



Yearly Status Report - 2019-2020

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	Patuck-Gala College of Commerce & Management
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02226692477
Mobile no.	9167232152
Registered Email	patuckgala.degreecollege@gmail.com
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	Self financed																								
Name of the IQAC co-ordinator/Director	Mrs. Renita Vazirani																								
Phone no/Alternate Phone no.	02226692477																								
Mobile no.	9821326756																								
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																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>C</td> <td>1.72</td> <td>2010</td> <td>04-Sep-2010</td> <td>03-Sep-2015</td> </tr> <tr> <td>2</td> <td>B++</td> <td>2.77</td> <td>2016</td> <td>04-Aug-2016</td> <td>15-Sep-2021</td> </tr> </tbody> </table>						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
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
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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																								
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
NIRF Participation	30-Sep-2019 1	18
Feedback	30-Jun-2020 1	139
Internal Academic Audits	05-Feb-2020 22	32
Internal Administrative Audit	01-Feb-2020 1	8
AQAR Submission	29-Nov-2019 1	18
Internal Financial Audit	12-Oct-2019 1	8
IQAC Meets in the Year	08-Jun-2020 1	15
IQAC Meets in the Year	24-Jan-2020 1	18
IQAC Meets in the Year	19-Oct-2019 1	14
IQAC Meets in the Year	16-Aug-2019 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!!!				
No Files Uploaded !!!				

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

The below given Memorandum of Understanding were signed during the year. 1. Maharashtra Tilak Vidyapeeth, Pune for Student Exchange Programme in August 2019. 2. In November 2019, the Research Team in Development and Labour Economics from the World Bank, American University and the University of Virginia, undertook a research which focuses on jobsearch and firm dynamics. The collaboration was to explore mutually beneficial academic research about labour for participation of final year University students. 3. Gurukul College of Commerce on conduct of "Fitness, Holistic, Health and Wellness", and "Foundation of Basic Human Values" Certificate Programs, in January 2020. 4. Inter - Loan Library MoU signed with the Public Degree Night College (PNDC), Mumbai for the AY 5. Business Excellence Inc. for Knowledge Enhancement Lecture Series for the AY. 6. Indian Development Foundation (IDF) for Participation in Social Service Programs for the AY. • Participation in NIRF ranking • Registration of the Alumni Association and christening it as 'Mitra Niketan'. • IQAC ensured that the Research Publication Cell initiates Publications of Teachers' Research Papers in UGC CARE listed Journals. • Internal Academic Audit • Intercollegiate Quiz on COVID19 Awareness for students in collaboration with Nonteaching Staff of our college was organised, where 219 students participated during May 2020

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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	Achievements/Outcomes
Organizing International Conference	On December 7, 2019, the College conducted the 2nd International Conference on the theme, 'Building New India Through Innovation in Education' in collaboration with the HEF (Higher Education Forum)
Encourage Student Participation in Extra-Curricular Activities	More and more students were encouraged to participate in inter-collegiate and intra-collegiate activities extra-curricular activities. More than 50 percent of the students enrolled have participated in some or the other extra-curricular activities.
Introduce More Skill Oriented Courses for Students	Research was conducted to understand the need of the students and the reason for low attendance / registrations for such courses. With the findings, the College is able to introduce Certificate Courses in the subsequent AY: Tally ERP 9, Foundation of Human Behaviour, Fitness for Holistic Health

and Wellness, Pastoral Symphony and Marshal Arts.

Streamline College Website	The website is regularly monitored to accommodate features as per the requirements of AQAR and the College.
Undertake Student Exchange Program	Student Exchange Programs were conducted with Tilak Maharashtra Vidyapeeth (TMV), Pune and the Gurukul College of Commerce, Mumbai.
Strengthening Alumni Engagement	The Alumni Association was Registered and Christened as 'Mitra Niketan'. The registered association now has core members who work towards activities and running of the association.
Digitise Examination Process	Internal test for the self-financed programs were conducted through an Online mode and also digitized internal mark-sheets were created.
Library Audit and Digitise Library Process	The vendor for library software was identified and the digitisation of library processes commenced.
Encourage Teachers for Research	Three teachers were awarded MRP by the University of Mumbai. One teacher is awarded a research project sponsored by an NGO. Also, teachers authored (10 nos.) research papers which were published in UGC CARE Listed Journals
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Internal Quality Assurance Cell (IQAC)	05-Dec-2020

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

2019

Date of Submission

09-Jan-2019

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. Our College maintains MIS. Following is the brief description and list of modules that forms a part of MIS: 1) Employee attendance: Daily, weekly and monthly staff attendance reports are generated, and hence leave records are also easily generated. These data can be generated through Smart Office Web 8.6 application. Biometric technology is used to mark staff attendance. 2) Student attendance: Daily, weekly and monthly students' attendance reports are generated, and hence their attendance defaulter records are also easily generated on monthly basis. RFID technology is used to mark student attendance. SIMS application is used by our vendor, DigitalEdu IT Solutions Pvt. Ltd for the same. 3) Library: iSLIM software is used to maintain library MIS. The MIS consists of modules such as: utilities, acquisition, budgeting, cataloguing, OPQAC, circulation, reading, borrowing and lending, journals/ magazines subscription, reports of usage of utilities, SMS, Book bank, etc. For effective implementation of the modules, training is undertaken by the library staff. All the modules are gradually implemented as and how the training is facilitated to the staff. 4) Admission management: Tally ERP 9 maintains students admission data classwise along with their fee related information. 5) Student database management: Tally ERP 9 maintains students database classwise with respect to their caste, religion, promotion of class, address, Aadhar card details, any documents issued by students like bonafide certificate NOC, leaving certificate, transfer certificate, character certificate, etc. 6) Fees management: Tally ERP 9 maintains students' database with respect to their payment of fees, outstanding fees, payment of fines and penalties, etc. 7) Accounts: Accounts of the College are maintained in Tally ERP 9. All accounting ledgers, staff

salaries, pay slips, advance payments to staff and suppliers, and all other payment and receipt details are systematically maintained.

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 curriculum as prescribed by University of Mumbai is delivered with the help of lecture method and practical's like laboratory training, industrial visits, field visits, etc. The lectures are delivered in ICT enabled classrooms. A teaching plan is prepared for every course, which is monitored by IQAC to ensure its timely implementation. The Feedback Committee along with IQAC take curriculum feedback from students, parents and teachers for getting insights on improvement on curriculum delivery. Relevant documents are maintained by Feedback Committee. Time-table Committee prepares the time-table program-wise so that lectures can be delivered as prescribed by the University. The timetable for each class and for each program is displayed on the College website. Every department conducts co-curricular activities relevant to their respective departments which are planned in the academic calendar every year. IQAC monitors its execution. The academic calendar is displayed on the College website. The College conducts CIE – Continuous Internal Evaluation, bridge course, remedial lectures for students so as to enable them to get better clarity of topics related to the courses. The record of CIE forms a part of teaching plan. Separate file and documentation done for bridge courses and remedial lectures. TYBMS and TYBBI students have a course on project work, wherein they are guided by project guides (faculty of College) to ensure that good quality project reports are prepared and submitted on time. BMS & BBI departments maintain the necessary documentation for the same. The College conducts exams regularly as per University guidelines for all the courses and declares the results as per the stipulated time. The students are encouraged to write research papers relating to their course. Research & Publication Cell guides the students to write the papers and publishes them in our in-house journal titled – Prasavidha. The students have also been deputed for several co-curricular activities (like seminars, conferences), and competitions (like debate, book review) organized by different colleges. A proper record is maintained about the same by the concerned departments and committees. In order to deliver the curriculum effectively, the College has well-equipped library facilities for the staff and students. A good reference collection is made available to them as and when required by them. Every department and committee maintains the files wherein Activity Report and photos of the activities are properly kept as record. IQAC conducts Internal Academic Audit every year to check the maintenance of records and documents of each department and committee.

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
Fitness, Holistic Health Wellness	-	20/01/2020	3	-	YES

Foundation of Human Behaviour	-	20/11/2020	3	-	YES
Campus to Corporate	-	21/11/2019	186	YES	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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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	UG	01/07/2019
BMS	UG	01/07/2020

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

	Certificate	Diploma Course
Number of Students	84	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
Pastoral Symphony and Marshal Arts	05/07/2019	14
Conversational English	22/08/2019	60
Tally ERP 9	02/12/2019	23
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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	Business Law	10
BCom	Library Internship & Field Visit	56
BMS	Insurance	36
BMS	Management	76
BMS	Production	34
BCom	EVS	40
BCom	Foundation Course	28
BCom	Commerce	9
BCom	Accountancy	46
BCom	Commerce	20

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
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

There is a formal mechanism to obtain feedback from students on a regular basis. The College collects curriculum feedback from representatives all the stakeholders like students, teachers, parents and alumni. The feedback received from stakeholders is utilized by them to bring positive changes in the curriculum. The students' feedback about curriculum implementation is used to suitably modify the teaching learning process. The responses gathered via the student feedback survey helps us to identify areas of improvement in curriculum delivery and evaluation methods. IQAC and the Feedback Committee collates the feedback from all the stakeholders and provides suitable suggestions for implementation to improve the teaching, learning and curriculum delivery.

Students: The College collects feedback from the students at the end of the Term and orients them about the importance of giving an honest feedback. This feedback is analyzed and solutions are sought through meetings.

Teachers: The College collects feedback from the Teachers feedback system at the end of the academic year, if there has been any change in the curriculum at the instance of the University.

Alumni: The College alumni members are in varied fields and make suggestions about the curriculum keeping the present industry scenario in mind. These are considered by the College and implemented to the extent possible

Parents: The College regularly organizes parent teacher meetings, and feedback on curriculum is sort in one such meetings. The feedback form for parents is designed bi-lingual i.e., in English and in Hindi so that the parents are able to properly communicate with us. Suggestions given by the parents are duly taken note of.

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
BCom	Bcom	480	471	326
BMS	BMS	60	118	60
BCom	BBI	60	20	9

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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	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers
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	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2019	1052	Nil	18	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	4	2

[View File of ICT Tools and resources](#)

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

College has designed weekly mentoring schedule for the students at every stage of their development. Hence dedicated Teacher in-charges are assigned in each class for any kind of problems faced by students. Every alternate week one session of 50 minutes is allotted in the regular lecture timetable for each class solely for the purpose of mentoring. The Mentoring sessions are carried out separately after the subject lectures gets over. Students as well as Parents have been informed about the Teacher In-charges as their point of contact during PTA meeting. Students are even encouraged at every point of time during the academic year, to can approach their mentors for any help required for their overall development. Two batches were provided to each Teacher in-charge.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1052	18	1:58

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
20	20	Nil	3	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, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Dadarao Mhaske	Professor	APJ Abdul Kalam National Lifetime Achievement Award for Excellence in Teaching and Research by International Institute for Social and Economic Reforms, Bangalore

2019	Dr. Dadarao Mhaske	Professor	"World Parliament International Award" by Dr. Glen T. Martin, President, World Constitution Parliament Association, Colorado, USA
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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	2C00146	VI	13/10/2020	29/10/2020
BCom	2C00145	V	14/10/2019	22/11/2019
BMS	2C00155	V	28/11/2019	06/01/2020
BCom	2C00141	I	15/10/2019	24/10/2019
BCom	2C00143	III	30/09/2019	14/10/2019
BMS	2C00151	I	15/10/2019	24/10/2019
BMS	2C00153	III	30/09/2019	14/10/2019
BMS	2C00156	VI	08/10/2020	02/11/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our College has adopted Continuous Internal Evaluation (CIE) System to assess student's academic progress in both the odd and even semesters. The CIE schedule is prepared by the Exam Committee and is displayed on the notice board as well as on the College website. The teachers teaching the course inform the students about the topics and pattern of CIE. The teachers mention the same in the teaching plan as well. Teachers ensure that once units/modules/topics are completed, they conduct CIE for assessing the student's comprehension of the topics, and accordingly remedial measure can be taken to help them perform better during their Term End exams. These CIE results are shared with the students along with feedback of the teachers.

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

The Staff Secretary takes the initiative in co-ordinating with the departments and committees to prepare the academic calendar. Academic calendar is prepared at the beginning of every Term during the academic year. It contains the most important dates to guide the teachers and students about the conduct of activities, events and exams during the year. It is separately maintained for each term. The dates of internal assessments, and external exams are mentioned in the calendar, besides the co-curricular and extra-curricular schedule for the Term. Academic Calendar is displayed on the College website. The adherence of the academic calendar is monitored by the IQAC, wherein the College Vice Principal who is the IQAC member, plays a key role in monitoring the conduct

and execution of activities and exams as per the academic calendar.

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://www.patuck.edu.in/wp-content/uploads/2014/10/Program-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
2C00156	BMS	Marketing	46	46	100
2C00146	BCom	Accountancy	246	244	99

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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
Any Other (Specify)	365	Ekta Foundation	2000	Nil
Minor Projects	365	University of Mumbai	95000	Nil

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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
2nd International Conference on the theme, 'Building New India through Innovation in Education'	Research Publication Cell	07/12/2019
Alumni Talent Pool	Alumni Association	10/12/2019
Ideas and Entrepreneurship Mindset	Alumni Association	27/01/2020
Mock Interview Resume Writing	Placement Career Guidance Cell and Business Communication	05/03/2020

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)
National	Commerce	4	6.1
National	Business Economics	2	6.5
National	Accountancy	2	6.4
National	Environmental Studies	1	6.6
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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	19
Commerce	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
A Study of Human Resource Audit in Indian	Dr. Meeta Pathade	Test Engineering Management	2020	Nil	Scopus Indexed	Nil

Business Organizations						
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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	11	18	3	20
Presented papers	3	1	Nil	Nil
Resource persons	Nil	Nil	Nil	2
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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
Thalassemia Check-up Camp	Tata Memorial Hospital NSS	3	134
Blood Donation Camp	Tata Memorial Hospital NSS	3	53
Road Safety Rally	Traffic Division of Vakola Police Station NSS	3	50
Disaster Management Cell, BMC	Disaster Management Cell, BMC	3	48
Volunteering at Polling Booths during Election	BMC NSS	3	30
Road Safety Program during Ganapati Visarjan	Vakola Police Station NSS	3	30
Bisleri Bottle for Change	Bisleri Pvt. Ltd. NSS	2	9
Status of Women in Society	Department of Distance Learning Lifelong Extension,	3	19

University of
Mumbai

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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
NA	NA	NA	Nil
No file uploaded.			

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
NSS	Disaster Management Cell, BMC	Avhaan Camp	1	1
NSS	University of Mumbai	Voting Awareness Lecture	2	10
NSS	University of Mumbai	BachpanBachao Andolan	3	13
WDC	DLLE Unit of Lala Lajpat Rai College of Commerce	Understanding the Gender Spectrum -Expression, Challenges and Rights	1	5
WDC	Bhartiya Stree Shakti - NGO	Gender Sensitization Program	2	64
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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
Student Exchange Program	Maharashtra TilakVidyapeeth, Pune	Self-Financed	04
Student Exchange Program	Gurukul College of Commerce, Mumbai	Self-Financed	04
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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	Duration From	Duration To	Participant
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		with contact details			
Research	Mutually beneficial academic research about labour	Research Team in Development and Labour Economics from the World Bank, American University, and the University of Virginia	01/11/2019	30/11/2019	37
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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
S-Tek IT Education	01/06/2019	Professional Training of Tally ERP GST	24
Gurukul College of Commerce	01/06/2019	Student Exchange Program	34
IDF	01/06/2019	Student Leadership Program	9
Public Night Degree College	01/06/2020	Inter-Library Loan	22
Business Excellence Inc	01/06/2019	Knowledge Enhancement Lecture Series	22
Research Team in Development and Labour Economics from the World Bank, American University and the University of Virginia	01/06/2019	Research Collaboration	39
Maharashtra TilakVidyapeeth	01/06/2019	Academic Collaboration	35
AAPL	01/06/2019	Employability Soft Skills Training	25
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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
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300000

357923

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	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
Internet enabled System for Library Information Management Software (iSLIM)	Partially	iSLIM version 1.6.4	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7922	1000068	123	27728	8045	1027796
Reference Books	783	323537	27	15824	810	339361
e-Books	2	42997	Nil	Nil	2	42997
Journals	14	113570	13	28250	27	141820
e-Journals	1	35400	Nil	Nil	1	35400
Digital Database	1	35400	Nil	Nil	1	35400
CD & Video	7	8999	Nil	Nil	7	8999
Library Automation	1	392409	Nil	Nil	1	392409
Weeding (hard & soft)	6730	11777	Nil	Nil	6730	11777
Others (specify)	11	78089	10	3529	21	81618
View File						

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	Nil
No file uploaded.			

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	25	2	0	7	0	25	4
Added	140	2	40	4	0	1	0	40	0
Total	211	4	65	6	0	8	0	65	4

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
Webinar on "Butterflies and it's life cycle"	https://www.youtube.com/watch?v=pY19HFP4Wg
Orientation Program	https://www.youtube.com/watch?v=-fCKTS2tOvI
Online Form Filling	https://www.youtube.com/watch?v=efQTVFe_eBPO
Improving your Interviewee Skills	https://www.youtube.com/watch?v=X0Z0doe_jvN4
Business Law	https://www.youtube.com/watch?v=42Cnirzu2rk
Material Cost Part 3 TYBCOM	https://www.youtube.com/watch?v=SXjeux0cnV4
Material Cost Part 2 TYBCOM	https://www.youtube.com/watch?v=6cI8ttsJnMU
Organization Development	https://www.youtube.com/watch?v=lhOG3RAI66Q
Evolution of Advertising	https://www.youtube.com/watch?v=87L81nTV32M
Consumer Decision Making Process	https://www.youtube.com/watch?v=3vacf7LxCIY
4Ps of Corporate Governance	https://www.youtube.com/watch?v=rNZYHpnkT-k

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
1000000	1072049	800000	1227932

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)

The computer laboratories are maintained by computer lab assistants maintaining a record of the facility usage, hardware and software. In case of any technical issues, it is reported to the IT team to fix it. The library automation is undertaken by a software application called iSLIM to deploy the systems and procedures for utilizing the library facility. The College has two spacious playgrounds - one at the rear side and the other at the hind side. Both the playgrounds have sufficient greenery in its periphery. The playing on both the grounds is supervised by our Sports Director. Carrom, table tennis, and chess are played in the Sports Room. The systems and procedures with regards to sports facilities are taken up by Sports Committee. The computers and the laptops are optimally utilized. All the systems are properly numbered for maintaining IT record with its configuration. E-waste in the campus is disposed by IT team to E-Incarnation Recycling Pvt. Ltd. that undertakes recycle and reuse of e-waste. In case of any repairs and maintenance in the campus, we have a designated electrician and a carpenter. Air-conditioners, water tank cleaning and drinking water coolers are covered under AMC.

<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	SPACE	13	334750
Financial Support from Other Sources			
a) National	Various Schemes	41	411269
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
Chocolate Making Demo Session	20/07/2019	42	Alumni Association
Guest lecture on "BioDiversity "	06/08/2019	73	Department of EVS
Self-Defence Workshop for girl	23/08/2019	104	WDC

students			
workshop on Gender Sensitization	30/11/2019	70	WDC
Personality Development Session	14/12/2019	48	Student Council
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
2019	Training on Trading in Capital Markets with BSE	Nil	46	Nil	Nil
2019	Career Counselling Programme for Chartered Accountancy Course	88	Nil	Nil	Nil
2019	Career Counselling	Nil	1	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
15	15	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
NA	Nil	Nil	Andromeda	4	4
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	29	Bachelor of Commerce	0	Please refer Annexure	Please refer Annexure
2019	5	Bachelor of Management Studies	0	Please refer Annexure	Please refer Annexure
2019	4	Bachelor of Commerce (Banking & Insurance)	0	Please refer Annexure	Please refer Annexure
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	4
View File	

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

Activity	Level	Number of Participants
Sports	Inter	213
Cultural	Inter	270
Sports	Inter	159
Cultural	Inter	139
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
2019	College Zonal Round Qualified	National	Nil	1	GR No. 62671	Prajakta Shitkar
2019	Intercollegiate Power lifting Championship	National	1	Nil	GR No. 5868	Varma Brijlal Jitendarkumar
View File						

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

- Students Council of the College is formed every year with the representatives from each class, representatives of significant Committees like Women Development Cell, NSS, DLLE, representative of reserved category and a lady representative. The formation was done as per University of Mumbai guidelines.
- There are several activities in which the members of Students Council

participate in. They play a crucial role in organizing and conducting co-curricular and extra-curricular activities of the College. • Student Council had organized a Fresher Party for First Year Students on 10th August 2019 in our auditorium to welcome them. • This year, Student Council took the initiative to organize Patuck Junior Day Celebration on 21st August 2019 where the students at Junior College were involved in varied extra-curricular activities such as Carrom, Mehendi Competition, Singing Competition, Elocution, Rangoli Competition. The Council received excellent response for the said event. This event was closed with the prize distribution to the winners. • Every year, the Students Council celebrates Teachers Day. On 4th September 2019, the students had organized and planned surprises and games for the teachers in our auditorium. The teachers were delight and touched with the student's performances on the stage. Our Chairman, Principal, teachers, non-teaching staff all were present for the same. All of them appreciated the efforts and sentiments of the students. • Student Council had also taken initiative to organize Garba Party on 28th September 2019 in our College auditorium. This is initiated to celebrate our Indian tradition and culture. • Again, Student Council organized Patuck Junior Day on 8th December 2019 Junior where we involve the Junior College students in extra-curricular activities such as football volleyball, dance competition, expression of thought, poster-making competition and tattoo-making competition. This was organized so that the Junior College students get acquainted with the Degree College and that they are motivated to join Degree College. • Our Students' Council collaborated with IDF (Indian Development Foundation) on the topic "Students Leadership Development" on 21st November 2019 in the Conference Room. In session emphasized the importance of Leadership Skill Development in Youth and also innate culture of teaching among students with specific examples and discussion. This programme is successfully completed in the month of Feb 2019, and the participants were awarded with Certificates. • On 14h March 2020, Student Council organized farewell function for all the Third-Year students. DJ session and refreshment were provided to the students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of Patuck-Gala College of Commerce Management is registered as Mitra Niketan having reg. no: MHA/ MUM/ 251/ 2020/ GBBSB under Societies Act, 1860. The Alumni Core-Committee registered members who are the pillars of the association to take care of the smooth functioning of the association are: Dr. Meeta Seta (Principal) - Designation: President Mr. Rajasrinivas Yelkaraju (Alumnus) - Designation: Working President Ms. Suvarna Chavan (Alumnus) - Designation: Vice President Ms. Ashwini Suvarna (Alumnus) - Designation: Secretary Mrs. Aarohi Kumbhar (Alumnus) - Designation: Treasurer Mr. Bipin Kumar Yadav (Alumnus) - Designation: Member Mr. OmPrakash Singh (Alumnus) - Designation: Member Objects of Mitra Niketan Alumni Association as per the Memorandum of the Society: 1. To provide a forum to the alumni for exchange of ideas on various issues 2. To enable alumni stay connected with their alma meter by conducting meetings and activities at Patuck-Gala College of Commerce Management 3. To participate in and promote curricular, co-curricular and extra-curricular activities of Patuck-Gala College of Commerce Management 4. To improve reading and research culture and assist Patuck-Gala College of Commerce Management in enriching its knowledge resource centre. 5. To provide career guidance to the students of Patuck-Gala College of Commerce Management 6. To help alumni for job placements and take assistance from them for placements and internships for students. 7. To encourage and promote entrepreneurship among students of Patuck-Gala College of Commerce Management. 8. To assist Patuck-Gala College in organizing and conducting District, Zonal,

State, National and International level activities. 9. To provide financial (scholarships, donations, etc.) and non-financial (uniforms, books, etc.) to the students in Patuck campus. 10. To know the progress and achievements of alumni 11. To work towards improving the educational and social fabric of students for the general welfare of the society.

5.4.2 – No. of enrolled Alumni:

1449

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

26450

5.4.4 – Meetings/activities organized by Alumni Association :

2 - 27th June, 2019, 22nd November, 2019 Meetings with Alumni Committee Members: Two • 27th June, 2019 • 22nd November, 2019 Meetings with Alumni General meet: Two • 13th July, 2019 • 14th July, 2019 Activities: Eight 1. On 13th July, 2019, Alumni Association and Sports Committee had jointly organized "Sports Event" on the College ground. The competition was between Alumni and Present students of which 18 alumni and 21 present students participated. The games for the competition were Football, Carrom, Chess and Table Tennis. The main motto to organize such event was to connect our alumni with our College.

2. On 15th July, 2019 Alumni Association had organized "Chocolate Making Demonstration" for students. Our Alumnus Mr. Ashish kumar Gupta B. Com 2017-2018 working as Continental Chef at Blue Sea Banquet was invited to conduct the demonstration session on how to make chocolate at home. Thirty-Five (35) students and Seven (7) staff members attended the session. 3. On Thursday 19th September, 2019 Alumni Association had organized an "Eco-friendly Ganesha Competition" for students. Mrs. Aarohi Kumbhar Mrs. Suvarna Nishad (alumni) were invited to judge the competition. The students had made Ganesha idols with Vegetables, Clay, Newspapers, and Sandy Soil. The students were excited to show their creative through idol making of the Lord Ganesha. 4. Ms. Suvarna Nishad B. Com 2007-2008 participated at "Entrepreneurship Fun Fair" organized by Patuck Polytechnic Trust on 28th November, 2019. The stall was taken for awareness about LIC policies and other materials such as handkerchief, cream, lotion was kept for sale. The alumnus had good experience and was happy to be a part of the Fair. 5. Alumni Association the Placement and Career Guidance Cell organized an "Alumni Talent Pool" on 10th December, 2019 for the students of B. Com, BMS B. Com (BI). Mr. Shadab Shaikh from BMS batch of 2013-2014 was invited as Panelist for the topic of "Entrepreneurial Skills. 6. Our alumnus Ms. Deepika Devlal (BMS 2007-2008) was invited for 1st HEF Entrepreneurship Day Award Function organized by Higher Education Forum (HEF) on 11th January, 2020 at Durgadevi Saraf Institute of Management Studies (DSIMS) Malad Mumbai. She received an "Outstanding Young Entrepreneurship Award" from the Founder Dr. A K Sengupta and the HEF Team. It was a proud moment for Alumni Association of the College. 7. On 27th January, 2020 Alumni Association had organized a Guest Lecture on "Ideas and Entrepreneurship Mindset" for current TYB.Com students. In all, 65 students attended the lecture. The session was delivered by our alumnus Mr. Tanoj Rai BMS Batch 2010-2011 who is Trade Finance Specialist at Desh bandhu Impex Pvt. Ltd. Gurgaon, Haryana. 8. Alumni Association and Sports Committee had jointly organized "Sports Event- Box Cricket Tournament" on 2nd February, 2020. The competition was between Alumni and Present students. The tournament was well organized and al

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)

• Suggestions during Staff Meetings: Meetings were conducted for the teachers as well as non-teaching staff members. For the teachers, the meetings are conducted every month. During the meetings, several matters are discussed regarding teaching, learning, and evaluation, conduct of co-curricular and extra-curricular activities, facilities, and infrastructure, etc. When the meetings are conducted, the teachers are encouraged to provide their suggestions to improve the quality for the processes and systems discussed. The suggestions are deliberated and with consensus decisions are arrived at. Similarly, for the non-teaching staff members, the meetings are conducted twice in each term. During the meetings, several issues are discussed like admission process, evaluation process, University requirements, and other administrative matters. Suggestions are sought from the non-teaching staff members for improving the systems of administrative processes.

• Activities through Committees Departments: The College also functions with the help of various Committees and Departments. Every Committee has a designated Convenor, and every Department has a designated Head. The Convenors and Heads conduct their respective team meetings, plan their academic calendar, and ensure its execution. The Convenors and the Heads are responsible to get the work done from the members of their respective Committees and Departments. The Committees and Departments conduct co-curricular and extra-curricular activities for the student's overall growth and development. The College Committees consist of student members who assist in organizing and conducting the activities. Students Council members are also involved in the conduct of Committee and Department activities.

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	<p>1. The admission process is followed as per University guidelines. 2. Instalment facilities are provided to the needy students for the payment of their fees. 3. Orientation programme is conducted for the students after their admission. 4. Students are given assistance on filling the University pre-admission form. 5. Management provides concessions in tuition fees to the needy students.</p>
Industry Interaction / Collaboration	<p>1. Guest lectures were organized where resource persons were invited from the industrial and corporate sector to give practical insights to the students. 2. Technoserve has conducted employability and soft skills training for the Third-Year students. 3. Alumni of our College take up seminars on their specialised fields and they orient our current students with the latest information about the corporate and industrial sector. 4. BSE provides a short-term course to our students on financial and capital</p>

	markets.
Human Resource Management	<p>1. Teachers are encouraged to take up orientation, refresher and short-term courses. 2. Teachers are deputed for workshops, seminars, and conferences.</p> <p>3. Non-teaching staff members are encouraged for taking up professional development programs. 4. Appreciation and incentives are provided to teaching and non-teaching staff members for their outstanding performance. 5. Students' feedback is undertaken on the teaching learning process. 6. Students' feedback is also sought about administrative services provided by the non-teaching staff members.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>1. Renovation of staff cabins 2. Cloud printing solution 3. Shift of internet connection from Hathway to Tikona for better internet connectivity. 4. Library is automated using Integrated Library Management System - iSlim version 1.6.4 5. National Digital Library membership 6. Develop and maintain e-resources.</p>
Research and Development	<p>1. The College has a Research Publication Cell that encourages research activities among the teachers and students. 2. The Cell publishes an Annual Research Journal, Insight: Management Review which bears ISSN. The Cell also publishes students' journal titled - Prasavidha. 3. The teachers are provided with incentives to publish research papers in UGC-listed Journals.</p> <p>4. The Cell deutes teachers to participate in research conferences. 5. There are three teachers who have received funds from University of Mumbai for their Minor Research Projects during the AY: 2019-20. 6. The Cell had organized an International Research Conference on the theme: Building New India through Innovation in Education.</p>
Examination and Evaluation	<p>1. CIE is conducted regularly at every semester across all the programs. 2. CAP centre is maintained for teachers for smooth assessment. 3. Information regarding the examination is regularly uploaded on the College website. 4. OSM software is installed for assessment of University TY papers. 5. Preparatory exams are conducted for TY students so that they can get adequate practice and question banks</p>

are also provided well in advance before the exam. 6. FY and SY examinations are conducted at College level by following the directives of University of Mumbai.

Teaching and Learning

1. There is an audio video facility with internet connection in every classroom to enhance the teaching learning process. 2. Google classroom is initiated by each teacher to provide learning material, PPTs, videos (related to topic). 3. For advanced learners, Academic Performance Meetings were conducted for Third Year students for improving their academic performance. Remedial teaching is undertaken for slow learners. 4. Bridge courses in Mathematics were conducted for first year students. A session is conducted for clearing basic mathematics since most students would have chosen Secretarial Practice in HSC.

Curriculum Development

1. Since the College is affiliated to University of Mumbai, the syllabus is designed and developed curriculum by the University. Hence, there is less scope for the College in developing the course curriculum. 2. The teachers participate in seminars and workshops relating to curriculum development organized by the University. 3. The College has organized Add on courses for the students, wherein the concerned teachers are involved in designing and development of the curriculum of the Add on Courses. Industry experts were invited for their suggestions relating to the curriculum of the Add on Courses.

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	Name of the professional body for	Amount of support
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		for which financial support provided	which membership fee is provided	
2019	Renita Vazirani	Workshop on New AQAR Methodology organized by Valia C.L.College of Commerce	NA	1000
2019	Sana Ansari	FDP on Application of statistical tools in research organized by SIES College of Management Studies	NA	1770
2019	Dr. Pallav Das	Short-term Course on Teacher Entrepreneurship and educational Leadership organized by University of Mumbai (UGC - HRDC)	NA	1000
2019	Dr.(Mrs.) Meeta Pathade	International Level Conference on Building Sustainable Communities: Growing the Green Economy organized by Niche Institute of Management Technology ChangduThimphu Bhutan	NA	1500
2019	Dr.(Mrs.) Meeta Pathade	Workshop on Role of Management and principal as Stakeholder in Assessment and Accreditation under NIRF NAAC organized by L.S. Raheja College of Arts Commerce	NA	750
2019	Mr. Trilokchand	Short-term Course on E	NA	1000

	Jajoria	Filing Statutory Compliances to Tax Laws organized by University of Mumbai (UGC - HRDC)		
2019	Yogesh Lahare	National Level Workshop on Career Dimentions in Physical Education Sports Sciences : A global Perspective organized by Gurukul College of Commerce	NA	700
2019	Priti Surve	Short-term Course on Statistical data analysis using softwares organized by University of Mumbai (UGC - HRDC)	NA	1000
2019	Priti Surve	FDP on Awareness on NAAC revised Framework organized by Aadhyapana	NA	900
2019	Priti Surve	Workshop on Online Course Design, Development and Delivery organized by UGC HRDC, Uiniversity of Hydrabad	NA	1000
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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)
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2019	Digital Tools For Research	NA	18/07/2019	18/07/2019	18	Nil
2019	NA	Session by Counselor, Understanding Your Minds	14/12/2019	14/12/2019	Nil	7
2020	Lecture Series on Soft Skills	Lecture Series on Soft Skills	08/05/2020	24/05/2020	19	8
View File						

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
Creation of e-content organised by Universal Teachers Academy, Puducherry	1	21/04/2020	30/04/2020	Nil
FDP on Awareness of NAAC revised framework	1	06/04/2020	13/04/2020	Nil
UGC HRDC RUSA Sponsored Short term Course on Statistical Data Analysis using Software	1	27/01/2020	01/02/2020	Nil
UGC HRDC RUSA Sponsored Short term Course on Teacher Entrepreneurship and Educational Leadership	1	23/12/2019	30/12/2019	Nil
UGC HRDC RUSA Sponsored Short term Course on E- Filing and Statutory Compliances to Tax Laws	1	18/12/2019	24/12/2019	Nil
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	16	8	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Fund, Gratuity, Cash Incentives, Duty Leaves, Sponsorship for conferences, seminars, workshops, and courses, Maternity / Paternity Leaves, Sabbaticals, Compensatory Leaves, Ward fee concession, On-call Doctor.	Provident Fund, Gratuity, Cash Incentives, Duty Leaves, Sponsorship for workshops, seminars, and courses, Maternity / Paternity Leaves, Sabbaticals, Compensatory Leaves, Ward Fee Concession, On-call Doctor.	Meritorious Scholarships, Instalment facility for Fee payment, Subsidized Canteen, Railway Concession, Long Distance Travel Concession, Provision of Trainers for co-curriculars, extracurriculars and sports, Sports kits, T shirts, Sponsorship for Conferences, On-call Doctor, Traveling allowances for participation at inter-collegiate events.

6.4 – Financial Management and Resource Mobilization

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

Every year, the College conducts internal and external audits. The internal financial audit was conducted on 12th October 2019. All the books of accounts and the documents were verified and found in order. The internal financial audit was conducted by Mr. Prabhu Desai. The external financial audit is conducted by K. J. Colah Co. and the audit was conducted for the financial year 2019-20. No irregularities were 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
Institutions (Academic Based)	12000	Career Guidance
View File		

6.4.3 – Total corpus fund generated

7490951.00

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	No	NA	Yes	IQAC Members
Administrative	No	NA	Yes	Management Representative

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

1. PTA had organised an Orientation Program for the parents to orient them about the College discipline, attendance for the lecture, other curricular activities, exam pattern, students' performance etc. Orientation for parents were conducted as under: • 6th July 2019 - TYBCom / BMS/BBI • 13 July 2019 - SYBCom / BMS/BBI • 13th August 2019 - FYBCom / BMS/BBI 2. A guidance session on "Understanding Your Children" was organized on 28th December 2019. The session was delivered to make the parents understand: parenting the new generation, transitions in society, connecting to children as a friend to understand their problems, how the dynamics between the parents affects their children. 26 parents attended this session. 3. PTA had taken the initiative to felicitate the parents of whose students have topped in curricular and co-curricular activities on 15th December 2019. The objective to felicitate the parents was to recognize their support and encouragement that they give to their children.

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

1. On September 15, 2019, a training session for the Security staff of the College was conducted. This was done to ensure a more professional conduct with reinforced security measures to be followed by them. 2. Counselling Guidance Cell had organized a Session on "Effective Communication" for Security Staff on December 28, 2019. The session was conducted by the Counsellor Ms. Paulomi Pandit. The session was organized to make security personnel understand the Impact of Security staff on students and on others and their role in building the image of the institute. 3. Counselling Guidance Cell had organized a Session on "Effective Communication" for Peons on December 14, 2019. The session was conducted by the Counsellor Ms. Paulomi Pandit. The session was organized to make College Peons develop better inter-personal communication with the students and improve their overall behaviour and attitude.

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

1. In May 2019, a Disaster Management Safety video for Patuck Campus was created and recorded by the management with the Patuck campus liasoning officer Ms. Megha Nair Pillai. The video explains about the safety measures to undertake during evacuation at the time of the disaster and also how to reach a safe site during a disaster. 2. On June 6, 2019, the Cell decided to commence the new AY by conducting a Gratitude Session, in which all staff - teaching and non-teaching, will thank another who had helped them during the previous AY. All the staff members acknowledged the person who helped them and narrated an incident. Each acknowledged person was appreciated and presented with flowers as a mark of gratitude. This was done with the objective of building the team spirit within all. 3. The IQAC conducted a donation drive (cash and kind) for the flood-stricken victims of Maharashtra. Cash of Rs. 2500/- was collected and in-kind items like food items and clothes were collected. In August 2019, it was arranged to send the items to the areas of Kolhapur and Sangli.

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	No

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

2019	Student Exchange Program	22/08/2019	22/08/2019	23/08/2019	8
2019	Internal Financial Audits	12/10/2019	12/10/2019	12/10/2019	5
2020	SWAYAM Courses Orientation	18/01/2020	18/01/2020	18/01/2020	13
2020	Student Exchange Program	20/01/2020	20/01/2020	23/01/2020	60
2020	Internal Academic Audits	05/02/2020	05/02/2020	26/02/2020	21
Nil	Webinar on, Initiative to Enhance Quality in Higher Education	22/04/2020	22/04/2020	23/04/2020	27

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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
Workshop on Gender Sensitization	30/11/2019	Nil	34	30
Seminar on Third Gender Sensitization	21/01/2020	Nil	36	23

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 percent

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	1
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil

Rest Rooms	Yes	1200
Scribes for examination	Yes	Nil
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	2	2	12/09/2019	3	Road Safety Crowd Management	Reducing road traffic and congestion at Vakola	30
2019	1	1	13/09/2019	8	Juhu Beach Cleaning Drive	Environment preservation	138

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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	02/05/2019	The Prospectus is uploaded on the College website for the prospective students about the code of conduct that the students need to adopt in College. An Orientation is provided to the students every year about the discipline and decorum, and rules and regulations of the College. Students Council members are involved from time-to-time about the compliance of the code of conduct.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Yoga Day	21/06/2019	21/06/2019	117
Interaction with	13/08/2019	13/08/2019	10

students on "How do I deal stress?"			
Interaction with students on "How do I deal with my emotions?"	28/08/2019	28/08/2019	15
Seminar on "Cyber Security"	31/08/2019	31/08/2019	94
Eco-friendly Ganesh Making Competition	19/09/2019	19/09/2019	5
Interaction with students on "Compassion with Peers"	23/11/2019	23/11/2019	13
Movie screening on "Constitution of India"	26/11/2019	26/11/2019	364
Orientation on Prevention of Sexual Harassment	27/11/2019	27/11/2019	347
Session on "Understanding Your Child"	29/12/2019	29/12/2019	40
Certificate Course on Foundation of Human Behaviour	20/01/2020	23/01/2020	30
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Tree plantation is conducted on campus every year.
- Installation of the solar panel for conservation of electricity
- Installation of E-waste Bin
- Nursery garden project at the College terrace
- Installation of LED lights
- Maintenance of compost pit
- Construction of green spots in the campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Collaboration with Various Organisations Goals

- To groom students with soft skills and so as to be corporate-ready
- To get exposure of different culture and to bring about holistic development among students.
- To encourage reading habits among students
- To participate in research about employability of young adults and soft skills program
- To enable participation of stakeholders for improving College processes.

Context The College took the initiative of collaborating with different organizations to widen its exposure for the benefit of the students. In this competitive world, it is necessary to prepare our students to face the world of work. The Practice

- The interested students were trained on personal and professional effectiveness to make them corporate ready as a part of collaboration with Ashwattha Advisors Private Limited.
- College initiated Student Exchange Program with two educational institutions: (1) Tilak Maharashtra Vidyapeeth, Pune (2) Gurukul College of Commerce, Ghatkopar
- Our College collaborated with Public Night Degree College, Santacruz - an educational institution in our vicinity to provide wide

choice of reading books and related activities. • Berkeley - University of California collaborated with our College on Employability Training project. The interested final year students were a part of their research survey who were provided with the employability training. • Indian Development Foundation and our College worked together on Student Leadership Program. Interested students were provided leadership training on teaching younger students in Municipality schools. • Our College also tied up with an NGO - Ekta Foundation and a corporate entity - Achievo Eng. Pvt. Ltd - whose representative agreed to be on Board of College Development Committee (CDC) and Internal Quality Assurance Cell (IQAC) respectively. Besides their expertise, they would provide donation for the development of the College. Evidence of Success • 24 students participated in MoU with Ashwattha Advisors Private Limited for being corporate-ready. • 60 students at our College 60 students from the collaborating college participated in MoU with Gurukul College, Ghatkopar. 28 students participated in collaboration with Tilak Maharashtra Vidyapeeth. • 37 students participated in the research survey conducted by Berkley, University of California. They also provided their research report and a Letter of Completion to our College. • The President of Ekta Foundation and the Chairman of Achievo Eng. Pvt Ltd. have been actively providing their valuable inputs to the College through their participation in CDC IQAC meetings respectively. Ekta Foundation has provided research funding to one of our faculty. Achievo Eng. Pvt. Ltd. has sponsored funds towards students' fees. Problems Encountered • Shyness and lack of exposure among students does not allow them to open up and express. • Students had to miss their regular lectures to actively participate in the collaborative activities. • Few students showed lack of commitment to complete their assignments. • Not many students availed the reading facility at our nearby college. Best Practice 1 Collaboration with Various Organisations Goals • To groom students with soft skills and so as to be corporate-ready • To get exposure of different culture and to bring about holistic development among students. • To encourage reading habits among students • To participate in research about employability of young adults and soft skills program • To enable participation of stakeholders for improving College processes. Context The College took the initiative of collaborating with different organizations to widen its exposure for the benefit of the students. In this competitive world, it is necessary to prepare our students to face the world of work. The Practice • The interested students were trained on personal and professional effectiveness to make them corporate ready as a part of collaboration with Ashwattha Advisors Private Limited. • College initiated Student Exchange Program with two educational institutions: (1) Tilak Maharashtra Vidyapeeth, Pune (2) Gurukul College of Commerce, Ghatkopar • Our College collaborated with Public Night Degree College, Santacruz - an educational institution in our vicinity to provide wide choice of reading books and related activities. • Berkeley - University of California collaborated with our College on Employability Training project. The interested final year students were a part of their research survey who were provided with the employability training. • Indian Development Foundation and our College worked together on Student Leadership Program. Interested students were provided leadership training on teaching younger students in Municipality schools. • Our College also tied up with an NGO - Ekta Foundation and a corporate entity - Achievo Eng. Pvt. Ltd - whose representative agreed to be on Board of College Development Committee (CDC) and Internal Quality Assurance Cell (IQAC) respectively. Besides their expertise, they would provide donation for the development of the College. Evidence of Success • 24 students participated in MoU with Ashwattha Advisors Private Limited for being corporate-ready. • 60 students at our College 60 students from the collaborating college participated in MoU with Gurukul College, Ghatkopar. 28 students participated in collaboration with Tilak Maharashtra Vidyapeeth. • 37 students participated in the research survey conducted by Berkley, University of California. They also provided their

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

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

Our College exhibits strong networking skills with its different stakeholders:

- Students: The students are the centre of all our endeavours. The students are always abreast with all the College events and programs through notices and meetings. The teachers provide counselling to the students whenever required. Even during the lockdown period (due to COVID-19 pandemic), our staff members were in touch with the students not only for academic issues but also for personal issues.
- Staff: The staff members network among ourselves through staff meetings, department meetings, committee meetings through formal and informal ways. Even during the pandemic, staff meetings were conducted online through Google meet platform.
- Parents: PTA meetings were organized where the parents are informed about the College activities and achievements. Parents were also provided with an expert session on "How to deal with our Children" so that they develop good relationship with their children.
- Alumni: The College

has registered its Alumni Association. We connect with many alumni students for several activities of the College and to know about them. An alumni survey was conducted through google form to know more about them. • NGOs: The College has associated itself with several NGOs during the AY: 2019-20: Majlis, Bharatiya Stree Shakti, Hum Safar and Ekta Foundation. • Other educational institutions: During the AY: 2019-20, College was associated with University of Mumbai for conducting SET exam, Tilak Maharashtra Vidyapeeth and Gurukul College of Commerce for Student Exchange Program, Public Night Degree College for Inter-Library Loan facility and others. • Corporates: College is associated with Technoserve that provides corporate connect to our students. Chairman of Achevio Eng. Pvt. Ltd. is on Board of IQAC and contributes to student's fund. Several guest lectures were conducted for students where corporates were invited to orient the students on real work experiences on different subjects.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

• Augmenting teaching learning methods • Undertaking Faculty Exchange Program • Academic and Administrative Audit • Undertaking Quality Audits • Improving design and attainment of Course Outcomes, Programme Specific Outcomes and Programme Outcomes.