implement their strategies to attract customer, serve them and also manage their stocks, marketing and accounts.

• Judges visit all stalls and observe management skills of students i.e the way they handle customer, their presentation, cleanliness, waste management etc.

• Students are also required to submit their record of sales and Income Expenditure statement.

• On the basis of Judges remarks and their records submitted, winners are announced.

Evidence: The Holistic Student Development Program are conducted every year with the support of various teaching and non-teaching staff. Various expert sessions, webinars were conducted online and many co-curricular and extra-curricular activities were also conducted online using MS-Teams, Zoom, Google Meet.

Student participations in model making competition, project work, poster competitions and presentations helps in exploring student creativity and enhancing participative learning.

Participation in Research project competitions like Avishkar, Udaan, Techno Case helps in nurturing research ability.

Participation of students in various programs are the main evidence of this best practice.

Following are list of various activities conducted for students and staff:

Student Development Program

Sr.No	Particular	Count	Description	No. of students benefited
1	Webinars	08	State/National Level webinar for faculties (FDP)	586
2	Orientation sessions	07	Orientation session for students regarding examination	880
3	Orientation sessions	09	Orientation session for faculties regarding ERP system	183
4	Career guidance session	04	Career guidance session for 12 pass out students.	250
5	Guest Lectures	13	Expert session for students from all programs.	1094
6	Add on Courses	15	Add on courses for BSC CS ,BBA CA and BBA	1436
7	NSS Cell	12	Activities conducted for students and teaching & Non Teaching staff by NSS team.	610
8	Library	04	Activities conducted for students and teaching &	310

			Non-Teaching staff by library.	
9	Student Development Cell(SDC)	04	Activities conducted for students and teaching & Non Teaching staff SDC.	490
10	Techno Fest	07	Intra college competition for students	146
11	ARKO	05	Cultural activities for students	71
12	Placement Activity	34	Expert session, Aptitude session for TY students	2031

Problems Encountered and Resources Required:

We believe that parents also understand our college so presence of parents in inauguration program of induction is important for us and active participation of all students is required.

Follow up of chief guest, eminent speakers and expert judges for all activities is also more important to conduct various programs smoothly.

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Academic Year 2020-21

Best Practice -2

Title of the practice: Annual academic and college Committees Audit

Goal: Improving the quality of education

Context: Educational Institutions play a vital role in development of the human resources in a Nation. We think the functioning of the college needs review in terms of performance and procedures which we follow. The Operational excellence attainment can be implemented with the help of Internal Audit which takes place at the end of the academic year.

Every year Internal Audit of all departments and Internal college committees are conducted and compliance reports are observed. College staff and student volunteers are actively participating the process of Audit.

Following audits are conducted every year:

- Academic Audit of each department
- Teaching and Learning files
- Event file
- NSS, Student Development Cell, ARKO club
- Examination Department
- Training & Placement cell
- Research and Publication Cell
- Library

Objectives of academic and college Committees Audit:

Student and teachers are understanding the entire process of Audit and SWOC of every department, cell and various committees every year.
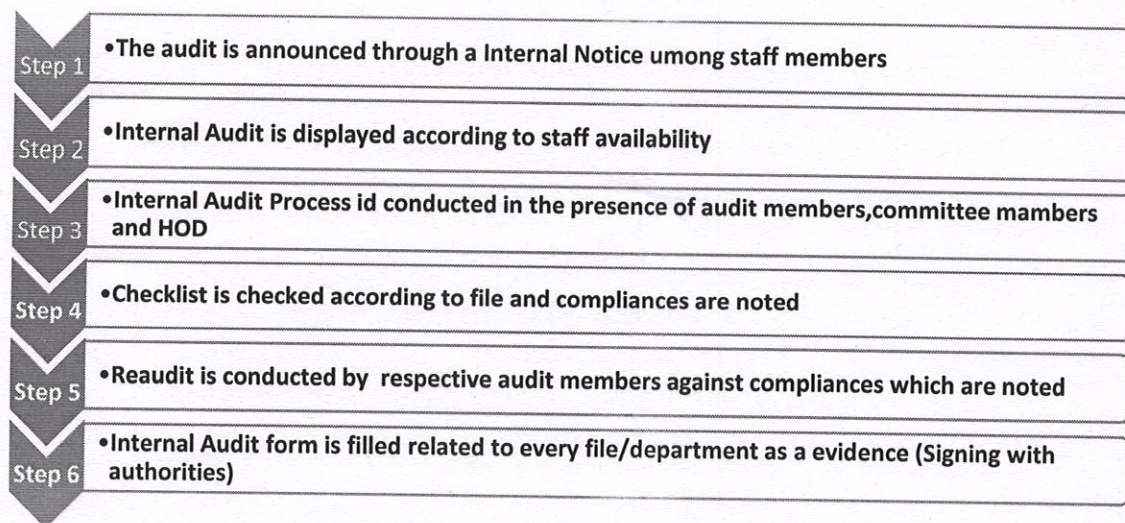
The main purpose of an audit is to express an opinion on working of every department, to give the opinion about the documents, the auditor examines all the documents to satisfy himself about the truth and fairness of the working and operating results of the department and committees of college.

Some objectives are.....

• To improve the quality of education through the diversification of contents and methods of various departments.

• To promote experimentation, innovation and the diffusion and sharing of information and best practices as well as policy dialogue in education.

• To focus on Research activities (student's projects specially)

• To facilitate transformation of the education system thereby smoothing student's development.

• To ensure the proper implementation of various department policies in college.

Practice: Internal academic Audit Process:

Step 1	•The audit is announced through a Internal Notice umong staff members
Step 2	•Internal Audit is displayed according to staff availability
Step 3	•Internal Audit Process id conducted in the presence of audit members,committee mambers and HOD
Step 4	•Checklist is checked according to file and compliances are noted
Step 5	•Reaudit is conducted by respective audit members against compliances which are noted
Step 6	•Internal Audit form is filled related to every file/department as a evidence (Signing with authorities)

Evidence: Schedule of Internal Audit Process, Checklist of files (eg.Teaching Learning File (TLE)), Filled audit form for every TLE file and every department/cell file.

Following is summery of Annual academic and college Committees Audit for AY 2020-21

Sr.No	Committee Name	Date
1	Teaching Learning Evaluation file	
	BSC(Computer Science)	20/07/2021
	BBA(CA)	22/07/2021
	BBA	24/07/2021
	MSC(Computer Science)	28/07/2021
2	Examination	12/07/2021
3	Student Development Cell	12/07/2021
4	Sports	12/07/2021
5	Training & Placement	11/08/2021
6	ARKO	09/08/2021 & 11/08/2021
7	Event	16/08/2021

8	Library	29/07/2021
9	NSS Cell	11/08/2021
10	Laboratory(Computer & Electronics)	29/07/2021

Problems Encountered and Resources Required:

We believe that every staff would be a member of internal audit process. Hence we check time availability of every staff and according to that we prepare schedule of Internal Audit Process.

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