NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

GOKHALE EDUCATION SOCIETY'S
Shri Bhausaheb Vartak Arts, Commerce and Science Collge,
Gokhale Mahavidyalaya Marg, Off Gorai Road,
MHB Colony, Borivali (West),
Mumbai – 400 091.

Annual Quality Assurance Report (AQAR)
(Year 2017-2018)

Annual Quality Assurance Report (AQAR)
(Year 2017-2018)

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> **Gokhale Education Society's Shri Bhausabeb Vartak Arts, Commerce and Science College**

1.2 Address Line 1

> **Gokhale Mahavidlaya Marg,**

Address Line 2

> **Off. Gorai Road, MHB Colony,**

City/Town

> **Borivali (W), Mumbai**

State

> **Maharashtra**

Pin Code

> **400 091.**

Institution e-mail address

> **sbvartakcollege@gmail.com**

Contact Nos.

> **022-28670495 / 022-28673498**

Name of the Head of the Institution:

> **Dr. Mrs. Suhasini V. Sant**

Tel. No. with STD Code:

> **022-28670495**

Mobile:

> **9833408073**

Name of the IQAC Co-ordinator:

> **Mr. P. K. Mishra**

Mobile:

9594635000

IQAC e-mail address:

sbvartakcollege@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

MHCOGN10739

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/27//A&A/20. Dated 12.9.2017

1.5 Website address:

www.sbvartakcollege.in

Web-link of the AQAR:

www.sbvartakcollege.in/iqac/iqac-annual-reports/17-18

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B$^+$	77.65	2004	05
2	2nd Cycle	B	2.37	2011	05
3	3rd Cycle	B$^+$	2.60	2017	05
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

24.06.2005

1.8 AQAR for the year *(for example 2010-11)*

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i. **Latest Assersment in August 2017**

   ii.

1.10 Institutional Status

University   State [√]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [√]   No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

                 Urban [√]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [√]   UGC 12B [√]

                 Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [√]

Others   (Specify) [   ]

1.12 Name of the Affiliating University *(for the Colleges)*   **University of Mumbai**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [   ]

University with Potential for Excellence   [   ]   UGC-CPE   [   ]

DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers **07**

2.2 No. of Administrative/Technical staff **02**

2.3 No. of students **01**

2.4 No. of Management representatives **01**

2.5 No. of Alumni **01**

2. 6 No. of any other stakeholder and

community representatives **01**

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts **02**

2.9 Total No. of members **16**

2.10 No. of IQAC meetings held : **Four**

2.11 No. of meetings with various stakeholders: No. Faculty **06**

Non-Teaching Staff Students Alumni **03** Others **02**

2.12 Has IQAC received any funding from UGC during the year? Yes No **√**

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | **1** | International | √ | National | | State | | Institution Level |

  (ii) Themes

> **"Implications of Recent Economic Reofrms on India in Changing Global Scenario"**

2.14 Significant Activities and contributions made by IQAC

> **1. Quality parameter and guidline was amended suitablly.**
> **2. Conducted awareness programme among the staff members on new NAAC guideline.**
> **3. Drafting New Vision and Mission of the College is in progress.**
> **4. Prepared the academic calender**

2.15 Plan of Action by IQAC/Outcome

   The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year*

Plan of Action	Achievements
* Annexture - I	

   * Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes | √ | No | |

Management | √ | Syndicate | | Any other body | |

   Provide the details of the action taken

> **AQAR was placed before Academic Committee, Meeting of HOD, Planning Board for approval. And suggestions of those committee are incorporated**

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Part – B

</div>

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG			01	
UG	02		04	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				03
Others				
Total	02		05	03

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: **CBCS/Core/Elective option / Open options**
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**05**
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni | √ | Parents | √ | Employers | √ | Students | √ |
   (On all aspects)

        Mode of feedback   :   Online [ ]   Manual | √ | Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure- ** Annexure- II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes : A) Syllabus for SYBA was revised by the University of Mumbai.

   Revised Syllabus:

 SYBA –   1. Sociology Paper II & III
 2. Economics Paper II & III
 3. Book Keeping and Accountancy
 4. Geography Paper II & III

SYBCom :   One paper is added this year to SYBCom
SYBMS :   Syllabus revised by the University of Mumbai.
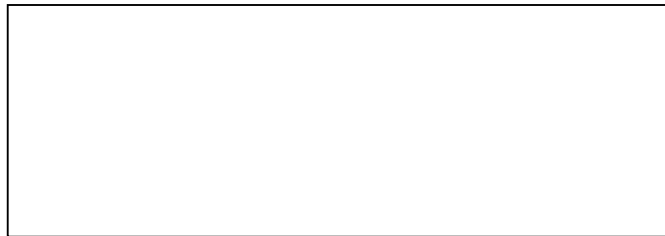**TYBMS :   Syllabus revised by the University of Mumbai.**
SYBSc- IT : Syllabus revised by the University of Mumbai.
SYBAF :   Syllabus revised by the University of Mumbai.
SYBBI :   Syllabus revised by the University of Mumbai.
M. Com. II : Syllabus revised by the University of Mumbai.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	**16**	**05**		

2.2 No. of permanent faculty with Ph. D.

04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
20	**01**	**00**	**00**	--	--	**02**	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty --

Guest	**Visiting**	**Temp.**
--	**27**	**20**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**17**	**16**	
Presented papers	**16**	**11**	
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> **Remedial Coaching / Power Point Presentation/ Field Study / Case Study/ Survey**

2.7 Total No. of actual teaching days during this academic year

195

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- **Photo in Marksheet with watermark of College Logo.**
- **Watermark of college name in University Question Paper**

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

--		

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80 %

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
T. Y.B. A.	**48**	**--**	**40.17**	**18.75**	**31.25**	**14.5**
T. Y. B. Com.	**439**	**0.68**	**13.89**	**17.99**	**21.18**	**22.09**
T. Y. BMS	**47**	**--**	**29.78**	**27.65**	**23.40**	**2.12**
T. Y. B. Sc. (IT)	**41**	**2.43**	**21.95**	**12.19**	**19.51**	**9.75**
T. Y. B. Com. (B&I)	**57**	**--**	**8.77**	**24.56**	**31.57**	**8.77**
T. Y. B. Com. (A&F)	**65**	**1.53**	**36.92**	**29.23**	**6.15**	**73.84**

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

   Academic Clander, Teaching Plan, Progress Reports, Feedback forms, ISO External and internal Audit. Administrative Calender.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses (Attended)	**04**
UGC – Faculty Improvement Programme	**01**
HRD programmes	
Orientation programmes	**02**
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others : *Soft Skill programme*	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	**27**	**05**	**03**	**--**
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> - **Motivation to teachers and students to prepare research papers and present at various Conference/Seminar/ Workshop and published in the journals**
> - **Motivation to Register for Ph. D. / M. Phil.**

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**01**		**01**	**06+01**
Outlay in Rs. Lakhs	**0.30**			

3.4   Details on research publications

	International	National	Others
Peer Review Journals	**16**	**05**	
Non-Peer Review Journals	**--**	**--**	
e-Journals	**--**	**--**	
Conference proceedings	**--**	**14**	

3.5 Details on Impact factor of publications:

Range [   ]   Average [**2.146**]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	**01**	**University**	**30,000/-**	**30,000/-**
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	**02**	**Management**	**40,000/-**	**40,000/-**
Students research projects *(other than compulsory by the University)*	**02**	**Management**	**40,000/-**	**40,000/-**
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. [ ]   Chapters in Edited Books [**02**]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy [**Nil**]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01		**03 (Workshop)**	
Sponsoring agencies		**Management**		**Management**	

3.12 No. of faculty served as experts, chairpersons or resource persons [**02**]

3.13 No. of collaborations   International [ ]   National [ ]   Any other [**03**]

3.14 No. of linkages created during this year [02]

3.15 Total budget for research for current year in lakhs :

From Funding agency [**30,000/-**]   From Management of College [**1,00,000/-**]

Total [**1,30,000/-**]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
    who are Ph. D. Guides
    and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level **200**   State level

National level   International level

3.22 No. of students participated in NCC events:

University level   State level

National level   International level

3.23 No. of Awards won in NSS:

University level   State level

National level   International level

3.24 No. of Awards won in NCC:

University level   State level

National level   International level

3.25 No. of Extension activities organized

University forum   College forum **04**

NCC   NSS **08**   Any other **03**

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

• Ganpati Immersion, Blood Donation Drive, Tree Plantation, Paper Bag Distribution, AIDS Awareness, Street Play on Swatch Bharat Abhayan.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	**30,494 Sq.Ft.**			
Class rooms	**23**			
Laboratories	**04**			
Seminar Halls	**01**			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	**2 Lakhs**			
Others				

4.2 Computerization of administration and library

> **Admission, Issue of Certificates, Results, Mark sheets and Athenium Light.5 (Library Software), Fee Receipts, Accounts etc**

4.3   Library services: UPdated

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	**34892**	**3594606**	**3246**	**417892**	**38138**	**4012498**
Reference Books	**22911**	**5969307**	**380**	**233744**	**3291**	**620351**
e-Books	**145**	**--**	**5**	**--**	**150**	**--**
Journals	**68**	**116384**	**67**	**56290**	**67**	**56290**
e-Journals	**05**	**19430**	**05**	**19430**	**05**	**19430**
Digital Database	**--**	**--**	**--**	**--**	**--**	**--**
CD & Video	**300**	**--**	**--**	**--**	**300**	**--**
Others (specify) Ph.D. / M.Phil Thesis	**30**	**--**	**--**	**--**	**30**	**--**

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	**94**	**59**	**94** **Service Provider 2**	**89** **06 Browsing Centers**	**--**	**15**	**03**	**17**
Added	**05**	**01**						**04**
Total	**99**	**60**	**94**	**89**		**15**	**03**	**21**

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

LAN

4.6 Amount spent on maintenance in lakhs :

  i) ICT   **2.5 Lakhs**

  ii) Campus Infrastructure and facilities   **10000/-**

  iii) Equipments   **0.75 Lakhs**

  iv) Others   **0.35 Lakhs**

Total :   **03.60 Lakhs**

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> **Induction Programme, Website, Notices and Prizes. Career Guidance & placement**

5.2 Efforts made by the institution for tracking the progression

> **Technology upgradation, Methods of Teaching, Workshops, Personality Development, Counselling Centre, Placement Centre, Remedial Coaching , Guest Lectures**.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2231	**108**	--	--

(b) No. of students outside the state

2

(c) No. of international students

--

Men

No	%
948	**40.53**

Women

No	%
1391	**59.47**

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1506	**311**	**13**	**560**	**3**	**2393**	**1423**	**331**	**20**	**564**	**1**	**2339**

Demand ratio **1:2.1**   Dropout **0.5 %** (**Approx.**)

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> **Programmes for creating awareness, Guidance for competitive exam., Updation of Library resources Books, Magazines, Facilities provided for students for competitive exam**

No. of students beneficiaries

210

5.5 No. of students qualified in these examinations: **Data Not Available**

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

> **Awareness Programme, MOC Interview, Group Discussion, Personal counseling, Guest Lecture, Concelling centre, National Level Employbility Test, Aptitude test, Career fair organised with help of various organisation**

No. of students benefitted   **250**

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	**70**	**09**	**12 (BBI)** **03 (M. Com.)**

5.8 Details of gender sensitization programmes

> **1. Poster making competition on gender equality.**
>
> **2. A documentary was screened by sociology department on Gender Equality.**

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level **205**   National level **09**   International level -

No. of students participated in cultural events

State/ University level **--**   National level **-**   International level -

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 09 | National level | 09 | International level | - |

Cultural: State/ University level | 01 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	**314**	**34,11,208/-**
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level | | National level | | International level | |
Exhibition: State/ University level | 01 | National level | | International level | |

5.12   No. of social initiatives undertaken by the students

> **1. Organise a seminar**
>
> **2. Organise the donation drive for the adopted village.**
>
> **3. Self defence camp for girls.**
>
> **4. Awarenesss programme in Sanjay Gandhi National Park and Devi Pada.**
>
> **5. Health Check up camp in Nava Pada.**
>
> **6. Education Drive Programme.**
>
> **7. Visit to old age home: Anandashram Nerul.**
>
> **8. Collection of National Flag lying on road after 15th August Celebration.**
>
> **9. Orphanage visit and donation to orphanage.**

5.13 Major grievances of students (if any) redressed: **NIL**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

To Achieve higher level of academic and cultural excellence mould students into responsible citizens with integrity of character and to empower them to face the challenges of globalized world as well as to meet aver changing expectations of all the stake holders

MISSION

"We commit ourselves to build strong group of young people with discipline and character to make our society proud of them and to develop the multifaceted personality of our students"

6.2 Does the Institution has a management Information System

YES : College has a management Information System, through which all the stakeholders are informed about the policies, programmes and other activities of the College

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As per University guidelines and BOS Members Suggestion the college Structured the syllabus for Retail Marketing, Stock Exchange Operation and E-commerce Management which was approved by University of Mumbai.

6.3.2 Teaching and Learning

1. **Teaching and learning is regularly monitered by the Principal, Vice-Principal and HOD of the concerned department.**
2. **Feed back form of the students are collected atleast two times in a year and appropriate actions are initiated for improvement of quality in teaching and learning**
3. **New methods like synergy and socio-semiotic approch are encouraged, to develop critical learning ability among the students.**
4. **Guest lectures are arranged to suppliment class room teaching with expert opinion.**
5. **Modern technology is employed to develop interest among the students for the subject.**

6.3.3 Examination and Evaluation

> **Upgrading the evaluation and conduct of examination, Constant evaluation of progress through class test, Paper presentation, Participation in research activities/ Goup Discussion.**

6.3.4 Research and Development

> **Encouragement & incentives to teachers, for Departmental research activities, preparation of project, Resaech Round Table etc.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

> **Stress on E-Resources, Journals, CD's, E-Learning Centre, E-books, E-journals, N-List of Inflibnet**

6.3.6 Human Resource Management

> **Optimum utilization of skills and talent, Participation of Teachers in**
>
> **1. Currucular & Extra Curricular Activities.**
> **2. Extension activities.**
> **3. Administrative Committee.**
> **4. Basic Research Activities.**
> **5. Research Round Table.**
> **6. Major/Minor Research Projects.**
> **7. Five teachers have register for Ph. D.**

6.3.7 Faculty and Staff recruitment

> **As per University / Govt., Norms To seek talent and qualified research oriented./ Temporary teachers are appointed through governing body.**

6.3.8 Industry Interaction / Collaboration

> **To develop collaboration with MNC's & Local industries. , Collaboration with Wipro, Infosis, Banks and other financial institute for placement and quality improvement in teaching and learning.**

6.3.9 Admission of Students   **As per University guidelines and guide line issued by Govt. of Maharashtra**

6.4 Welfare schemes for

Teaching	**Credit Society, Health Check up Camp**
Non teaching	**Credit Society, Health Check up Camp**
Students	

6.5 Total corpus fund generated

--

6.6 Whether annual financial audit has been done   Yes √   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO/University of Mumbai (Applied)	√	ISO Internal Auditor
Administrative	Yes	ISO/University of Mumbai (Applied)	√	ISO Internal Auditor

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

University has decentralized the examination process and more number of college are included as Lead Centre to evaluate TYBCom/ BA / and Self Financing Courses.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

> **1. Organise a seminar**
>
> **2. Organise the donation drive for the adopted village.**
>
> **3. Self defence camp for girls.**
>
> **4. Awarenesss programme in Sanjay Gandhi National Park and Devi Pada.**
>
> **5. Health Check up camp in Nava Pada.**
>
> **6. Education Drive Programme**
>
> **7. Visit to old age home: Anandashram Nerul.**
>
> **8. Collection of National Flag lying on road after 15th August Celebration.**
>
> **9. Orphanage visit and donation to orphanage.**

6.12 Activities and support from the Parent – Teacher Association

> - **Two meetings were conducted to take the suggestion from the parents relating to academic and infrastructural development of the college.**
> - **The college inform the parents regarding various developmental work undertaken by the college for the improvement of quality of education**
> - **The academic progress of the their wards were discuss in the meeting.**

6.13 Development programmes for support staff

> - **Medical Camp**
> - **Encouragement for participation in Sports Activities.**

6.14 Initiatives taken by the institution to make the campus eco-friendly

> - **Green Audits are conducted**
> - **Tree plantation programme was undertaken**
> - **Rain water harvesting was introduced**
> - **Traditional tube light are replaced by LED light.**
> - **Energy audit is conducted.**

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> - **Best Student : Boy and Girl**
> - **NSS Best Volunteer**
> - **Computer literacy programme for student**
> - **Felicitation of Alumni**
> - **Warli Painting Classes for staff and studetns organised by Mr. Santosh Dodka, a peon.**
> - **Book binding classes organised by Mr. D. B. Durge, Ex-Library Attendent**

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> **1. Teaching was complited as per the teaching plan and academic calender.**
> **2. Exam were conducted as per the schedule and results were published within 30 days.**
> **3. Extra curricular and co-curricular activities were conducted as per the plan of the Department/College and Academic calender.**

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> **1. KYS (Know Your Students) & Mentoring**
>
> **2. Students participation in research**

Annexure : III

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> - **Nature Club organizing study tour**
> - **Geography Dept. conduct Filed Visit**
> - **Paper Bag making and Distribution to Vendors.**
> - **Awareness through competition**
> - **Green Audit**
> - **Exhibition on sustanaible development**
> - **Guest lectures on Environment**
> - **Projects on Environmental issues.**

7.5 Whether environmental audit was conducted?   Yes √   No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Annexture - IV

8. **Plans of institution for next year**

> **1. National Conference**
> **2. HRD Programme**
> **3. Workshops**
> **4. Community base programmes**
> **5. Value added Programme.**
> **6. Inter Collegiate competition in sports**
> **7. Faculty Development Programme**

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Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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Annexures

Annexure I : Academic Calender
2017-2018

ACADEMIC CALENDAR 2017-18 (JUNE 2017 TO MAY 2018)		
June-17	**1st Week**	Summer Vacation
	2nd Week	Reopening
	(4th June to 10th June)	Meeting of IQAC
		Meeting of H.O.D.
		Research Round Table
		Academic Council Meeting
		Meeting of the Professor-in-charge of different Associations
		Meeting of Admission Committee
		Department meeting and starting of T.Y and S.Y. Lectures
	3rd Week	Admission Process
	(11th June to 17th June)	Department meeting
		Preparation and submission of teaching plan.
		1st Department activity of Commerce Department, Economics Department, English Department and Political Science Department
		Career guidance lecture
		Lecture on examination preparation by moderators
		Staff academy programme
	4th Week	Meeting of the research committee for approval of minor and major research applications
	(18th June to 24th June)	Feedback collection from T.Y. and S.Y. students
		Department 1st activity of Sociology, Accounts, Psychology and Geography Department
		Implementation of the plan of activities of the Associations
		Guest lecture on quality management in college
	5th Week	Students' Aptitude test
	(25th June to 2nd July)	Staff academy programmee
		Workshop on E-Commerce
		Guest Lecture on Stock Exchange Operation
		Admission Committee Meeting

July - 2017	1st Week	Meeting of the Discipline Committee
	(3rd July to 8th July)	Staff academy inauguration
		H.O.D. meeting for result analysis
		Career guidance and placement centre programme
		Departmental programme of B.Sc. IT/ B.M.S./ B.B.I./ B.A.F.
		Book bank inauguration function.
	2nd Week	ISO meeting
	(9th July to 15th July)	Grievance cell meeting
		W.D.C. meeting
		Second departmental activity of Political Science/ Commerce/Economics and Accounts
		Meeting of IQAC
		Mock NAAC
		Meeting of the Organizing committee of Anniversary day Celebration
		Regular lectures of F.Y. classes
		Activities of the Association
	3rd Week	Meeting of the IQAC to discuss on NAAC peer team visit
	(16th July to 22 July)	2nd departmental activities of Commerce/English/ Sociology/ Psychology and Geography department
		Staff meeting to discuss teaching and learning progress in the college and preparation for NAAC peer team visit.
		2nd departmental meeting
		Meeting with the Stake-holders (Parents/Alumni/Students)
	4th Week	Examination Committee Meeting
	(23rd July to 29th July)	Meeting of Student's Council, Gymkhana/ N.S.S./ D.L.L.E.
	5th Week	Preparation for Anniversary day function
	(30th July to 5th August)	Meeting of the Managing Committee
		37th Anniversary Day function
		IQAC Meeting
		Staff Meeting
		Admission of students to Add-On courses
		Book Exhibition/ Academic Exhibition
		Short term certificate course

	2nd Week	NAAC peer team visit
	(13th Aug to 19th Aug)	Industrial visit
		Seminar on E-Commerce/Stock Exchange operation and Retail marketing
		Blood donation camp
		Independence day celebration
		Research Committee Meeting
	3rd Week	Examination Committee Meeting
	(20th Aug to 26th Aug)	Student's Council Competition
		Selection of college team
		Extension activities of Commerce/ Political Science/ Economics and Accounts departments
		Guest lecture on interview techniques/ aptitude test
		IQAC meeting to assess NAAC peer team visit
	4th Week	Mid-Term break
	(27th Aug to 2nd Sept)	
Sept., 2017	1st Week	Internal Examination of T.Y. Students
		Association activities
		Training on disaster management
		Students Council activities
		Staff academy programme
		Extension activities of B.M.S./ B.A.F./ B.B.I./ B.Sc.IT.
		Conference Organizing Committee meeting
	2nd Week	IQAC seminar on New quality guideline of NAAC
	(10th Sept to 16th Sept)	Meeting of ISO
		Library Committee Meeting
		Academic Council Meeting
		Skill development programmes in Navapada
		Department research activities
		Career fair
		Guest lecture on entrepreneurship development
	3rd Week	Academic Committee Meeting
	(17th Sept to 23rd Sept)	Examination Committee Meeting
		Grievance cell meeting
		Study tour by SFC students
		Collection of Student's Feedback form
		Students Satisfaction Index
		Parents-teachers meeting
		Guest Lecture on Stress Management and how to prepare for the examination
		Research Round Table

	4th Week	Remedial Coaching for Slow learners
	(24th Sept to 30th Sept)	Students Council competition
		Meeting of the Organizing committee for National Conference
		Meeting of the Non-teaching staff
		Health Check up programme for teaching and non - teaching staff
Oct., 2017	1st Week	1st/ 3rd/ 5th Sem Examination
	(1st Oct to 7th Oct)	
	2nd Week	Paper Assessment/ Staff academy function/ N.S.S. camp
	(8th Oct to 14th Oct)	
	3rd Week	Diwali Vacation
	(15th Oct to 21st Oct)	
	4th Week	
	(22nd Oct to 28th Oct)	
	5th Week	
	(29th Oct to 4th Nov)	
Nov., 2017	1st Week	Starting of the regular lecture
	(5th Nov to 11th Nov)	Meeting of the academic council
		Staff meeting of the teaching staff
		Student's Council Competition
		IQAC meeting
		Gymkhana meeting
		Meeting of the Departments
	2nd Week	1st Department activity of Economics/ Accounts/ Sociology department
	(12th Nov to 18th Nov)	Career fair
		Mock Interview
		Students' Council competitions and selection
		Associations activities
		Publication of the 4th Issue of 'The Quest'
	3rd Week	Preparation of conference literature for inviting research paper
	(19th Nov to 25th Nov)	Celebration of Days by Student's Council
		1st Department Activities of Political Science/ Geography/ Psychology/Mathematics and Foundation Course Department

		Staff academy paper presentation
		Academic audit by internal auditor
		ISO Internal audit
		Remedial Coaching
	4th Week	Inter class competitions
	(26th Nov to 2st Dec)	Faculty Development Workshop
		Associational activities
		Visit of old age home
		Examination Committee Meeting
		Research Round Table
Dec., 2017	**1st Week**	Students' Council Meeting
	(3rd Dec to 9th Dec)	Discipline Committee Meeting
		Finalization of Research Paper for the conference
		Preparation of Annual Social gathering
		Extension activities of the department
		Staff academy paper reading programme
		Guest lecture on health
	(10th Dec to 16th Dec)	Parents Meeting
		Staff Meeting
		Alumni Meeting
		Non teaching staff meeting
		Finalization of Conference Schedule
	3rd Week	Annual Social Gathering
	(17th Dec to 23rd Dec)	Winter Break
Jan., 2018	**1st Week**	B.A.F 'Fest-o-Fin'
	(1st Jan to 6th Jan)	National Conference
		Research Round Table
		Departmental Research activities
	2nd Week	Examination Committee Meeting
	(7thJan to 13th Jan)	Internal Examination
		Campus Interview
		Guest Lecture on Skill development programme
		Value added programme
		Research Committee meeting

	3rd Week	Staff academy function
	(14th Jan to 20th Jan)	Meeting of the Canteen Committee
		Meeting of the library committee
		Meeting of the planning board
		Visit to Orphanage
		Skill development programmes in Navapada
		Inter-Collegiate Cultural festival
	4th Week	Publication of the Quest
	(21st Jan to 27th Jan)	Convocation
		IQAC meeting for quality assessment
		Prize distribution function of different associations
		Prize distribution function of Students' Council and Gymkhana
Feb., 2018	1st Week	Peer feedback collection
	(4th Feb to 10th Feb)	Principal's Feedback
		Annual Alumni Meeting
		Health check up camp in adopted village
		Organization of cultural festival of the tribal of the Navapada
		Guest Lecture/ Screening of Short documentary on problems of women/ children/ environment, etc.
		Green Audit and Energy Audit
	2nd Week	Purchase Committee Meeting
	(11th Feb to 17th Feb)	Planning board meeting
		Research Committee meeting
		Finalization of Research report
		Meeting of ISO committee
		IQAC meeting
	3rd Week	Academic Council Meeting to assess the progress of teaching learning
	(18th to 24th Feb)	Examination Committee Meeting
		Preparation of annual report of the Associations
		Faculty Development Week
		Short-term computer literacy programme for the students
	4th Week	Preparation of Annual Report of the Department

	25th Feb to 03rd March)	Joint meeting of IQAC/ Academic Council/ Discipline Committee to assess the repair of lost teaching days to sanction the leave of the teaching and non teaching staff and to suggest actions if there indiscipline
		Examination Committee Meeting to finalize the programme of Examination according to the University circular
		Submission of Research Report
		Feedback of the students on teachers/ curriculum/students satisfaction index
March, 2018	**1st Week**	Submission of self-appraisal report by the teacher/appraisal report of the department.
	(4th March to 10th March)	Submission of course competition report of individual teacher on remedial measures taken by the teacher for improvement of result.
		Feedback analysis and preparation of action taken report
		Finalization of college annual magazine
	2nd Week	Guest lectures on stress management
	(11th March to 17th March)	Guest lecture on how to face the examination
		Remedial coaching for SC/ST and Slow learners
	3rd Week	Submission of course completion certificate
	(18th March to 24th March)	Submission of teaching dairy
	4th Week	Analysis of monthly report
	(25th March to 31stMarch)	Examination
April, 2018	**1st Week**	Examination paper assessment
	(1st April to 7th April)	Examination/ Preparation of prospective
	2nd Week	Paper Assessment
	(8th to 14th April)	Examination Committee
	3rd Week	Finalization of result meeting
	(15th April to 21st April)	Declaration of result
	4th Week	Marksheet Distribution
	(22nd April to 28th April)	Staff Meeting
	5th Week	IQAC meeting
	(29th April to 5th May)	Academic council meeting
		Meeting of the teacher-in-charge of Association
		Maharashtra day celebration

May, 2018	1st Week	Summer Vacation
	(6th May to 12th May)	Preparation of academic calendar 2018-19
	3rd Week	Summer Vacation
	(20th May to 26th May)	
	4th Week	Summer Vacation
	(27th May to 31st May)	

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Annexure II : Analysis of Feedback:

Allumini Feedback

Allumini Relation with college: Very Good

Feedback on Course: Good, need to be more industry friendly

Countribution to College: No. of Guest Lecture to
                                                   Programme 7
Participation: 37 %

Parent Feedback

Teaching in the College: Good
Discipline: Very Good
Academic improvement of Wards: Good
Suggestions: College to provide more remedial coaching and time for
                    interaction for students

Principals Feedback on Teachers:

Number of Teachers Assessed : 32
A-Grade : 24
B- Grade : 08

Number of Non-Teaching Assessed : 26
A-Grade : 17
B- Grade : 09

Students Feedback on Teachers: 30 Teachers
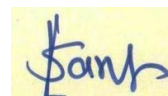
A Grade: 67 %

B Grade: 36 %

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Annexure III : KYS & Mentoring and Students Participation in Research:

1. K.Y.S. and Mentoring System

1. Objective: - To have a scientific analysis of the students taking admission in the college for higher learning and to understand various type of disabilities which make it difficult for them to cope with the curriculum (K.Y.S.). The mentoring system helps in the process by eliminating those disabilities and instilling confidence in them to acquire knowledge and to develop a multifaceted personality, which is an integral part of the stated objective of our vision.

2. Need addressed and context:-On several occasions it has been seen, a student is categorised as a slow learner because of his inability to express himself due to inadequate knowledge of the language or due to certain mental block coupled with complex psychology. The K.Y.S. and mentoring system is designed to understand the real difficulties of the students and to evolve remedial measures to overcome those difficulties. The mentoring system keeps constant vigil on students to measure their behavior in the college. The college takes immediate measures if any kind of depression or aggression is found in the behavior of any student. A high degree of depression or aggression always leads to suicidal tendency among students. Removal of tension and building up of confidence within a student is the important aspect of the system.

3. The Practice: - At the entry point each student has to disclose to the college a rough bio-data of his educational, curricular and extracurricular activities in a prescribed format. It gives an opportunity to the student for self-introspection and to understand his strengths and weaknesses. The student also has to disclose his future aims and objectives through K.Y.S. The college conducts aptitude test for the students with the help of a professional agency to find out their real aptitude. The K.Y.S. forms are properly analyzed and the result of the aptitude test provides the basis for a scientific analysis. 30 to 40 students are placed within the control of each staff member and it is the responsibility of the staff member to eliminate any wrong assessment of the student about his own capability or any other disability that acts as a hindrance to his progress. The mentoring system provides students with adequate care to pursue their academics and develop confidence to meet the challenges of the time.

4. Evidence of Success: -It has helped the students to improve upon their knowledge, interpersonal interaction, student – teacher relationship and the achievement of the vision, mission and objective of the college which is evident from students' progression.

5. Resources: - A stable academic and cultural atmosphere is required, in which all students identify themselves with the system and consider themselves as an important and integral part of the system.
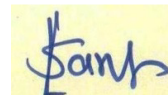
2. Maintenance and Development of research culture among the students

1. **Objective of the Practice: -**An Institute of higher learning should develop a research culture among the students which would help them to cultivate a sense of team work and develop skills to carry out projects. This would also sensitize the students to the problems of the poor and marginalized section of society.

2. **Need addressed and context: -**The college strongly believes that the theoretical knowledge of the students should be supplemented by practical field experience. It provides ample opportunity to the students to understand the ground level reality of the non – performance of several ambitious policies, programmes and projects of the government. It helps them to develop necessary skills and contacts.

3. **The Practice:-**For the purpose of evolution of research culture the various departments and Association heads are entrusted with the responsibility to select the research problems and to encourage students to participate in it. Students are divided into small groups of 10-15 students. A proper guidance is given by the concerned teacher about the objective of the projects. The students are asked to predict the outcome of the project and few relevant predictions are accepted with consensus as the hypothesis of the project. Each group is advised to consult books and articles on the net relating to the concerned subject to acquire adequate information relating to the work done in the field and the necessary conclusion obtained therein. Then the students are allotted specific areas to conduct interviews either of all members of the locality (if sample size is small) or randomly as per the method decided by the group. After obtaining the data, students are asked to prepare raw tables on the basis of the data. The raw tables help them to analyse the data scientifically. The teacher concerned helps them to write the report in the format of a research project.

4. **Evidence of Success:**- This project was started with a few students in the year 12-13. Now the response has considerably increased. Participation in the research round table of the college has also increased. This shows the increasing enthusiasm among the students for the participation in the project.

5. **Resource:**- College has an adopted pada surrounded by a number of small padas which provide adequate opportunity for the college to conduct surveys among the people on different areas of academic interest. Apart from this, every year our students participate in Y.F.S.D. camps in remote parts of Maharashtra and as a matter of principle we conduct a survey in those localities to create a better rapport with the local people and to obtain information about their social and cultural life. Even during elections we undertake opinion polls to testify our research finding with the result of the election.

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Annexure IV : SWOC Analysis :

SWOC Analysis

Strengths:

1. **Teacher managed society**
2. **Self motivated teaching and non-teaching staff**
3. **Participatory management and academic autonomy**
4. **Proper system of upward and downward communication**
5. **Linkages, collaborations and MoU with Universities, industries, GO & NGO's**
6. **Proper feedback machanism**

Weaknesses:

1. **High staff and student ratio**
2. **More number of students is from economically weaker section of the society and first generation learner**
3. **Space constrains.**

Opportunities:

1. **Locational advantage for academic expansion and strengthening of linkages and collaborations.**
2. **Expansion through UGC Grants and Projects.**
3. **Opportunities for expansion of activities of incubation centre**
4. **Sound relation with Alumni for development of college**
5. **Opportunities for providing consultancy to small scale industries**

Challenges

1. **To nullify the adverse environmental impact to maintain a strong academic culture.**
2. **To provide maximum opportunities to least advantages section of students.**
3. **To convert theoretical knowledge to its practical applications**
4. **To keep the students free from, stress, depression and academic pressure**

PARAMETERS USED FOR SWOC

1. **Strengths:**

   ➢ **Factors those help in the process of academic transactions and achievements of objectives.**

   ➢ **The factors those help to overcome the adverse impact of our weaknesses.**

2. **Weaknesses:**

   ➢ **Factors that are hindering the process, despite sound efforts.**

   ➢ **Factors that are slowing down the process of students interest for teaching and learning**

3. **Opportunities :**

   ➢ **The factors which are available to us but not fully utilized**

   ➢ **The development in the surrounding which can be converted for growth and development of the college**
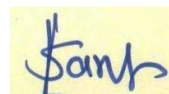
   4. **Challenges**

   ➢ **The impact of adverse social factors**

   ➢ **Nullification of unhealthy competitions.**

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Abbreviations:

CAS   -   Career Advanced Scheme

CAT   -   Common Admission Test

CBCS   -   Choice Based Credit System

CE   -   Centre for Excellence

COP   -   Career Oriented Programme

CPE   -   College with Potential for Excellence

DPE   -   Department with Potential for Excellence

GATE   -   Graduate Aptitude Test

NET   -   National Eligibility Test

PEI   -   Physical Education Institution

SAP   -   Special Assistance Programme

SF   -   Self Financing

SLET   -   State Level Eligibility Test

TEI   -   Teacher Education Institution

UPE   -   University with Potential Excellence

UPSC   -   Union Public Service Commission

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