



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

## **PATUCK-GALA COLLEGE OF COMMERCE AND MANAGEMENT**

**PATUCK CAMPUS, 100 NEHRU ROAD, RUSTOMBA PATUCK MARG, VAKOLA  
BRIDGE, SANTACRUZ (E)  
400055**

**[www.patuck.edu.in/degree-college/](http://www.patuck.edu.in/degree-college/)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2022**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

Patuck-Gala College of Commerce & Management is governed by a charitable Trust, Patuck Polytechnic Trust. The Trust was established by late Shri Rustomba Patuck, a businessman settled in Manchester, UK and turned philanthropist in the cause of vocational and professional training, on his return to India.

The Organizing Board of our College are members from various professions, such as accounting, IT, legal, social work, and real estate. They constantly guide the staff and students towards the Vision of the Institution.

The College is affiliated to University of Mumbai. At the time of its inception in 2002, the College offered B.Com. Program. In the AY: 2003-04, the College commenced BMS Program and in 2009-10, B.Com. (B&I) Program was commenced. The College also offers several Certificate Courses to the students like Personality Development, Tally ERP 9, Corporate Readiness, etc. These Courses impart life skills to the students. The average student strength of the College stands at about 1,100.

Our College has participated in National Institutional Ranking Framework (NIRF) since the AY: 2018-19.

Our faculty members adopt robust teaching learning methods in imparting quality education to students. Technology in teaching is very smoothly integrated in our pedagogy. Under the guidance of IQAC, our College has signed MoUs with corporates to bridge the industry-academia gap. Also, the College provides wide exposure to staff and students through their participation at seminars, workshops and conferences.

Our College has myriad facilities like library, sports rooms, playground, turf, canteen, computer labs and an auditorium.

The College strives to bring overall development of the students. Hence, the students are provided an exposure of extra-curricular and extension activities. The students enthusiastically participate in these activities at intra-collegiate and inter-collegiate levels. For students' holistic development, the College functions through a systematic structure of Departments and Committees.

The administrative affairs of our College are well-managed by the non-teaching staff under the able guidance of the Principal.

Our College believes in stakeholder delight. We seek continuous feedback from our staff, students, alumni, parents, other academic institutions and corporate to explore the potential opportunities so as to transform our students into global citizens.

### **Vision**

Patuck Gala College of Commerce & Management believes in transforming young adults into responsible citizens through education. We aim at creating an inclusive society and inspire the weaker section towards education and innovation. We aim to create the future leaders to inspire every member of the underprivileged communities to endeavour towards a more just, fair and responsible world. Striving to achieve these goals, the

vision of the College is as follows:

**“TO INNOVATIVE, ENHANCE, EMPOWER AND EXCEL IN EDUCATION”**

### **Mission**

The Mission of the College is to make quality education accessible and achievable to all. The College provides an environment of stimulating young minds for innovative ideas. Regular training programs on soft skills and information technology ensure the development of the students into potential leaders of tomorrow. Through a plethora of extracurricular and co-curricular activities, the College ensures a holistic development of the students, giving them an opportunity to explore their talents and interests. This enables them to assess their lives, face hardships with more positive approach and make informed decisions on their career paths. Keeping these aims in the forefront, the College is set to achieve the following Mission:

1. To make higher education accessible to all, particularly to socially weak students, enabling them to face challenges of life with a positive attitude.
2. To provide a conducive atmosphere for intellectual development and to impart authentic leadership training.
3. To give better facilities and total delight to all stakeholders.
4. To be at the forefront in all fields of education.
5. To promote effective use of information technology to ensure continuous improvement in imparting quality education.
6. To start courses and curriculum to meet market needs.
7. To promote global standards of professional education in an environment attentive to requirement of partner institutions.
8. To ensure that administrative and accounting records are up-to-date and reviewed regularly.
9. To make students responsible citizens of the country by stimulating social responsibilities through community-oriented programmes.
10. To provide facilities for overall personality development of students.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- Conduct of Add on Courses to impart life skills to the students
- Strong feedback mechanism from stakeholders
- Publishes a peer reviewed ISSN Journal – “Insight: Management Review” where it invites articles and papers from teacher fraternity to present the research views.
- Publishes a Student Research Journal – “Prasavidha” wherein the students contribute their research work under the guidance of teachers
- Vibrant extension unit
- Growing number of linkages with other educational institutes, corporate entities, and NGOs for providing practical exposure to the students.
- Good infrastructure with playground, turf, sports room, conference room, auditorium, automated library, ICT enabled classrooms and Wi-fi facility in the campus.
- Equal focus on conduct of several co-curricular and extra-curricular activities for overall personality

development of students.

- Instalment facility to students in paying their fees.
- SPACE (Scholarship Program for Adoption of Children's Education) for the deserving students initiated by the Management
- Transparent mechanism for timely redressal of students grievances
- Registered Alumni Association and its strong alumni support.
- The Management of the College believes in decentralization and participative decision-making
- Teachers are dedicated, committed and professional in their approach. All teachers use ICT tools for effective teaching learning process. Student-centric teaching methods are adopted through case study, practicals and tutorials.
- Participation in NIRF.
- Conduct of requisite quality audits like AAA, Gender Audit, Library Audit and IT Audit.
- Disabled friendly campus facilities for students with special needs
- Eco-friendly campus with facilities like LED and sensor lights, solar power, rainwater harvesting, compost pit, etc.

### **Institutional Weakness**

- The pandemic has affected the number of students enrolment in B.Com. and B.Com. (B&I) Programs
- Limitation in drafting syllabus of the courses
- Procedural delays in initiating post graduate programs
- Paucity in research grants from government and non-government agencies for research projects.

### **Institutional Opportunity**

- Increase in students' enrolment in B.Com. and B.Com.(B&I) Programs
- Increase the number of Add on Courses and Professional Courses
- More teachers can register for Ph.D. program
- Increase applications for research grants to government and non-government agencies
- Increase research publications in UGC Journals, Web of Science and Scopus indexed Journals
- Increase in industry linkages for campus placements
- More students can avail the government scholarship
- Increase in guidance for competitive examinations for students

### **Institutional Challenge**

- Inflexibility in syllabus design and development since the College is affiliated to University of Mumbai
- Increase in student strength for the Programs offered by the College
- Improving student-teacher ratio
- Improving students academic performance since they come from humble academic and socio-economic backgrounds.
- Time to engage in intense academic endeavor like publishing of books
- Funds to enable students participation in cultural and sports activities at national and international levels
- Procedural requirements pose difficulty in availing government scholarship to students
- Procedural difficulty to keep a track of students qualifying state/ national/ international level

examinations

- Fund mobilization for extensive implementation of e-governance
- Resource mobilization from different funding agencies and NGOs
- Ban on plastic is a challenge

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

- Curricular aspects form an important feature of an educational institution. Patuck-Gala College of Commerce & Management is affiliated to University of Mumbai. Thus, the College adopts the syllabus provided by the University and develops an apt curricular design for course delivery within the framework and guidelines of the affiliating University.
- The curricular planning is well documented through academic calendar, teaching plan and other reports. IQAC plays an important role to monitor curricular implementation. The curriculum is delivered effectively to attain Course Outcomes and Program Outcomes offered by the College. The teachers actively participate in syllabus revision seminars and workshops organized by University of Mumbai. The Principal of the College is the Board of Studies member of an autonomous College under the aegis of University of Mumbai. All the teachers are paper-setters and examiners for the exams conducted by/on behalf of University of Mumbai. The teachers are also involved in design and development of curriculum of Add on Courses offered by the College.
- The College offers three UG programs, namely, Bachelor of Commerce, Bachelor of Management Studies, Bachelor of Commerce (Banking & Insurance). The College has adopted Choice Based Credit and Grading System (CBCGS) for all these programs. Add on Courses like Personality Development, Foundation of Human Behaviour, Tally ERP 9, Conversational English, Corporate Readiness, etc. are offered to the students. Skill Development Committee of our College plays an active role in the design, development, and implementation of the Add on Courses to impart life-skills to the learners.
- Curriculum enrichment is a pre-requisite for holistic development amongst students. The College offers several courses that integrates crosscutting issues like professional ethics, gender, human values, environment and sustainability into the curriculum. Teachers include experiential learning through project work, field work and internships All the students participate in project work under the guidance of the teacher-in-charge.
- The College has a structured curriculum feedback mechanism. Under the guidance of IQAC, Feedback Committee collects feedback from stakeholders like students, teachers, employers and alumni. The feedback is also analyzed and Action Taken Report is prepared to enhance the learning effectiveness.

### Teaching-learning and Evaluation

- Teaching-learning and evaluation pertain to the Institution's efforts about the teaching learning experiences and the graduate attributes of the learners in the College.
- The College follows a transparent student admission process as per the norms of University of Mumbai.

The student profile is diverse irrespective of any particular caste, gender, geographical area, socio-economic, cultural and educational backgrounds. Our College is a Parsi Minority and hence the policy of reservation category of the State Government is not applicable.

- The students learning levels are assessed and accordingly special measures are undertaken to improve their learning levels. With the initiative of IQAC, Academic Performance Improvement meetings are organized for advanced learners and remedial teaching is conducted for slow learners. The College also conducts Bridge Course in Mathematics for the students admitted in First Year since many students opt out of Mathematics in their Junior College.
- The College emphasizes on providing effective teaching learning experiences to the teachers as well as the students through participative learning, experiential learning and collaborative learning modes. The academic infrastructure of the College includes 100 percent smart classrooms and adequate knowledge resources. All the teachers use ICT enabled tools for effective teaching learning process. Google meet and Google classroom are digital platforms used to facilitate the online teaching learning process. E-resources are extensively provided to the teachers and students in the form of e-books, videos and presentations. The College has a Mentor Mentee Policy to address the students' academic and other related issues so as to improve the performance of the students.
- The College has adequate well-qualified teachers. The teachers continuously seek improvement in their work and strive for professional excellence.
- The College follows a formative evaluation process with an efficient mechanism to redress the students' grievances as per the guidelines of University of Mumbai. PTA meetings are regularly conducted to communicate the students' progress to the parents.
- Students learning outcomes are evaluated through proper feedback mechanism from different stakeholders.

### **Research, Innovations and Extension**

- Our College has a Research & Publication Cell that promotes research culture by encouraging students and faculty to participate in research publications and research paper presentations. College publishes a peer reviewed ISSN Journal – “Insight: Management Review” where it invites articles and papers from teacher fraternity to present the research views. In order to aid students develop writing and analytical skills, the College publishes a Student Research Journal – “Prasavidha” wherein students contribute research papers authored by them and guided by Teachers of the Research & Publication Cell. The Cell has laid down a Code of Ethics in Research to promote ethics in research among the students and staff. College provides monetary appreciation to teachers for encouraging publication in UGC listed journals.
- Teachers have received grants from University of Mumbai for Minor Research Projects. College has collaborated with Ekta Foundation (NGO) for encouraging research on community-based projects.
- Research & Publication Cell deputed students and teachers for conferences to present research papers. In the last five years, the Cell has organized two international research conferences in collaboration of Higher Education Forum (HEF) and one national level student colloquium for promoting research culture at national and international levels.

- Our College believes that extension activities form an important part of education that focuses on community services. College has received Best NSS Unit Award and Best PO Award for the extension activities for the AY: 2019-20. College has also received Best Street Play Award at the University UDAAN Festival, DLLE during the AY: 2018-19. Our College conducts rural camps at Saphale to conduct community-based projects in the villages like Borichapada, Korichapada, etc.
- The College has established a strong social network by collaborating with academic institutions, industry and NGOs. The collaborations include activities like Student Exchange Program, Faculty Exchange Program, resource sharing and training to students. MoUs are signed with the collaborating agencies as an indication of a formal agreement.

### **Infrastructure and Learning Resources**

- The College has adequate classrooms and all of them are ICT enabled. The students have the facility of sports room, conference room, library, computer laboratories and auditorium for co-curricular and extra-curricular activities of the College. The students play indoor games like chess, carrom, and table tennis in the sports room. The Institution has a playground and a turf facility for sports activities like football, box cricket, khokho, kabaddi, volleyball, throw ball, etc.
- Our College library is automated with iSLIM software and iOPAC for remote access to resources. N-list, NDLI and Kindle are all forms of e-resources for staff and students. The library also maintains computers and tablets for students reading and reference purposes. The Library Committee is formed that looks into the functioning of the library activities. The Committee provides book bank scheme and library internship facility to the students. Library facility is extended to alumni students and for the users who are in the vicinity needing the library facility for any academic purpose. The area of library includes 1795 sq.ft. with a seating capacity of 125 users at a time. The Library Committee creates the library budget annually.
- The Institution frequently updates its IT facilities in the campus for catering to the academic and administrative needs of the students and staff. This includes upkeep and upgrade of smart classrooms, computers and Wi-Fi facility. The internet facility is available in the campus with the Bandwidth of 60 MBPS.
- The College undertakes regular maintenance of infrastructure for physical, academic and support facilities like computer hardware and software, air-conditioners, lift, fire extinguishers, pest control, water coolers, and water tank cleaning. An electrician is appointed on contract basis to maintain the electrical requirements of the campus on regular basis. IT team is appointed to maintain the IT infrastructure of the campus. There are Annual Maintenance Contracts of physical infrastructure in the campus. Security and housekeeping staff are appointed for maintenance and cleanliness of the physical facilities in the campus. College allocates adequate budget for augmentation and maintenance of infrastructure for physical and academic support facilities.

### **Student Support and Progression**

- The mission of the College is to provide facilities for the overall personality development of the students.

- The College has a Scholarship and Freeship Committee that provides scholarship and freeship benefits to the students. The benefit is provided by government agencies and non-government agencies like Higher Education Forum (HEF), Association of Non-government Colleges (ANGC), etc. Management has initiated SPACE (Special Program for Adoption of Children's Education) for deserving students. The College regularly conducts programs based on soft skills, life skills, ICT skills, language and communication skills for students. The College provides counseling facility to students. The College has a Students Grievance Cell, Internal Complaints Committee and Anti-ragging Committee that look into timely redressal of students' grievances.
- The College has a Placement & Career Guidance Cell that grooms students for their professional life, provides career counseling and assists in placement and internship opportunities.
- The College encourages students' participation in extra-curricular activities like sports and cultural. The College believes in involving and engaging students in various administrative, co-curricular and extra-curricular activities. Students' Council is formed as per the norms of University of Mumbai.
- The College has a registered alumni association – Mitra Niketan Alumni Association. The alumni students actively contribute to their alma mater by conducting seminars and workshops for the students. They engage with the College as expert judges for cultural competitions.

### **Governance, Leadership and Management**

- Our College functions effectively due to the excellent governance, leadership and management on matters related to human and financial resources.
- The functioning of the College is as per the directives and guidelines of University of Mumbai. The plans and policies are aligned with the Vision, Mission, Core Values, Quality Objectives and Quality Policy of the Institution. There are several Departments and Committees which are engaged in deployment of overall plans and progress of the Institution. The College has laid down perspective plans and have involved the staff members for its formulation as well as execution. Regular meetings are conducted with the staff members to invite their suggestions and opinions. The College is run under the outstanding and visionary leadership of the top management and the Principal of the College. The College promotes the culture of decentralization and participative management in decision-making.
- The organogram of the College reflects well-defined organization structure with hierarchical relationships of authorities and responsibilities. E-governance has been implemented in the College in the areas of administration, finance, student support, and examination.
- Several welfare measures are provided to the staff members that keeps them motivated to perform better. Staff members are provided with financial support to attend conferences, and workshops. Efforts are made by the Institution to upgrade the professional competence of the staff by organizing and deputing to professional development programs. Every year, the IQAC with the help of Feedback Committee executes the Performance Appraisal System of the teaching and non-teaching staff members.
- The income and expenditure of the College are subject to internal and external financial audits every year. The funds for the Institution is primarily mobilized through fee collection. The funds are optimally utilized to meet the capital and operational expenses of the College.
- IQAC of our College aims at continuous improvement of quality in the academic and administrative functions of the College. It adopts quality management strategies and systems in all academic and administrative functioning.



## **Institutional Values and Best Practices**

- Our College makes a powerful impact on its stakeholders and this is reflected in its values and best practices. It is responsive to pressing issues like gender equity, environment consciousness and sustainability, inclusiveness and professional ethics.
- The College organizes gender equity promotion programs through curricular and co-curricular activities. There are facilities for alternate sources of energy and energy conservation like solar energy, wheeling to the grid, sensor-based energy conservation, use of LED lights and power efficient equipments. The College has effective waste management systems including e-waste. There are water conservation facilities in the campus like rain water harvesting and borewell. Several green campus initiatives have been undertaken including quality audits like Energy Audit, and Green and Environment Audit. The College extends its environment promotion activities even beyond the campus by adopting a village and participating in activities like cleanliness drives at beaches, tree plantation drives in the vicinity, etc. The College believes in providing disabled-friendly environment by installing ramps, special washroom facility, accessible website and permission for scribe. The College strives to provide inclusive environment by promoting cultural, regional, linguistic, communal, socioeconomic and other diversities. It also makes efforts in sensitizing students and staff to constitutional obligations. There is a prescribed Code of Conduct for students, teachers and others which is displayed on the College website. A Committee for Compliance is formed to monitor the Code of Conduct and to conduct periodic programs in this regard. The College celebrates and organizes national and international commemorative days, events and festivals.
- The College strives to achieve excellence in its academic and administrative functions. Two best practices are elaborated (1) Collaborations with several HEIs, corporate entities and associations (2) Clean and Green Campus
- “Service to Society” is the Institutional distinctiveness; for which the College is to be recognized for. The focus of our activities and practices lays on contributing to society with the involvement of top management, staff members, students, and alumni.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	PATUCK-GALA COLLEGE OF COMMERCE AND MANAGEMENT
Address	Patuck Campus, 100 Nehru Road, Rustomba Patuck Marg, Vakola Bridge, Santacruz (E)
City	MUMBAI
State	Maharashtra
Pin	400055
Website	<a href="http://www.patuck.edu.in/degree-college/">www.patuck.edu.in/degree-college/</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Meeta Pathade	022-26692477	9167232152	022-26692477	patuckgala.degreecollege@gmail.com
IQAC / CIQA coordinator	Renita Vazirani	022-9920660522	9920660522	022-	renita.vazirani@patuck.edu.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes <a href="#">Minority Letter_opt.pdf</a>
If Yes, Specify minority status	
Religious	Parsi
Linguistic	NA
Any Other	NA

<b>Establishment Details</b>				
Date of establishment of the college	12-08-2002			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Maharashtra	University of Mumbai	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Patuck Campus, 100 Nehru Road, Rustomba Patuck Marg, Vakola Bridge, Santacruz (E)	Urban	2.122	3667

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BMS,Commerce	36	HSC	English	60	59
UG	BCom,Commerce	36	HSC	English	480	203
UG	BCom,Commerce	36	HSC	English	60	16

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				18			
Recruited	0	0	0	0	0	0	0	0	6	12	0	18
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>						
	<b>Male</b>		<b>Female</b>		<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government						0
Recruited	0		0		0	0
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						9
Recruited	5		4		0	9
Yet to Recruit						0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	1	2	0	3
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	3	0	5
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	4	7	0	11

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	1		0		1

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	148	2	0	0	150
	Female	126	2	0	0	128
	Others	0	0	0	0	0
Certificate / Awareness	Male	47	0	0	0	47
	Female	78	0	0	0	78
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	14	10	3	11
	Female	7	7	6	7
	Others	0	0	0	0
ST	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	18	22	21	13
	Female	9	15	12	17
	Others	0	0	0	0
General	Male	143	208	265	310
	Female	99	133	145	197
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		291	395	452	555

**Institutional preparedness for NEP**



1. Multidisciplinary/interdisciplinary:	College believes that multidisciplinary education brings about holistic development of students. The College offers credit based courses and projects in the areas of community engagement and service, environmental education and value-based education. Students are provided with internship opportunities to actively engage them with the practical side of the learning, which improves their scope of employability. College has designed and developed Certificate Courses for greater engagement in specialized areas. Our teachers engage in pedagogy that emphasizes on communication, discussion, debate, research and opportunities for interdisciplinary thinking.
2. Academic bank of credits (ABC):	The College has planned and made provisions for digitally storing the academic credits of the student. A students' academic history shall be digitally maintained in a central data management system. With the multiple exit options, the students will be provided with the academic credits earned at each exit option.
3. Skill development:	College has a Skill Development Committee that conducts seminars and workshops for developing and enhancing students' skills for their holistic development. The Committee takes the initiative to design and develop skill-based courses for the students. These courses impart life skills like decision-making skills, communication skills, research skills, ICT skills, etc. The College also conducts capacity building programs to impart requisite skills to the students.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Some of our students require understanding of the course topics in prominent Indian languages like Hindi and/ or Marathi. Our teachers organize a special engagement with those students so that they get better clarity of the topics. Our College encourages students to participate in writing book reviews, article writing, essay writing, etc. in other-than English language. At inter-collegiate level, we encourage students' participation in non-English language for debate, elocution and storytelling competitions. The Cultural Committee of our College organizes several activities to engage students in different cultural dimensions of our country. The activities include traditional day, folk dance, patriotic singing, etc. The College is prepared for appropriate

	integration of Indian knowledge into its education system.
5. Focus on Outcome based education (OBE):	Our College has taken the imitative to adopt Outcome Based Education (OBE) approach. Under the guidance of the IQAC, our College plans Course delivery and assessment to achieve stated objectives and outcomes. The Course Outcomes are aligned with Program Outcomes. Several department meetings are conducted with IQAC members to design and revise the outcomes. The Examination Committee is involved to measure attainment of COs and POs. Through OBE, the College facilitates developing graduate attributes like inter-disciplinary knowledge, problem solving skills, effective communication, life-long learning, ethics, and environment and sustainability.
6. Distance education/online education:	The College is prepared to provide online education to students through Google platform. The College conducts online lectures, online exams, and also other academics activities are conducted online. Thus, online education increases access to quality higher education.

## Extended Profile

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### 1 Program

#### 1.1

**Number of courses offered by the Institution across all programs during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
120	120	120	126	122
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

**Number of programs offered year-wise for last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3

### 2 Students

#### 2.1

**Number of students year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1040	1052	1084	1233	1223
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	234	187

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
374	309	260	331	344

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
18	19	20	22	20

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
18	19	20	22	20

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 18**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
43.23	84.09	81.73	78.45	102.08

**4.3**

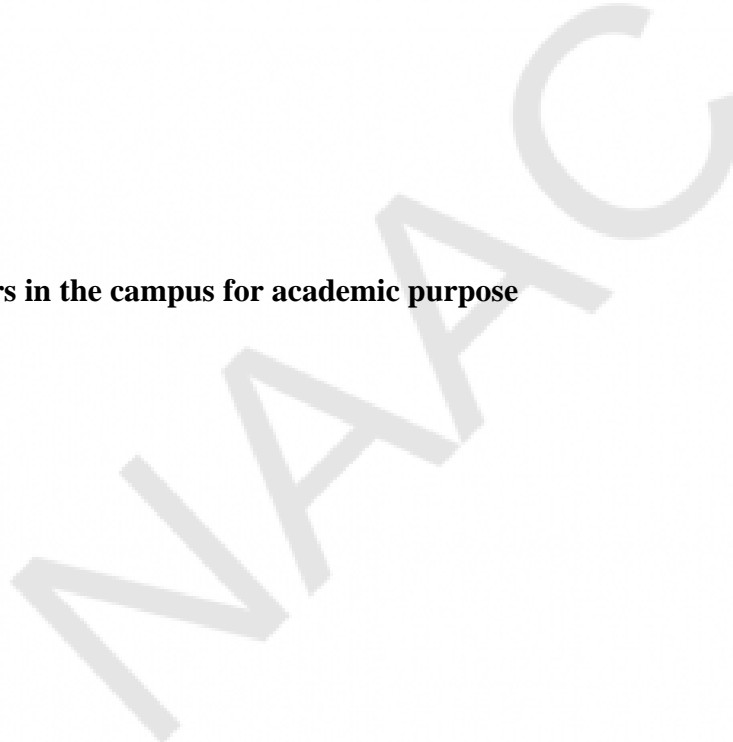
**Number of Computers**

**Response: 145**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 117**



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

###### Response:

Patuck-Gala College of Commerce & Management is affiliated to University of Mumbai and hence, follows the curriculum designed by the affiliating University. However, faculty members of our College contribute to curriculum designing at the University level through participation in the revision workshops and seminars.

Some of the academic bodies like IQAC, CDC, Industry Advisory Board, and ICC of the College have representation from industry and NGOs to facilitate the faculty members to upgrade their exposure to the industry and social needs for incorporating in the curriculum.

Apart from the above, College organizes workshops for the benefit of teachers with resource persons from other institutions. Also, teachers are deputed not only for Orientation and Refreshers Courses but also for seminars and workshops to enable them effective curriculum delivery. Senior faculty members are invited as moderators for the examination at the College on behalf of University thereby ensuring that the curriculum is effectively delivered. Principal of the College is a member of BoS of an autonomous College which helps the Institution to incorporate beyond the curriculum while teaching.

Every faculty member submits their teaching plan of the Academic Year to the Head of the Department. In order to strengthen the curriculum delivery, the faculty members discuss Course Outcomes, Program Outcomes and Program Specific Outcomes during the lectures which are reflected in the teaching plan. Moderators are invited in order to ensure effective assessment and effective curriculum delivery.

Department meetings are conducted to discuss about departmental academic planning. Every HoD compiles the departmental academic planning and submits to the IQAC which in turn prepares an academic plan of all the departments at the Institution level. IQAC in its first meeting of each Academic Year has a thorough discussion on their implementation of the teaching plan thereby ensuring the effective curriculum delivery. IQAC takes an undertaking of syllabus completion from the teachers during the end of each academic term.

The effectiveness of the curriculum delivery is also assessed through student feedback as planned by IQAC. The feedback is through online mode. It is conducted by IQAC with the help of Feedback Committee. The feedback is analyzed by IQAC and necessary steps are recommended by IQAC wherever required. This is further discussed in CDC and then the Feedback Analysis and the Action Taken Report is uploaded on the College website.

The effectiveness of the curriculum delivery is also assessed through the students' performance in the Unit test/ term end examination. The students are given an opportunity to participate in inter-collegiate seminars, workshops and competitions to enhance the curriculum delivery.

The entire process is well-documented by IQAC.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

Every faculty member prepares a draft of academic calendar based on the number of lectures and the quantum of curriculum to be covered, tentative date of periodical tests and other activities. Each department collects this information and prepares the academic calendar at the departmental level and submits to the IQAC. Based on the academic calendar received from all the departments, IQAC prepares an academic calendar at the Institutional level and submits to CDC.

After the approval of this academic calendar, the same is uploaded on the website for the benefit of the students. In addition, the academic calendar is displayed on the staff and students notice boards. IQAC monitors the compliance of the academic calendar by every department and faculty.

The Examination Committee prepares the schedule of Continuous Internal Evaluation (CIE) for all the courses. CIE enables to assess student's academic performance on a continuous basis throughout the academic year. The teachers inform the students about the schedule of CIE and the mode of its conduct. The schedule of CIE is displayed on the College website. The Convenor of the Examination Committee monitors the conduct of CIE. A record of students' marks is maintained by the Examination Committee and the course teachers. The teachers can update the records time-to-time as and when the exams or student assessment takes place. Thus, CIE provides a complete academic track record of the student during the academic year. This is also discussed with the parents, if the need felt.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

**Response:** 100

#### 1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.

Response: 3

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.2 Number of Add on /Certificate programs offered during the last five years

**Response:** 23

#### 1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	3	7	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>



**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response:** 15.9**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
409	202	65	124	60

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3 Curriculum Enrichment****1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

- The Institution offers courses that integrate crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum.
- The students are taught professional ethics by means of taking up sound business correspondence. They are oriented about effective communication skills, personal integrity at workplace, business ethics, computer ethics, corporate governance, effective individual behavior, personality and attitude.
- As a part of professional ethics, the students are introduced with the concepts of group dynamics, organizational power and politics, organizational culture. They are enabled to cope with conflict and stress in contemporary society.
- Professional ethics enable students to respect the consumers and citizens of the country.
- The College through its course curriculum has introduced the concept of human rights constituents with special reference to Fundamental Rights stated in the Constitution.
- The students imbibe the human values of tolerance, peace, justice and equity through the course curriculum. They understand the concept of disparity arising out of gender with reference to violence against women in media, and role and significance of women in politics.
- The students are made to imbibe human values to appreciate inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities. Also, about respecting elders, senior citizens, women and children.
- They are explained about controlled use and not to misuse technology.

- The students are acquainted with several business laws, such as The Indian Contract Act, The Negotiable Instruments Act, Indian Companies Act, Indian Partnership Act, Consumer Protection Act, Competition, and Intellectual Property Rights, The Sale of Goods Act, The Information Technology Act.
- The students learn about laws related to industrial relations and industrial disputes, employee health, safety and welfare, compensation management and social legislations. They are taught about ethics and law in corporate communication, which also includes principles of good media relations.
- The students are encouraged to develop and maintain financial ethics and integrity in their profession. Hence, a course on Auditing is offered to the students. The course highlights on principles of audit, errors and frauds, audit and controls.
- B.Com. (B&I) program has a course on Principles and Practices of Banking and Insurance which acquaints students about insurance and banking regulations. The program also has a course on Financial Reporting and Analysis. The course encourages ethical behavior for accountants and acquaints that student about the International Financial Reporting Standards (IFRS).
- The students are introduced with a course that mentions of the importance of environment, sustainable development in the current development context, environment management, environment movements, and solid waste management.
- By teaching the students about environment and sustainability, we help students to develop human values about respecting the earth, natural resources, and giving clean environment to future generations.
- Crosscutting issues are integrated in Add On Courses like Foundation of Human Behaviour (caters to cross cutting issue of Human Values), Personality Development and Corporate Readiness (caters to cross cutting issue of Professional Ethics)

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 19.72

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	25	25	27	24

File Description	Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 71.54

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 744

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** A. All of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

### 1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

<b>Response:</b> A. Feedback collected, analysed and action taken and feedback available on website	
<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 75.58

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
291	395	452	555	517

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
600	600	600	600	540

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 12.12

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	48	75

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

#### Response:

The Institution assesses the learning levels of the students by segregating them as per their performance in the qualifying exams at the time of their admission. The segregation of students is done on the basis of percentage of marks in their qualifying exams. The classification is done according to the students securing percentage as: 75 % and above, above 50% and below 75%, below 50%. Thus, on the basis of their learning levels, the students are referred as advanced learners, average learners and slow learners respectively. The data is forwarded to the IQAC so that various special programmes can be suggested by them and can be conducted during the Academic Year.

#### Special Activities/ Programmes for Advanced Learners include:

- **Academic Performance Meetings:** Class teacher in-charges of Third Year conducts Academic Performance Meetings for the advanced learners. These meetings are conducted once in a week, where students are given topics for intense study and learning.
- **Scholarship for Meritorious Students:** Every year, the toppers of the First Year and the Second Year are provided with meritorious scholarship. They get a 50 percent concession in tuition fees. The overall toppers and the course toppers at Third Year level are provided with monetary appreciation from the College.
- **Members of Students Council:** The toppers of the class are invited to be the member of College Students Council every year. They organize several activities of the College and represent the College at programs organized by other institutions.
- **Students Journal Publication:** College has an annual Student Journal “Prasuvidha” where advanced learners are encouraged to write research papers with the help of project guides.
- **Students Articles in Magazine:** Research & Publication Cell releases a College magazine every year, where advanced learners get an opportunity to hone their creative writing skills.

#### Special Activities/ Programmes for Slow Learners include:

- **Remedial Lectures:** Remedial lectures are conducted for slow learners. The Examination Committee prepares a schedule of remedial lectures and informs the students and teachers about the same. These remedial lectures enable students to improve their overall performance.
- **Bridge Course:** The course teachers of Mathematics & Statistics conduct Bridge Course for First Year students since most of them do not have the exposure of the subject at HSC level.
- **Participation in Intra-collegiate Activities:** The teachers encourage slow learners to participate in intra-collegiate activities for building their self-confidence and motivating them to perform better in their academics.

Irrespective of the learning levels of the students, the students are provided with:

- Academic counseling

- Mentors
- Video lectures

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional Information	<a href="#">View Document</a>

### 2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

**Response:** 58:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

The College provides an excellent teaching learning experience for the teachers and students. The teachers are encouraged to enhance learning experiences of the students. In order to provide an apt learning environment and experience to students, the teachers use student-centric teaching methodology during their class sessions and also during the conduct of co-curricular activities.

**Conduct of Co-curricular Activities:** As a part of department activities, each Department conducts two co-curricular activities in each academic term. Such activities enhance learning experience of the students. The students are encouraged to participate in quizzes, debates, elocution, essay-writing, group discussion and poster-making competitions. The Departments also conducts several innovative activities that enhances learning experiences such as Maths Fun Fair, Calendar event, Entrepreneurship Fun Fair, visit to local shops and know about its establishment and functioning, inviting resource persons who shares their knowledge and experience beyond the course syllabi.

**Case Study Discussion:** Case study discussion and presentation is a significant component for BMS & B. Com. (B&I) students. Research & Publication Cell has created a 'Çase Study Bank' for the students and the cases are emailed to them for their study and analysis. Also, in order to improve on their presentation skills, students are encouraged to prepare case study solutions through PowerPoint presentations.

**Industrial Visits & Field Visits:** The students are taken for industrial visits, nature trips and field visits every year. This gives them experiential learning and enhances their learning experiences. The students are taken for moot court sessions, exhibitions, social centers, library of other institutions, etc.



**Practicals and Tutorials:** The students participate in computer practicals and tutorials for courses of Business Communication, and Mathematics & Statistics

**Participation in Seminars, Workshops and Conferences:** The students are deputed for seminars, workshops and conferences to present their views and learn related to the event theme. The College organizes seminars, workshops and conferences for the students to keep them abreast with contemporary issues.

**Talent Pool Event:** The Alumni Association of our College conducts 'Talent Pool' event, wherein the alumni students are invited to share their corporate and business experiences with Third Year students to help them get real life insights when they shall soon begin their career journey.

**Encouragement to Ask Questions:** During classroom sessions, students are encouraged to ask questions and participate in the topics being taught. The students are encouraged to interact with each other relating to the topics.

**Google Classroom:** IQAC of our College has taken the initiative to introduce Google classroom where teaching, learning and feedback becomes easy and effective. This makes the learning process more participative.

**Add on Courses:** Students are encouraged to enroll for add on courses to enhance their learning experience. Skill Development Committee conducts several add on courses like Personality Development, Tally ERP 9, Corporate Readiness, Fitness for Holistic Health and Wellness, etc.

**Project Work, Presentations and Assignments:** The students are given project work, presentations and assignments as a part of the curriculum delivery.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

All the teachers are conversant with ICT and the following tools are available to improve the teaching learning process:

**Smart Classrooms:** Every classroom is smartclass enabled. The teachers effectively deliver their lectures through the smartclass. Any technical snag in its usage is attended by our technical IT support team. Every classroom is Wi-fi enabled. Teachers show and discuss online content whenever required.

**Academic Videos:** Academic videos are shown to students online in the classroom. The College has created 'Lecture Series at Patuck' where it has uploaded video lectures of certain topics by our teachers as well as experts from other institutions. The students view these videos for their ready reference of the topics taught in the class. The teachers encourage students to view these videos as a part of reinforced



learning and use in tutorial sessions. Students are also shown short films in auditorium which has audio-video facility.

**NDLI, Kindle & Tablets:** The students and teachers are encouraged to access open resource learning material through National Digital Library of India (NDLI). Our College library maintains Kindle, wherein students can issue and use it for reading and reference purposes. The library has computers and tablets for online research and referencing.

**Computer Labs:** Our College has well-equipped computer labs. These labs have Wi-fi and projector screens. The computer practicals are taken with the proper projection systems, and the students get an easy hands-on learning experience of the concepts of the course. It is used to conduct add-on courses like Tally ERP 9 and MS-Excel for the students. Thus, ICT tools enable teachers to facilitate teaching-learning process beyond the course curricula. The students use the labs for their online reference purpose for the projects and assignments.

**Class WhatsApp Groups:** The class WhatsApp groups are created for easy notification and information about academic matters. Course notes are also circulated in these groups

**College E-mail Ids for Teachers and Students:** Our teachers and students are provided with College e-mail ids for communication with the students and among the teachers. The e-mail id is used to access google classroom and google meet, which is used for lecture delivery.

**Google Classroom:** Our teachers and students use google classroom for sharing their notes, submission of assignments, sharing articles and presentations. With the help of google classroom, the teaching learning transaction becomes easy.

**Website:** Our College website hosts articles for students that are related to curricula and beyond. These articles are on the College website as Student Bulletin Board, and Accounting Times. The College also uploads its ISSN Journal – Insight: Management Review and Student Journal – Prasavidha, which the teachers and students can refer for any related topic. Thus, our College website is also an effective tool for facilitating teaching learning process.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )

**Response:** 61:1

#### 2.3.3.1 Number of mentors

Response: 17

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
Mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**

Response: 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

Response: 19.49

**2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	4	4	3	3

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**

Response: 8.72

**2.4.3.1 Total experience of full-time teachers**

Response: 157

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:****Mechanism of Internal Assessment**

Our College is affiliated to University of Mumbai. As per the University pattern, BMS and B. Com (B&I) programs have internal assessment for 25 marks. Again, as per University pattern, as a part of B. Com program, First Year and Second Year students take up internal assessment for 25 marks for Foundation Course in both the years. For B. Com program, the College conducts one class test for the students for 20 marks. The remaining five marks are allotted for class conduct and participation. Additional class test is conducted for students who are not able to appear the regular class test due to medical reasons.

For BMS and B.Com (B&I) programs, the students appear for two class tests of 20 marks each, and the best of the two is considered for assessment. The 20 marks class test considered for assessment is converted into 15 marks. The students have to submit assignment or project of five marks, and the balance five marks is allotted to students for attendance and class conduct.

During the AY: 2020-21, the Examination Committee conducted internal assessment through online mode with the help of google forms.

The question paper for internal assessment is based on PSOs and COs.

**Transparent and Robust Internal Assessment**

A schedule of internal exams is made known to the students well in advance. A notice about the same is displayed on the notice board for intimating the students. The College uploads the internal class test schedule on the College website.

The bifurcation of internal assessment is intimated to the students during the orientation given to them at the beginning of the academic year. Parents are informed about the internal assessment during the parents' orientation and meetings. Thus, the frequency and mode of internal assessment is clearly intimated to the students and parents well in advance.

The students are allowed to appear for additional internal class test in case they have remained absent due to unavoidable circumstances.

The course teacher discusses the question paper with the students after the class test. This helps the students to get clarity about correct answers and they can compare it with what they have attempted during the class test. The teachers give a fair idea and understanding about how the students are expected to prepare their assignments and projects. The teachers conduct Continuous Internal Evaluation (CIE) during lectures for improving students performance in their internal assessment.

Every month, attendance defaulters list is displayed on the notice board. This helps students to keep a track of their attendance and accordingly, they can secure their marks on attendance, which is a part of their internal assessment.

As per the University pattern, the student gets to know the grade of their internal assessment which is reflected on their Grade Card. The grades range from O to F, where O is outstanding, and F is fail. Such grading pattern of internal assessment is informed to students through Prospectus and also mentioned in the Grade Card.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### **2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient**

#### **Response:**

The internal examination related grievances, specifically on unfair means are dealt with as per University Ordinance 5050. The College has constituted an Unfair Means Committee that deals with the grievances relating to unfair means during internal and external exams.

When students are found resorting to unfair means, the College Unfair Means Committee issues a letter to the student to present his/ her case on the said date and time. The meeting of all such students is scheduled generally, two days after completion of all the internal assessment exams. The students are allowed to write in the same answer paper after a remark made on the answer paper by the Unfair Means Committee member on duty. The Committee also invites the parents of the students when the case is discussed. The students are given an opportunity to present their case to the Unfair Means Committee.

There is a possibility that the students and parents do not show up during the scheduled meeting. At such times, the Unfair Means Committee sends a reminder message/ phone call to the students and parents. Some more time is given to these students to present their case. In spite of the reminder and the opportunity, if the student and parent fail to show up, the Unfair Means Committee cancels the performance of the student for that particular course.

The Unfair Means Committee prepares a report of all the unfair means cases and submits to the Examination Committee for necessary action. A report of Unfair Means Committee is also displayed on the notice board after the unfair means inquiry.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

#### Response:

The College offers undergraduate program and specifically, B.Com., BMS and B.Com. (B&I) programs to the students. Accordingly, the College has stated programme outcomes and programme specific outcomes on the College website. Programme outcomes and programme specific outcomes make students realize that the knowledge and skills learnt during the programme has direct implication for the betterment of society and its sustainability.

As per the directives of the University, the College follows Semester pattern at First Year, Second Year and Third Year levels. At each Semester across all the programmes, at First Year and Second Year levels, there are seven courses. At Third Year level, there are six courses in each Semester across all the programmes. The College has stated course outcomes for all the courses across all the programmes. Course outcomes are the learning statements that specify what learning will be demonstrated in the performance. Each course outcome reflects the resultant knowledge and skills the students acquire at the end of the particular course. It inculcates the levels of cognitive skills which are measurable.

IQAC conducts several meetings with all the Department members to frame and state the programme outcomes and course outcomes.

The programme outcomes and course outcomes are communicated to the teachers and students. IQAC plays a significant role in orienting faculty members and students about programme outcomes and course outcomes at the beginning of the academic year. The faculty members communicate outcomes of their course during the lectures.

The programme outcomes and course outcomes are displayed on the College website.

IQAC along with the Head of Department takes a review of the course outcomes periodically.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

**2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.****Response:**

IQAC and Department members take the responsibility of mapping the course outcomes with the programme outcomes and programme specific outcomes.

The course outcomes are attained by (1) Direct assessment tools and (2) Indirect assessment tools. The direct assessment tools include internal examination/ assessment and Semester End Exams. Internal assessment involves class tests, assignments, presentations, case study analysis, and other curricular activities. Semester End Exams involve theory, practicals and viva voce.

At the end of each Semester, the Examination Committee submits the report of result analysis to IQAC for further action.

The indirect assessment tool includes Course Exit Survey. This survey is taken from students at the end of each semester for each course. The analysis of the survey is undertaken by the Feedback Committee and submitted to IQAC for further action. The proportional weightage of CIE: Semester End Exams for attainment of course outcomes is considered as 30:70.

The Institution assesses the POs, PSOs and COs by the compliance of the teaching plan of the teachers. This helps to know whether the teachers have covered the topics as required.

The attainment of POs & PSOs is assessed upon the graduation of the batch. Attainment of POs and PSOs can be adequately addressed after the overall Course Outcomes are attained. It depends both on the attainment levels of associated COs and the strength to which it is mapped. It is necessary to determine the level (mapping strength) at which particular PO/ PSO is addressed by the course.

Strength of mapping is defined at three levels: Low (1), Medium (2), Strong (3). POs and PSOs are normalized to 1.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**2.6.3 Average pass percentage of Students during last five years**

**Response:** 76

**2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
372	305	155	196	207



**2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
374	307	259	326	338

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process**

Response: 3.64

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 1.32

##### 3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.02	0.995	0.30	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 16.67

##### 3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	1	0	0

##### 3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	6	6	6



File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

### 3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

**Response:** 12

#### 3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	4	2	0

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.2 Research Publications and Awards

### 3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

**Response:** 1.41

#### 3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
13	11	4	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

**Response:** 2.93

#### 3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
11	8	4	17	18

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.3 Extension Activities

### 3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

**Response:**

Our Mission at PATUCK is to ensure a holistic development of students through excelling in education delivery and activities that make students responsible citizens. The extension activities as listed below, have made students aware of the need for conserving the environment, maintaining hygiene and good health practices, caring through sharing and donating and uplifting rural areas.

Faculty members encourage our students to participate in extension activities.

1. Activities like seminars on plastic recycling, and plastic usage, making paper bags and distributing them to shopkeepers in neighbourhood, cleaning of Juhu Beach, etc. are conducted by the College for and by the students. Our students have participated in cleanliness drives at Khar Railway station, at Juhu Beach and Mahim Beach especially during Ganpati and Durga Puja festivals. Under Swachh Bharat Campaign, College cleanliness has been taken up regularly by the students. Our students have actively participated in tree plantation drives at the College campus, Khar railway station and at Navajhe village, Saphale. The student's involvement in College green initiatives include maintenance of compost pit, tree taxonomy project, nursery gardening, and maintenance of

flower beds.

2. The College NSS unit conducts blood donation drive, thalassemia check-up, and dental check-up. Awareness drives are undertaken on AIDS, Hepatitis B & C, Tobacco, and Dengue. The students have participated in the rally of promotion of organic food. Yoga Diwas is celebrated to encourage healthy body and sound mind.
3. The NSS unit of our College has donated books, sports equipments, stationery items, clothes, etc at Zilla Parishad schools at Navajhe, Khorichapada, Darshet and Khaoun villages in Saphale. The NSS students also took the initiative to donate clothes to slum children at Vakola Bridge, Santacruz.
4. Our NSS unit has conducted rural camps at Navajhe and Borichapada villages, Saphale. At these villages, our students have performed street plays to sensitize villagers on social issues, planted trees, taught students in Zilla Parishad schools, organized medical camp for villagers, conducted anti-tobacco survey, cleaning and painting of temples, constructing bunds, etc.
5. DLLE unit conducts a survey on status of women in society, Women Development Cell has conducted workshops on gender sensitization, self-defense, menstrual hygiene and sexual harassment at workplace. The students participated in elocution competition on the theme "Eve-teasing: A Social Issue" and in a rally for anti-dowry movement.
6. Students participate in seminars and rallies on road safety organized by Traffic Control Police, Vakola. Poster exhibitions are organized on road safety and traffic rules. Our students assist Traffic Control Police, Vakola in managing traffic on roads at Vakola Bridge and at Vile Parle during the Ganapati Festival.
7. Students have participated in undertaking rice plantation project at Gagode village, Pen. They perform street plays on social issues especially on career choice to bring awareness among the adolescents and parents. Students volunteered for election duty at polling booths. They participated in awareness rally and seminar about Right to Vote. They participate in disaster management activities where they are oriented about mitigating the impact of disasters.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response: 5**

#### 3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	1	2	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response:** 183

#### 3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
44	36	36	31	36

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

**Response:** 30.21

#### 3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
455	371	453	172	199

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Collaboration

**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years**

**Response: 9**

**3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	2	1	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of linkage related Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**

**Response: 20**

**3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	6	4	4	1

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

##### Response:

The campus area of the Institution is 8591.3 sq. mts. and the built up area is 3,667 sq. mts. There are 16 classrooms, where 9 classrooms have a capacity of 120 students and 7 classrooms have a capacity of 60 students. All the classrooms are spacious, well-lit, ventilated and ICT enabled. Every classroom is LAN connected.

Our College has a good air-conditioned conference room having a seating capacity of 80 persons at a time. Seminars and workshops, and other co-curricular activities like guest lectures, debate, elocution, etc. are conducted for the students in the conference room. Our College has a spacious air-conditioned auditorium having a seating capacity of 500 persons. Conferences and other curricular activities are conducted for students and teachers. The conference room and the auditorium have audio video facility with Wi-Fi connection.

The College uses Google classroom as a Learning Management System. The students are provided with presentations, notes and assignments on google classroom.

There are three computer laboratories; where two laboratories have 36 and 60 computers installed with projection system, and the third computer laboratory has 16 computers installed. All the three computer laboratories have internet facility connected with LAN and also has a Wi-Fi connectivity. The computer laboratories are used for computer practicals and students prepare their projects and assignments in the laboratory. There are eight computers, two laptops, four printers for teaching staff.

The College has a rich library with e-learning and reading room facilities. The library has a computer facility for relevant surfing and for access to online reference materials. The library has a kindle that helps students read online books. The library has a computer, tablets and kindle for students academic surfing and for access to online reference materials. The library has adequate textbooks, reference books, e-books, question papers, newspapers, journals, magazines, projects, CDs and DVDs. The knowledge resources are bar coded. The library uses iSLIM software, and the facility of open access for books has been recently commenced for students and staff. NDLI membership is provided to the students and staff to access e-resources.

Other physical infrastructure includes staff room, staff cabins, administrative office, NSS room, counseling room, Exam room, Sports room, IQAC room, canteen, safe drinking water facility, separate wash rooms for girls and boys, sanitary napkin vending machine, a cloak room for girls, first-aid box, parking facility, playground and turf facilities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

##### Response:

The cultural activities are conducted in spacious classrooms (after the lectures), conference room and auditorium depending on its availability. These facilities are available for practicing cultural performances. For cultural performances, the students are provided with choreography directors, and play directors for bringing in professionalism in their performances. The costumes, conveyance and students registration fees are provided to the students; when they participate at inter-collegiate events and annual day events. The College has purchased cultural equipments for the students, such as casio, tutari, dholak, dafali, tabla, kabas, shekhar, harmonium, lezim, chakra, ghungaru, lathi-kathi, shankh, tal and stick. There is storage facility provided for these cultural equipments. The College has a Cultural Committee that looks into the inter-collegiate and intra-collegiate cultural participation of the students.

The College has a sports room separately for boys and girls. The sports room has facilities for table tennis, carrom and chess. The College has two playgrounds admeasuring 1189.15 sq. mts. (back side) and 588.63 sq. mts. (front side). The front playground has a turf facility which is created in collaboration with Sporko Academy. Box cricket, football, kabaddi, throwball, volley ball, and athletics are played by the students on the playgrounds. Students also play badminton and skipping. The students are encouraged to participate in cross-country and power lifting. For sports activities, the College provides sports kit with specialized training especially for the students participating at inter-collegiate level. The College also provides conveyance facility and registration fees to these students. There is adequate storage facility for sports equipments. A first-aid box is maintained in the sports room. The College has a Sports Committee that looks into the inter-collegiate and intra-collegiate sports participation of the students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 18



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

**Response:** 50.3

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
24.48	46.8	42.1	32.72	46.95

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

**Response:**

Name of ILMS software:iSLIM

Nature of automation: Fully

Version: 1.7.1

Year of automation: 2019

The software has the following modules which are used by our College:

1. Utilities (UTL) module enables to set up all the preferences and masters that will be used across all applications in the software.

2. Acquisition (AQS) module allows to record items proposed by library users, purchase orders to suppliers and supplier bills. It also helps in budget utilization.
3. Cataloguing (CAT) module contains all the functions to assist in cataloguing of items.
4. Circulation module contains applications that will be required to perform various tasks at the circulation desk.
5. Serials (SRL) module allows to maintain a record of all journals/ serials/ magazines and their loose issues. It can also record subscription orders and prepare binding orders.
6. OPAC module, which is Online Public Access Catalogue. It is an electronic version of the card catalogue. It has an online database of materials held by a library or a group of libraries.
7. Statistics (LibvizLOG) module provides a set of statistical reports about the usage of the library. Reports are available in multiple formats and styles.
8. Selective Dissemination of Information (SDI) module enables to define subject groups and borrower groups and link the two so that whenever new items are acquired, the interested members can be informed.
9. Current Awareness Service (CAS) module provides an alert mechanism to the interested library users about the latest developments and new publications acquired by the College library.
10. Online Member Registration module assists the potential members to register online and acquire library membership.
11. Digital Library with full text search (dCOLL) module helps the library users to search digital contents which may include any relevant text of their interest.
12. Book Bank module enables to allot and issue books available under the book bank scheme to students. It also maintains the deposits made by students and provides a simple way of issuing and returning multiple books.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**6. Remote access to e-resources****Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)****Response:** 1.83**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.15	1.27	2.21	2.49	3.04

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year****Response:** 0.85**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 9

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.3 IT Infrastructure

### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

#### Response:

IT infrastructure is provided to all the classrooms, library, conference room, auditorium, staff room, staff cabins, administrative office, and Principal's office.

The College has 6 laptops, 136 computers (including computer labs), 16 ICT classrooms, 10 printers, 4 scanners, 1 photo copier-cum-printing machine, 4 projectors.

College updates the IT facilities regularly based on the requirements. All hardware and software of the College were under AMC with Bright Systems. Currently, the IT Team has been appointed who is available on campus on all working days for pre-maintenance and post-maintenance IT related work. College has a CCTV surveillance system for security purposes.

Computer Labs are maintained by in-house IT team, call logging mechanism is maintained through complaint register/IT support email and the same is monitored by Lab assistants. Auto update is scheduled for Operating System and Office365. Antivirus definitions are updated through PUSH Server Technology. Quarterly Preventive Maintenance (PM) activity is carried across campus for all IT Hardware, PM reports are generated and maintained by the IT Team. IT procurement is also maintained by the IT Team. All the computers are provided with back up in the form of UPS.

The College is using Tikona Infinet Broadband line of 60 MBPS unlimited internet through RF link. The classrooms, staff, and computer lab PCs have been provided with Tikona Broadband connection. Students are provided a Jio Digital high-speed Wi-Fi facility @ 32MB per day limit in campus, further we are having 60 MBPS Wi-Fi facility in the College campus for the students and staff members to avail internet connection at any location in the campus.

A premium internet leased line is connected over fiber, which provides uncontended, symmetrical bandwidth with full-duplex traffic for our Library Server with dedicated Live IP so students/staff can use OPAC (Online Public Access Catalog).

College has installed Duplex Printing Solution to achieve high-quality monochrome prints at up to 1200 x 1200dpi for brilliant text and images documents at the College Office for the staff. The printer is equipped with wired LAN that allows multiple users on an existing network to share the printer.

College has integrated Audio/video system with video graphic aspect 4:3 ratio video format of the 20th century high definition with Automated Rolling system in Auditorium. Extensive servicing and cleaning are carried out before starting of every Term.

College has a dedicated committee for website upgradation which looks after the up-gradation process, and the maintenance of the same has been outsourced. Biometric attendance is maintained for teaching and non-teaching staff members.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 9:1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 750 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

**Response:** 43.63

##### 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
18.75	27.29	34.63	43.73	45.13

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### **4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

##### **Response:**

The computer laboratories are attended by Computer Lab Assistants and maintained by the IT Team. The Computer Lab Assistants maintain the record of the facility usage, hardware and software in their respective computer labs. In case of any technical issues, it is reported to the IT team to fix it. Once every quarter, preventive maintenance activity is carried out at the campus. An entry register is maintained to know the student's footfall in the laboratory. Good air-conditioning and UPS are provided in the labs for its effective functioning.

The Library Committee plays an important role in maintaining and utilizing the knowledge resources to the students and staff. Library automation is undertaken by a software application called iSLIM to deploy the systems and procedures for utilizing the library facility. The College has appointed a counselor to provide an academic support facility to the students. There is a counseling room where the students are counseled in respect to their academic, personal or professional matters. The Counseling and Guidance Cell facilitates students counseling.

The College has two spacious playgrounds – one at the rear side and the other at the hind side. The playgrounds are maintained by our support staff and a gardener. The rear side of the playground was used for playing kabaddi and kho-kho. We celebrate national days in the rear playground. Recently, the playground has commenced a turf facility for football and cricket. The hind playground is used for playing football, volleyball, throwball, box cricket, etc. Our College has a Sports Room for boys and girls separately. Carrom, table tennis, and chess are played in the Sports Room. The sports activities are supervised by our Sports Director with the help of the students' Sports Head. An entry register is maintained to understand the utility of the sports room. The cleaning of the sports room is done by a designated peon and is properly maintained by our Sports Committee. A record of sports inventory is maintained by the Sports Director. The systems and procedures with regards to sports facilities are taken up by the Sports Committee.

The computers in the laboratory, at administrative offices and the staff room, in the library and the laptops are optimally utilized. All the systems are properly numbered for maintaining IT record with its configuration. The computers undergo pre-maintenance services by our in-house IT team. In case of any breakdown in the system, a complaint is lodged via e-mail to the IT team, and accordingly the systems are repaired and replaced by the team. The computer systems were under AMC with Bright Systems. Currently, the IT Team has been appointed who is available on campus on all working days for pre-maintenance and post-maintenance IT related work. E-waste in the campus is disposed by the IT team to E-Incarnation Recycling Pvt. Ltd. that undertakes recycling and reuse of e-waste.

There are 16 classrooms for the delivery of academic sessions. All the classrooms are ICT enabled. The classrooms are also utilized for the conduct of any co-curricular and extra-curricular activities. Every quarter, our IT team takes up the pre-maintenance of the ICT enabled classrooms. The College has a Cleanliness Committee that ensures tidiness and cleanliness of the premises.

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.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 3.17

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
38	30	21	42	49

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>



**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 33.73

**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
239	181	409	446	667

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 5.45

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
12	24	15	2	34

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 68.98

#### 5.2.2.1 Number of outgoing student progressing to higher education.

**Response:** 258

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

Response: 0

**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

Response: 17

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	5	4	4

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

### 5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

#### Response:

At the beginning of every year, the College forms a Student Council as per the University norms. The Student Council consists of students' representatives from every class. It also consists of students who are sports head, cultural head, DLLE head, NSS head, student's representative of girls, and reserved category. All the committees nominate two heads – one girl and one boy on the Students Council. The Students Council has a President, who heads the Council and the Secretary, who is the second in line to the President. There are times, when their deputees are appointed to spread the responsibility among the Heads of the Students Council.

There is student's representation in various academic and administrative committees like CDC, IQAC, Cleanliness Committee, Cultural Committee, DLLE, Discipline Committee, Internal Complaints Committee, Library Committee, NSS, PTA, Scholarship & Freeship Committee, Skill Development Committee, Sports Committee, Women Development Cell, etc. The students attend the meetings and express their opinions on behalf of the student community.

The Students Council co-ordinates the conduct co-curricular and extra-curricular activities in the College. The members conduct Council regular meetings with the Principal Nominee and other faculty members on the board of Students Council. The minutes of the meetings are maintained by the Students Council. The Students Council acts as a link between the student community in College and the College authorities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 21.8

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	37	24	23	16

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

#### Response:

**Registration:** The Alumni Association of Patuck-Gala College of Commerce & Management is registered as Mitra Niketan having registration no: MHA/ MUM/ 251/ 2020/ GBBSD under Societies Act, 1860. The main aim of Alumni Association is to provide a forum for exchange of ideas on various issues among alumni, students and teachers.

**Alumni Representation in College Forums:** Alumni are represented on College administrative committees like IQAC and College Development Committee. The alumni student actively participates in the discussions and decision-making process of the Committees. Alumni are also the members of Industry Advisory Board that helps to provide industry exposure to students.

**Financial Support:** Our alumni contribution stands at Rs. 5,43,482/-, as on 6th January, 2022.

**Non-financial Support:** The Alumni Association actively supports the College through the following activities:

1. Every year, Alumni Association encourage celebration of Ganesha festival through eco-friendly way by organizing "Eco-Ganesha Competition". The alumni judge the eco-ganesha idols made by our students.
2. Alumni students participate in Entrepreneurship Fun Fair and encourage entrepreneurial skills among the students.
3. Alumni actively engage in delivering seminars and workshops for our students on topics that gives corporate exposure to the students. They share their corporate experience to enable students to know the corporate world.
4. Every year, Alumni Association collaborate with Sports Committee to involve alumni connection with our students through sports. Some indoor and outdoor games are played to develop their social networking.
5. Alumni participate in NSS Rural Residential Camp every year. They train and supervise the

- participants at the camp site. They act as a strong support to the NSS PO during the rural camp.
6. There are several alumni students who write articles for College magazine – UDAAN.
  7. Alumnus, Mr. Chandrashekhar Kurmi (Batch:2013-14) has assisted the College by participating and leading the “Green Campus Project” of our NSS unit. With the team of NSS volunteers, he took the responsibility of numbering and labeling the trees in the campus.
  8. In order to enrich teaching learning process of the Institution, IQAC initiated the formation of Industry Advisory Board (IAB); which is formed by every department. The composition of the IAB includes two corporate individuals and one alumnus. Alumni students have actively taken the membership of our IAB. The objectives of IAB are to recommend on improving course curriculum, to conduct seminars on real corporate experiences, to involve students in action research/ internship, etc.
  9. Alumni students also provide feedback on curriculum. This helps the College to understand the attainment of Program Outcomes and Program Specific Outcomes, which in turn can help us enhance our curriculum delivery.
  10. Alumnus, Mr. Vinay Mahadik (Batch: 2016-17) has been appointed as a choreography for performing arts – folk dance and western dance to enhance the dancing skills of our students. He assists the Cultural Committee in facilitating students’ participation in cultural activities at intra as well as inter Institution levels.

Our Alumni Association has created google site and all the details are furnished in this link:

<https://sites.google.com/patuck.edu.in/mitra-niketan-alumni-associat/home>

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** A. ? 5 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

##### Response:

##### Vision

“TO INNOVATIVE, ENHANCE, EMPOWER AND EXCEL IN EDUCATION”

##### Mission

1. To make higher education accessible to all, particularly to socially weak student, enabling them to face challenges of life with a positive attitude.
2. To provide a conducive atmosphere for intellectual development and to impart authentic leadership training.
3. To give better facilities and total delight to all stakeholders.
4. To be at the forefront in all fields of education.
5. To promote effective use of information technology to ensure continuous improvement in imparting quality education.
6. To start courses and curriculum to meet market needs.
7. To promote global standards of professional education in an environment attentive to requirement of partner institutions.
8. To ensure that administrative and accounting records are up-to-date and reviewed regularly.
9. To make students responsible citizens of the country by stimulating social responsibilities through community-oriented programmes.
10. To provide facilities for overall personality development of students.

**(a) Nature of Governance:** The functioning of the College is as per the directives and guidelines of University of Mumbai. The top-level management with the Principal of the College frames the policies and plans with the involvement of the staff members. There are several Departments and Committees which are engaged in deployment of overall plans and progress of the Institution. Administrative governance relates to the management of administrative processes in the College. Non-teaching staff members play a vital role in ensuring the smooth conduct of administrative tasks. The Organizing Board provides a broad framework for strategic direction and performance of the Institution. Our Institution belongs to the category of Religious Minority.

**(b) Perspective Plans:** The perspective plans of the College include:

- Improving academic performance of the students
- Augmenting ICT for better academic and administrative systems
- Providing skill-based courses to the students
- Inclusion of research in teaching learning processes
- Being socially responsible to the stakeholders of the Institution



**(c) Participation of teachers and non-teaching staff in the decision-making bodies:** Teachers and non-teaching staff participate in strategic decision-making bodies like IQAC, and CDC by being its members. The College conducts regular staff meetings where the opinions and suggestions of all the teachers are invited to arrive at any academic and administrative decisions. Every Department Head and Committee Convenors conduct their meetings where they invite suggestions and opinions of their members for the conduct of their activities.

**(d) Participation of Stakeholders:** The College conducts regular meetings with students, parents, alumni, and members of IQAC, CDC and other academic and administrative bodies for encouraging the participation of stakeholders.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management**

#### **Response:**

The College is run under the outstanding leadership of the top management and the Principal of the College. The effective leadership is visible in institutional practices like:

#### **Decentralization**

The top management believes in decentralizing authority and decision-making for the smooth functioning of the College. The Vice Principal, Co-ordinator and the Department in-charges are given autonomy and authority to make and implement decisions for improving the academic performance. The Committee Convenors also have the authority to organize and execute their co-curricular and extra-curricular activities. The same is communicated to the Principal for information and approval. These Department in-charges and the Convenors have the liberty to call for the meetings, organize seminars/ webinars, and conduct other co-curricular and extra-curricular activities for the development of the students.

#### **Participative Management**

The College promotes the culture of participative management in decision-making. The Head of the Institution considers the involvement of staff members and students for the effective management of the College affairs. They are actively involved in important decision-making bodies like CDC and IQAC. The Principal regularly conducts staff meetings for teaching and non-teaching staff members. Their suggestions and opinions are sought in the academic and administrative matters of the College. Also, Students Council meetings are conducted that gives an opportunity to the students to provide their opinion and feedback in designing and implementation of College plans and policies.

#### **Case Study on Decentralization and Participative Management**



Our College has conducted International Research Conference for two consecutive academic years i.e. 2018-19 and 2019-20 in collaboration with Higher Education Forum (HEF) at our campus. The Conference was convened by our Research & Publication Cell with the initiative of IQAC. All the staff members joined hands and took up their tasks as assigned to them for the conduct of the Conference. The theme of the Conference was “*Higher Education in India: Issues & Challenges and Way Forward*” during 2018-19 and “*Building New India through Innovation in Education*” during 2019-20. The Research & Publication Cell with help of HEF had roped in excellent guest speakers and research paper presenters during the Conference.

Several meetings were conducted with the members of Research & Publication Cell, with the staff members and the members of HEF for the smooth conduct of the Conference. During the meetings, viewpoints and opinions were sought from all the members on all the issues right from deciding the theme of the Conference till taking the feedback from the participants about the Conference.

There were several Committees formed by Research & Publication Cell to ensure that all the tasks of the Conference are performed properly. For example, Refreshment Committee, Stage Management Committee, Guest Management Committee, Track Management Committee, Registration Committee, etc. Each Committee had teachers, non-teaching staff and student volunteers as its members. The Chairman of our Organizing Board was personally present during both the Conferences.

After the successful completion of the Conference on both the occasions, the Chairman appreciated all the staff members and student volunteers for its astounding success.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The IQAC of the College prepares perspective plan which is approved in College Development Committee (CDC) meeting, with any modifications if required. The perspective plan is then sent to the Organizing Board for final approval.

The emphasis of perspective plan includes in areas like introduction of add on certificate courses, e-content development, augmenting research culture, conducting extension activities for community engagement, networking with other HEIs, corporate entities and associations, augmenting infrastructure including ICT, registration of Alumni Association, improving scholarship facility to students, promotion of e-governance in the campus, encouraging green practices in the campus, and instilling human values and professional ethics.

Inorder to deploy the plan, the College assigns activities to various Departments and Committees for its successful execution. All the documents related to the various activities are available at the College.

**ACTIVITY: Special Program for Adoption of Children's Education (SPACE) Scholarship**

Our College caters to students who belong to poor socio-economic background and are often first-generation learners. The students pay their College fees with great difficulty. Therefore, IQAC of our College suggested the College Management to institute a scholarship to support the students. During the AY: 2019-20, a student welfare program was initiated by Patuck Polytechnic Trust. It is a voluntary program to help the economically weaker students at the campus. Under this welfare program, the Trust receives funds from Members of the Board, staff and other philanthropists to meet the financial educational needs of the students. After proper scrutiny, the scholarship is granted to the students.

During the AY: 2019-20, a total amount of Rs. 86,000/- was granted to the students of the College. During the AY: 20-21, the amount granted was Rs. 1,05,000.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.**

**Response:**

The functioning of the Institution is effective and efficient. This is visible because the institutional bodies work with proper co-ordination and communication. The organogram simplifies the understanding of the administrative setup of the College. All the administrative policies and procedures are followed as required by the regulatory authorities.

**Organizing Board:**

The College is a Minority Institution. The Organizing Board of Patuck Polytechnic Trust runs the affairs of Patuck-Gala College of Commerce & Management. The Organizing Board consists of six members, who are competent in diverse fields like IT, real estate, community engagement, etc. The Board is the apex body of the College. It is committed to innovate, enhance, empower and excel in the field of education. The Board passes resolutions for framing and designing policies, guidelines and rules of the College. The Board conducts its meetings once in every quarter.

**Principal:**

The Principal is the Head of the Institution. She executes the decisions as taken by the Organizing Board in consultation with the Chairman. She takes appropriate measures to comply with the University regulations and other regulatory bodies. She is the Chairperson of the Committees of the College and delegates responsibility for its smooth functioning. She is primarily involved in the perspective planning of the

College for its growth and development. She ensures successful implementation of tasks/ assignments by monitoring of department/ committee activities.

#### **Vice Principal:**

The Vice Principal assists the Principal in all the day-to-day affairs of the College. She supports in effective execution of College policies and systems. She co-ordinates with the teachers for the conduct of curricular, co-curricular and extra-curricular activities of the College.

#### **College Development Committee:**

The College has formed a CDC as per the Maharashtra Public Universities Act, 2016. It looks into the comprehensive development of the College regarding academic, administrative and infrastructure growth and enable College to foster excellence in curricular, co-curricular and extra-curricular activities.

#### **IQAC:**

IQAC of the College focuses on the quality enhancement and sustenance of the institutional academic and administrative activities. The IQAC of the College is constituted as per the NAAC guidelines.

#### **Departments:**

The College runs three programs. For the effective execution of delivery of courses, the College has several departments. Each department has a designated Head and the Head is responsible for the conduct of delivery of courses. The Department organizes co-curricular activities for the students for enhancing the teaching learning process. Departmental meetings are conducted for co-ordination and communication with the department members.

#### **Committees:**

The College conducts several co-curricular and extra-curricular activities for the overall development of the students. Committee meetings are conducted for co-ordination and communication with the committee members.

#### **Non-teaching Staff Members:**

The College administrative functions run smoothly with the help of administrative staff headed by the Head Clerk. The Head Clerk monitors the accounts and administrative functions of the College. The areas of functioning include appointment and service rules, admission procedures, extension and affiliation, staff salaries, staff welfare benefits, student support services, etc.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

**6.2.3 Implementation of e-governance in areas of operation**

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3 Faculty Empowerment Strategies****6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**

**Response:**

**Provident Fund Benefit:**

The staff members are provided with provident fund benefit in the form of employee contribution as per statutory norms and an equal amount contributed by the employer; and the total amount is deposited at EPFO, Bandra.

**Gratuity Scheme:**

The College provides gratuity benefit to the staff as per “The Payment of Gratuity Act” when the staff resigns or is provided with super annuities.

**Maternity & Paternity Leaves:**

Female and males staff members, whether full-time or part-time are entitled to maternity and paternity leaves as per the College Leave Policy.

**Compensatory, Medical, Duty and Study Leaves:**

The staff members are provided with compensatory leave, medical leave, duty leave, and study leave as per the College Leave Policy.

**Fee Concession for Ward of Staff Members:**

The College provides fee concession to the ward of staff members.

**Uniforms and Washing Allowances, and Umbrellas to Class IV Staff:**

The class IV staff are provided with two sets of uniforms at the time of joining and one set every successive year. They are provided with washing allowances annually. During the rainy season, the class IV staff are provided with umbrellas.

**Free Parking Facility:**

There is parking space at the campus where staff members are allowed to park their two-wheelers and/ or four wheelers without any parking fee.

**Staff Conveyance:**

Non-teaching staff members who reside far from the College are provided with First Class Railway Pass.

**Sponsorship for Seminars, Workshops and Conferences, Courses and FDPs**

The staff members are provided with sponsorship from College for participating in seminars, workshops, conferences, enrolment for the courses and FDPs for their professional growth and development.

**Seminars and Workshops Organized:**

The College organizes several seminars and workshops for the teaching and non-teaching staff on financial literacy, mental well-being, professional growth, etc.

**Research Related Incentives to Teachers:**

Teachers are encouraged to undertake research activities by providing them with incentives for (i) Ph. D. award (ii) Research publication in UGC-listed journal (iii) Sponsoring faculty participation/ paper presentation in research related seminars, workshops and conferences

**Appreciation to Performers:**

Every Term during the Academic Year, star performers are awarded with monetary reward. Also, the staff members who presented outstanding performance on a project undertaken are given a personal note of appreciation by the Principal.

**Bonus for Festival Celebration:**

The staff members are provided with bonus on the occasion of Diwali festival.

**Internal Complaints Committee (ICC):**

The College has formed ICC that looks into prevention of sexual harassment of staff members at workplace.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

**Response:** 65.64

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	11	15	14	13

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 7.2

#### 6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	9	9	3	1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response:** 33.22

#### 6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	9	3	4	6

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

**Response:**

The IQAC with the help of Feedback Committee executes the Performance Appraisal System of the teaching and non-teaching staff members. Every academic year, performance appraisal is conducted for teaching and non-teaching staff members.

#### Performance appraisal for teachers:

##### 1. Feedback from Students:

The students provide feedback on their course instructors (teachers) on several criteria like teaching methods, concept clarity, interaction and behaviour with students, etc. This feedback is taken online with the help of google form. The Feedback Committee collects and analyses the data of the faculty feedback from students. The Committee submits the report to IQAC for further action.

The Principal and the Chairman jointly discusses the faculty feedback report with the faculty. The faculty members are given an opportunity to express their opinions on their report. They are advised on areas where improvement is required at their end.

##### 2. Feedback from the Principal:



A descriptive feedback is given by the Principal for every teacher at the end of every academic year. The feedback is discussed with the faculty members in the presence of the Principal and the Chairman of the Institute. The teacher is given an opportunity to discuss, explain, and clarify issues, if any.

### ***3. Self-appraisal and Self-feedback:***

At the end of every academic year, the teachers fill a self-appraisal form and a self-feedback form. Self-appraisal form is a summary of their work performance and professional development during the AY. The form is reviewed by the IQAC. Self-appraisal provides insights into their own performance during the year. Self-feedback gives them an opportunity to look into their own strengths and weaknesses, their instances of good performance and areas of improvement.

#### **Performance appraisal for non-teaching staff:**

##### ***1. Feedback from Students***

The students provide feedback about non-teaching staff with respect to the quantum and quality of services catered to them. This feedback is a part of Student Satisfaction Survey which is taken through google form. The Feedback Committee prepares a report and submits to IQAC. The IQAC discusses the report with the non-teaching staff and points out the areas of improvement.

##### ***2. Self-appraisal and Self-feedback:***

At the end of every academic year, the non-teaching staff fill a self-appraisal form and a self-feedback form. Self-appraisal form is a summary of their work performance during the AY. The form is reviewed by the reporting authority. Self-appraisal provides insights into their own performance during the year. Self-feedback gives them an opportunity to look into their own strengths and weaknesses, their instances of good performance and areas of improvement. The records of self-appraisal and self-feedback are maintained by Feedback Committee and reviewed by IQAC every year.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1 Institution conducts internal and external financial audits regularly**

#### **Response:**

Institution conducts internal and external financial audits every year.

The Organizing Board appoints IQAC for improving the financial governance of the College. IQAC suggests the internal auditors to the Governing Board to conduct internal financial audit. With the approval



of the Governing Board, the internal financial auditors are appointed. The latest internal financial audit was conducted by Mr. Prabhu Desai during the AY: 2020-21.

The main objective of the internal financial audit is to examine the books of accounts and provide valuable suggestions for improving the overall financial governance of the College. It also acts as a mechanism for detection and prevention of any frauds. The College takes corrective measures on the basis of audit objections and queries.

Every year, College conducts external statutory financial audit during the financial year. Our external audit is conducted by M/s. K. J. Kolah & Co. as appointed by the Governing Board. No major objections and irregularities are found during the audits. Statutory auditors carry out their duties diligently and submit their annual reports.

Thus, it can be said that our financial statements represent true, fair and complete picture of our financial transactions.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

**Response:** 0

##### 6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

The following are the strategies for mobilization of funds for the College:

- Fees from the students

- Fees from Add-on Courses
- Interest from Fixed Deposits
- Funds from Private entities
- SPACE Program by Management
- Alumni contribution
- Funds from University of Mumbai to teachers for Minor Research Projects
- Funds from NGOs for research projects carried out by teachers
- Funds from University of Mumbai to conduct NSS activities
- Funds from Government and private bodies towards students scholarship

The following points highlight the optimal utilization of financial resources:

- All major capital expenditure is identified at the beginning of the Academic Year. A budget statement is prepared to get an estimate of capital expenditure.
- In case of major expenditure, estimation is prepared by the concerned department and committees and approval is sought from the Principal.
- In case of minor expenses, the departments and committees take the approval from the Principal as and when required.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

#### Response:

#### Quality Policy & Quality Audits:

##### *Quality Policy*

The IQAC of the College has designed the Quality Policy that touches upon continuous improvement in quality management systems to bring delight to all its stakeholders. The weblink to our Quality Policy is <https://www.patuck.edu.in/degree-college/about-us/quality-policy/>

##### *Academic and Administrative Audit (AAA) and Quality Audits*

IQAC has taken the initiative to conduct AAA twice for the assessment spreading over from the AY: 2016-17 to AY: 2019-20. The IQAC had appointed the Academic Audit Convenor and Administrative Audit Convenor during both the occasions. IQAC also conducts internal AAA for ensuring smooth academic and administrative functioning of the College.

IQAC suggested to conduct Quality Audits like Gender Audit, IT Audit, Library Audit, Green Audit,

Energy Audit and Environment Audit. External auditors were appointed for the conduct of quality audits. The auditors were expert in their subject and hence, they were appointed so as to bring about quality improvements in reviewing the relevant processes and systems. Library audit was conducted by Maharashtra University and College Librarians Association (MUCLA), which empaneled auditors for the conduct of the audit. Green audit, Energy Audit and Environment Audit was carried out by Roshni & Associates.

All these audits conducted improved the strategies and processes of the Institution from academic, administrative, infrastructure and environment perspectives.

### **ICT Augmentation:**

IQAC has contributed significantly in improving the ICT facility at the campus. Over a period of time, there has been additions in ICT facilities like:

#### ***Internet connectivity in the campus***

The College has procured internet services from Tikona Ininet Limited and has an internet speed of 60 Mbps. The College campus has Reliance Jio free internet Wi-Fi for students, and staff upto 32 MB. Besides this, internet connectivity is provided at conference room, staff room, classrooms, staff cabins, library, and computer laboratories.

#### ***ICT classrooms***

All the classrooms in the campus are ICT-enabled.

#### ***Google classroom***

The College uses Google classroom as a Learning Management System (LMS). All the course teachers provide their learning materials and assignments on google classroom.

#### ***Digitalization of library***

The College library is automated. The College uses iSLIM software to carry out the library operations. The library has e-resources hosted on its iSLIM software. The College library has also subscribed to National Digital Library of India (NDLI).

#### ***Teaching-learning resources***

The College has purchased laptops, tablets, and heavy-duty printer for smooth conduct of teaching-learning in the campus.

#### ***Patuck YouTube channel***

The teachers prepare academic videos and upload in Patuck YouTube channel so that the students can refer to the specific topics as and when required. The link to the channel is: <https://www.youtube.com/channel/UCUUY-tmv7UYwmMRjye4Hbfw/playlists>

The College has provided a tripod facility and a microphone for recording lectures.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

IQAC aligns with the Vision of the Institution and reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals. Below are the two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC:

**1. Skill-based Courses**

With the recommendation of IQAC, the College formed a Skill Development Committee during the year 2017-18 for initiating Add On Certificate Courses to the students. These courses complement the academic curriculum of the University of Mumbai. Thus, it enriches the students learning processes. These courses have an assessment methodology that helps to understand their learning outcomes for the course.

The following Add on Certificate Courses were offered to the students:

<b>Name of the Course</b>
<b>Academic Year - 2020-21</b>
Personality Development
Foundation of Human Behaviour
Fitness for Holistic Health and Wellness
Tally ERP 9 with GST
Corporate Readiness (Campus to Corporate Career Program)
Quantitative Aptitude
<b>Academic Year - 2019-20</b>
Conversational English
Foundation of Human Behavior
Fitness for Holistic Health & Fitness
Pastoral Symphony
Tally ERP 9 with GST
Corporate Readiness (Campus to Corporate Career Program)
<b>Academic Year - 2018-19</b>

Market Aligned Skill Training Program (Retail, Travel & Tourism)
Corporate Readiness (Building Youth Excellence Through Employability Services and Technology)
<b>Academic Year - 2017-18</b>
Conversational English
Quantitative Aptitude
Market Aligned Skill Training Program (Store Operations Assistant, Tour Reservation, Eureka Forbes – Sales & Marketing, Manual & Comp Aided Jewellery Design)
Street Play Demonstration
<b>Academic Year - 2016-17</b>
Corporate Readiness (Creating Employment and Empowerment Through Youth Development)

## 2. Promotion of Research among Students

IQAC takes keen interest in promoting research among students. IQAC has made several suggestions to Research & Publication Cell to inculcate research aptitude among students. The initiatives taken to promote research among students are:

1. Deputing teachers as research guides for their Third Year Project Work
2. Encouraging students to publish research papers in College Students Journal: Prasuvudha
3. Engaging students in research project conducted by faculty which was sponsored by NGO
4. Involving students in research project conducted by University of Berkeley.
5. Organizing a Students Research National Colloquium
6. Organizing research-related seminars for students

Deputing students for Conferences and encouraging them for paper presentation

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

The Institution believes in gender equity. The College has drafted and implemented Gender Policy that clearly illustrates our belief in gender equity. The College has been regularly conducting Gender Audit for promoting gender equity and gender sensitization in the campus.

The College offers courses that include topics related to gender equity and gender sensitization. The concerned departments also conduct co-curricular activities based on these topics. Women Development Cell of the College plays an important role in promoting gender equity and gender sensitization. It conducts several activities like seminars, elocution competition, video-making competition, etc. on women-related issues. The Cell has conducted self-defense workshops for female staff and students. The Cell has deputed students and staff to participate in several seminars and workshops related to gender equity and sensitization.

##### 1. Safety and security:

- CCTV cameras are placed in campus to ensure safety and security of staff and students
- First-aid boxes are available at several locations in the campus. The facility of on-call doctor is available in case of any medical emergency.
- Fire extinguishers are placed on every floor.
- Ladies washrooms have sanitary napkin vending machine and incinerator.
- A lady security guard is appointed at the College gate.
- Internal Complaints Committee is constituted as per the guidelines of University of Mumbai to prevent sexual harassment at workplace. The College has a policy on Sexual Harassment at workplace.
- Anti-ragging Committee is formed to protect students from the menace of ragging. The College follows Anti-ragging policy.
- The College has a Students Grievance Cell that addresses issues on students' grievances. The College has a Students Grievance Redressal Policy.
- The College has a Discipline Committee that monitors the discipline of the students in the campus.
- The College has formed a Committee for Compliance, which ensures that Code of Conduct is adhered to by the students and staff.

##### 2. Counseling:

The College has a Counseling & Guidance Cell for mental well-being of staff and students. A part-time counselor is appointed to provide counseling facility to the staff and students. The teachers provide personal counseling to students as and when required. The College has a Mentor Mentee Program, wherein the mentees meet their mentor batch-wise for academic and personal counseling.

##### 3. Common Rooms:

A common room for female students is attached to the ladies washroom. The female students also have a separate sports room for recreation and play of indoor games.

#### 4. Any other relevant information:

- Sports Committee conduct sports events only for female students to encourage their participation in sports.
- The College encourages the female students' representation and includes them as members of Students Council, Internal Complaints Committee and Women Development Cell as per the guidelines of University of Mumbai.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Annual gender sensitization action plan	<a href="#">View Document</a>

#### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management



**Response:**

Our College is conscious of waste management in the campus. We promote sustainability and eco-friendly campus through effective waste management systems. Our College has conducted Energy Audit, Environment and Green Audit of the campus.

- **Solid waste management**

The students and staff dispose wastes in dustbins kept in classrooms, staff room and office. The members of Students Council and NSS volunteers take up campus cleaning drive regularly. They dump the solid waste of the campus in the large dustbins placed in the premise. Peons and other support staff are appointed for cleaning the classrooms and the premise. The solid waste which is non-degradable is disposed off to the garbage carriers of the BMC. The degradable solid waste like dry leaves, canteen waste, etc. is disposed in the compost pit of the campus. The compost pit produces manure, which is used as manure for trees and plants in the campus.

- **Liquid waste management**

The liquid waste from the canteen is disposed in the compost pit, which helps to produce manure for enhancing the campus greenery. The liquid waste from washrooms is disposed through water pipelines in drainage systems. Support staff are appointed for cleaning the washrooms.

- **Biomedical waste management**

College has sanitary napkin vending machines and incinerators at the ladies washrooms. The soiled sanitary napkins are disposed through the incinerators.

- **E-waste management**

Our College has signed an MoU with Indian Development Foundation (IDF) for e-waste collection. E-Icarnation Recycling Pvt. Ltd. collects e-waste periodically from the campus. The refilling of toners and cartridges of printers is outsourced which enables the reuse of the toners and reduces the e-waste.

- **Waste recycling system**

Waste recycling system is not available in the campus.

- **Hazardous chemicals and radioactive waste management**

Our College does not generate any hazardous chemicals and radioactive waste.

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

**Response:** A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

**Response:** A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

**Response:** B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

**Response:**

Our College takes efforts in providing inclusive environment towards cultural, regional, linguistic, communal, socio-economic and other diversities.

The College admits students of all castes, class and religion on the basis of merit. The College has followed the reservation policy as applicable. Equal opportunities are provided to all students irrespective of gender, caste or nationality in providing them with facilities and in participation of students in several activities of the College.

There are a number of activities conducted by the College where the students and staff stand together and promote causes related to national unity and cultural diversity of our country. College conducts several co-curricular activities like essay-writing competition on the topics relating to fundamental rights, unity in

diversity, peace and harmony, etc. Gandhi Vichar exams are conducted to promote the values of peace, harmony and non-violence among the students. Cultural Committee has encouraged students to participate in folk dance performances at several inter-collegiate events and during the College Annual Day. The students have performed folk dances like *RautNach* (Chhattisgarh), *Dhamal Dance* (Haryana), *DholNach* (Maharashtra) and *DholuKunitha* (Karnataka). Students have also performed fashion show on “Unity in Diversity” in which students from different states exhibit their traditional attire and music. These activities inculcate the cultural, regional, and linguistic values among the students.

In order to embrace cultural, regional, linguistic and communal diversities, the College observes the days of cultural and regional importance. College celebrates Constitution Day by screening a short film or by encouraging students to participate in essay-writing competition on the topic “Constitution of India”. This fosters an inclusive environment of tolerance and harmony towards various diversities in our society. Every year Traditional Day is celebrated with great aplomb. Students and staff celebrate this with traditional attire from different cultures and regions. Students Council takes the initiative in celebrating Navratri festival, where students and staff from all communities participate in the celebration. These occasions reflect tolerance and communal harmony at the College. Our College has participated in many activities to promote the inclusive environment such as National Integration Camp, Gandhi Sandhya Bhajan, Peace and Harmony Conclave/ Rally, Run for Unity, and Bal Gangadhar Tilak Smruti Shatadi.

File Description	Document
Any other relevant information.	<a href="#">View Document</a>
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

### 7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

#### Response:

Our College takes adequate measures to sensitize students and staff to the constitutional obligations. This is also reflected in the Core Values of our Institute.

Several Departments and Committees of the College conduct activities that sensitize students and staff towards values, rights, duties and responsibilities of citizens. Essay-writing, elocution and poster-making competitions are organized for our students on such topics and our teachers are nominated as evaluators to award the winners. Our students are sensitized towards being responsible citizens by taking part in activities which contribute to clean and green environment. These activities are supervised by our staff members. Field visits to high court and destitute home, and nature trips are organized as a part of experiential learning towards developing the value systems as enshrined in the Indian Constitution. Our College offers several courses to the students as prescribed by University of Mumbai which consists of aspects of Indian Constitution and environment sensitivity so as to make them responsible citizens. Skill Development Committee of our College has conducted a Certificate Course on Foundation of Human Behaviour for the students that have a construct of values, ethics and social responsibility. Our teachers

have been the resource persons to disseminate the course curriculum of the Certificate Course.

National days like Independence Day, Republic Day and Constitutional Day are celebrated by the students and staff. NSS unit of our College deputed students for State/ National Republic Day Parade selection. The selection round of Republic Day Parade during the AY: 2020-21 was conducted at our College on behalf of University of Mumbai. Our students and staff actively participated in organizing and execution of the event. Our NSS unit also conducted a District-level Theme-based Workshop on “Service to Nation and Service to Self” during the AY: 2020-21 for which students from different colleges participated in the workshop. Our NSS POs were actively involved in organizing the online workshop. Every year, Cultural Committee deputed students to participate in singing competition under “Patriotic Song” category at the Youth Festival, University of Mumbai. For this competition, our students are trained by our staff members.

Our students participate in election-related activities like voting sensitization and assisting voters at the voting booth during the times of elections. One of our staff members is deputed as the Nodal Officer in our Constituency to sensitise our students about participating in the election process.

The sensitization of students and staff towards constitutional obligations inculcate values of truth, non-violence, peace, national integrity, communal and social harmony, etc.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

#### Response:

Our College believes in celebrating and organizing national and international commemorative days, events and festivals. The College celebrates birth anniversaries of great Indian personalities:

- **Mahatma Gandhi** – On the occasion of Mahatma Gandhi Jayanti, students have participated in (1) Seva Rally (2) Gandhi Sandhya Bhajan (3) Campus cleaning
- **Dr. APJ Abdul Kalam** – On the occasion of Vachan Diwas or Reading Day, students are encouraged to participate in essay-writing on the theme of our former President.
- **Dr. Shiyali Ramamrita Ranganathan** – On the occasion of National Librarian's Day, the Library Committee organizes reading and recitation activities of knowledge resources.
- **Savitribai Phule** – Women Development Cell organizes an activity on her birth anniversary, wherein a short video is posted, and the students are asked to attempt a quiz on the basis of the video.
- **Shivaji Maharaj and Dr. Babasaheb Ambedkar** – College observes public holiday on their birth anniversaries.

National days like **Independence Day** and **Republic Day** are celebrated by inviting staff and students at the flag hoisting ceremony in the campus.

Our College celebrates the following days/ events of national and international significance:

- **Indian Constitution Day** - College celebrates Constitution Day by organizing events such as movie screen on "Making of Indian Constitution", essay writing competition, quiz competition, etc.
- **International Women's Day** - The male staff members in co-ordination with Women Development Cell organizes Women's Day celebration. Games, snacks and at times lunch outing is organized.
- **International Yoga Day** - NSS unit of the College takes the initiative to celebrate Yoga Day.
- **National Service Scheme Day** - The NSS unit celebrates National Service Scheme (NSS) day by undertaking campus cleaning drive and donation drive
- **Road Safety Week** - Road Safety Week is celebrated by organizing rally, poster competition, video making competition, etc. on the theme of road safety.
- **World AIDS Day** - NSS unit participates in the rally for creating awareness about AIDS during this day.

Students Council organizes Garba with great fervour during the **Navrati festival** in the honour of Goddess Durga. College observes holiday during the festivals like: **Mahashivratri, Holi, GudiPadwa, Ram Navami, Mahavir Jayanti, Ramzan and Bakri Eid, Ganesh Chaturthi, Diwali, Christmas, Parsi New Year, Dusshera and Guru Nanak Jayanti.**

File Description	Document
Geotagged photographs of some of the events	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**

**Response:**

### **BEST PRACTICE I**

**Title of the Practice:** Collaboration with several HEIs, corporate entities and associations

**Objectives of the Practice:**

- To provide wide exposure to students and faculty through Student and Faculty Exchange Programs
- To improve network with HEIs, corporate entities and other associations for mutual benefit
- To impart employability and social skills among students

**The Context:**

In order to enhance the teaching learning process, the College believes that it is important to connect with different stakeholders in society. Students, staff, parents, and alumni are directly connected with the College. Collaboration with other educational institutions, corporate and other entities is often overlooked by the educational institution. Such stakeholder collaboration brings in the benefits of sharing information, synergy and overcoming common hurdles and obstacles to empower the youth of today. Collaboration improves the network of the College with different stakeholders. The collaborative approach with corporate entities helps to bridge the gap between industry and academia. Collaboration with NGOs enables to improve the social fabric of the society by sensitizing students with socially relevant issues.

**The Practice:**

With the initiative of IQAC, the College signed MoUs with several HEIs and collaborated with institutional entities. Every year, the networking was promoted, and the College collaborated with:

- ***B. L. Amlani College of Commerce for Faculty Exchange Program:*** This Program was conducted during the AY: 2020-21, and 12 students and two faculty members were involved from both the Colleges. The duration of the Program was from March 22, 2021 to April 10, 2021, and the Course selected was International Marketing.
- ***Research team of World Bank, American University and University of Virginia for research project with Third Year students:*** This Collaboration took place for two AYs: 2019-20 & 2020-21.



37 students and 27 students participated during each AY respectively.

- **University of Stirling, RAK Campus for a Faculty Development Program:** Two FDPs titled - “Enhancing Student Engagement Using Active Learning” and “Social and Emotional Learning in Higher Education” were conducted as a part of the Collaboration. For both the FDPs, all our faculty members participated in this Program.
- **S-Tek IT Education:** The Collaboration helped to improve accounting skills of the students since the students were taught Tally ERP 9. This Collaboration was for two AYs: 2019-20 & 2020-21. 27 students and 57 students in each AY respectively participated in the Add on Certificate Course.
- **Gurukul College of Commerce:** During the AY: 2019-20, both the Colleges conducted Add on Certificate Courses, namely: Foundation of Human Behaviour and Fitness for Holistic Health and Fitness. 59 students and 61 students participated in both the Courses respectively.
- **Tilak Maharashtra Vidyapeeth, Pune:** This Collaboration took place during the AY: 2019-20 and 40 students from both the Institutions participated in the Student Exchange Program.
- **NGO-Ekta Foundation:** The NGO funds socially relevant research projects of the teachers. Two research projects have been funded by the NGO.
- **Achievo Engg. Pvt. Ltd.:** The corporate entity provides scholarships to the needy students and conducts seminars for students development on a pro bono basis. It conducts seminars every year for the development of students in the College.
- **St. Joseph College of Commerce:** Student and Faculty Exchange Programs were conducted during the AY: 2018-19. In all, 130 students and 39 faculty members participated from both the Institutions.
- **Ashwattha Advisors Private Limited (AAPL):** The Institution has conducted an Add on Certificate Course called “Corporate Readiness” with this collaborating body. The number of participants are:

Academic Year	No. of Student Participants
2020-21	50
2019-20	45
2018-19	52
2016-17	40

#### Evidence of Success:

- Due to the collaboration, College successfully conducted Add on Courses with the collaborating intuitions, such as:
  - Tally ERP 9 for which students got employment avenues in accounting
  - Foundation of Human Behaviour for which students learnt personal and professional ethics
  - Fitness for Holistic Health and Fitness for which students could achieve their health and fitness goals
  - Corporate Readiness for which the students acquired employability skills and secured placement opportunities.
- The collaboration with the research team equipped the students with good resume writing skills and learnt how to face interviews effectively.
- During the AY: 2019-20, Dr. Tasfiya Shaikh was funded with Rs.4500/- for the research project titled: A Study on Usage of Paper Bags Towards The Consumer Perspective and during the AY: 2020-21, Dr. Chandan Mishra was funded with Rs. 2000/- for the research project titled: Communication and Ecological Sustenance.
- During the AY: 2019-20, three students were provided with scholarships. During the AY: 2020-21,



the seminar was conducted online titled as 'Leadership Development Program' where 25 students participated, and two students were provided with scholarships.

**Problems Encountered and Resources Required:**

- Difficulty in identifying educational institutions, corporate entities, and NGOs for collaboration
- Difficulty in getting students enrolment for the Add on Courses
- Difficulty in getting students to complete the Add on Courses
- Difficulty in scheduling the events of MoUs due to heavy schedule on the part of the College and the collaborating entity.
- Less maturity among students to accept the offer letter from companies for internship and placements.
- Continuous follow up was required with the collaborating entity for the execution of MoU.

**Notes (Optional):**

The College has developed a fairly large network of collaborations which has helped to improve its goodwill.

**BEST PRACTICE II**

**Title of the Practice:**

**CLEAN AND GREEN CAMPUS**

**Objectives of the Practice:**

- To align with the national programme of Swachh Bharat Abhiyan
- To imbibe the value of cleanliness among students
- To involve students in promoting greenery in the campus

**The Context:**

Our College has two playgrounds admeasuring 1189.15 sq. mts and 588.63 sq. mts each with several trees, plants and shrubs at all sides. With the size of the ground and variety of greenery across the campus, it has been a challenge to maintain the campus with one gardener. Therefore, it was essential to involve the students in maintaining a clean and green campus.

**The Practice:**

The College NSS team and Students' Council members were involved in this practice. Regularly, the student volunteers took up cleanliness drive at the College campus. A notice is circulated among the students about the cleanliness drive. Accordingly, interested students participate in the activity. The cleanliness drive is undertaken by the students under the guidance of faculty in-charge. The cleanliness drive includes cleaning of the playgrounds, sports room, NSS room, etc.

The students have actively participated in green campus activities. During the AY: 2017-18, our NSS unit took up the Taxonomy Project under the guidance of our NSS PO, Mrs. Megha Pillai. They used 'Picture'

application to identify the trees and plants and labeled them properly with laminated papers. The students also developed a nursery in the campus.

Again, during the AY: 2020-21, our College scientifically took up the Taxonomy Project at the recommendation of IQAC. The College IQAC appointed taxonomists to identify the trees in the campus. The NSS volunteers and the members of Students Council painted the trees with the help of necessary pesticides under the guidance of our alumnus, Mr. Chandrashekar Kurmi (Batch: 2013-14). The aluminium labels were prepared as per the names provided by the taxonomists. The labeling and numbering of trees were done by our students.

Students also maintained the compost pit and the flower beds created in the campus. The manure of the compost pit is used as fertilizer in our campus. Green wall has been created with creepers for better aesthetics and to improve the greenery in the area.

#### **Evidence of Success:**

A Green Board on Inventory of Trees in the Campus is created which indicates 175 trees in the campus. The knowledge of trees in the campus is possible because of the guidance of the taxonomists. The campus is cleaner and greener. Dr. Dadarao Mhaske is in-charge of the Clean and Green Campus to sustain and further improve the cleanliness and greenery in the campus. The Green and Environment Audit Report makes a positive mention of this practice at our campus.

#### **Problems Encountered and Resources Required:**

- Inadequate understanding of scientific names of the trees and uses resulted in difficulty in sustaining students interest levels
- Non-availability of the taxonomists and the alumnus delayed the project execution
- Less students participated in the project during the lockdown and hence the project was delayed

#### **Notes (Optional):**

The Management of the College has been supportive in providing the necessary resources for the practice. Dr. Dadarao Mhaske prepared a PowerPoint presentation on Patuck Green Campus and shared it with the students.

<b>File Description</b>	<b>Document</b>
Any other relevant information	<a href="#">View Document</a>
Best practices in the Institutional web site	<a href="#">View Document</a>

## **7.3 Institutional Distinctiveness**

**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:****7.3 Institutional Distinctiveness****7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words.****SERVICE TO SOCIETY**

The College, with its thrust and priority area of functioning being academics has over the years of its existence developed one of its Mission - "Making higher education accessible to all, particularly to weak students, enabling them to face challenges of life with a positive attitude". Quality education is difficult to seek. We go beyond the frontiers where quality education is otherwise accessible only to the privileged. Situated in the heart of the suburb of the Mumbai city, we provide education to all strata of students. We focus on the holistic development of students, which necessitates the inculcation of technical, conceptual and human skills. The technical and conceptual skills we impart enable students to be productive and efficient at the workplace while the human skills imparted help develop in students a positive attitude which help them to raise higher in all kinds of life situations. Skills of the kind, that help develop a positive attitude are imparted through students' involvement in grassroot activities that instill in them values and societal and moral responsibilities towards people and the country.

Many of the activities are carried out in the neighbourhood of the College. This also helps fulfil the institution's moral responsibility towards the society. Our responsibility to educate the society is extended to the neighbouring vicinity through several awareness sessions, like as mentioned below:

- In collaboration with the Advanced Locality Management (ALM), Vakola, Yoga sessions are conducted in the College auditorium to help women homemakers in the vicinity keep fit and relieve their stress through the practice of Yoga. Representatives from the ALM, Vakola conducts these sessions through which more than 100 women have been the beneficiaries.
- Each year, the NSS unit of the College conducts a Thalassemia check for the people and on the day also conducts a Blood Donation Drive in collaboration with TATA MEMORIAL HOSPITAL. An awareness of the same is taken up and all people from the vicinity are invited to take the benefit of it. This also helps the people who have donated blood to avail of blood from the bank during their own emergency situations. The summary of the bottles collected each year are as under:

<b>Academic Year</b>	<b>No. of Bottles</b>
2020-21	27
2019-20	53
2018-19	42
2017-18	78
2016-17	54

- The College also considers its moral responsibility to cater to the environmental needs and in its strive to do so, through the NSS unit of the College, has taken up the project to propagate the use of paper bags and discard polythene. Students make paper bags and distribute them to vegetable vendors and shopkeepers in the vicinity. Through this the College not only promotes environment-friendly ways of packaging but also makes the students conscious towards the environment and the

dire need to preserve it.

- Environment preservation is also done through beach cleaning activities, wherein, students learn the importance of not littering around but become responsible towards maintaining hygiene in the city. Also it is an act of sharing the burden of the local authorities. There are also occasions of major cleaning and gardening activities at the University of Mumbai, Kalina Campus and the Khar railway station.
- The College students are trained through an internship program of the IDF and these students in turn impart the leadership skills learnt to needy children of the municipal schools around Vakola.
- The peak hours in the city of Mumbai have the roads full of people and traffic and their safety matters the most. The students were involved in rallies from Vakola to Kalina in order to help the local police to promote the need and means to achieve road safety measures for vehicle owners as well as pedestrians.
- Our students have volunteered to help the local authorities during festivals to manage the traffic and make walking convenient for the pedestrians. Volunteering was also done during the peak traffic hours. They have also volunteered to help during the election time to maintain decorum among voters and help senior citizens get to the polling booth with ease.

During the festive Christmas season, an Entrepreneurship fun-n-fair is conducted. This enables our students to develop an enterprising aptitude while locals have the delight of getting festive products at reasonable prices.

During the pandemic times the Management has been benevolent to help the needy people around as well as the local authorities. Instances are mentioned below:

- In April, 2020 & April, 2021, the Institute provided the hind side playground to the BMC so as to accommodate vegetable vendors so that they sustain their livelihood considering the guidelines of social distancing. The playground admeasures about 1189.15 square meters. Under the guidance of Vakola Police Station, the locals were able to meet their daily vegetable needs by shopping at our premise following all the pandemic guidelines. Our help was required as right outside gate no: 3, of our campus runs Rustomba Patuck Marg, which is a narrow lane and during the mornings and evenings, it gets congested with pedestrians and vegetable vendors. Therefore, having the advantage of a spacious playground, the Institution offered the facility for the benefit of the neighbouring society during both the pandemic waves.
- The Gala Auditorium of the Institution was offered to be one of the vaccination centres of the BMC H-East Ward. The vaccination drive was conducted to provide first and second doses of COVISHIELD to senior citizens and others.
- Packets of foodgrains were provided to the families of the needy in the vicinity, this also included students and some support staff. This was facilitated through pooling funds and resources received from philanthropists and staff members. Around 75 families were supported by way of this philanthropic act. The packets provided included daily grocery essentials like, salt, wheat flour, rice, dal, oil, spices and snacks.

*'Actions speak louder than words'*, is demonstrated here. The contributions help the society and at the same time also sets an example to the students to grow as responsible and value-oriented individuals.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

NAAC

## 5. CONCLUSION

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### Additional Information :

- Patuck Polytechnic Trust has a separate vertical for developing life skills among students called Patuck Lifeskills Foundation. The Skill Development Committee of the College works in co-ordination with Patuck Lifeskills Foundation to run some of its Certificate Courses.
- Our Institution is a Parsi Minority. We believe in right to equal opportunity to education to all and admit students which belong to all categories. The teachers have meticulously drafted the Programme Outcomes and Course Outcomes and have been keen in its attainment
- The College provides research incentives to teachers for publishing research papers, undertaking research projects, and completing their Ph.D. In the last five years, the Institution has received several awards for its extension initiatives in DLLE and NSS. Various collaborations with academic institutions, corporate and NGOs has been elaborated as one of the Best Practices of the Institution.
- The College has an excellent infrastructure facility and ensures its timely maintenance. The Institution has an IT team that ensures effective and efficient technology deployment and maintenance. Library Committee has created a google site to provide and an insight about the knowledge resources of the College. The link to the google site is: <https://sites.google.com/patuck.edu.in/patuck-library-committee/home>
- The Mission of the Institute is to make higher education accessible to all, particularly to socially weak students, enabling them to face challenges of life with a positive attitude. The College meets financial educational needs of students by facilitating with scholarships and freeships from individuals and private institutions. The capacity building and skills initiatives are conducted through several co-curricular activities of the College.
- The top management believes in delegation of authority for effective functioning of the Institution. They value staff members and appreciate them with monetary and non-monetary incentives. IQAC of our College has devised mechanisms for quality improvement and academic excellence.
- The concern for institutional values and social responsibilities are reflected in conducting the regular activities of the Institution. Teachers, students and alumni are involved to participate in these activities.

### Concluding Remarks :

IQAC plays an important role in improving quality of curricular aspects of the Institution. The quality element is reflected in the efforts that the College takes in curriculum design, development and enrichment for the courses offered. The College has an effective Feedback System that facilitates revision and redesign of curricula based on recent developments and feedback from stakeholders.

College takes efforts to serve students of different backgrounds and abilities, through effective teaching-learning experiences. Interactive instruction techniques with the application of ICT resources brings an enriching experience to the learners. The teachers are adequate and competent to handle teaching, learning and

evaluation processes of the College.

Our College takes the responsibility to enable faculty to undertake research projects useful to the society. The Mission of the Institution is to fulfill its social responsibility and rightly does so by serving the community through its extension activities.

The infrastructure and learning resources are adequate and optimally utilized. The Institution has established systems and procedures for maintaining and utilizing physical, academic and support facilities.

Our College provides necessary assistance to students for enriched learning experience at the campus and for their holistic development and progression. There is an active Mitra Niketan Alumni Association that supports the Institution.

Our Institution functions effectively and efficiently due to excellent governance, leadership and management at the top level. IQAC is a strong pillar of the Institution that looks into quality assurance initiatives and processes of the College.

The College lay great emphasizes on institutional values and social responsibilities through initiatives like gender equity, environment consciousness and sustainability, human values and professional ethics. The College believes in adopting best practices in its overall functioning. The basic characteristic of the Institution is its contribution to society.