



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		PATUCK-GALA COLLEGE OF COMMERCE AND MANAGEMENT
Name of the head of the Institution		Dr. Meeta Pathade
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02226683806
Mobile no.		9167232152
Registered Email		prashant.kokane@patuck.edu.in
Alternate Email		meeta.pathade@patuck.edu.in
Address		Patuck Campus, Rustomba Patuck Marg, 100, Nehru Road, Vakola, Santacruz (E)
City/Town		Mumbai
State/UT		Maharashtra
Pincode		400055

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Mrs. Renita Vazirani
Phone no/Alternate Phone no.	02226683806
Mobile no.	9920660522
Registered Email	iqac@patuck.edu.in
Alternate Email	renita.vazirani@patuck.edu.in

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://patuck.edu.in/iqac/annual-aqar/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://patuck.edu.in/degree-college/student-corner/academic-calendar/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.72	2010	04-Sep-2010	03-Sep-2015
2	B++	2.77	2016	04-Aug-2016	15-Sep-2021

6. Date of Establishment of IQAC	08-Oct-2010
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Internal Financial Audit	02-Apr-2018 1	13
Academic Audit	29-May-2018 1	23
Administrative Audit	02-May-2018 1	13
Gender Audit	20-Apr-2018 1	23
Academic Performance Improvement Meets	30-Apr-2018 1	54
Orientation on Use of Google Classroom	20-Apr-2018 1	23
Conducted Workshop on Basic QC Tools: Root Cause Analysis	08-Mar-2019 1	38
Participation at the BEQET Workshop on Use of Quality Improvement Tools & Root Cause Analysis Techniques	08-Dec-2018 1	1
NIRF Participation	31-Oct-2018 1	0
Participation at the BEQET Workshop on Use of Quality Improvement Tools & Root Cause Analysis Techniques	21-Jan-2019 1	1
Internal Audits	07-Jan-2019 1	0
AQAR Submission	31-Aug-2018 1	0
IQAC Meet	25-Apr-2019 1	9
IQAC Meet	29-Jan-2019 1	11
IQAC Meet	13-Oct-2018 1	10
IQAC Meet	13-Jul-2018 1	15
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• Installation of an ewaste bin on campus which follows a proper procedure for disposal of the ewaste received and a certification for the same is also received from competent authorities • Memorandum of Understanding signed with St. Joseph College, Virar for Student and Faculty Exchange Program. The exchange programs were duly performed. • Participation in NIRF ranking • Initiated the use of Google Classroom as a tool for teaching support • Initiated digitization in the institution office records, dissemination of information, upgradation of the website, automation of the library etc

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Teachers to Apply for Minor Research Projects	One teacher was awarded MRP by the University of Mumbai
Initiation of Google Classroom	In April 2019, a training session was conducted for the teachers
Initiation of E-waste Management	An E-waste bin has been installed on campus and the process has been certified
Better Canteen Facility	Canteen Facility is subsidized and has a variety of dishes
Planting of Medicinal Herbs on Campus	The campus is getting greener by the day. Plants like Tulsi, Basil, Pathri plant, Aloe vera, Mint, Fenugreek, and other medicinal herbs are planted

Library Digitalization	A vendor has been identified and the process has begun from May 2019				
Digital Paperless Office	A start to the process has been achieved - holiday notices, payslips, CIE database, attendance at programs outside College are all maintained electronically				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Development Committee (CDC)</td> <td>11-Oct-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Development Committee (CDC)	11-Oct-2019
Name of Statutory Body	Meeting Date				
College Development Committee (CDC)	11-Oct-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2018				
Date of Submission	31-Dec-2018				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Data is the lifeline of every educational institution. Right from the student turnover rate to the financial records, every piece of data that is associated with the college paves way for its development. The bigger the institution, the greater the volume of data, which makes it challenging to manage on paper or even with excel files. Today, most of the higher education institutions are looking for an optimum distribution of resources and services to yield maximum benefits to students, teachers, and the management alike. In this world of ballooning educational demands, Management Information System (MIS) is just what these institutions need to propel their progress in the right direction. Following is the brief description and list of modules currently operational. Application I: SMART OFFICE (Employee Attendance -				

BIOMETRIC TECHNOLOGY) • Recalculate Attendance: This option is used to get Recalculate Attendance for Every Report. If you make some changes in Employee recently but Employee Details is not showing in Report, then you have to do Recalculate one time then you will get fresh Report. • Details Attendance Report: This Report is used to view Details Attendance of Employee. • Monthly Details Report: This Report is used to get Details Report of Employee by Monthly basis. • Weekly Attendance Report: This Report is used to get Attendance Report of Employee by Weekly. Application II: DigitalEdu IT Solutions (Student Attendance - RFID TECHNOLOGY) • Timetable Management • Attendance Reports: o Attendance Defaulter Report o TeacherLecture Report o Lectures Landscape by Teacher o Lectures Landscape by Class o PercentAttendance per class (Daywise) Application III: Accounts Management Module (Tally) • Bonafide Certificate • Employee Details • Fee Master • Fee Receipt • Leaving Certificate • No Objection Certificate • Pay Heads • Payroll Information • Receipts and Payments Voucher • Salary Details • Salary Slip • Statement of Receipts Payments • Students Master • Students Reports (General Register) • Transfer Certificate • Trial Balance

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The IQAC ensures by regularly monitoring the implementation and completion of the syllabus at the stipulated last teaching date of the term. This is done through a feedback taken from students at the end of the term and also through the teaching plan which each teacher maintains for each subject taught by them in every division. It is ensured that the students of BMS and B. Com. (B&I) are furnished with enough industry exposure as is the need of the program. This is done through inclusion of case studies in the teaching process and also through industrial visits (2 in a year) for them. All reports of the same are well maintained in the respective department files and the relevant photographs are uploaded on a timely basis on the website. Co-curricular activities like quiz, debates, presentations, games, essay writing competitions and more are conducted which are much related to the syllabus. This helps students learn more deeply about the topic and sometimes even its practical application becomes clearer. These activities are planned well in advance and mentioned in the academic calendar, which is prepared and uploaded on the institutional

website at the beginning of the academic year. The winners of the activities are awarded with medals and certificates. Class activities conducted during teaching and following of the system of experiential learning in lectures also contribute to effective delivery of the syllabus. These class activities are mentioned in the teaching plans. Projects which BMS and B. Com. (B&I) students have to complete as fulfilment towards the award of their degrees, are well guided for the same and all the rules of the University of Mumbai are followed therein, due to which students are well equipped with the knowledge of preparing research reports. Copies of the Projects (hard bound copies) are maintained by the department. Students are also encouraged to author research papers and the same are published in an in-house research journal, titled, Prasuvidha. Here students write an academically related paper and hence are able to gain greater insights into subjects and learn more about their topic of interest. The Journal is also uploaded on the institutional website.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Quantitative Techniques	NA	01/06/2018	15	Employability	For Competitive Examinations

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BMS	Corporate Communication & Public Relations	16/07/2018
BCom	Strategic Management	16/07/2018
BCom	Business Ethics & Corporate Governance	16/07/2018
BCom	Research Methodology	16/07/2018
BCom	Security Analysis & Portfolio Management	16/07/2018
BCom	Marketing in Banking & Insurance	16/07/2018

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	B. Com.	16/06/2018
BMS	BMS	16/06/2018
BCom	B. Com. (B&I)	16/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	33	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Building Youth Excellence Through Employability Services and Technology (BEST)	08/08/2018	40
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Internship (Library)	1
BCom	Internship (Library) Campus Greening Project	51
BCom	Court Visit	22
BCom	Student Leadership Program with IDF	45
BCom	Training on Trading in Capital Markets with BSE	50
BCom	Entrepreneurship Fun-n-Fair	9
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The feedback collected is tabulated in MS Excel and percentage of each parameter is calculated. Depending on the nature of the feedback and the parameter a benchmark is earmarked to it. Hence, a parameter having percentage lower than the benchmark is considered as a matter of concern and hence delved upon. Discussions are conducted with the concerned departments, respective heads and the Principal and corrective action is designed and specified. Implementation and follow up of the action taken is done by the feedback committee and the Principal.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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BCom	B. Com.	480	553	357
BMS	BMS	60	105	60
BCom	B. Com. (B&I)	60	61	35
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1084	Nil	19	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
21	21	38	15	Nil	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system is well designed at the institute. Mentoring at the College is done at two levels. One is where each class is assigned a class teacher, who is expected to take care of the academics, discipline, encouragement for extracurricular activities and is a point of contact for any problems of the students. The class teacher is a point of contact even for the parents in case of any enquiry they want to make or a general visit to the college that they wish to make. Also, a dedicated mentor is also assigned to a group of 50 students in such a manner that the mentor is not a subject teacher to those students in the current academic year. These 50 students are divided into two groups of 25 each and the mentor meets each group on two Saturdays of the month. One group meets the mentor on the first and third Saturday, while the other group of 25 students meet the mentor on the second and fourth Saturday.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1084	19	1:57

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nil	3	Nil	Nil	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level,	Designation	Name of the award, fellowship, received from Government or recognized
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	international level		bodies
2018	Monisha D'costa	Lecturer	APJ Abdul Kalam National Lifetime Achievement Award for Excellence in Teaching and Research by International Institute for Social and Economic Reforms, Bangalore
2018	Sunita Bhuiya	Registrar	First prize Vanchan Prerana Din Activities Maharashtra University College Library Association (MUCLA)
2018	Dr. Dadarao Mhaske	Associate Professor	Team Manager for University of Mumbai at the 12th South Asian Universities Youth Festival (SAUFEST), held at Pandit Ravishankar Shukla University, Raipur, Chhattisgarh,
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	2C00141	I	07/12/2018	10/01/2019
BCom	2C00142	II	09/05/2019	22/05/2019
BCom	2C00143	III	02/11/2018	12/12/2019
BCom	2C00144	IV	03/05/2019	15/05/2019
BMS	2M00151	I	10/12/2018	10/01/2019
BMS	2M00152	II	12/04/2019	25/04/2019
BMS	2M00153	III	02/11/2018	07/12/2018
BMS	2M00154	IV	04/05/2019	15/05/2019
BCom	2C00341	I	10/12/2018	10/01/2019
BCom	2C00342	II	12/04/2019	25/04/2019
BCom	2C00343	III	02/11/2018	07/12/2018
BCom	2C00344	IV	04/05/2019	15/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A system of Continuous Internal Evaluation (CIE) was introduced at the College, where in, every subject teacher conducts two class tests in each semester of the subject. This ensures that students' study on a regular basis. The results of the same are provided to the students with feedback on their performance in their test papers. The Continuous Internal Evaluation adopted by the teachers may be a choice of written test, quiz, debate, PowerPoint presentation et al. primarily a system which will help the subject teacher reinforce the topic taught to the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

An Academic Calendar is prepared at the commencement of every academic year. The calendar is prepared term wise. The start date and end date of each term is as per the guidelines issued by the affiliating university, namely, University of Mumbai. The examination dates and also the examination time table in the AY 2018 19, for all the three years of all programs conducted at the College were also provided by the University of Mumbai and the same was mentioned in the Academic Calendar, for the information of teachers and students. The Academic Calendar is duly displayed on the institutional website for the entire year. The Academic Calendar also indicates dates of the preplanned departmental activities. Students are hence able to prepare for the competitions accordingly. The Principal monitors the adherence of the Academic Calendar and it is taken up during the staff meetings.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://patuck.edu.in/wp-content/uploads/2014/10/BMS-OUTCOMES.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2C00141	BCom	F. Y. B. Com. Sem I	350	215	61.43
2C00142	BCom	F. Y. B. Com. Sem II	324	276	85.19
2C00143	BCom	S. Y. B. Com. Sem III	305	196	64.26
2C00144	BCom	S. Y. B. Com. Sem IV	296	228	77.03
2C00145	BCom	T. Y. B. Com. Sem V	172	86	50
2C00146	BCom	T. Y. B. Com. Sem VI	172	92	53.49
2C00151	BMS	F. Y. BMS Sem I	58	53	91.38
2C00152	BMS	F. Y. BMS Sem II	56	55	98.21

2C00153	BMS	S. Y. BMS Sem III	50	50	100
2C00154	BMS	S. Y. BMS Sem IV	49	48	97.96
2C00155	BMS	T. Y. BMS Sem V	50	36	72.00
2C00156	BMS	T. Y. BMS Sem VI	51	36	70.59
2C00341	BCom	F. Y. B. Com. (B&I) Sem I	34	33	97.06
2C00342	BCom	F. Y. B. Com. (B&I) Sem II	35	34	97.14
2C00343	BCom	S. Y. B. Com. (B&I) Sem III	16	15	93.75
2C00344	BCom	S. Y. B. Com. (B&I) Sem IV	16	15	93.75
2C00345	BCom	T. Y. B. Com. (B&I) Sem V	36	24	66.67
2C00346	BCom	T. Y. B. Com. (B&I) Sem VI	36	27	75.00

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://patuck.edu.in/degree-college/student-corner/student-satisfactory-survey/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	14	University of Mumbai	0.3	0.12
Students Research Projects (Other than compulsory by the University)	14	College Management	0.3	0.3

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Time Management and Goal Settings	Students' Council	04/08/2018
Building Academic Corporate Linkages	IQAC	01/12/2018
Alumni Panel Pool	Alumni Association	09/02/2019
Interpersonal Skills Workshop	Skill Development Committee	18/02/2019
Personality Development Workshop	Skill Development Committee	18/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Accountancy	3	5.75
International	Banking Insurance	1	5.5
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	18
Business Communication	1
Sports	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nil	0	NA	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	5	1	18
Presented papers	Nil	2	Nil	Nil
Resource persons	Nil	Nil	Nil	7
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
HOSH Foundation Rally on Promotion of Organic Food	Department of Lifelong Learning Extension University of Mumbai	3	15
Road Safety Project	National Service Scheme University of Mumbai	3	106
Thalassemia Checkup	National Service Scheme University of Mumbai	3	110
Blood Donation Camp	National Service Scheme University of Mumbai	3	42
Donation Drive for the Underprivileged School Going	National Service Scheme University of Mumbai	3	11

Children at Navajhe			
Student Leadership Program	IDF Indian Development Foundation	1	35
Disaster Management Training	National Service Scheme University of Mumbai	3	106
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
UDAAN Fest	Street Play Competition	Department of Lifelong Learning Extension - University of Mumbai	10
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
National Service Scheme	NSS Unit - University of Mumbai	Beach Cleaning Drive	3	47
Women Development	NSS Unit - University of Mumbai Women Development Cell	Workshop on Women Empowerment	1	1
Women Development	Bharatiya Stree Shakti Women Development Cell	Guest Lecture on Sexual Harassment at Workplace	4	84
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Program	St. Joseph College, Virar	Management	03
Student Exchange Program	St. Joseph College, Virar	Management	01
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Grooming Placement	Memorandum of Understanding	Technoserve	01/08/2018	31/05/2019	40
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
St. Joseph College, Virar	05/10/2018	Faculty and Student Exchange	8
St. Joseph College, Virar	05/10/2018	Faculty and Student Exchange	7
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
150000	146041

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NA	Nil	NA	Nil

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	7648	953325	274	46743	7922	1000068
Reference Books	722	286218	61	37319	783	323537
Journals	14	98045	14	15525	28	113570
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Null
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	71	2	5	1	0	6	6	40	0
Added	0	0	40	0	0	1	0	0	0
Total	71	2	45	1	0	7	6	40	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Video Lectures	https://www.patuck.edu.in/degree-college/gallery/lectures-series/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
275000	261024	400000	404304

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures And Policies For Maintaining And Utilizing Physical, Academic And Support Facilities (computer lab, library, sports room, computers, classrooms, smart/ interactive boards) Library • Library/Reading Room is open from 7.15 am
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to 3.30 pm on all working days. On public holidays, it is open from 8.30 am to 2.00 pm. • Utmost silence is to be maintained and out of the library/Reading Room. • Mobile Phones to be in silent mood. • Use of laptop/Tab strictly only for study purpose. • Display of ID Card and Library Card, both are compulsory. a.

ID Card to be used for purpose of reading/photocopying and for purpose of issuing books. • One book at a time will be issued for a period of one week. • The book(s) must be returned to the library on the date, marked as per the date mentioned in the slip at the end of the book. • A book will not be reissued on the same day it may be reissued the next day if there are no other claimants. • The book will be issued only to the issue and nobody else can issue the book on his/her behalf. • Lost, damaged books have to be replaced with a new book. •

Librarian / Library staff is not responsible for any belongings lost in the library. • If the student fails to abide to the rules and regulations of the library, the matter may be taken to the Discipline committee Computer Lab • The computer lab facility is available for the students from 7.30 am to 3.00 pm on all working days. • Use of cell phone in the computer lab will not be permitted. Cell phone should be kept on "vibration mode". Calls should be attended to outside the lab with prior permission. • Consumption of any food items or drink will not be permitted inside the lab. A table for the student is made available at the entrance to keep their belonging. • Students should fill in the entry and exit register when using the lab facility. • Students should ensure minimal disturbance in the lab and keep the noise to the minimal. • The computer lab does not have a CD writer. The student should save their document in their USB flash drive. • USB flash drive should be ejected before removing from the USB port. • Student should use mouse on mouse pad only. • Onsite technical staff will always be available for students assistance. • Student should log out/Shut down post his session is over • Student should switch off the electrical switch after shutting down the system • Students are required to wear their identity cards when in the Computer Lab. Upkeep of Computers: • The computers should be switched on and off carefully. When not in use, the computers should be in switched off mode. • The documents should be saved properly in correct folders. • The pre-maintenance activity is carried out once in a quarter. • The systems are updated and formatted once

<https://patuck.edu.in/wp-content/uploads/2014/10/Policies-and-Procedures.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Meritorious Scholarship	11	30500
Financial Support from Other Sources			
a) National	Minority Scholarship	2	6000
b) International	NA	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling	01/06/2018	6	Inhouse

Academic Performance Improvement Meets	01/06/2018	58	Inhouse
Remedial Coaching	16/07/2019	52	Inhouse
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Placement Cell	Nil	Nil	Nil	15
2018	Dept of Accountancy	50	Nil	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
30	30	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	67	Refer to File Attached	Refer to File Attached	Refer to File Attached	Refer to File Attached
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
CAT	3
Any Other	1

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Day Celebration	Intracollegiate	120
Cultural Days	Intracollegiate	140
Talent Week (Performing Arts)	Intracollegiate	40
Talent Week (Fine Arts)	Intracollegiate	65
Annual Sports Day	Intracollegiate	95

[View File](#)

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	First Prize in Indian Folk Dance	National	Nil	1	92, 86, 61, 62, 108,83,78	Roshan Rane, Mahadik Jayesh, Shetkar Raj, Lad Sahil, Siddesh Vaidya, Sushant Kadam
2018	Third Rank in Collage at 50th Youth Festival	National	Nil	1	41	Shweta Sonar
2018	Third Rank in Clay Modelling in 51st Youth Festival	National	Nil	1	12	Ronak Khasiya
2018	Consolation in Skit (Marathi)	National	Nil	1	11,4,1,63, 23, 43	Pritam Gole, Shweta Sonar, Pranita Ratwadkar, Anjali Komati, Mudgal Soni
2018	Consolation	National	Nil	1	32, 59,	Sahil

	ion in Indian Group Song in 51st Youth Festival				110, 98, 15	Gamre, Alka Rajoriya, Sunil Gandhi, Jayashri M ugurdekar, Jyoti Mishra
2018	Consolation in Skit (Other than Marathi) in 51st Youth Festival	National	Nil	1	60, 11, 23, 43, 41	Dhaval Jain, Pritam Gole, Taniya Mah yavanshi, Anjali Komati, Shweta Sonar
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

• The Student Council conducted an IntraCollegiate Workshop on August 4, 2018. The theme of the workshop was 'Time Management and Goal Setting', where 17 colleges participated from all over Mumbai. • The Student Council conducted a Teachers Day celebration on September 4, 2018, in the Gala Auditorium. Students had organised and planned surprises and games for the teachers. The teachers were delighted and touched with the student's efforts. Our Chairman, Principal, teachers, non teaching staff were all present for the same. It was an extremely successful initiative of the Council. • The Students Council of our College collaborated with Indian Development Foundation (IDF) for a Students Leadership Development Program. The guest speaker was Ms. Mallika Ramachandran faculty member of the Indian Development Foundation. In her lecture she emphasized the importance of leadership, skill development among youth and also innate culture of teaching among students with specific examples and discussion. This programme which started in September 2018, was successfully completed in the month of February 2019. • The Student Council organized a Garba Party for students and alumni on September 28, 2018 in the Gala Auditorium of our College. They also provided participants of the event with refreshments. • The Student Council organized a New Year Party for students on January 8, 2019, in the Gala Auditorium of our College. The Council provided guests with refreshments at this event too. • The Student Council helped the Cultural Association at the Annual Day Celebration of our College on February 3, 2019. • On March 26, 2019, the Student Council organised a farewell function for all the thirdyear students. Various games, a DJ session and refreshments were arranged for students. • The Council comprises of Class Representatives who liaison between the teachers and the students of their respective class. Their role is helpful and multiple, like, they help in arrangement of class activities, ensure discipline in class during lectures, represent the class problems to the respective class teacher and more. Vaishnavi Kadam, T. Y. B. Com. (BI), was the Student Representative in IQAC.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1097

5.4.3 – Alumni contribution during the year (in Rupees) :

27425

5.4.4 – Meetings/activities organized by Alumni Association :

• The following Seven meetings were conducted with Alumni: Alumni Committee members June 21, 2018 December 22, 2018 January 11, 2019 March 26, 2019 Alumni CoreCommittee with principal October 13, 2018 Alumni General meet July 15, 2018 January 13, 2019 • The Alumni Association in association with the Sports Committee organized a 'Treasure Hunt' on August 11, 2018 for our alumni. It was a timebound activity where groups had to solve clues and reach their goal. • An 'Ecofriendly Ganesha Competition' on September 8, 2018. The activity was organized in order to: To spread the awareness of ecofriendly environment and to save, protect our environment and increase the creativity among the students. • A Mobile Film Festival was conducted in the month of August 2018. Our Alumnus Ms. Deepika Devlal (BMS, 20082009) had taken an initiative to extend the invitation received from Youth Awakening Mission of Paavan Chintan Dhara Ashram to the Alumni Association of our College so that our current students could participate in it. The theme of the festival was 'Nasha The Addiction'. There were two groups of 5 students each. Group 1 consisted of TYBMS students who took up the topic 'Selfie Addiction', and Group 2 consisted of S.Y.B.Com. and T.Y.B.Com. students and their topic was 'Pokeman Game Addiction'. Students prepared the videos for the same under the guidance of Under the guidance of Ms. Krupa Shah and Mr. Prashant, faculty members of Dept. of Commerce Dept. of Computers, respectively. Students received Certificate of Participation for the same. • A Garba Celebration was organized on October 13, 2018 for students. The Student Council Committee was the organizing body. Alumni members were also invited to the celebration. Our alumni who came in complete festive spirit and were decked in traditional attire, added to the spirit of the festivity by joining in dance and song. This specific event created an atmosphere of togetherness and unity among the alumni and students. • An 'Alumni Panel Pool' was conducted on February 9, 2019. This event was organized jointly by the Alumni Association and Placement and Career Guidance Cell for third year students of B.Com., BMS B. Com (BI). Two alumni members namely Mr. Mithun Devadiga and Mr. Nikhil Bagde were invited as panellists in order to provide guidance on 'Banking' and 'Finance', as career options respectively. The alumni provided detailed information on the abovementioned fields. The spoke of the eligibility criteria to make a career in these fields. They also explained the scope and the job opportunities available in the market, after graduating in Commerce, Business Management and Banking Insurance. They provided tips on how to crack interviews, what the interviewers look for, an interview dress code, the homework to be done before an interview and so on. They also shared their own experience pertaining to the same.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

• Every teacher is made a member of a number of Committees which work towards the development of the College. This helps the teacher get oriented with many functions to perform in College and can choose to remain and grow in the committee as per each one's preferences • Committee incharges are given the

prerogative to suggest and recommend strategies and issues which are deliberated on and accordingly implemented by the Management

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The Admission Committee ensures that the information given by the student is correct. It leaves no place for unverified data. Photocopy of all relevant documents are necessarily taken from the student. Also, the student's eligibility for admission is correctly assessed. The Committee ensures that the information about programs conducted at the college are sufficiently promoted in the vicinity of the College.
Industry Interaction / Collaboration	Networking with the Garware Institute, University of Mumbai, helped us give more exposure to the students for joining Professional Courses like Travel Tourism, Jewellery Making and more. Also, a preplacement followed by campus placement process was conducted by the institute. The Placement Career Counselling Cell provides orientations to students about various career options available to them after their Graduation, this is done by inviting expert speakers from a number of institutions. Also, the Cell partnered with Technoserve Pvt. Ltd. to groom the students on the employment selection process and also to provide them placement assistance.
Human Resource Management	Faculty Development Programs are conducted for teachers. Themes of the same are selected such that they may hone the teaching and research skills of the teacher. Teachers are encouraged and assisted to improve their professional qualification wherein, they are deputed for workshops / seminars which may enable them for instance to clear NET examinations or use research tools / software such as SPSS
Library, ICT and Physical Infrastructure / Instrumentation	The College website was revamped to augment the capacity and bandwidth of the same. The design and layout have been changed and the website has been

made more interactive than the earlier version. NList an electronic database containing over a lac of books and over 20,000 journals was subscribed Kindle was purchased by the library to enable ebooks for students and teachers

Research and Development

The Research Publication Cell of the College publishes each year, An Annual Student Research Journal - Prasuvidha and a Faculty Research Journal - Insight Management Review, which encourages students and faculty members to author research papers, and it helps in dissemination of knowledge. Teachers are encouraged to present research papers at Conferences / seminars by the Research Publication Cell deputing teachers for the same. Teachers were encouraged to apply for the Minor Research Project from the University of Mumbai, and one was awarded the same by the University.

Examination and Evaluation

A system of Continuous Internal Evaluation (CIE) is followed, with the objective to inculcate in students a habit of daily lessons, and to ensure that what is taught in class is being well delivered. This also helps the teacher analyse in which topics are the students finding difficulty to cope. The rules of examination are followed as mentioned by University of Mumbai. Also, the evaluation patterns are as per the University guidelines. A designated CAP centre is allotted at the College and the CAP rules are followed.

Teaching and Learning

Concepts are taught by relating them to current events and happenings. Google classroom concept was introduced so as increase the interaction between teachers and students to make teaching - learning more convenient Learning is ensured in class through regular tests administered. The students are taught many skills, which makes the students employable. Students are encouraged to think laterally, by initiating discourses during lectures. For instance, a question is posed by the teacher and students are asked to justify their thoughts on the topic. This helps build students' logical thinking ability. ICT is used in classrooms for teaching purposes - each classroom is equipped with a whiteboard, overhead projector and a

	computer with internet facility.
Curriculum Development	Necessarily two cocurricular activities are conducted by every department. The activities comprise of innovative games, quiz, presentation assignments, and more. The contents of the activities relate to the courses and topics taught in the class. A case study bank was created in which students can refer to case studies of various subjects and understand how to solve them. Also, the bank acts as a reference for teachers during teaching. Teachers went for an industrial visit to orient themselves with industrial practices so as to deliver practical aspects in the classroom

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	YES
Administration	YES
Finance and Accounts	YES
Student Admission and Support	YES
Examination	YES

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Sunita Bhuiya	One Day Workshop on, Rules Regulations of Library Professionals	NA	400
2018	Renita Vazirani	One Week State Level Training Program for Empowerment of IQAC NAAC New Guidelines	NA	2500
2018	Priti Surve	Student Satisfaction Survey as A Quality Practice	NA	1000
2018	Priti Surve	Workshop for IQAC	NA	2000

		Coordinators		
2018	Ranjeet Rao	Workshop on GST	NA	400
2018	Shivangi Sharma	One Day Inter Disciplinary National Conference on, Dimensions of Emotional Intelligence Frontiers and Beyond	NA	1250
2018	Sana Ansari	National Seminar on, 'Diversity and Inclusion - A Roadmap for the 21st Century	NA	1000
2018	Dr. Meeta Pathade	National Consultative Seminar on 'Skill India The Way Forward in Higher Education	NA	500
2018	Monisha D'costa	One Day Workshop on NET - SET/JRF Examination	NA	700
2018	Thanga Raj	Management Development Program of BMA	NA	2500
2018	Sunita Bhuiya	Workshop on, 'What Do You Get When You Google Yourself	NA	100
2018	Abhijit Paradkar	MDP for Data Analysis	NA	1500
2018	Dr. Tasfiya Shaikh	BEQET Workshop on 'Use of Quality Improvement Tools Root Cause Analysis Techniques	NA	1180
2018	Dr. Meeta Pathade	How to Establish and Strengthen Counselling Cells in College Campuses	NA	100
2018	Dr. Meeta	BEQET	NA	1180

	Pathade	Workshop on 'Use of Quality Improvement Tools Root Cause Analysis Techniques	
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Expert Lecture on Minor Research Program MRP	NA	03/08/2018	31/08/2018	18	Nil
2018	Faculty Development Program on Advanced MS Excel	NA	29/08/2018	29/09/2018	15	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Program Pedagogic Innovations: Challenges and Transformation in Inclusive Higher Education	1	06/05/2019	11/05/2019	6
Orientation Program	1	05/10/2018	02/11/2018	30
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	14	Nil	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Fund, Gratuity, Cash Incentives, Duty Leaves, Sponsorship for Conferences, Maternity / Paternity Leaves, Sabbaticals, Compensatory Leaves	Provident Fund, Gratuity, Cash Incentives, Duty Leaves, Sponsorship for Conferences, Maternity / Paternity Leaves, Sabbaticals, Compensatory Leaves, Ward Fee Concession	Meritorious Scholarships, Installment facility for Fee payment, Subsidized Canteen, Railway Concession, Long Distance Travel Concession, Provision of Trainers for cocurriculars, extracurriculars and sports, Sports kits, Tshirts, Sponsorship for Conferences

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes, the College conducts internal and external audits every year. Our financial statements represent true, correct, and complete picture of our financial transactions. During the academic year 201819, the internal audit was conducted by Ms. Gulestan Kolah for half yearly from 1st April 2018 to 30th September 2018. There were no issues on noncompliances as stated by our internal auditor. Our external audit is conducted by K. J. Kolah Co. and the audit was conducted for the financial year 201819. No irregularities are found during the time of audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

6810857

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Recognised Experts from University of Mumbai	Yes	Administrative Consultant IQAC Members
Administrative	Yes	Recognised Experts from SNTD University	Yes	Administrative Consultant

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- Action is taken on Feedback for teaching – learning
- Parents have agreed to keep a track of their ward's attendance and cooperate and visit College if

called as attendance defaulters • Parents cooperate and come to collect the students' results and interact with teachers about their children's academic performance

6.5.3 – Development programmes for support staff (at least three)

• Fee concession to their wards when studying in our School or College • Monetary incentives for good work done at college • Festival bonus given during Diwali

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Quality Audits • Automation of records • Econtent development

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	How to Start Your Own Business	31/08/2018	31/08/2018	30/09/2018	34
2018	Teacher Exchange Program	12/09/2018	12/09/2018	30/09/2018	8
2018	Knowledge Sharing Session	27/09/2018	27/09/2018	28/10/2018	11
2019	Workshop on Basic QC Tools Root Cause Analysis	08/03/2019	08/03/2019	08/04/2019	25
2019	Google Classroom Blogging	20/04/2019	20/04/2019	31/10/2019	18
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self Defense Workshop (Staff)	19/06/2018	19/06/2018	13	Nil

Sexual Harassment at Work Place - Orientation	11/09/2018	11/09/2018	64	20
Expressions - 2018	18/12/2018	18/12/2018	30	20
Elocution Competition - Eve Teasing	22/12/2018	22/12/2018	8	1
Self Defence workshop (Student)	19/10/2019	19/10/2019	126	Nil
Health Check-up - Menstrual Hygiene	18/01/2019	18/01/2019	26	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
18

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	Yes	1
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	1200
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	23/02/2019	8	Student Leadership Development Program	Importance of leadership skills in youth	2
2018	1	1	01/06/2018	90	Distribution of paper	Environment conservation	3

					bags		
2018	1	1	14/07/2018	30	Beach Cleaning Drive	Environment conservation	3
2018	1	1	09/07/2018	30	Awareness of Safe Driving	Road Safety	3
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	01/05/2018	Regular orientations at the start of every Academic Year are conducted to reinforce what has already been published in the Prospectus. At the commencement of every term a PTA meet is organized, and parents are oriented about the plans and progress of the College. Feedback is taken from Parents to solicit their suggestions and to understand if they have the right information about our College. A Students' Council is formed as per the guidelines of the University of Mumbai and the Council members who spearhead the students 'activities are guided through regular meetings with authorities.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Awareness Lecture on Plastic Ban	27/06/2018	30/06/2018	60
Poster Making Competition on, Reduce, Recycle, Reuse	27/09/2018	29/10/2018	17
PPT Presentation Competition on Human Rights	16/10/2018	31/10/2018	67
Gandhi Vichar Examination	21/02/2019	28/02/2019	48

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Paper bags are prepared by our students and distributed to the vendors and shopkeepers in the vicinity, hence trying to discourage the use of plastic bags
- Tree plantation is conducted on campus every year
- Gifting tree saplings to the Guests
- A Juhu beach cleaning drive is conducted on the day after the Ganapati Visarjan
- A competition on ecofriendly Ganesha idol making is conducted to spread the awareness which is the need of the day, to not have plaster made idols or idols made of nonbiodegradable material during the 10 day festival
- Installation of the solar panel for conservation of electricity

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Focus on Research Goals

- Enhance research skills
- Increase the research publications in College Context
- It is necessary that a conducive environment of research is created in the institute. This helps increasing the efficiency of teaching, which is the primary function of teachers in an institution. Research helps the teachers in exploring more of their subject.

The Practice

- Teachers were encouraged to apply for the Minor Research Project (MRP) of the University of Mumbai
- Teachers were encouraged to author and publish papers in Journals of repute
- Evidence of Success**
- Teachers began authoring research papers
- A teacher was awarded an MRP by the University of Mumbai

Problems Encountered

- Teachers hesitance to author papers for the first time
- Lack of information to apply for MRP

Best Practice 2 Innovations in Teaching Goals

- Better assimilation of concepts / topics taught to students
- Convenience of learning to students
- Context**
- Information is available freely today and to a certain extent information today is considered as knowledge. It is important to teach students the relevance of weeding out unimportant information and working out the relevant information. Also, today skills required for employability are at a high level and hence teaching needs to be very effective.

The Practice

- Introducing internet tools in teaching process
- Notes and learning contents made available to students through whatsapp, emails, website etc
- Evidence of Success**
- Availability of econtent to students

Problems Encountered

- Training teachers for the use of the tools and also procuring the necessary software as there is cost involved in it.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.patuck.edu.in/wp-content/uploads/2014/10/BEST-PRACTICES.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Vision of the institution is - 'To Innovate, Enhance, Empower and Excel in Education'. We no doubt need to benchmark for ourselves with the industry standards. At Patuck we try to benchmark against ourselves, by enhancing each time our activity. We focus on Enhancement of every aspect, whether it be teaching - learning, cocurriculars, extracurriculars or any kind of stakeholder relationships. We believe that the core to progress and growth is improvement with each single step taken. We have begun using innovative methods in teaching to make learning more conducive. With the age of technology setting in, we are making the right use of technology by blending in very judiciously traditional and modern methods of teaching. We are enhancing our relations with stakeholders. For instance, parents are being constantly informed of their students' attendance and performance. Also, feedback is invited from them, so as to understand students' perspective and expectations from the Institution.

Similarly, we are also increasing our interactions with Alumni with the increasing number of activities conducted by them and with them. This helps in branding of the College and also helps us improve the direction in which we develop the skills of the students, especially when the industry demands of skills are constantly being upgraded. The infrastructure is constantly enhanced to suit the needs of the diversity of students taking admission. Instance, computers in the computer labs are increased as students who take admission to the College have less exposure to working on MSOffice. Also, as students have lost their inclination to pick books to read, the library has procured NList and Kindle to enable students read books and Journals on the go. Also, these eresources give an added exposure of scholarly research articles and papers to the students, which help them gain knowledge.

Provide the weblink of the institution

<https://www.patuck.edu.in/wp-content/uploads/2014/10/Institutional-Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

- Encourage teachers for research
- Library Audit and digitise library process
- Digitise Examination Process
- Strengthening Alumni Engagement
- Undertake Student Exchange Program
- Streamline College Website
- Introduce more Skill Oriented Courses for Students
- Encourage Students Participation in Extracurricular Activities
- Organising International Conference