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 2016-2017)

Annual Quality Assurance Report (AQAR)
(Year 2016-2017)

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: **959463500**

IQAC e-mail address: **sbvartakcollege@gmail.com**

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   **MHCOGN10739**

1.4 **NAAC Executive Committee No. & Date:**   **EC/55/RAR/009**
   (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)

1.5 Website address: **www.sbvartakcollege.in**

Web-link of the AQAR: **www.sbvartakcollege.in/iqac/iqac-annual-reports/**

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				
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)*   **2016-17**

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.   AQAR 2011-2012 submitted to NAAC on **2nd Jan, 2013**   (DD/MM/YYYY)

  ii.   AQAR 2012-2013 submitted to NAAC on **6th May, 2014**   (DD/MM/YYYY)

  iii.   AQAR 2013-2014 submitted to NAAC on **16th September,2014** (DD/MM/YYYY)

  iv.   AQAR 2014-2015 submitted to NAAC on **30th June, 2016**   (DD/MM/YYYY)

  v.   AQAR 2015-2016 submitted to NAAC on **29th March, 2017**   (DD/MM/YYYY)

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	08
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. ☐ International ☐ National √ State ☐ Institution Level ☐

(ii) Themes **"Transforming of Indian through Quality Education"**

2.14 Significant Activities and contributions made by IQAC

> **1. Quality parameter and guidline was amended suitablly.**
> **2. Prepared and submitted the SSR for Re-accreditation to NAAC.**
> **3. Drafted the new vision of the College.**
> **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 suggestion of those committee are incorporated**

Part – B

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		**04**		**03**
Others				
Total	**02**	**04**	**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 FYBA was revised by the University of Mumbai.

      Revised Syllabus:

FYBA –   **1. Sociology**
           2. Economics,
           3. Foundation Course,
           4. Communication skills in English Language
FYBCom – 1. Business economics
           2. Foundation Course
           3. Business communication
           4. Environmental studies
FYBAF :   **Syllabus revised by the University of Mumbai.**

FYBBI :   **Syllabus revised by the University of Mumbai.**

FYBMS : Syllabus revised by the University of Mumbai.
TYBMS : Syllabus revised by the University of Mumbai.
FYBSc- IT : Syllabus revised by the University of Mumbai.

    B) Syllabus for value added, short term certificate courses are revised.

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

1. E-Commerce Management

2. Retail Marketing

3. Stock Exchange Operation.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18	**10**	**08**		

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
16	**--**	**08**	**01**	**--**	**--**	**02**	**--**	**--**	**--**

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

Guest	**Visiting**	**Temp.**
--	**27**	**16**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**05**	**14**	
Presented papers	**05**	**14**	
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

182

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

02		

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 %
B. A.	43	03	09	16	01	72.2
B. Com.	449	08	17	264	14	67.48
B. Com. (B&I)	51	--	0	34	0	66.6
B. Com. (A&F)	57	--	22	29	01	91.22
BMS	39	--	04	17	04	64.10
B. Sc. (IT)	42	--	13	10	02	59.52
M. Com	39	--	20	10	0	76.92

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)	02
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**	**02**	**--**	**--**
Technical Staff	--	--	--	01

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

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   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 [   ]

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

01

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:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	**31282**	**3131855**	**3610**	**462751**	**34892**	**3594606**
Reference Books	**22470**	**5675283**	**441**	**294024**	**22911**	**5969307**
e-Books	**110**	--	**35**	--	**145**	--
Journals	**68**	**58530**	**68**	**57854**	**68**	**116384**
e-Journals	**N-list**	**5000**	**05**	**14430**	**05**	**19430**
Digital Database	--	--	--	--	--	--
CD & Video	**950**	--	--	--	--	--
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	101	54	02	06	--	10	04	33
Added	6	--	--	--	--	--	--	10 (Cliant)
Total	107	54	02	06	--	10	04	44

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 | **5 Lakhs** |

ii) Campus Infrastructure and facilities | **5 Lakhs** |

iii) Equipments | **0.75 Lakhs** |

iv) Others | **0.35 Lakhs** |

Total : | **11.10 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
2283	**110**		

(b) No. of students outside the state

2

(c) No. of international students

--

Men

No	%
1020	**42.62**

Women

No	%
1373	**57.38**

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1431	**326**	**15**	**576**	**6**	**2354**	**1506**	**311**	**13**	**560**	**3**	**2393**

Demand ratio **1:1.77**   Dropout **0.5 %** (**Approx.)**

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

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

No. of students beneficiaries

200

5.5 No. of students qualified in these examinations

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
03	70	02	12 (BBI)

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 **200** National level **50** International level **-**

No. of students participated in cultural events

State/ University level **250** National level **-** International level **-**

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

Sports : State/ University level | 37 | National level | - | 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	3	8765/-
Financial support from government	40	3,64,018/-
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 vist 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 infrastructure facilities for 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**

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 / BSc. 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 vist 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. <u>Innovations and Best Practices</u>

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 Paining Classes for staff and studetns organised by train staff member.**
- **Book binding classes by library Attendent to students**

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 Nature Tour**
- ❖ **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 $\checkmark$ 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

Name : (Mr. P. K. Mishra)   *Name : (Dr. Mrs. Suhasini. V. Sant)*
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure

Annexure I : Academic Calender

2016-2017

MONTH	WEEK	ACTIVITY / MEETING / PROGRAMME
2016 June		
	2nd Week	**Re-opening of Senior College**
		HoD, Subject Teachers Meeting
		Staff Common Room Meeting
		Regular Lectures of S.Y. and T.Y. Classes
		Associations Chairpersons' Meeting
		On-Line Admission Procedure of F.Y. Classes
		Inauguration of Staff Academy
		Admission Committee Meeting
		Grievance Cell Meeting
	3rd Week	**Staff Meeting**
		Departmental Meetings
	4th Week	**Attendance Committee Meetintg**
		Career Guidance
		Academic Audit
		International Yoga Day
	5th Week	**NAAC Guidance**
		Workshop on I.T.
July	**1st Week**	**HoD Meeting - Result Analysis**
		ISO Meeting
	2nd Week	**Career Guidance Activities**
		Grievance Committee Meeting
		Career Guidance / Placement Centre Programme
		Quiz Competition
		Meeting of Organising Committee for Anniversary Day Function
		Meeting of Chairpersons of Associations
		Inauguration of Various Associations
		Guru Pournima Function
		IQAC Meeting
	3rd Week	**Examination Committee Meeting**
		Students' Council / ECActivities Meeting
		Health Awareness Programme
		ISO Audit (Internal Meeting)
		HoD Meeting - Evaluation of Internal Examination

	4th Week	Teaching Staff Meeting
		Anti-Drug Movement
		MRM Meeting
		Gymkhana Meeting
		Attendance Committee Meetintg
		Career Guidance
		General Knowledge Competition
		Meeting of Committees for 4th Aug.,2016 37th Anniversary Day Function
	5th Week	Monsoon Visit - Nature Club
		Aptitude Test & Guidance for T.Y. Students
		Placement Opportunities in B & I. - Guest Lecture
		Non-teaching Staff Meeting
		Meeting of Organizing Committee for Anniversary Day Function
August	**4** **1st Week**	37th Anniversary Day
		Lions' Club of Kandivli-Mumbai Book-Bank Function
		Friendhsip Day
		Industrial Visit TYBMS students
		Departmental Meetings
		Blood Donation Camp
	2nd Week	HoD Meeting - Review of Departmental Activities
		Debate Competition
		Grievance Committee Meeting
		Workshop
August	**3rd Week**	Examination Committee Meeting
		Educational Visit : Banking & Insurance and Accounting & Finance
	15	Flag Hoisting (All Units of Borivli Branch)
		Guest Lecture on Business Law
		Seminar
		Industrial Visit - B.M.S.
		Commerce Quiz
		ISO Internal Audit
		Guest Lecture on Health
		Industrial Visit - B.B.I.
		Seminar of B.A.F.
	4th Week	Internal Examinations of S.Y. and T. Y. Classes
		IQAC Meeting
		Workshop - Health
		Elocution Competion
		Puzzle Competion
	5th Week	Inauguration of 10 Day Civil Defence Course
		Formation of Students' Council

Sept.	**1st Week**	**Blood Donation Camp & Thalesemics Testing**
		IQAC Meeting
		Teachers' Day Felicitations
		Singing & Instrumental Music Competitions
		Yuva Next' Programme
		Inter-class Competitions- Curricular
	3rd Week	**Seminar for Self-Financing Course**
		Industrial Visit arranged by Commerce Association
		Grievance Committee Meeting
		Hindi Din Celebration
	4th Week	**Seminar**
		Study Tours of BMS & B.Sc.-IT
		HoD Meeting
		Chairpersons Associations' Meeting
		Examination Committee Meeting
		Annual Examinations (A.T.K.T. Examinations)
		Workshop by Allumni
	5th Week	**Poem Reciting Competitions**
		IQAC Meeting
		Debate Competition
Oct.	**1 st Week**	**Local Managing Committee Meeting**
		Examination
	2nd Week	**Assessment**
		Grievance Committee Meeting
		Pre-Surveilance Audit
	3rd Week	**Staff Academy Function**
	4th Week	**Staff Common Room Meeting**
		NSS Camp
Nov	**1st week**	**Diwali Vacation**
	3rd Week	**Reopening**
		Staff Meeting and Staff Academy Function
		ISO Meeting-MRM
		Grievance Committee Meeting
		Students' Council Meeting
		University Level Seminar of Non-teaching Staff
		Identify Personality Competitions
	3,4th Week	**Indoor Games**
		Faculty Development Programme
		Associations' Activities-Selection for Annual Social Gathering
Dec.	**1st Week**	**NAAC preparation**
		Annual Social Gathering Meeting
		Tie, Saree Day

	2nd Week	NAAC
		Grievance Committee Meeting
	3rd Week	Workshop for B.A. and B.Com students
		Workshop for Banking & Insurance students
		Educational Visit (Psychology & Sociology)
2017 Jan.	**1, 2 week**	Preliminary Examinations
	2nd week	Programme - Health
		Visit to Old Age Home
		Grievance Committee Meeting
		ISO Internal Audit
		Annual Social Gathering
		Tie, Saree Day
		Andhshradhha Nirmulan Programme
		Traditional Day
	3rd Week	Work-shop for Ex-students
		Work-shop for BMS students
	4th Week	Career Programme
		Box Cricket
	26	Flag Hoisting Ceremony
		University / State Level Seminr
		Prize Distrubution Function Students' Council & Gymkhana
Feb.	**1st week**	Prize Distrubution Function : Various Associations
	2nd Week	Workshop
	3rd Week	Industrial Visit for SFC
	4th Week	Annual Examinations
March	**1,2 week**	IInd Term Exam. Of Senior College : Ist & IInd Year Students
	2,3 week	Assessment
		Guest Lecture for BMS & Banking-Insurance Students
		Guest Lecture for Professional Courses
		Work-shop for B.Sc. (IT)
	4th Week	Local Managing Committee Meeting
		Junior College Committee Meeting
	3,4 week	University Examinations of Third Year
April	**1st week**	Assessment : Third Year and FYJC students
		Examination for S.F.C. classes
	2nd Week	Moderation
	3rd Week	Consolidation of Results
		IQAC Meeting
	3,4 week	Declaration of Results
	30.4.2017	Staff Common Room Meeting

Annexure II : Analysis of Feedback:

Teaching Learning :   **71.25 %**

Library :   **60.50 %**

Office :   **46.50 %**

Extra Curricular :   **74.00 %**

Infrastructure :   **68.25 %**

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.

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 students ratio**
2. **More number of students are 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.**

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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