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# AQAR of the IQAC

The Annual Quality Assurance Report For the Year 2016-2017

Patuck Polytechnic Trust's (Estd. : 1932)

# PATUCK - GALA COLLEGE OF COMMERCE & MANAGEMENT "Affiliated to University of Mumbai"

NAAC Accredited at B++ Grade with 2.77 CGPA

| Patuck Campus | 100 Nehru Road | Rustomba Patuck Marg | Vakola Bridge | Santacruz (East) | Mumbai - 400 055 | | Tel: 2669 2477 / 2668 3806 |

www.patuck.edu.in patuckgala.degreecollege@gmail.com



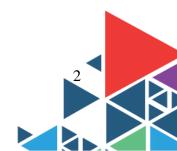


# Annual Quality Assurance Report (AQAR) of the Internal Quality Assurance Cell (IQAC) for the Academic Year 2016-17

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- 1. Dr. (Mrs.) Meeta Pathade Chairperson, Head of the Institution
- 2. Mr. Ajit Chawan Head Clerk
- 3. Mr. Prabhu Desai Administrative Advisor
- 4. Mrs. Priti Surve Vice Principal
- 5. Mrs. Byshi Paniker BMS/B.Com (B&I) Co-ordinator
- 6. Mrs. Netra Thakre Assistant Professor
- 7. Mrs. Deepti Sadvelkar Faculty Member
- 8. Ms. Sunita Bhuiya Librarian
- 9. Mr. Adil Patuck Chairman, Representative from Management
- 10. Ms. Vaishnavi Kadam Student Representative
- 11. Ms. Kainath Keshwani Alumni Representative
- 12. Mr. V. Ravindran External Expert Industry
- 13. Mrs. Anupama Nerurkar External Expert Academics
- 14. Mr. Prashant Kokane Joint NAAC Co-ordinator
- 15. Mrs. Renita Vazirani NAAC Co-ordinator







# The Annual Quality Assurance Report (AQAR) of the IQAC



#### **1. Details of the Institution**

1.1 Name of the Institution	Patuck-Gala College of Commerce & Management
1.2 Address Line 1	Patuck Campus, 100 Nehru Road, Rustomba Patuck Marg,
Address Line 2	Vakola Bridge, Santacruz (East)
City/Town	Mumbai
State	Maharashtra
Pin Code	400 055
Institution e-mail address	patuckgala.degreecollege@gmail.com
Contact Nos.	022-26692477 / 022-26683806
Name of the Head of the Institutio	n: Dr. (Mrs.) Meeta Pathade
Tel. No. with STD Code:	022-26692477
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Mobile:	+919920660522
IQAC e-mail address:	renita.vazirani@patuck.edu.in; renita.vazirani@gmail.com
1.3 NAAC Track ID	MHCOGN14155
1.4 NAAC Executive Committee	EC/53/A&A/72
No. & Date: 1.5 Website address:	http://www.patuck.edu.in
Web-link of the AQAR:	http://patuck.edu.in/degree_iqac.html

#### **1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	С	1.72	4 <sup>th</sup> September, 2010	3 <sup>rd</sup> September, 2015
2	2 <sup>nd</sup> Cycle	B++	2.77	16 <sup>th</sup> September, 2016	15 <sup>th</sup> September, 2021

1.7 Date of Establishment of IQAC: 08/10/2010

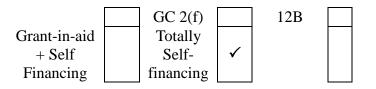
# 1.8 AQAR for the year 2016-17

**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)* 

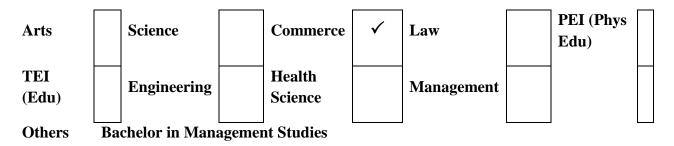
- i. AQAR\_2010-11\_(15/08/2011) \_(DD/MM/YYYY)
- ii. AQAR\_2011-12\_(24/08/2012) \_(DD/MM/YYYY)
- iii. AQAR\_2012-13\_(13/08/2013) \_(DD/MM/YYYY)
- iv. AQAR\_2013-14\_(31/08/2014)\_(DD/MM/YYYY)
- v. **AQAR\_2014-15**\_(06/11/2015)\_(DD/MM/YYYY)
- vi. AQAR\_2015-16\_(29/09/2016)\_(DD/MM/YYYY)

## **1.10 Institutional Status**

University Affiliated College Constituent College Autonomous college of UGC	State Yes Yes Yes	✓ ✓ 	Central No No No	✓ ✓ ✓	Deemed	Private	
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes		No	✓	]		
Type of Institution Co-education	Co- education Urban	✓ ✓	Men Rural		Women Tribal		
Financial Status	Grant-in-aid		U		UGC		



#### **1.11 Type of Faculty/Programme**



## 1.12 Name of the Affiliating University: University of Mumbai

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

etc

Autonomy by State/Central Govt./University	0		
University with Potential for Excellence	0	UGC-CPE	0
DST Star Scheme	0	UGC-CE	0
UGC-Special Assistance Programme	0	DST-FIST	0
<b>UGC-Innovative PG programmes</b>	0	Any other (Specify)	0
UGC-COP Programmes	0		
<b>2. IQAC Composition and Activities</b>			
2.1 No. of Teachers	08		

2.1 No. of feachers	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	00
community representatives	00
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	02
2.9 Total No. of members	15

#### 2.10 No. of IQAC meetings held 04 2.11 No. of meetings with various stakeholders: 22 Faculty 13 No. **Non-Teaching Staff Students** Alumni 02 **Others (Parents)** 13 02 05 Note: Meetings with teaching and non-teaching staff were held together 2.12 Has IQAC received any funding from UGC during the year? No Yes N. A. 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.	06	International	0	National	0	State	0	Institution Level	$\checkmark$	

#### (ii) Themes

- **a.** On November 26, 2016, a full-day training program, "Productivity at Workplace", was organized for all the teaching and non-teaching staff members. This was conducted by Mr. Yazdi Tantra, Trustee and Founder member, On-Lyne Comtech (India) Pvt. Ltd.
- **b.** On April 7 9, 2017, a Three Day Workshop was organized on, 'Connection Management for Change'. Dr. Coomi Vevaina, HoD (English), University of Mumbai was the resource person for the workshop.
- **c.** Designed an ongoing Sensitivity training module for class IV employees, to imbibe features like, punctuality, mannerism, appearance, etc. In the last academic year <u>three</u> such sessions were undertaken.
- **d.** A workshop on "A Legacy Driven Life' was conducted by Adil F. Dalal on February 7, 2017. Thirty students were deputed to attend the workshop. It was mainly about leading a life to create an example of it for the rest of the generation to follow. It mainly focused on the need for students to have a purpose or objective in their lives.

#### 2.14 Significant Activities and contributions made by IQAC

- Co-ordination during the NAAC Peer Team visit in August 2016
- Conduct of Seminars on campus for Employee development. (For details refer to 2.13)
- Initiation of the practice of internal audit
- Advisory role towards departmental activities. E.g., Research & Publication Cell was advised to depute increasing number of teachers for paper presentations at reputed conferences.

# 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
Celebrating 85 <sup>th</sup> anniversary of the Trust	The College was a part of the three day celebration and on January 6, 2017, there was a showcase of talent of performing arts by students
Encouraging research culture among students	<ul> <li>Commenced the publishing of a Student Research Journal, titled, 'Prasuvidha'.</li> <li>Five students were deputed to research Seminars / Conferences held specially for students. Students even presented papers at the same.</li> <li>The papers presented were published in the conference proceeding bearing ISBN: 978-1- 63535-304-4.</li> </ul>
Introducing self-appraisal system among the teachers	• At the end of the academic year 2016-17, all the teachers were given a self appraisal form to fill, which helped the teachers in introspection and hence to themselves improve their future course of action.
Increasing students achievements in sports activities	• The Department of Sports took initiative to propagate the importance of sports and hence the number of students participating in sports activities was reasonably good. Students were

	also sent out of Mumbai to cities like Pune to participate in athletics. Students have won awards at inter-collegiate sports events.
Introducing more environment friendly practices in the College	<ul> <li>Several of the below mentioned steps were undertaken during the year:</li> <li>Tree plantation drives on campus</li> <li>Changing the lighting systems to LEDs</li> <li>Maintenance of the solar panels</li> <li>Swachh Bharat Abhiyan was undertaken on campus</li> <li>Maintenance of a terrace garden</li> <li>A compost pit is maintained</li> </ul>

\* Attach the Academic Calendar of the year as Annexure.

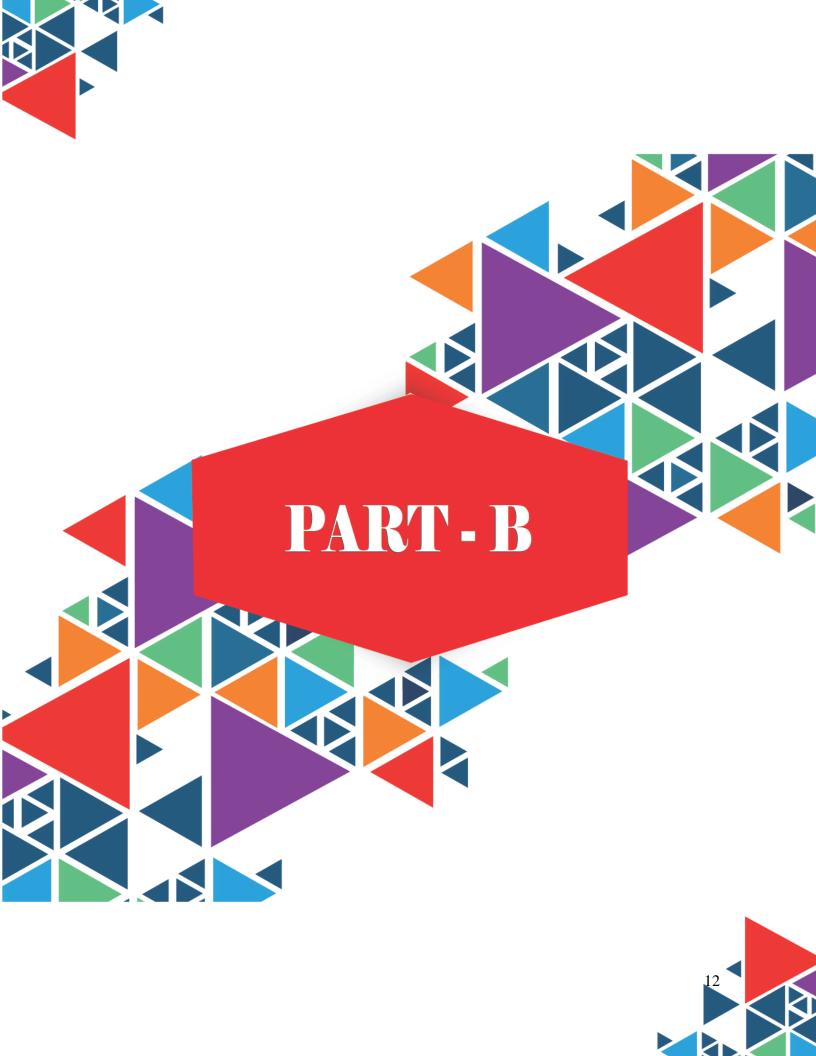
#### **ANNEXURE I - Academic Calendar**

2.16 Whether the AQAR was placed in statutory body Yes				$\checkmark$	No			
Management	$\checkmark$	Syndicate		Any other be	ody	L	MC	

#### Provide the details of the action taken

The AQAR was placed by the Principal at the IQAC meeting, dated, July 13, 2017 and also in the staff meeting, dated, August 8, 2017. The same was discussed, modified and then accordingly finalized.

The AQAR will be subsequently uploaded on the College website.





# **Criterion - I**

#### **<u>1. Curricular Aspects</u>**

#### **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	-	-	-	-
UG	03	-	-	07
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	01
Others	-	-	-	-
Total	03	-	-	08
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Core/Elective Option

Pattern	Number of programmes
Semester	UG-3 programmes
Trimester	Not Applicable
Annual	Not Applicable

<b>1.3 Feedback from stakeholders</b> (On all aspects	* Alumni	$\checkmark$	Parents	$\checkmark$	Employers	-	Students	$\checkmark$
Mode of feedback:	Online	$\checkmark$	Manual	-	Co-operati	ng scł	nools (for PEI)	-
*Please provide an analysis of the fe	edback in the	Anne:	xure					

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

The College adheres to the norms of the affiliating University - the University of Mumbai. During the academic year 2016 - 17, the University altered and introduced the below mentioned regulations, which were accordingly adopted by the College:

- Students of the B. Com. programme to be assessed for 100 marks in their term examinations instead of the earlier 75: 25 pattern (Beginning with F. Y. B. Com.).
- The University is to deliver question papers for the term examinations henceforth, beginning with the first year of the programs, this academic year and then to continue in the subsequent years. The papers will be delivered by DEPD (Digital Exam Paper Delivery). This is applicable to all programs.
- The syllabi of F. Y. BMS and F. Y. B. Com. (B & I) were revised by the affiliating University and the same was accordingly integrated in the teaching - learning process at the College.

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

No new department or centre was introduced during the year.

# **Criterion - II**

# 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
faculty	4	4	0	0	0

01

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions	Asst. Professors		Associate Professors		Professors		Others		
Recruited (R) and Vacant (V)	R	V	R	V	R	V	R	V	
during the year	4	0	0	0	0	0	0	0	

2.4 No. of Guest and Visiting faculty and	
Temporary faculty	

09	02	18

Total

R 4 V

0

# 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	03	01
Presented papers	0	05	02
<b>Resource Persons</b>	01	0	01

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

- Increasing the usage of audio-visual facility in teaching
- Writing practice given to the students in the classroom, ensuring learning
- Remedial lectures for slow learners
- Deputing students for seminars/conferences
- Guiding and involving students in research encouraging them to write and present papers

• Academic Performance Meets conducted for the advanced learners to enable them perform better in their examinations

175

• Screening of relevant documentary films in the classrooms

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

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

- A computerised system is in place for generation of results which ensures not only accuracy in results but also transparency in the process
- 2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Sr. No.	Name of Faculty	Date	Organizing College	Subject Area
1	Byshi Panikar	July 22, 2016	Thakur College	Management Studies
2	Abhijit Paradkar	July 22, 2016	Dahanukar College	Mathematics - F. Y. B. Com.
3	Tasfiya Shaikh	July 25, 2016	S. N. College	Accountancy - F. Y. B. Com.
4	Krupa Shah	July 25, 2016	S. N. College	Commerce - F. Y. B. Com.

**2.10** Average percentage of attendance of students 50%

4

Title of the progra m	Class	Sem	Total no. of students appeare	Pass %	Grade wise (%)							
			d		0	A+	Α	B+	B	С	D	E
	First Year	Ι	390	27.44	0.00	0.00	0.93	0.93	3.74	13.08	81.31	NA
	riist rear	Π	366	19.40	0.00	0.00	2.82	1.41	12.68	28.17	54.93	NA
<b>D</b> Com	Second	III	263	81.75	0.93	NA	13.02	NA	16.28	22.33	34.42	13.02
B. Com.	Year	IV	259	81.08	1.43	NA	17.14	NA	21.90	22.86	27.14	9.52
		V	253	45.45	1.74	NA	19.13	NA	28.70	26.96	20.00	3.48
	Third Year	VI	257	Results yet to be declared								
	First Year	Ι	69	68.12	0.00	0.00	2.13	12.77	17.02	46.81	21.28	NA
	First Tear	Π	68	30.88	0.00	0.00	19.05	28.57	47.62	4.76	0.00	NA
BMS	Second	III	51	76.47	0.00	NA	2.56	NA	10.26	20.51	35.90	30.77
DIVIS	Year	IV	51	33.33	0.00	NA	5.88	NA	17.65	41.18	35.29	0.00
	Third Year	V	49	63.27	0.00	NA	19.35	NA	38.71	32.26	9.68	0.00
	Tillru Year	VI	49			R	esults y	vet to be	declare	ed		
	First Year	Ι	46	73.91	0.00	2.94	0.00	14.71	26.47	50.00	5.88	NA
	rnst rear	Π	45	42.22	0.00	0.00	5.26	5.26	57.89	31.58	0.00	NA
B. Com.	Second	III	44	63.64	0.00	NA	7.14	NA	14.29	53.57	21.43	3.57
( <b>B&amp;I</b> )	Year	IV	43	37.21	0.00	NA	12.50	NA	50.00	25.00	17.65	0.00
	Third Year	V	38	50.00	0.00	NA	0.00	NA	36.84	52.63	10.53	0.00
	imru iear	VI	38			R	esults y	et to be	declare	ed		

# 2.11 Course/Programme wise distribution of pass percentage:

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

#### **Contributing to Teaching - Learning Process**

- Faculty Development Programs are conducted on campus to increase the teaching efficiency
- Deputing teachers to short term programs for improving teaching

#### Monitoring Teaching - Learning Process

• Teaching plan is collected from every subject teacher at the commencement of the term, in which is indicated the topics covered through the term and the methodology used to teach the topic

#### **Evaluating Teaching - Learning Process**

- Feedback regarding teaching quality is obtained from students, based on which the teachers are asked to make the necessary improvements in their teaching process if required
- Results at the third year level are analyzed subject wise and meetings are conducted with the Chairman and Principal. Accordingly plans are made for the subsequent year.

#### 2.13 Initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC-Faculty Improvement Programme	0
HRD programmes	03
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	01
Summer/Winter schools, Workshops, etc.	07
Others (Conference/Seminars)	08

# 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	06	0	0	0
Technical Staff	02	0	0	01

# **Criterion - III**

#### 3. Research, Consultancy and Extension

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

- Suggested to the Research & Publication Cell of the College to depute an increasing number of teachers for conferences of repute
- Suggested to the Research & Publication Cell of the College to imbibe the culture of research among students
- Suggested that teachers have to submit approvals / grants for minor research projects

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in ₹ Lakhs	0	0	0	0

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	02
Outlay in ₹ Lakhs	0	0	0	0

#### **3.4** Details on research publications

	International	National	Others
Peer Review Journals	00	03	0
Non-Peer Review Journals	00	00	0
e-Journals	00	00	0
Conference proceedings	00	05	02 (State Level)

#### **3.5 Details on Impact factor of publications:**

Range

0

**Average** 4.5105

h-index 0

Nos. in SCOPUS

 $\mathbf{PUS} \mid \mathbf{0}$ 

**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	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (other than compulsory by the University)	0	0	0	0
Any other(Specify)	A.Y.16-17	College Management	As required/as Budgeted (₹58,000/-)	₹46,522/-
Total	0	0	₹58,000/-	₹46,522/-

3.7 No. of books pul	olished i) With	ISBN No.	14	Chapters in Edited Books	0
	ii) With	out ISBN N	<b>o.</b> 0		
3.8 No. of University	y Departments re	eceiving fun	ds from		
	UGC-SAP	0	CAS	D DST-FIST	0
	DPE	0		DBT Scheme/funds	0
<b>3.9 For colleges</b>	Autonomy	0	CPE	) DBT Star Scheme	0
	INSPIRE	0	CE	Any Other (specify)	0
3.10 Revenue genera	ated through con	sultancy	0		
3.11 No. of conference	es organized by the	e Institution:	:		

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International University College Level National State Number 0 0 0 0 0 Sponsoring agencies 0 0 0 0 0

3.12 No. of faculty served as ex	07					
3.13 No. of collaborations	International	0	National	0	Any other	01 (IMC)
3.14 No. of linkages created	during this yea	r	02			

# **3.15** Total budget for research for current year in lakhs:

From funding agency	0	From Management of University/College	0.58	
Total	0.58			

#### 3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
National	Granted	NA
I	Applied	0
International	Granted	NA
Commercialised	Applied	0
	Granted	NA

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
02	Resource Person at International Conference (01)	0	0	Ph. D. Adjudication (01)	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides	01
and students registered under them	01

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

Not Applicable

5.20 No. of Research schola	ars receiving the renowships (newly enroned + existin	g ones)
JRF 0	SRF 0 Project Fellows 0 Any of	her 0
3.21 No. of students Partici	ipated in NSS events:	
	University level 13 State level	05
	National level 0 International level	0
3.22 No. of students partic	cipated in NCC events:	
	University level 0 State level	0
	National level 0 International level	0
3.23 No. of Awards won in	NSS: University level 01 State level	0
	National level 0 International level	0
3.24 No. of Awards won in N	ICC:	
	University level 0 State level	0
	National level 0 International level	0
3.25 No. of Extension activitie	es organized	
University forum	0 College forum 01 (Donation Drive)	
NCC		DLLE (tations)

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

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

# ENVIRONMENT PRESERVATION

- <u>College Premises Beautification (June 10, 2016)</u> 20 volunteers participated in the project. The unit planted saplings in the College garden.
- <u>Scrap Material Cleaning (June 25, 2016)</u> The scrap material cleaning project was held in the College premises. 20 volunteers participated in cleaning scrap material from the playground and campus area.
- <u>Tree Plantation (June 28 July 1, 2016)</u> The Tree Plantation project was held near Khar railway station. The NSS unit of our College adopted Khar railway station for this purpose.
- <u>Tree Plantation (July 3, 2016)</u> Tree plantation was carried out by 11 volunteers who planted different types of plants and saplings in our College campus.
- <u>Tree Plantation (July 15-14, 2016)</u> Our College NSS unit adopted Navjhe village in Saphale for tree plantation. Our volunteers conducted the plantation drive every Sunday at Saphale. About 25 volunteers participated in the project.

#### • <u>Rice Plantation in Gagodhe Village (July 30 - 31, 2016)</u>

An NGO called Survoday Mandal organized rice plantation activity in Gogodhe village, Pune, where 6 volunteers from our College participated.

## • <u>Cleaning Khar Railway Station (September 7 - 8, 2016)</u>

20 volunteers from our college cleaned the Khar railway station area. They took up the cleanliness drive for 2 days. They cut the unwanted grass and cleaned the garbage in and around the station.

## <u>PROJECTS</u>

• Road Safety Project (August 22 - September 2, 2016)

A Road safety project was held by our College NSS unit in our adopted area - Vakola Bridge. 30 volunteers participated in this project. It was conducted 2 hours daily, for consecutive 12 days. Volunteers stood at the Vakola signal with posters and created awareness among the vehicle commuters and pedestrians about road safety.

## • <u>Clothes Donation Drive (September 24, 2016)</u>

The NSS unit of our College collected unused clothes from the vicinity and donated it to needy people who stay by the roadside, near and around Vakola Bridge. 20 volunteers participated in this donation drive.

## • <u>Training on Traffic Management (November 17, 2016)</u>

A training programme about traffic rules and regulation was conducted by the Chief Traffic Inspector of Vile Parle traffic police station. 20 of our NSS volunteers participated in this activity. They learnt about the rules and regulations formed by the R.T.O.

## • <u>Project Saher NGO (December 1, 2016)</u>

SAHER NGO conducted a developmental programme for kids of the slum areas. All neighboring college students came for this programme. 15 volunteers from our College participated in it. They helped Saher NGO to conduct the programme successfully.

#### • <u>Traffic Training Session (December 5, 2016)</u>

A second traffic training session was conducted by the Traffic police department of Vile Parle. They gave the volunteers a hands-on experience on how to control traffic, guide motorists and catch traffic rule breakers by standing near the signals. 15 volunteers from our College were part of this training programme

#### • <u>Traffic Session in College (January 14, 2017)</u>

The Vakola Traffic Police conducted a session on Traffic rules in our College. They invited the Autorickshaw union and volunteers from other colleges as well to attend this session. 20 volunteers from our College were part of this session.

#### • Awareness on Traffic Rules (January 16, 2017)

The NSS Unit of our College in association with the Traffic Police Department of Vakola Police Station organized an awareness drive on Traffic Rules and Regulations for school and College students. They screened videos related to traffic rules.

## MEDICAL AWARENESS

## • <u>Session on Tobacco Awareness (September 28, 2016)</u>

A session on tobacco awareness was held at National College, Bandra. In this session volunteers were made aware about tobacco and its ill-effects. 10 volunteers from our College were part of this session.

#### • Workshop on Hepatitis B & C (December 6, 2016)

A workshop on Hepatitis B & C was conducted by United Way, an NGO on campus. 15 volunteers attended this workshop. The volunteers learnt about hepatitis, its symptoms, diagnosis and treatment.

## • <u>Blood Donation Camp (January 24, 2017)</u>

A Blood donation camp was conducted by the NSS unit on campus. This camp was held in the College Auditorium. 30 NSS volunteers worked hard to make this camp a success. Along with blood donation, the unit also organized free Thalassemia and dental checkups. The unit also invited people who living near to the College to avail of the free medical checks and to donate blood as well.

#### DISASTER MANAGEMENT

#### Visit to BMC Office (July 2, 2016)

The College NSS Programme Officer along with a few volunteers visited the BMC office in order to invite them to conduct a Disaster Management Training Programme in the College. The programme was designed so as to teach the volunteers importance of Disaster Management and what should be done in times of need.

#### • Fire Fighting Session (July 17, 2016)

A fire fighting session was conducted by the Fire Brigade Department at their head office at Byculla. Five volunteers were trained under fire fighters on how to prevent a fire, how to control it and how to save oneself and the lives of others during a fire.

# Disaster Management Training (January 17 - 18, 2017)

The NSS Unit of the College in association with the Brihanmumbai Mahanagarpalika Disaster Management Department conducted a two-day workshop on Disaster Management at their newly constructed Disaster Management Institute. Our College was privileged to be the first to attend the workshop with simulations at the new training centre at Parel, Mumbai. 50 NSS volunteers were chosen to be a part of this workshop. where they learnt many types of knots and how to help the people in the time of disasters like fire, flood, bomb blast, earthquake and other types of manmade and natural disasters. They also learnt to administer first aid. The B.M.C. Officers, Mr. Lokhande and Mr. Pravin were the facilitators of this programme.

## **COMMEMORATION OF SIGNIFICANT DAYS**

## Yoga Divas Programme (June 15 - 21, 2016)

The Yoga Divas Programme was held at the University of Mumbai, Kalina at Marathi Bhasha Bhavan. This camp taught volunteers different types of yoga asans and how to maintain physical health. Two male volunteers from our College were selected to attend the camp and three students were selected for volunteering.

#### Yoga Diwas Celeration (June 21, 2016) •

The Yoga Diwas Programme was held at University of Mumbai, Kalina. 20 volunteers participated in the activities conducted. It was a good and inspirational programme.

• University Foundation Day Celebration (July 18, 2016) The University Foundation day was celebrated at University of Mumbai, Kalina. 20 volunteers attended the programme

#### • Kranti Diwas Celebrations (August 9, 2016)

Kranti Diwas celebration was held at August Kranti Maidan, Grant Road. 20 volunteers attended the programme. Volunteers got to know about the freedom fighters and their struggle.

#### • Gandhi Sandhya Bhajan (October 2, 2016) Gandhi Sandhya Bhajan Programme was held at the Gateway of India, where 10 NSS volunteers from our College participated. Bhajans were sung at this blissful event.

• Seminar on Jayprakash Narayan Death Anniversary (September 8, 2016)

A seminar on Jayprakash Narayan's Death Anniversary was held by Sarvoday Mandal, Grant Road and 20 of our NSS volunteers attended this seminar.

- <u>Celebration of NSS Day (September 24, 2016)</u> On the occasion of NSS Day all our NSS volunteers came together and performed various activities. A special cake was also cut on this day.
- <u>Short Film Presentation on Indian Constitution Day (November 26, 2016)</u>

A Short film presentation on the Indian Constitution Day was conducted at Sathaye College. It was an inspirational programme for the youth. 20 NSS volunteers attended the same.

## **RALLIES**

• <u>National Republic Day Parade/State Republic Day Parade Selection (August 6, 2016))</u>

A National Republic Day Parade/State Republic Day Parade selection was conducted at DTSS College, where four of our volunteers participated.

• <u>Peace Rally (August 8, 2016)</u>

A Peace rally was held at Azad Maidan, Churchgate. 40 of our volunteers actively participated in it. Our volunteers did peace themed face paintings, which was their way of spreading the message of peace to the masses.

#### • <u>Tiranga March (August 22, 2016)</u>

Tiranga March celebration was held at the sports complex of University of Mumbai, Kalina Campus. 30 of our volunteers participated in this celebration.

#### • <u>Rally on Anti-Dowry Movement (November 26, 2016)</u>

An Anti-dowry rally was conducted by Sathaye College. 20 volunteers from our College participated in the rally. Our volunteers helped create awareness amongst people about dowry act and dowry crimes and how one must steer away from this evil practise that takes place even today.

#### • AIDS Rally (December 1, 2016)

On World AIDS Day our College NSS volunteers conducted a rally. They created awareness among people about AIDS, its symptoms, its prevention, etc. 25 of our NSS volunteers participated in it. Awareness was spread with the help of posters and discussions.

#### • Marathon on Juhu Beach (January 8, 2017)

The University of Mumbai organized a marathon at Juhu beach. Five volunteers from our College participated in this marathon.

## <u>CAMPS</u>

## • <u>LTP Camp (August 9-13, 2016)</u>

A Leadership Training Camp was held at the University of Mumbai, Kalina Campus where two of our volunteers participated. The camp was very inspirational, where they

were able to improve their communication as well as time managerial skills. An informative session on great personalities was also conducted at the camp.

• <u>National Republic Day Parade/State Republic Day Parade (September 17 - 19, 2016)</u>

National Republic Day Parade/State Republic Day Parade selection for Pre - RD camp was conducted at the Kolhapur University. This camp was held for 3 days. 1 female volunteer from our college was selected for it.

• <u>NSS Special Camp (December 25 - 31, 2016)</u>

The NSS special camp of the College was organized at Navihe village, Zilla Parishad School, Saphale. 71 NSS volunteers, 2 non-NSS volunteers and the program officer Dr. Tasfiya Shaikh and NSS Member Mr. Abhijit Paradkar participated in this camp. Most of the teaching and non teaching staff members visited the camp site and one female peon, Sangeeta Kanaji participated in this camp which was conducted for 7 days from December 25 - 31, 2016. The volunteers conducted various social and cultural programmes for the villagers. Volunteers participated in cleanliness campaign, street plays and a medical camp was also conducted in the camp. The street plays which were presented by the volunteers were on topics like demonetization, Swachh Bharat Abhiyan, girl child death, the world of mobile apps, dowry system, farmer suicides, etc. These street plays were conducted in order to bring about awareness about these social evils among villagers. Yoga session was organized for the volunteers during all 7 days of the camp. The medical camp was conducted on the fifth day. A team of Doctors from Seven Hills Hospital were invited for the medical camp so that the villagers could get themselves checked, free-of-cost. Around 175 villagers participated in this medical camp, thus contributing to its grand success.

#### • <u>State Republic Day Parade Camp (January 19 - 26, 2017)</u>

A State Republic Day Parade camp was held at the University of Mumbai, Kalina Campus. One female volunteer from our College Ms. Lalitha Nandoskar was selected for the camp. The parade was held at Shivaji Park, Dadar on Republic Day.

#### STUDENT VOLUNTEERING

#### • <u>Avhaan Camp (June 5 - 14, 2016)</u>

The camp was held at the Savitribai Phule University, Pune. One female volunteer from our College was selected for it. The volunteer learnt about disaster preparedness, different types of knots, first aid and CPR.

#### • <u>Volunteering in Medical Camp (July 31, 2016)</u>

The School Section organized a medical camp in our Campus. 20 of our students volunteered in the medical camp.

#### • Volunteering for NAAC Peer Team Visit (July 17, 2016)

During the NAAC peer team visit for re-accreditation, our volunteers did the volunteering. 15 volunteers helped the college committee and staff members.

#### • <u>Utkarsh Selection (September 27, 2016)</u>

Utkarsh selection was held at Chetana College, in which five of our NSS volunteers participated.

# • <u>Convocation Programme (January 16, 2017)</u>

The Convocation programme was held in the sports complex of University of Mumbai, Kalina Campus. 15 volunteers from our College attended the event. The event was attended by dignitaries like Mukesh Ambani of Reliance Ltd.

# **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	5438.20 sq 0 mt 0		0	5438.20 sq mt							
Class rooms	15	0	0	15							
Laboratories	02	0	0	02							
Seminar Halls	02	0	0	02							
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	0	New computers purchased from Bright Systems (10 units)	Self Financed	₹259152.00							
		Split AC		₹55562.00							
	0	Sanitary Napkin Machine		₹45622.50							
Value of the equipment purchased during the year		0	0	0	0	0	0	0	0	Library Book Cabinet	Self
(₹ in Lakhs)		Fans (25 nos.)	Financed	₹28125.00							
		Harmonium		₹38000.00							
		Library Bookcase (12 nos.)		₹78000.00							
		Pen drive Purchase		₹1050.00							
Others	0	Hard Disk	Self Financed	₹5000.00							
		Water Purifier for the staff		₹8790.00							

#### 4.2 Computerization of administration and library

The library and administration data is all computerized since a few years now. However, a few IT infrastructure improvements as given below have been made:

- Official Email ids given to every staff
- Wi-Fi has been installed in the office area
- Two additional computers were provided to the library

#### 4.3 Library services:

	Existing		Ne	wly added	Total		
	No.	Value (₹)	No.	Value (₹)	No.	Value (₹)	
Text Books	5601	697764	1014	124293	6615	822057	
Reference Books	483	194256	132	50064	615	244320	
e-Books	0	0	33	6833	33	6833	
Journals	13	58770	13	20050	13	78820	
e-Journals	0	0	0	0	0	0	
Digital Database	0	0	0	0	0	0	
CD & Video	18	4594	6	8799	24	13,393	
Others (Magazine)	13	41329	13	6226	13	47555	
(Donated Books)	2269	0	154	0	2423	0	

Note: A row with information of <u>Donated Books</u> is additionally added above.

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	69	02	69	01	0	04	05	03
Added	0	0	05	0	0	01	00	01
Total	69	02	69	01	0	05	05	04

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

- The Department of Computers, jointly with "On-Lyne Comtech (India) Pvt Ltd", Andheri (W), and the CEO of the company Mr. Yazdi Tantra conducted a training program on "Productivity at Workplace" and was held on November 26, 2016. The training covered various aspects of using mobile apps and effective method of using search engines on the internet.
- Internet access is provided to all on campus the teachers, non teaching staff, the librarian and the students

# 4.6 Amount spent on maintenance in lakhs:

- i) ICT
- ii) Campus Infrastructure and facilities
- iii) Equipments
- iv) Others

Total:

33000/-
2,59,152/-
6050/-
0
2,98,202/-

# Criterion - V

#### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Works in tandem with the Website Committee to provide every significant information needed by the students, and ensures that it is uploaded on a timely basis on the College website
- Orientation Programs are conducted at the beginning of each academic year to ensure that detailed necessary information is passed on to the students and also their doubts if any may be clarified.
- IQAC ensures that all the students are provided with a prospectus during the admission process which consists of all the necessary information, rules and regulations.
- For matters of significance (scholarships, co-curricular activities, extra-curricular activities etc.) to the students, regular notices are circulated and then displayed on the notice boards. Announcements of the same are also made in classrooms.
- An SMS Portal ensures that information regarding placements, PTA meetings, orientation for parents etc. are passed on to students on a mass scale and on a timely basis
- IQAC assists the Department of Library to spread academic and corporate literature among students. The literature is emailed to students.

#### 5.2 Efforts made by the institution for tracking the progression

- Students who wish to pursue further studies need to apply for transfer/migration certificate (as applicable) at the College and hence there is a fair idea of student progression after their graduation
- Students' progression while in College is thoroughly monitored through their examination results. Slow learners are given special attention.
- Companies continue to contact the College for vacancies to be filled at their organizations. The same is communicated to the students through the SMS portal of the College

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1223 (2016 -17)	NA	NA	NA

- (b) No. of students outside the state
- (c) No. of international students

M	No	%
Men	667	54.5

05	
0	

Women	No	%	
	556	45.5	

Last Year (2015-16)					This Year (2016-17)						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1088	26	03	82	01	1200	1123	18	03	77	02	1223

#### Demand ratio <u>1.61</u> Dropout % <u>1.37</u>

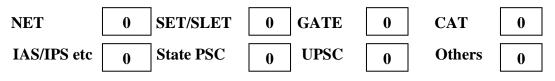
# **5.4 Details of student support mechanism for coaching for competitive examinations (If any)**

- MoU was signed with Technoserve to train students on presentation at interviews and employability. A three month training program was conducted for the same.
- The library subscribes to periodicals like the Competition Success Review, Pratyogita Darpan etc., which have content necessary for the preparation of competitive examinations
- The Placement Cell invites institutes to orient the students about coaching for competitive examinations. Institutions like Aptech Ltd., Kohinoor Business School, ITM Business School etc., were invited on campus
- Teachers also train students about employability tests during the lectures

#### No. of students beneficiaries

• All the students are benefitted because orientations happen during the lecture hours and all students can also have access to books in the library.

#### 5.5 No. of students qualified in these examinations



Note: The College has no way of finding the above sought information as no paperwork from College is required for the application to these competitive examinations

Date	Institution	Career Option
January 13 -14, 2017	Aptech Pvt. Ltd.	Specially Designed Courses in Hospitality Sector
January 16, 2017	Kohinoor Business School	Management Studies (MBA)
January 18, 2017	ITM Business School	Management Studies (MBA)
January 27, 2017	Aptech Pvt. Ltd.	Specially Designed Courses in Banking Sector
January 28 - 30, 2017	LIC	Insurance Agents
February 22 & 28, 2017	Mumbai Music Institute	Media Industry (Sound Engineering, Song Formation etc.)

#### 5.6 Details of student counselling and career guidance

No. of students benefitted: All the students present in the College at dates specified above

#### 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
0	0	0	35

#### **5.8 Details of gender sensitization programmes**

- Jovita Kinny and Shraddha Pandey, students of S. Y. BMS, were deputed to attend the Intercollegiate Seminar on 'Violation of Women's Rights and Their Redressal in India' and Powerpoint Presentation Competition organized by Maharishi Dayanand College of Arts, Science and Commerce, in August 2016.
- On November 22, 2016 the Department of Law conducted an essay writing competition on 'Women Empowerment'
- The Department of Law organized a guest lecture on January 28, 2017 on 'General Laws Pertaining to Women' by Adv. Tara Hegde (High Court)
- The Women Development Cell organized competitions in collaboration with Majlis Legal Center as part of their event, Expression 2016 on February 15, 2017. The theme for

the same was 'who do you think is the ideal victim of domestic or sexual violence? The woman who fights the violence or the one who lives through it?' Competitions included slogans, jingles, skits, speeches, song, poster making, collage making, art installations, etc.

• The Cell also organized a one day celebration called, 'Womenia', for women on February 16, 2017. Different competitions were conducted exclusively for female students.

#### **5.9 Students Activities**

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

State/University level	122	National level	0	International level	0
No. of students particip	ated in c	cultural events			
State/University level	83	National level	02	International level	04

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

Sports: State/University level	0 National level	0 International level	0
Cultural: State/University level	04 National level	0 International level	0

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	13	₹28,200/-
Financial support from government	44	Amount is not disclosed to the College
Financial support from other sources	15	₹13000/-
Number of students who received International/ National recognitions	0	0

#### 5.11 Student organised/initiatives



#### 5.12 No. of social initiatives undertaken by the students

(For details please refer to point 3.26 under the headings 'Environment Preservation' and 'Projects'.

09

#### 5.13 Major grievances of students (if any) redressed:

• No major student grievance was received during the Academic year 2016 - 17

### **Criterion - VI**

#### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

The Vision and Mission statement of the College as displayed on the campus at various places is attached below



#### 6.2 Does the Institution have a Management Information System Yes

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

#### 6.3.1 Curriculum Development

- Teachers author textbooks based on the syllabus guidelines provided by the University of Mumbai
- The College signed an MoU with an NGO Sujaya Foundation which trained students to understand and converse in simple English
- The College also signed an MoU with Technoserve which trained students on employability skills
- Teachers conduct regularly class activities like quiz, debates, elocutions on topics taught in the classroom
- Subject experts and corporate professionals are invited to deliver lectures on topics in the syllabi
- The College also participates in the extension programs of the University of Mumbai, namely, DLLE (Department of Lifelong Learning and Extension) and NSS (National Service Scheme)
- There are two online periodicals (uploaded on the College website), namely, 'The Accounting Times' and the 'Student Bulletin Board'. These keep the students abreast of the latest happenings in the world

#### 6.3.2 Teaching and Learning

- Teachers are deputed for Faculty Development Programs (FDP). E.g.: Mrs. Renita Vazirani was deputed for a FDP on Case Writing in February 2017.
- FDPs which enhances teaching skills and boost the morale of teachers are also conducted on campus [For details please refer to point 2.13 (ii)].
- Teachers are deputed for Short term Programs of UGC HRDC, Academic Staff College, University of Mumbai sponsored by RUSA (Rashtriya Uchchatar Shiksha Abhiyan)
- Teachers do resort to teach multi-lingually if the composition of the class is too diverse
- Surprise class tests are conducted to gauge the understanding level of students and to ensure regular studies
- A close watch is kept on the attendance and academic performance of students. Accordingly a meeting of the student with subject teacher and Principal is held. If

necessary even parents are called and informed about their ward's performance. This ensures that students take their studies seriously.

- Teachers are deputed for Curriculum Development Workshops which enables to keep the teachers abreast of changes made by the University of Mumbai to which the College is affiliated.
- Remedial lectures are conducted for slow learners
- Academic Performance Meetings are conducted for advanced learners

#### 6.3.3 Examination and Evaluation

With regard to examination and evaluation, all the guidelines as prescribed by the University of Mumbai are meticulously undertaken. However besides that, the extra effort put in by teachers to prepare students for examinations are as below:

- Students are given writing practice in class during the lectures. They may be given questions or case studies to solve and asked to write answers to the same
- Academic Performance meets are conducted for a select few students of the third year with the objective to prepare them score better
- Teachers were deputed for the Examination Reform Workshop conducted by the University of Mumbai, as it introduced the On-, Screen Marking system, changing the pattern of evaluation from manual to digital

#### 6.3.4 Research and Development

- Teachers have been deputed to conferences
- Teachers have been encouraged to get papers published in Journals of repute, especially ones having an Impact factor. A monetary incentive too was awarded to the teachers
- Students were deputed to conferences and they have authored and presented papers which have been published in the conference proceedings
- In order to enhance student contribution to research, the Research & Publication Cell of the College in the last academic year has published its first Student Journal called, 'Prasuvidha', which consisted of papers authored by students.

#### 6.3.5 Library, ICT and physical infrastructure/instrumentation

- "Reader's Digest" and Chhatrarth magazines were added for inculcating more reading habits and updating current affairs. Hindi and Marathi fiction books were also added to the library collection.
- Relevant activities were organized by the Department of Library as given below:
  - An essay writing competition on A. P. J. Abdul Kalam, was conducted to commemorate our late Ex- President's birth anniversary
  - A Book Review Competition for teachers and students was arranged
  - Students were taken for a visit to the David Sassoon Library, Fort.
- Regular notices about the newly received books from the British Council Library were informed to the students and teachers and the same were also forwarded on their emailids.
- The Department of Library took an initiative to send students and teachers to be a part of the activities conducted by the British Council Library, such as Film Screening. Details are as below :

Sr. No.	Dates	Name of the Film	Number of Participants
1	October 15, 2016	Brooklyn	5 students & 1 teacher
2	October 22, 2016	Belle	8 students
3	December 10, 2016	The Jungle Book	15 students

- In the academic year 2016-17, there was a steep increase in the number of students availing the Book Bank facility (nos.57).
- Eleven hanging half bookcases were added to the library's infrastructure enabling a more effective display of books.
- Auditorium is renovated and made air-conditioned. This facility is used by the students to practice for inter-collegiate competitions.
- Sanitary napkin vending machine with an incinerator has been installed in the Girls Common Room.
- College website has been regularly upgraded
- Floor plans are available across the campus
- One projector has been purchased and installed in the conference room
- In the second floor computer lab 10 computers with configuration of 2 GB RAM and Intel i3 processor, have been additionally installed.
- A new air conditioner has been installed in Advanced Learning Computer lab on the second floor.

#### 6.3.6 Human Resource Management

- Workshops like 'Productivity at Workplace' was conducted on campus for teachers and the non-teaching staff
- Boosting the morale of teachers by treating teachers at restaurants on appropriate occasions and giving additional leaves as deemed fit
- Wards of employees studying in the institution get fee concession each year
- Teachers are deputed for Seminars/Conferences/Workshops of repute
- Policy of continuous benefits
  - Approval of qualified teachers
  - Training as and when required
  - Reimbursement of official expenses made by teachers
  - Casual, medical and duty leaves are provided
  - Monetary incentives to appreciate the exceptional tasks done by teachers, non-teaching and the support staff

#### 6.3.7 Faculty and Staff recruitment

• As and when vacancies have arisen, an advertisement has been placed in the newspapers for the same and the applicants have been shortlisted, interviewed and appointed in the vacant post on a timely basis.

#### 6.3.8 Industry Interaction/Collaboration

- A MoU was signed with Technoserve to provide placements to students who registered for their three month training program
- A MoU was signed with an NGO, namely, Sujaya Foundation, which trained students on English speaking and presentation skills

#### 6.3.9 Admission of Students

- The admission committee continued to orient students of various junior colleges
- Flyers were distributed through newspaper vendors in the vicinity of the College
- Admission screening process made more stringent to enhance the entry level of students

#### 6.4 Welfare Schemes for

Teaching	Provident Fund, Gratuity, Cash Incentives for Paper Presentations, Duty Leaves, Sponsorships for attending Seminars/Workshops etc.		
Non teaching	Provident Fund, Incentives, Duty Leaves, Sponsorships for attending Seminars/Workshops etc.		
Students	Meritorious Scholarships, Instalment facility for payment of annual fees, Group Insurance Scheme, Subsidised Canteen Facility, Provision of Choreographers and Trainers for talent building in the areas of fine arts and performing arts, T-shirts, Sports kits, Sponsorships to attending Seminars / Workshops etc.		

Note: The welfare schemes provided earlier was continued in the academic year 2016 -17

65	Total	0000000	fund	gamorated
0.5	Tutal	corpus	Tunu	generated

₹52, 33,865/-

6.6 Whether annual financial audit has been done  $\checkmark$  Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Not Applicable	Yes	Administrative Consultant
Administrative	No	Not Applicable	Yes	Administrative Consultant

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

 For UG Programmes
 Yes
 No

 For PG Programmes
 Yes
 NA
 NA

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

- The affiliating University of Mumbai changed the result calculation from the seven point scale to the ten point scale. Thus making it at par with the calculations done at the post graduate level
- On-screen marking system has commenced since the examinations of the second half of the last academic year (2016-17)
- Term exam papers of the first year were delivered by the University of Mumbai through the DEPD (Digital Examination Paper Delivery)

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

• The University grants autonomy status to colleges which are affiliated to it and secure an 'A' Grade. This boosts the desire of affiliating colleges to secure higher NAAC grades.

#### 6.11 Activities and support from the Alumni Association

In the academic year 2016 - 17, the Alumni Association conducted the following activities:

- On August 13, 2016, two of our alumni, Mr. Ranjeet Shah and Mr. Chandrashekar Kurmi along with students had decided to send out a message of 'Save Girls, Save India', through Face Painting and Nail Arts (for Independence Day, with the help of face painting done by our alumni). News reporters of various newspapers visited our College to capture and to publish the same in the newspapers. These images were covered in Sakal newspaper and Inquilaab newspaper
- On September 21, 2016 the Alumni Association organized an 'Eco-friendly Ganesha Competition', in the Reading room. The students made Ganesha idols with eco friendly products like vegetables, leaves, flour, mud, clay and turmeric.
- On September 1, 2016 the Alumni Association of our College had taken an initiative to participate in an inter-collegiate Marathi essay writing competition organized by MLDC Alumni Association and also participated in an inter-collegiate elocution competition, organized by MLDC Alumni Association on January 28, 2017 at M. L. Dahanukar College of Commerce

- On January 25, 2017 our Alumni Association and the Management Department organized a Guest Lecture on 'General Insurance' for our current T.Y.B.Com. (B & I) students
- Alumni talented in fine arts helped with the art work and wall painting along the driveway near the main gate of the College and the Sports room and Canteen area.
- Supported during the NAAC Peer team visit by making it possible to attend the mock sessions during preparations

#### 6.12 Activities and support from the Parent - Teacher Association

- Supported during the NAAC Peer team visit by making it possible to also attend the mock sessions during preparations
- Supports students in participation in activities conducted at the College
- The PTA at our College is very active and it in the true sense of the term helps bridge the gap between expectations and aspirations of students to a certain extent, as relevant discussions are undertaken at the PTA meets. Dates of the same are given below :
  - June 19, 2016
  - October 16, 2016
  - January 29, 2017

#### 6.13 Development programmes for support staff

- Monetary appreciation is given to support staff to encourage the good work done by them
- They are made an integral part of every celebration that takes place at the College
- A faculty member designed an ongoing Sensitivity training module for the support staff, to imbibe features like, punctuality, mannerisms, appearance, and more. In the last academic year three such sessions were undertaken with them
- Regular meetings are conducted with the support staff to ensure increasing productivity and minimize the errors

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

- Students undertake tree plantation drives on campus. And a full time gardener is appointed for maintenance of the garden
- The lighting appliances are switched to LEDs
- Solar Panels are installed on the terrace and therefore, it contributes to a good amount of saving in the cost of electricity used on campus
- A compost pit is created to make productive use of the wet and dry waste, to be converted into manure for use of the growth of plants on campus
- A garden is maintained on the College terrace

## **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.

- <u>Budgeting Formalized</u> Departments like the Library formalized the annual budgets to add more specific features, while the Research & Publication Cell initiated the process of budgeting for the Cell
- <u>Academic Performance Meet</u> Hardworking and meritorious students are selected and groomed to attempt their examinations better and achieve better results

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

• For details please refer to 2.15 above

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

### **Best Practice 1: Partnering with Technoserve to Increase Placements**

#### Goals

- To orient students about the level of competition existing in the corporate world
- To acquaint the students with the expectations of the corporate world
- To provide job opportunities to the students

#### **Context**

Some students wish to work after graduation itself while some students wish to pursue higher studies after gaining work experience. Either of the cases students benefit through this.

#### The Practice

- A MoU was signed with Technoserve
- Technoserve conducted sessions on campus to train students on : resume writing, team spirit, handling situations at workplace and presentation skills

• Two batches were conducted on campus

#### Evidence of Success

• All the students who registered for the two batches have been placed

#### **Problems Encountered**

- As sessions would be beyond lecture hours, students would often try and skip classes. This problem was however solved by the trainers taking a strict course of action towards absenteeism
- Students with weak communication skills found it difficult to get jobs and had to attend to the selection process of a number of companies

### **Best Practice 2: Student Research Journal**

#### <u>Goals</u>

- To inculcate the habit of academic reading and writing among students,
- To imbibe in students a research culture

#### <u>Context</u>

Reading habits are slowly deteriorating due to the advent of digitalization and social networking. Also the form of primary research has still not found its place in the academia to the extent required.

#### The Practice

- General information explaining about the student research journal was done in classes through a notice as well as announcement were made by the members of the Research & Publication Cell
- Students who showed interest in contributing were counselled and mentored about how to go ahead with writing a research paper
- It was decided in the meeting of the Cell members that outstanding projects undertaken by the third year BMS and B. Com. (B&I) students could be reduced into research papers

#### Evidence of Success

• The first issue of the Research Journal, titled, 'Prasuvidha' was published in the academic year comprising of eight papers written by students

#### Problems Encountered

• It took the Cell members some time to make the students understand the art of writing a research paper

## **Best Practice 3: Inter - Collegiate Essay Writing Competition**

#### Goal

• To spread and enhance economic awareness among the students

#### <u>Context</u>

Essays help the student vent out their imaginations and also help them think creatively. It helps them analyse, collate and arrange their thoughts and ideas. The exercise help students think deeply about the topic.

#### The Practice

- Topics to be given in the competition were deliberated upon by the teachers of the department
- A brochure containing topics, guidelines and the registration form was printed and circulated among many Colleges in Mumbai
- Follow-up was done with Colleges to acquire entries
- An external expert in the subject was appointed to be the judge of the competition
- Entries received were sent to the Judge who declared three winners of the competition
- Winners were contacted and awarded certificate and cash prize

#### Evidence of Success

- In a span of twenty days seventeen entries from Colleges around Mumbai was received
- Result was declared on the date mentioned in the brochure

#### Problems Encountered

• The competition in the last academic year was conducted in the month of February and most could not participate, as either examinations had already commenced in some Colleges or in some College it was to begin shortly then

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

#### 7.4 Contribution to environmental awareness / protection

Please refer to point 3.26 for details

7.5 Whether environmental audit was conducted? Yes No 🗸

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

#### **Strengths**

- Unison among the staff members
- Strong internal communication leading to good co-ordination
- Transparency in internal policies and procedures
- Very talented students in the field of fine arts and performing arts
- Increasing number of students showing interest to work for extension programs, making them more socially responsible

#### <u>Weaknesses</u>

- Diversity among students
- Students at the entry level are observed to have less exposure and their general awareness is low

#### **Opportunities**

- Transforming the underprivileged students into achievers
- Expanding the overall activities of the College

#### <u>Threats</u>

• Increasing callousness of students towards studies in general and attaining knowledge

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

- Class teachers to improve student interaction of their respective classes
- Formalizing Skill Development Programs
- Introducing Parents Feedback System
- Creating a nursery and planting medicinal herbs on campus
- Free Wi-Fi zone on campus
- Creation of Advanced computer labs in the campus

Name Mrs. Renita Vazirani

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Signature of the Coordinator, IQAC

Name Dr. (Mrs.) Meeta Pathade

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Signature of the Chairperson, IQAC

#### 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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#### ANNEXURE I

## Academic Calendar 2016 - 17

TERM I			
Date	Particulars		
June 6, 2016	College Re-opens		
June 21, 2016	Orientation Programme for Second Year Students		
June 22, 2016	Orientation Programme for Third Year Students		
June 23, 2016	Orientation Programme for BMS / B.Com. (B & I) Students		
July 2, 2016	Guest Lecture (Department of Accountancy)		
July 12, 2016	Induction Session for Fine Arts		
July 14, 2016	Self Help (Counselling and Guidance Cell)		
July 23, 2016	Talk on Library		
July 18, 2016	ATKT Guidance Lectures for Mathematics		
July 26, 2016	Quiz Competition (Department of Commerce)		
July 28, 2016	Guest Lecture (Department of Law)		
July 30, 2016	Poster Making Comp. (Department of Foundation Course)		
August 4 - 6, 2016	NAAC Peer Team Visit		
August 11, 2016	University of Mumbai's 49 <sup>th</sup> Youth Festival (Fine Arts)		
August 13, 2016	Nature Trip (Department of Environmental Studies)		
August 13, 2016	Quiz Competition (Department of Economics)		
August 16, 2016	Guest Lecture [Department of B.Com (Banking & Insurance)]		
August 19 - 20, 2016	Class Test of S.Y.B.Com.		
August 22 - 24, 2016	Class Test of T.Y.B.Com.		
August 26 - Sept 2, 2016	ATKT Exams (II and IV Semester)		
August 30, 2016	Handwriting Competition (Department of Business Communication)		
September 3, 2016	Guest Lecture (Department of Computer)		
September 13, 2016	Dealing With Depression (Counselling and Guidance Cell)		
September 14, 2016	Case Study Competition (BMS)		
September 14 - 22, 2016	ATKT Exams (I and III Semester)		
September 16 - 19, 2016	Additional Class Test		
October 1 - 8, 2016	External Regular Examinations		
October 25, 2016	Diwali Vacation		

#### Academic Calendar 2016 - 17

TERM II			
Date	Particulars		
November 15, 2016	College Re-opens		
November 26,2016	Training programme for Staff (Department of Computer)		
November 28 - 29,2016	Additional Examination of III Semester		
November 30 - 6, December 2016	Sports Events		
December 3,2016	Alumni Activity		
December 7 - 13,2016	Cultural Activities		
December 14 - 17,2016	Indoor Games (Sports Committee)		
December 19,2016	Quiz Competition (Department of Economics)		
December 20,2016	Essay Writing Competition (Department of Economics)		
December 22, 2016	Guest Lecture (Department of Business Communication)		
December 24,2016	Annual Sports Day		
December 25, 2016 - January 1, 2017	Christmas Vacation		
January 6, 2017	Annual Day		
January 9, 2017	Spreading Awareness on Moral Values (Counselling and Guidance Cell)		
January 9, 2017	Elocution Competition (Counselling and Guidance Cell and the Women Development Cell)		
January 10,2017	Book Review Activity for Students. (Counselling and Guidance Cell)		
January 18 - 23, 2017	ATKT Examination of III Semester		
January 19, 2017	Talk on Nature (Department of Foundation Course)		
January 20, 2017	Debate Competition (Department of Management)		
January 21, 2017	Case Study Competition (Department of Management)		
January 23 - 30, 2017	ATKT Examination of I & III Semester (Ex-Students)		
January 24 - 25, 2017	Activities (Department of Law)		
January 26, 2017	Republic Day		
January 28, 2017	Prize Distribution Programme (Sports Committee)		
January 31, 2017	Guest Lecture (Department of Commerce)		
February 1 - 2, 2017	Class Tests (S.Y.B.Com. & F.Y.B.Com. (B & I))		
February 3 - 4, 2017	Class Tests (T.Y.B.Com.& F.Y.BMS)		
February 6, 2017	Class Tests T.Y.B.Com.		
February 7, 2017	Felicitation Programme		

February 8, 2017	Product Development (Department of Commerce)
February 9 - 16, 2017	ATKT Examination (Semester II & IV)
February 14 - 15, 2017	Various Activities (Women Development Cell)
February 16, 2017	Gandhi Vichar Exam
February 17, 2017	Prize Distribution Programme (NSS)
February 18, 2017	Quiz Competition (Department of Accountancy)
February 20 - 22, 2017	Additional Class Tests
February 21, 2017	Tree Plantation (Department of Environmental Studies)
February 23, 2017	Guest Lecture (Department of Foundation Course)
February 25, 2017	Quiz Competition (Department of Computer)
February 27, 2017	Essay Writing Competition (Department of Business Communication)
February 27, 2017	Visit to Prince of Wales Museum (Library)
March 1, 2017	Book Review Competition for Teachers (Library)
March 2, 2017	Annual Prize Distribution Ceremony
March 6 - 14, 2017	Regular Exams for Second Year B.Com./BMS/B.Com.(B&I)

#### **ANNEXURE II**

#### PATUCK - GALA COLLEGE OF COMMERCE & MANAGEMENT

Patuck Campus, 100, Nehru Road, Rustomba Patuck Marg, Vakola Bridge, Santacruz (E) Mumbai - 400 055

#### STUDENTS FEEDBACK ABOUT CURRICULUM B.Com/BMS/B.Com (B&I)

#### ACADEMIC YEAR 2016 - 17

Sr.No	Description	Percentage
1	Course content of the syllabus	
2	Extent of coverage of course	
3	Relevance to real life situation	
4	Learning value (in terms of knowledge, concepts, annual skills, analytical abilities and broadening perspectives)	
5	Clarity and relevance of textual reading material.	
6	Relevance of additional source material (library)	
7	Extent of effort required by students	
8	How was the syllabus	
9	Understanding of the course conceptually	
10	The system followed by College for imparting the curriculum	
11	The curriculum of the course is well designed and promotes learning experience to students	
12	Curriculum incorporates recent changes.	

Note: The above is the format for student's feedback on curriculum. The feedback on curriculum has been taken from the students at the end of the academic year.