

# AQAR of the IQAC

The Annual Quality Assurance Report

For the Year 2017-2018



**Patuck Polytechnic Trust's (Estd. : 1932)**

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

**"Affiliated to University of Mumbai"**

**NAAC Accredited at B++ Grade with 2.77 CGPA**

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

[www.patuck.edu.in](http://www.patuck.edu.in)

[patuckgala.degreecollege@gmail.com](mailto:patuckgala.degreecollege@gmail.com)



**Annual Quality Assurance Report (AQAR) of the  
Internal Quality Assurance Cell (IQAC)  
for the Academic Year 2017-18**

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Name of the Institution: **PATUCK - GALA COLLEGE OF COMMERCE & MANAGEMENT**

Name of the Head of the Institution: **Dr. (Mrs.) Meeta Pathade**

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## COMPOSITION OF THE IQAC

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



**PART - A**



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

# PART A:

### 1. Details of the Institution

|   |  |
|---|--|
| <b>1.1 Name of the Institution</b>                      | Patuck-Gala College of Commerce & Management   |
| <b>1.2 Address Line 1</b>                               | Patuck Campus, 100 Nehru Road,   |
| <b>Address Line 2</b>                                   | Rustomba Patuck Marg, Vakola Bridge, Santacruz (E)   |
| <b>City/Town</b>  | Mumbai   |
| <b>State</b>  | Maharashtra  |
| <b>Pin Code</b>   | 400 055  |
| <b>Institution e-mail address</b>                       | <a href="mailto:patuckgala.degreecollege@gmail.com">patuckgala.degreecollege@gmail.com</a>               |
| <b>Contact Nos.</b>                                     | 022-26692477 / 8828877021  |
| <b>Name of the Head of the Institution:</b>             | Dr. (Mrs.) Meeta Pathade   |
| <b>Tel. No. with STD Code:</b>                          | 022-26692477   |
| <b>Mobile:</b>  | +919167232152  |
| <b>Name of the IQAC Co-ordinator:</b>                   | Mrs. Renita Vazirani   |
| <b>Mobile:</b>  | +919920660522  |
| <b>IQAC e-mail address:</b>                             | <a href="mailto:iqac@patuck.edu.in">iqac@patuck.edu.in</a>   |
| <b>1.3 NAAC Track ID</b>                                | MHCOGN14155  |
| <b>1.4 NAAC Executive Committee<br/>No. &amp; Date:</b> | EC(SC)/17/A&A/49.2 Dated 16-09-2016  |
| <b>1.5 Website address:</b>                             | <a href="http://www.patuck.edu.in">http://www.patuck.edu.in</a>  |
| <b>Web-link of the AQAR:</b>                            | <a href="http://http://patuck.edu.in/annual_aqar.html">http:// http://patuck.edu.in/annual_aqar.html</a> |

### 1.6 Accreditation Details

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

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

1.8 AQAR for the year 2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR\_2015-16\_ (29/09/2016) \_(DD/MM/YYYY)

ii. AQAR\_2016-17\_ (31/08/2017) \_(DD/MM/YYYY)

### 1.10 Institutional Status

|   |                               |                                     |                        |                                     |         |                          |         |                          |
|---|-------------------------------|-------------------------------------|------------------------|-------------------------------------|---------|--------------------------|---------|--------------------------|
| University  | State                         | <input checked="" type="checkbox"/> | Central                | <input type="checkbox"/>            | Deemed  | <input type="checkbox"/> | Private | <input type="checkbox"/> |
| Affiliated College  | Yes                           | <input checked="" type="checkbox"/> | No                     | <input type="checkbox"/>            |         |                          |         |                          |
| Constituent College   | Yes                           | <input type="checkbox"/>            | No                     | <input checked="" type="checkbox"/> |         |                          |         |                          |
| Autonomous college of UGC   | Yes                           | <input type="checkbox"/>            | No                     | <input checked="" type="checkbox"/> |         |                          |         |                          |
| Regulatory Agency approved Institution (e.g. AICTE, BCI, MCI, PCI, NCI) | Yes                           | <input type="checkbox"/>            | No                     | <input checked="" type="checkbox"/> |         |                          |         |                          |
| Type of Institution   | Co-education                  | <input checked="" type="checkbox"/> | Men                    | <input type="checkbox"/>            | Women   | <input type="checkbox"/> |         |                          |
| Co-education  | Urban                         | <input checked="" type="checkbox"/> | Rural                  | <input type="checkbox"/>            | Tribal  | <input type="checkbox"/> |         |                          |
| Financial Status  | Grant-in-aid                  | <input type="checkbox"/>            | U GC 2(f)              | <input type="checkbox"/>            | UGC 12B | <input type="checkbox"/> |         |                          |
|   | Grant-in-aid + Self Financing | <input type="checkbox"/>            | Totally Self-financing | <input checked="" type="checkbox"/> |         |                          |         |                          |

### 1.11 Type of Faculty/Programme

|           |                                |             |  |                |   |            |  |                |  |
|-----------|--------------------------------|-------------|--|----------------|---|------------|--|----------------|--|
| Arts      |                                | Science     |  | Commerce       | ✓ | Law        |  | PEI (Phys Edu) |  |
| TEI (Edu) |                                | Engineering |  | Health Science |   | Management |  |                |  |
| Others    | Bachelor in Management Studies |             |  |                |   |            |  |                |  |

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

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

|  |   |                              |   |
|--|---|------------------------------|---|
| Autonomy by State/Central Govt./University | 0 |                              |   |
| University with Potential for Excellence   | 0 | UGC-CPE                      | 0 |
| DST Star Scheme                            | 0 | UGC-CE                       | 0 |
| UGC-Special Assistance Programme           | 0 | DST-FIST                     | 0 |
| UGC-Innovative PG programmes               | 0 | Any other ( <i>Specify</i> ) | 0 |
| UGC-COP Programmes                         | 0 |                              |   |

## 2. IQAC Composition and Activities

|  |    |
|--|----|
| 2.1 No. of Teachers  | 08 |
| 2.2 No. of Administrative/Technical staff                      | 02 |
| 2.3 No. of students  | 01 |
| 2.4 No. of Management representatives                          | 01 |
| 2.5 No. of Alumni  | 01 |
| 2.6 No. of any other stakeholder and community representatives | 00 |
| 2.7 No. of Employers/ Industrialists                           | 00 |
| 2.8 No. of other External Experts                              | 02 |
| 2.9 Total No. of members                                       | 15 |
| 2.10 No. of IQAC meetings held                                 | 03 |

|   |                    |    |                  |    |
|---|--------------------|----|------------------|----|
| 2.11 No. of meetings with various stakeholders: | No.                | 23 | Faculty          | 10 |
|   | Non-Teaching Staff | 10 | Students         | 06 |
|   | Alumni             | 03 | Others (Parents) | 04 |

**Note: Meetings with teaching and non-teaching staff were held together**



**2.12 Has IQAC received any funding from UGC during the year?** Yes  No

If yes, mention the amount

**2.13 Seminars and Conferences (only quality related)**

**(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC**

Total Nos.  International  National  State  Institution Level

**(ii) Themes**

- a. Mind Training Program - September 15, 2017
- b. Art of Public Speaking – October 13-16, 2017

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

- Conduct of Internal audits
- Conduct of Gender, Academic and Administrative Audits by External Auditors
- Initiation of Green Audit
- Conduct of workshop for faculty and student development
- Advisory role towards improvement of departmental activities
- Deputation of teachers for programs to enhance teaching productivity
- Remote access of teaching sessions through provision of video lectures

**2.15 Plan of Action by IQAC / Outcome**

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

| Plan of Action                        | Achievements   |
|---------------------------------------|--|
| Role Enhancement of Class Teacher     | Class teachers were made to maintain a file of all activities and interactions with the class students   |
| Formalizing Skill Development Program | Skill Development Cell was initiated and programs for making students Corporate ready were organized. During the Academic Year, an English-Speaking Course was organized and was conducted for 33 hours and batch strength of 36 students completed the Certificate program. Also, the College got students enrolled for vocational courses like Tour Reservation (30 nos.); manual Jewellery Designing (12 nos.) and Store Operation Assistant (07 nos.) at the Garware |

|                         |  |
|-------------------------|--|
|                         | Institute of Career Education and Development.   |
| Parents Feedback System | During the PTA meets feedback from parents are secured and the feedback obtained was analysed and worked upon.   |
| Greener campus          | Bottle gardening was initiated, and more plants were planted and also Taxonomy on campus commenced   |
| Connectivity on Campus  | Campus was made Wi fi enabled. Connection is taken from Reliance Telecommunications.   |
| Advanced Computer Labs  | Computers were added during the year and the configurations of the same were also upgraded. During the Academic Year, an OHP was purchased which enables easy practical session delivery and also headphones were purchased to be attached to computers to meet the need of Audio-Visual sessions. |

*\* Attached as Annexure I is the Academic Calendar for the Year 2017 - 18.*

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

2.16 Whether the AQAR was placed in statutory body      Yes  No

Management  Syndicate  Any other body  **IQAC**

#### **Provide the details of the action taken**

The AQAR was placed by the Principal at the IQAC meeting, dated, July 13, 2018, and also in the staff meeting, dated, July 31, 2018. The same was discussed, modified and then accordingly finalized.

The AQAR will be subsequently uploaded on the College website.



**PART - B**



# PART B:

## Criterion - I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added/Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD                    | -                             | -  | -                                   | -  |
| PG                     | -                             | -  | -                                   | -  |
| UG                     | 03                            | -  | -                                   | 04   |
| PG Diploma             | -                             | -  | -                                   | -  |
| Advanced Diploma       | -                             | -  | -                                   | -  |
| Diploma                | -                             | -  | -                                   | -  |
| Certificate            | -                             | -  | -                                   | 04   |
| Others                 | -                             | -  | -                                   | -  |
| <b>Total</b>           | 03                            | -  | -                                   | 08   |
| Interdisciplinary      | -                             | -  | -                                   | -  |
| Innovative             | -                             | -  | -                                   | -  |

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

|                             |
|-----------------------------|
| <b>Core/Elective Option</b> |
|-----------------------------|

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

1.3 Feedback from stakeholders\* Alumni  
(On all aspects)

Parents
  Employers
  Students

Mode of feedback:

Online
  Manual
  Co-operating schools (for PEI)

**\*Attached as Annexure II is the Analysis of Feedback Taken from Stakeholders**

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

The College adheres to the syllabi of the affiliating University, namely, University of Mumbai and in the Academic year 2017 - 18, there were the following changes incorporated:

- Advertising (S. Y. B. Com.)
- Business Economics (S. Y. B. Com.)
- Business law (S. Y. B. Com.)
- S. Y. B. Com. (B&I)
- T. Y. B. Com. (B&I)

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

No new department or centre was introduced during the year 2017-18

## Criterion - II

### 2. Teaching, Learning and Evaluation

**2.1 Total No. of permanent faculty**

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 3     | 3                | 0                    | 0          | 0      |

**2.2 No. of permanent faculty with Ph.D.**

|    |
|----|
| 01 |
|----|

**2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year**

| Asst. Professors |   | Associate Professors |   | Professors |   | Others |    | Total |   |
|------------------|---|----------------------|---|------------|---|--------|----|-------|---|
| R                | V | R                    | V | R          | V | R      | V  | R     | V |
| 0                | 0 | 0                    | 0 | 0          | 0 | 21     | 21 | 0     | 0 |

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

|    |    |    |
|----|----|----|
| 12 | 02 | 21 |
|----|----|----|

**2.5 Faculty participation in conferences and symposia:**

| No. of Faculty          | International level | National level | State level |
|-------------------------|---------------------|----------------|-------------|
| <b>Attended</b>         | 0                   | 07             | 02          |
| <b>Presented papers</b> | 0                   | 03             | 01          |
| <b>Resource Persons</b> | 0                   | 0              | 01          |

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

- Continuous evaluation of the students through class tests and assignments
- Remedial lectures conducted for students unsuccessful in their examinations
- Each department conducts a minimum of two co-curricular activities in each semester. They are as initiating as Entrepreneur Fair-cum-Exhibition, Product Development Competition, etc.
- Academic Improvement Meets are conducted by subject teachers with high scoring students so as to enable them consistently perform better in their examinations

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

|     |
|-----|
| 180 |
|-----|

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

- Open book examination for a select few subjects at the third-year level
- Facility of photocopying previous years' question papers is provided to the students by the library
- In the first year B. Com. Program the internal evaluation for the subject of Foundation Course is taken as an internal test instead of a Project work to avoid blind copying of content from the internet.
- Orientation programs are arranged for students and parents separately, regarding the examination pattern, rules and regulations, are conducted at the commencement of the Academic Year.
- Facility of double valuation as per the rules of the University of Mumbai is provided to the students.

**2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop**

|   |   |   |
|---|---|---|
| 0 | 0 | 5 |
|---|---|---|

**2.10 Average percentage of attendance of students**

|     |
|-----|
| 50% |
|-----|

**2.11 Course/Programme wise distribution of pass percentage:**

| Title of the program | Class         | Semester | Total no. of students appeared | Pass % | Grade wise (%) |     |      |     |      |      |      |     |
|----------------------|---------------|----------|--------------------------------|--------|----------------|-----|------|-----|------|------|------|-----|
|                      |               |          |                                |        | O              | A+  | A    | B+  | B    | C    | D    | E   |
| B. Com.              | F. Y. B. Com. | I        | 463                            | 16.4   | 0.0            | 0.0 | 1.3  | 1.3 | 7.9  | 26.3 | 63.2 | NA  |
|                      |               | II       | 416                            | 30.8   | 0.0            | 0.0 | 1.6  | 4.7 | 7.8  | 35.9 | 50.0 | NA  |
|                      | S. Y. B. Com. | III      | 247                            | 20.2   | 0.0            | 2.0 | 4.0  | 6.0 | 16.0 | 34.0 | 38.0 | NA  |
|                      |               | IV       | 241                            | 41.1   | 0.0            | 0.0 | 1.0  | 8.1 | 8.1  | 22.2 | 60.6 | NA  |
|                      | T. Y. B. Com. | V        | 248                            | 43.1   | 0.9            | NA  | 18.7 | NA  | 29.0 | 35.5 | 13.1 | 2.8 |
|                      |               | VI       | 246                            | 56.9   | 1.4            | NA  | 28.6 | NA  | 27.9 | 34.3 | 7.1  | 0.7 |

|                          |                                |     |    |       |     |     |      |      |      |      |      |     |
|--------------------------|--------------------------------|-----|----|-------|-----|-----|------|------|------|------|------|-----|
| <b>BMS</b>               | <b>F. Y. BMS</b>               | I   | 56 | 44.6  | 0.0 | 0.0 | 4.0  | 20.0 | 24.0 | 40.0 | 12.0 | NA  |
|                          |                                | II  | 56 | 41.1  | 0.0 | 0.0 | 8.7  | 8.7  | 47.8 | 21.7 | 13.0 | NA  |
|                          | <b>S. Y. BMS</b>               | III | 57 | 47.4  | 0.0 | 3.7 | 18.5 | 18.5 | 37.0 | 22.2 | 0.0  | NA  |
|                          |                                | IV  | 53 | 67.9  | 0.0 | 8.3 | 13.9 | 13.9 | 38.9 | 16.7 | 8.3  | NA  |
|                          | <b>T. Y. BMS</b>               | V   | 42 | 50.0  | 0.0 | NA  | 14.3 | NA   | 47.6 | 28.6 | 9.5  | 0.0 |
|                          |                                | VI  | 42 | 54.8  | 0.0 | NA  | 13.0 | NA   | 21.7 | 39.1 | 26.1 | 4.3 |
| <b>B. Com. (B&amp;I)</b> | <b>F. Y. B. Com. (B&amp;I)</b> | I   | 17 | 82.4  | 0.0 | 0.0 | 0.0  | 35.7 | 21.4 | 35.7 | 7.1  | NA  |
|                          |                                | II  | 15 | 73.3  | 0.0 | 0.0 | 9.1  | 36.4 | 9.1  | 27.3 | 18.2 | NA  |
|                          | <b>S. Y. B. Com. (B&amp;I)</b> | III | 36 | 58.3  | 0.0 | 0.0 | 4.8  | 38.1 | 33.3 | 23.8 | 0.0  | NA  |
|                          |                                | IV  | 36 | 100.0 | 0.0 | 2.8 | 5.6  | 41.7 | 38.9 | 11.1 | 0.0  | NA  |
|                          | <b>T. Y. B. Com. (B&amp;I)</b> | V   | 40 | 45.0  | 0.0 | NA  | 11.1 | NA   | 50.0 | 27.8 | 11.1 | 0.0 |
|                          |                                | VI  | 40 | 80.0  | 0.0 | NA  | 15.6 | NA   | 31.3 | 31.3 | 21.9 | 0.0 |

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

### Contributing to Teaching - Learning Process

- Expert and guidance lectures are conducted for teachers and teachers are also deputed for faculty development workshops and other lectures that can increase teaching effectiveness
- Lectures of teachers were recorded and uploaded for students' future viewing and ready reference
- International industrial visit was recommended besides the regular one day and five-day industrial visits for the BMS and B. Com. (B&I) programs
- Introduction of Certificate courses like Public Speaking and English Speaking to enhance learning and soft skills
- Collaborations with associations like the Maharashtra Chamber of Commerce (MCC) and Bombay Management Association (BMA) to add to the industry exposure of students
- Remedial lectures are conducted in a structured form to help students cope with the gaps in the learning process
- Academic Performance Meets are conducted with high scoring students to ensure their seriousness towards studies and to ensure better results at the University examinations.



### **Monitoring Teaching - Learning Process**

- Teaching plans are submitted by teachers at the beginning of the semester and they are regularly monitored at regular intervals to ensure that it is going as per the plan
- Internal audits are conducted by IQAC to ensure quality is maintained of the teaching learning process

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

- Conducting academic audit through external auditors
- Evaluation of results subject / teacher wise and also holding meetings with the Management if required
- Feedback is obtained of every teacher from students which tries to analyse teaching process and the curriculum covered.

### **2.13 Initiatives undertaken towards faculty development**

| <b>Faculty/Staff Development Programmes</b>       | <b>Number of faculty benefitted</b> |
|---|-------------------------------------|
| Refresher courses                                 | 0                                   |
| UGC-Faculty Improvement Programme                 | 0                                   |
| HRD programmes                                    | 02                                  |
| Orientation programmes                            | 0                                   |
| Faculty exchange programme                        | 0                                   |
| Staff training conducted by the university        | 0                                   |
| Staff training conducted by other institutions    | 01                                  |
| Summer/Winter schools, <b>Workshops</b> , etc.    | 12                                  |
| Others ( <b>Deputed for Paper Presentations</b> ) | 03                                  |

### **2.14 Details of Administrative and Technical staff**

| <b>Category</b>      | <b>Number of Permanent Employees</b> | <b>Number of Vacant Positions</b> | <b>Number of permanent positions filled during the Year</b> | <b>Number of positions filled temporarily</b> |
|----------------------|--------------------------------------|-----------------------------------|---|---|
| Administrative Staff | 07                                   | 0                                 | 0   | 0   |
| Technical Staff      | 02                                   | 0                                 | 0   | 0   |

## Criterion - III

### 3. Research, Consultancy and Extension

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

- As a part of the curriculum in the BMS and B. Com. (B&I) programs, students are to do projects for 200 marks. In order to complete the project effectively a guidance lecture was organized for them which oriented them to think right from the selection of the topic to the completion of it.
- Students were deputed for Conferences where they presented papers authored by them.
- Research at the community level was undertaken through the DLLE (Department of Lifelong Learning and Extension) program of the University of Mumbai
- The second issue of Prasuvidha was published which consisted of research papers authored by students of the College
- The eighth volume of the Annual ISSN Research Journal of the College, titled, 'Insight Management Review' was published
- Monetary incentives given to teachers who published papers in Journals of repute and containing impact factor
- Funds are allocated to the Research & Publication Cell under a separate head in the College budget
- A session was conducted to orient the teachers about how to open a Google Scholar Account and the benefits of having one

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

|                          | International | National | Others           |
|--------------------------|---------------|----------|------------------|
| Peer Review Journals     | 00            | 00       | <b>02 (ISSN)</b> |
| Non-Peer Review Journals | 00            | 00       | 0                |
| e-Journals               | 00            | 00       | 0                |
| Conference proceedings   | 00            | 03       | <b>0</b>         |

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

Range  Average  h-index  Nos. in SCOPUS

**3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations**

| Nature of the Project  | Duration Year | Name of the funding Agency | Total grant sanctioned | Received   |
|--|---------------|----------------------------|------------------------|------------|
| Major projects   | 0             | 0                          | 0                      | 0          |
| Minor Projects   | 0             | 0                          | 0                      | 0          |
| Interdisciplinary Projects   | 0             | 0                          | 0                      | 0          |
| Industry sponsored   | 0             | 0                          | 0                      | 0          |
| Projects sponsored by the University/ College                        | 0             | 0                          | 0                      | 0          |
| Students research projects (other than compulsory by the University) | 0             | 0                          | 0                      | 0          |
| Any other(Specify)   | 2017-18       | College Management         | ₹75,000.00             | ₹29,170.00 |
| <b>Total</b>   | 0             | 0                          | ₹75,000.00             | ₹29,170.00 |

**3.7 No. of books published** i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

**3.8 No. of University Departments receiving funds from**

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

**3.9 For colleges** Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

**3.10 Revenue generated through consultancy**

**3.11 No. of conferences organized by the Institution:**

| Level               | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number              | 0             | 0        | 0     | 2          | 0       |
| Sponsoring agencies | 0             | 0        | 0     | 0          | 0       |

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied | 0      |
|                | Granted | 0      |
| International  | Applied | 0      |
|                | Granted | 0      |
| Commercialised | Applied | 0      |
|                | Granted | 0      |

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| 0     | 0             | 0        | 0     | 0          | 0    | 0       |

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

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

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

JRF  SRF  Project Fellows  Any other

**3.21 No. of students Participated in NSS events:**

|                  |    |                     |    |
|------------------|----|---------------------|----|
| University level | 55 | State level         | 02 |
| National level   | 0  | International level | 0  |

**3.22 No. of students participated in NCC events:**

|                  |   |                     |   |
|------------------|---|---------------------|---|
| University level | 0 | State level         | 3 |
| National level   | 0 | International level | 0 |

**3.23 No. of Awards won in NSS:**

|                  |    |                     |   |
|------------------|----|---------------------|---|
| University level | 01 | State level         | 0 |
| National level   | 0  | International level | 0 |

**3.24 No. of Awards won in NCC:**

|                  |   |                     |   |
|------------------|---|---------------------|---|
| University level | 0 | State level         | 0 |
| National level   | 0 | International level | 0 |

**3.25 No. of Extension activities organized**

|                  |    |               |    |
|------------------|----|---------------|----|
| University forum | 11 | College forum | 02 |
| NCC              | 0  | NSS           | 13 |
|                  |    | Any other     | 03 |

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

- **Avhaan Camp (June 1 – 10, 2017)**  
Avhaan Camp was conducted at Shivaji University, Kolhapur. One of our volunteers, Mr. Rahul Rajbhar was selected for the camp. The camp was based on Disaster Management activities taught by National Disaster Relief Forum (NRDF).
- **Yoga Diwas Celebration (June 17 – 19, 2017)**  
As a precursor to the Yoga Diwas Celebration, R.D. National College conducted a 3-day yoga camp in their college where 05 volunteers from our unit were also present. In addition to this, Yoga Diwas was celebrated on June 21, 2018 in our College

Auditorium with a total participation of 25 NSS volunteers and 13 NSS volunteers were deputed to attend the Yoga Session in University of Mumbai, Kalina.

- **NSS Planning Session (A.Y. 2017-18)**  
The NSS Unit of our College was bestowed with the opportunity to conduct NSS Planning Session in our College. A total of 13 NSS volunteers helped to make the program a success.
- **Cleaning of College Campus Ground (July 5 - 6, 2017)**  
17 volunteers helped the gardener to clean the ground of our College. The waste was collected and thrown in the compost pit where after decomposition, the manure available can be used for the trees and shrubs in our campus.
- **Rice Plantation (July 15 - 16, 2017)**  
The NSS Cell deputed eight volunteers to Gagodhe Village with Sarvoday Mandal to plant rice and learn about farming and agriculture on July 15 and July 16, 2017. The event was a highly stimulating one for our students as it elevated their environmental consciousness.
- **Active Citizen Workshop (July 15 – July 21, 2017)**  
Our Programme Officer Dr. Tasfiya Shaikh was deputed to attend the Active Citizen Workshop in Chennai along with fellow NSS Programme Officers from across India.
- **University Foundation Day (July 20, 2017)**  
University Foundation Day was celebrated at the Sports Complex, University of Mumbai, Kalina. 35 volunteers attended the session.
- **Peace Rally (August 5, 2017)**  
A peace rally was held at Azad Maidan in memory of the Hiroshima and Nagasaki bombings that took place during World War II. 120 volunteers attended the rally.
- **Session on Dengue (August 12, 2017)**  
A session on dengue and how it spreads, its causes and remedies was propagated by officials from the Brihanmumbai Mahanagar Palika office. 75 volunteers took part in this event.
- **Peace and Harmony Conclave (August 13, 2017)**  
The Conclave was held at Sardar Patel Stadium in Worli. 50 volunteers from our College participated in the event.
- **Nursery and Bottle Gardening (August 16, 2017 – April 3, 2018)**  
As a green initiative by the College, our volunteers took upon the task of maintaining a nursery garden in our College along with bottle gardening. This was an ongoing activity. Flowers and show plants were planted in our nursery whereas herbs and medicinal shrubs were planted in the bottle gardening project. We have successfully grown wheat grass, coriander and fenugreek leaves via the method of bottle gardening.

- **Leadership Training Programme [LTP] (August 17 – 21, 2017)**  
A LTP Camp was held at University of Mumbai, Kalina, where 02 volunteers from our College were selected. They were taught to improve their communication skills and were also given steps to develop their personality.
- **Paper Bag Making and Distribution (August 22, 23 & September1, 2017)**  
Volunteers learned to make paper bags from old newspapers in this activity. They made around 100 bags which were later distributed to the shopkeepers in and around Vakola. 70 volunteers took part in the event.
- **Rally for Rivers (September 1, 2017)**  
Environmental safety being a pressing issue in modern times. 70 volunteers participated in the rally held from our College to Santacruz station to create an awareness about the deficit in water supply among citizens.
- **Road Safety Project (September 5, 2017)**  
27 volunteers from our NSS unit in collaboration with the traffic police from Vakola Police Station worked on safety and crowd control during Ganpati Visarjan. The students learnt traffic rules, crowd management and road safety.
- **Beach Cleaning (September 6, & 29, 2017)**  
On account of Ganpati Visarjan, our volunteers took it upon themselves to clean Juhu Beach and Mahim Beach post Ganpati Visarjan. A total of 73 enthusiastic volunteers participated in the event.
- **Live Conversation Programme with Honourable PM Narendra Modi (September 11, 2017)**  
NSS Volunteers from our College got the opportunity to attend a live interview conversation with the Honourable Prime Minister Shri Narendra Modi. The students were shown a road map to the future of India by our Honourable Prime Minister. 55 volunteers participated in the event.
- **Self Defence Workshop (September 29, 2017)**  
A Self Defence Workshop was conducted by Mr. Nitesh Chavan who showed our volunteers various moves to save themselves in times of need. 30 volunteers participated in the workshop.
- **Swachata Hi Seva Rally (October 2, 2017)**  
A cleanliness rally took place from R.D. National College to Juhu Beach, in order to create awareness about cleanliness. 50 volunteers took part in the rally.
- **University Youth Festival (October 19 - 20, 2017)**  
The University Youth Festival was organized in our College for a period of 2 days, where 35 volunteers from the NSS Unit helped in organizing and maintaining decorum at the event.
- **Session on Traffic Rules (October 22, 2017)**  
Traffic officials from Vakola police station conducted a session on **Traffic Rules** for a batch of 20 volunteers in our College.

- **Session by Saher NGO (December 8, 2017)**  
40 volunteers participated in a session conducted by Saher NGO which primarily focused on personality development of the students.
- **Blood Donation Camp (December 12, 2017)**  
A blood donation camp was held in our College auditorium in collaboration with Tata Memorial Hospital. 70 students volunteered in the programme and a few of them also donated blood. We managed to collect 78 bottles of blood.
- **Disaster Management Training (December 21 - 22, 2017)**  
A batch of 30 volunteers were selected to undergo a Disaster Management Training at the Disaster Management Cell in Parel. The training was conducted in association with Municipal Corporation of Greater Mumbai (MCGM) Disaster Management Cell, where students were taught how to tackle disasters, administer first aid and help in evacuation during times of need.
- The **NSS Rural Residential Camp** was held at Zilla Parishad School, Borichapada, Saphale from **December 24 - 30, 2017**. A total of 73 volunteers attended the camp along with 3 teachers and 1 non-teaching staff.
- **Bharatiya Bhasha Sammelan (January 10, 2018)**  
Bharatiya Bhasha Sammelan was held at University of Mumbai, Kalina, in order to encourage the use of our National and Regional Languages in our day to day life.
- **Tree Plantation (January 11, 2018)**  
15 NSS Volunteers planted various trees near our College gate to beautify the place and protect the environment.
- **Tree Taxonomy (January 15 & April 7, 2018)**  
Identification and naming of trees and plants in our Campus was undertaken by 25 volunteers. The trees were identified using an app called 'PictureThis', post which the placards with the taxonomy was placed on trees and plants in the campus.
- **State Republic Day Camp (January 17 - 26, 2018)**  
A State Level Republic Day Parade training camp was held at University of Mumbai, Kalina for 10 days. One female volunteer from our College was selected for the camp.
- **Donation Drive (January 20, 2018)**  
A donation drive for underprivileged students was organized at the Zilla Parishad School in Khoun Village, Saphale. Gifts in the form of books, bags, sports gear, etc. were given to the students of the school which consisted of primary students.
- The NSS Unit of our College had organized a Disaster Management (DM) Orientation for all students across our Campus from **February 14 - 17, 2017**. The topic for the orientation was **Fire Safety and General Awareness**. Students from Degree College, Junior College and the school section were oriented regarding the above topics. This was done predominantly due to the implementation of the Disaster Management manual and plan in our Campus for the safety of our students and staff. The DM Plan has been implemented after scrutiny by the MCGM Disaster Management Cell.



- **Sindhudurg Camp (February 14 – 21, 2018)**  
One female volunteer from our College was deputed for the State Level Camp at Pomburle Village in Sindhudurg District where the main agenda was to clean the surrounding area and learn about self-discipline.
- **Wardha Camp (February 20 – 25, 2018)**  
The theme for the Wardha Camp was based on the teachings of Mahatma Gandhi. 5 females and 6 male volunteers were selected for the camp.
- Patuck Polytechnic Trust in association with MCGM Disaster Management Cell organized a training session on **Disaster Management** on **April 17, 2018** from in the College auditorium. The training was conducted for all staff members which include teaching, non-teaching and Class IV employees from all sections. The session was facilitated by Mr. Rajendra Lokhande, Chief Lecturer and Mr. Bharat Phunage, Fire Safety Lecturer. The staff was briefed upon different types of disasters, do's & don'ts and were also given first hand training on how to douse a fire using a fire extinguisher. Caps and whistles were distributed to all floor marshalls. The Disaster Management manual designed for our College, was appreciated by Mr. Rajendra Lokhande.

## Criterion - IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

| Facilities  | Existing       | Newly created   | Source of Fund | Total          |
|---|----------------|---|----------------|----------------|
| Campus area   | 5438.20 sq. mt | 0   | 0              | 5438.20 sq. mt |
| Class rooms   | 15             | 0   | 0              | 15             |
| Laboratories  | 02             | 0   | 0              | 02             |
| Seminar Halls   | 02             | 0   | 0              | 02             |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. | 0              | Fire Extinguishers  | Self-Financed  | ₹1,46,370.00   |
| Value of the equipment purchased during the year (₹ in Lakhs)                     | 0              | Targus Presenter Lamps                                    | Self-Financed  | ₹2,950.00      |
|   |                | Speaker in Computer Lab                                   |                | ₹5,759.00      |
|   |                | HDMI & RC Cable for Computer Lab                          |                | ₹4,118.00      |
|   |                | Replacement of Switch Sockets in Classrooms & Sports Room |                | ₹7,010.00      |
|   |                | Student RFID Attendance System                            |                | ₹56,640.00     |
|   |                | Biometric Attendance System                               |                | ₹19,588.00     |
|   |                | Automatic Bell  |                | ₹7,080.00      |
|   |                | SMS Service Charges                                       |                | ₹8,260.00      |
|   |                | Audio System for Teachers                                 |                | ₹3,300.00      |
|   |                | Sockets Changed of Sports Room and Computer Lab           |                | ₹1,041.00      |
|   |                | Pipe for Floor Cleaning                                   |                | ₹2,400.00      |
|   |                | Locks (35 nos.) for Staff Room & Examination Room         |                | ₹5,000.00      |
|   |                | Fourth Floor Bell   |                | ₹1,500.00      |
|   |                | MX Maxcord m 605a   |                | ₹195.00        |
|   |                | Switchboard Replacement of 2 Cubicle Computers            |                | ₹250.00        |
| Pen Drives (2 nos.)   | ₹1,240.00      |   |                |                |

|        |   |  |               |         |
|--------|---|--|---------------|---------|
| Others | 0 | 2nd floor Computer Lab Audio Wire Computer for Home Theatre & VGA HDMI Laptop Conference | Self Financed | ₹850.00 |
|        |   | Mike Wire Purchase   |               | ₹50.00  |

#### 4.2 Computerization of administration and library

The library and administration data are digitalized since a few years now. However, the following IT infrastructure improvements have been undertaken during the year 2017 - 18:

- Biometric Attendance Device with Push Data & Web Based Application Software (Attendance Module) was implemented for Staff.
- Attendance Management Solution with Smart Card / RFID Technology was implemented for Students.
- RFID Attendance Reader was procured.
- High-End Desktop with All in One Printer was procured for deployment of RFID Application.
- LED Monitors were procured for Beginners Computer LAB
- Renewal of Microsoft Campus Agreement & Antivirus application
- DVR for CCTV monitoring was procured.
- DVD Audio/Video System was procured for Advanced Computer Lab.
- Digital Projector was procured for Advanced Computer Lab.
- Targus Slide Changer was procured for PPT Presentation
- VGA to HDMI conversion was done for Conference Room/Advanced Computer Lab
- Library purchased 06 DVDs
- Accessories like, speakers and printer were attached to the computer of the library

#### 4.3 Library services:

|  | Existing |           | Newly added |           | Total |           |
|--|----------|-----------|-------------|-----------|-------|-----------|
|  | No.      | Value (₹) | No.         | Value (₹) | No.   | Value (₹) |
| Text Books                                       | 6615     | 822057    | 1033        | 131268    | 7648  | 953325    |
| Reference Books                                  | 615      | 244320    | 107         | 41898     | 722   | 286218    |
| e-Books  | -        | 0         | 0           | 0         | 0     | 0         |
| Journals   | 13       | 78820     | 14          | 19225     | 14    | 98045     |
| e-Journals                                       | -        | 0         | 0           | 0         | 0     | 0         |
| Digital Database                                 | -        | 0         | 0           | 0         | 0     | 0         |
| CD & Video                                       | 24       | 13393     | 6           | 6000      | 30    | 19393     |
| Others specify<br>(General Books<br>& Magazines) | 46       | 54388     | 42          | 34201     | 88    | 88589     |

*Note: A row with information of Donated Books is additionally added above.*

#### 4.4 Technology up gradation (overall)

|                 | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|-----------------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| <b>Existing</b> | 69              | 02            | 69       | 01               | 0                | 05     | 05          | 04     |
| <b>Added</b>    | 02              | 0             | 02       | 0                | 0                | 01     | 00          | 01     |
| <b>Total</b>    | 71              | 02            | 71       | 01               | 0                | 06     | 05          | 05     |

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

- A session was conducted on, 'How to Create a Google Scholar Account and Its Benefits', on February 28, 2-18, by the Research & Publication Cell.
- Digital classroom was introduced to enhance remote learning practices
- A session for the students was organized on, 'Awareness of National Academic Depository', on March 19, 2018, to help students open a Digi Locker under the scheme of the Government

#### 4.6 Amount spent on maintenance in lakhs:

|  |                      |
|--|----------------------|
| i) ICT                                   | <b>₹9,12,599.00</b>  |
| ii) Campus Infrastructure and facilities | <b>₹75,168.00</b>    |
| iii) Equipments                          | <b>₹3,66,674.00</b>  |
| iv) Others                               | <b>₹195.00</b>       |
| <b>Total:</b>                            | <b>₹13,54,636.00</b> |

## Criterion - V

### 5. Student Support and Progression

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

- IQAC ensures that the College website is regularly updated and upgraded to continually post matters of relevance and importance to the various stakeholders
- At the commencement of each Academic Year, orientations are held in each class spreading awareness of all the activities, namely, Academics, Co-curriculars and Extra curriculars
- Each student is provided with the College Prospectus during the time of admission. And it contains all the rules and regulations and contact points needed by the student.
- Notices are regularly circulated in the classrooms following which they are also displayed on the notice boards for further reference
- The SMS portal of the College is used to send important and urgent messages to students and parents
- Literature to improve the reading, thinking and mental ability of students is circulated among students via email, by the IQAC and the Library.

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

- Students pursuing post-graduation need to apply for migration / transfer certificate and hence as it is issued by the Administrative Office, the records of the same are maintained.
- Examination results are a way to monitor the students progression and a close watch is kept on slow learners.
- Academic Performance Meets are held with meritorious students in order to ensure better results
- Tie-up with an agency that provides Employability Training followed by job opportunities to students, helps in ensuring an objective progression of the students.

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

| UG   | PG | Ph. D. | Others |
|------|----|--------|--------|
| 1223 | NA | NA     | NA     |

(b) No. of students outside the state

|    |
|----|
| 03 |
|----|

(c) No. of international students

|   |
|---|
| 0 |
|---|

| Men | No  | %  |
|-----|-----|----|
|     | 678 | 55 |

| Women | No  | %  |
|-------|-----|----|
|       | 555 | 45 |

| Last Year |    |    |     |                       |       | This Year |    |    |     |                       |       |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General   | SC | ST | OBC | Physically Challenged | Total | General   | SC | ST | OBC | Physically Challenged | Total |
| 1123      | 18 | 03 | 77  | 02                    | 1223  | 1147      | 21 | 02 | 63  | 0                     | 1233  |

Demand ratio 1.25%

Dropout 2.27 %

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

- The Library subscribes to periodicals like the, Competition Success Review, Manorama, Pratiyogita Darpan etc, which help students in self-study for the competitive examinations.
- The Career Guidance Cell invites on campus institutes which train students for competitive examinations and they orient them of the paper pattern and process for the same.
- A Certificate Course on Quantitative Aptitude was conducted for interested students

#### *No. of student's beneficiaries*

- All students can use the Library and hence all are the beneficiaries.

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

|             |                                |           |                                |      |                                |        |                                |
|-------------|--------------------------------|-----------|--------------------------------|------|--------------------------------|--------|--------------------------------|
| NET         | <input type="text" value="0"/> | SET/SLET  | <input type="text" value="0"/> | GATE | <input type="text" value="0"/> | CAT    | <input type="text" value="0"/> |
| IAS/IPS etc | <input type="text" value="0"/> | State PSC | <input type="text" value="0"/> | UPSC | <input type="text" value="0"/> | Others | <input type="text" value="0"/> |

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

| Date                    | Institution                                      | Career Option           |
|-------------------------|--|-------------------------|
| September 27 - 28, 2017 | ICA  | Computerized Accounting |
| September 29, 2017      | ITM Business School                              | Management Studies      |
| December 20, 2017       | Kohinoor Business School                         | Management Studies      |
| January 25, 2018        | Smart Institute Private Limited (askcareers.com) | Post Graduate Studies   |

**No. of students benefitted:** All students present on the day of the orientation are benefitted through the career counselling sessions because they are conducted in the respective classrooms

## 5.7 Details of campus placement

| On campus                       |                                 |                           | Off Campus                |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 0                               | 0                               | 0                         | 03                        |

## 5.8 Details of gender sensitization programmes

- The Counselling and Guidance Cell in association with the Women Development Cell organized an Elocution Competition on the topic ‘Eve Teasing: A Social Issue’, on September 8, 2017.
- The Counselling and Guidance Cell screened videos in all the classrooms to make students about how to protect themselves from eve teasing.
- Through the University of Mumbai’s DLLE (Department of Lifelong Learning & Extension) program, at the College was undertaken the Status of Women in Society project in which they need to conduct a survey of women.
- Department of Law organized an Essay Writing Competition, on ‘Human Rights and Women’, on September 22, 2017.
- Department of Law organized an Elocution Competition, on ‘Rights and Women’, on January 28, 2018.
- Self Defence Workshop was conducted by the NSS unit on September 29, 2017.
- On September 18, 2017, the Women Development Cell organized verbal and non-verbal competitions in collaboration with Majlis Legal Centre, an NGO for Women Rights.
- On February 24, 2018, the Women Development Cell, organized ‘Womensia’, which consists of competitions for girls and of girls.

## 5.9 Students Activities

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

State/University level  National level  International level

### No. of students participated in cultural events

State/University level  National level  International level

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

Sports: State/University level  National Level  International level

Cultural: State/University level  National level  International level

**Note: The Folk-Dance Troupe was awarded the Consolation Prize in the First Round of the Youth Festival, University of Mumbai Event in the category of Performing Arts. While in the category of Fine Arts of the same abovementioned event, our students bagged the second position in Rangoli and the third position in Collage making, in the First Round of the Event.**

#### 5.10 Scholarships and Financial Support

|  | Number of students | Amount       |
|--|--------------------|--------------|
| Financial support from institution                                   | 14                 | ₹35,250.00   |
| Financial support from government                                    | 29                 | ₹2,81,590.00 |
| Financial support from other sources                                 | 10                 | ₹8000.00     |
| Number of students who received International/ National recognitions | 0                  | 0            |

#### 5.11 Student organised/initiatives

|                                    |   |                |   |                     |   |
|------------------------------------|---|----------------|---|---------------------|---|
| Fairs : State/University level     | 0 | National level | 0 | International level | 0 |
| Exhibition: State/University level | 0 | National level | 0 | International level | 0 |

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

06

- Cleaning of college campus (playground area) -July 5 & 6, 2017
- Rice plantation activity at Gagodhe Village under the guidance of Sarvodaya Mandal
- Nursery and bottle gardening on campus on different days between August 16, 2017 - April 3, 2018.
- Paper bag making and distribution in the vicinity market areas on August 22 & 23 and September 1, 2017
- Cleaning of the Juhu beach after the days of Ganapathi Visarjan on September 6 & 29, 2017.
- Tree plantation drive on January 11, 2018, near the front gate area of the college.

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

There were no major grievances received from the students except that of cleanliness of classrooms early in the morning. However, that has been resolved by the Cleanliness committee of the College by ensuring that there is a judicious distribution of work among the Class IV employees.



## Criterion - VI

### 6. Governance, Leadership and Management

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

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



**PATUCK POLYTECHNIC TRUST**  
(ESTD-1932)  
[www.patuckeducation.org](http://www.patuckeducation.org)

## Vision

“TO INNOVATE, ENHANCE, EMPOWER AND  
EXCEL IN EDUCATION.”

## 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 requirements 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.



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

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

#### 6.3.1 Curriculum Development

- Teachers author text books on subjects taught by them
- An MoU is signed with Sujaya Foundation for the conduct of English Speaking Courses as there are a number of students who are from the vernacular medium
- Each department tries to increase the knowledge of the students in the respective subject through activities that may make students read beyond the books and hence stay abreast of things happening in the field of their subjects. Activities conducted include, Expert Lectures, Quiz, PowerPoint Presentation competitions, AD Mad and more
- Case studies are taught in the classroom and caselets also are designed by the teacher as applicable
- The Research & Publication Cell along with the library, each week sends information of good articles from The Economic Times and sends it to the students via an email.
- The Research & Publication Cell also uploads on the College website a Monthly Student Bulletin Board which consists of articles that provide the students with good and recent business knowledge.

#### 6.3.2 Teaching and Learning

- Teachers and students are encouraged for research activities
- Lectures are recorded and uploaded on the YouTube channel of Patuck College for ready reference and study of students
- Notes are also provided to the students for their future and ready reference
- A booklet containing MCQs are provided to the students
- Teachers use different forms of class activity to teach the students in class, like, group learning, peer learning, quiz, writing assignment, cluster learning and more
- A teaching plan is provided by teachers which ensures that the teaching process is a well devised and well-designed process
- Faculty Development Programs (FDPs) are organized which rejuvenate the teaching skills of teachers
- Teachers are deputed for RUSA sponsored programs and also for Refresher / Orientation programs of the University of Mumbai
- Parents are involved in the student development through regular PTA meets conducted on campus
- Attendance defaulters are regularly monitored
- Remedial lectures are conducted for slow learners
- Advanced learners are facilitated with Meets that try to guide the students to be better
- During the Academic Year, Academic Audit was initiated and conducted by external experts

### **6.3.3 Examination and Evaluation**

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

- Students are given writing practice in class during the lectures. They may include questions or case studies to solve and maybe asked to provide solutions for the same
- Open book exam was undertaken on a pilot basis

### **6.3.4 Research and Development**

- Guidance lectures are organized to enable students and teachers do more effective research projects
- College publishes an Annual Research Journal for Teachers as well as for students
- Teachers are given monetary incentives for publishing in journals of repute or of impact factor
- Teachers are deputed to Conferences and Research Workshops
- Students who author research papers for the College Student Journal are judged for the 'Best Research Paper Award'
- Students are deputed for Conferences / Seminars, where they even present papers authored by them

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

- Library holds competitions like Book Review Competition to inculcate literary talents and reading habits in students and teachers
- Library regularly updates and upgrades its collection of reference books
- Library visits of teachers and students are organized to other renowned libraries. This not only helps improve our library services but also orients the students of the various aspects of the library.
- New book arrivals are immediately intimated to the teachers and students by way of notices
- The College website is regularly upgraded
- Drinking water facility across the campus has been improvised
- Smart class facility continues to be well maintained
- Monitors were replaced with new ones in the Beginners Computer lab
- An OHP is attached in the Advanced Computer lab and also headphones are attached to all the computers in the lab

### **6.3.6 Human Resource Management**

- Workshops like 'Team Building' was conducted on campus for teachers and the non-teaching staff
- Monetary appreciation and bonus is given to staff members to boost their morale
- Wards of employees studying in the Institution get fee concession each year
- Teachers are deputed for Seminars / Workshops / Conferences with the travel reimbursements made in case of outstation venues
- A Performance Appraisal system in a descriptive feedback form was adopted during the year
- Teachers performing well in their tasks are given personalized appreciations
- Policy of continuous benefits
  - Approval of qualified teachers
  - Training as and when required
  - Reimbursement of official expenses made by teachers
  - Maternity and paternity leaves
  - Casual, Medical and duty leaves are provided

### **6.3.7 Faculty and Staff recruitment**

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

### **6.3.8 Industry Interaction/Collaboration**

- MoU signed with the Maharashtra Chamber of Commerce to increase the industry orientation of the College
- MoU with Technoserve for employability training and placement of students
- MoU with Sujaya Foundation to train students on English Speaking and Presentation Skills

### **6.3.9 Admission of Students**

- The Admission Committee continued to orient the students of various Junior Colleges
- Admission process was made more stringent in terms of checking of documents and ensuring no incomplete and fake information is provided by applicants
- All the rules of the affiliating University were adhered to during admissions

#### 6.4 Welfare Schemes for

|                     |   |
|---------------------|---|
| <b>Teaching</b>     | Provident Fund, Gratuity, Cash Incentives for Paper Presentations, Duty Leaves, Sponsorships for Attending Seminars / Conferences   |
| <b>Non teaching</b> | Provident Fund, Gratuity, Incentives, Duty Leaves, Sponsorships for Attending Seminars / Conferences.   |
| <b>Students</b>     | Meritorious Scholarships, Instalment Facility for fee payment, Group Insurance Scheme, Subsidized Canteen, Provision of Choreographers and Trainers for talent building in the area of fine arts and performing arts, T-shirts, Sports kit, Sponsorships for Attending Seminars / Conferences |

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done  Yes  No

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

| Audit Type     | External |                  | Internal |           |
|----------------|----------|------------------|----------|-----------|
|                | Yes/No   | Agency           | Yes/No   | Authority |
| Academic       | Yes      | External Experts | Yes      | IQAC      |
| Administrative | Yes      | External Experts | Yes      | IQAC      |

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

- In the Academic Year 2017 - 18, there were no changes or reforms in examination from the affiliating University to which the College adheres to.

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

- The University grants autonomy status to Colleges which are affiliated to it and that have secured an 'A' Grade. This boosts the desire of the affiliating Colleges to secure higher NAAC grades.

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

- On July 21, 2017, Alumni conducted orientation program in the third-year classrooms to boost the participation of current students once they become Alumni.
- The Alumni Association organized an **'Employability Training Session'** on August 12, 2018 for the alumni who have still not secured a job. This training was provided by alumni members, namely, Amir Shaikh, Pavan Bhadhauriya and Ashwini Suvarna who are currently employed in the field of Human Resources and Digital Marketing. The training had a group discussion and mock interview. The session covered the following: Discussion on Demonetization; Types of interviews; FAQs during interviews; Mock interviews and Expectations of interviewers
- On September 11, 2017 an **eco-friendly Ganesha competition** was organized. Mrs. Saima Nagdawala of Patuck Pre-Primary School and Mr. Chandrashekar Kurmi (alumnus) of our College were invited to judge the competition. The students made Ganesha idols with vegetables, chocolates, peepul leaves, wheat flour, sea soil, and matchsticks.
- Our College Alumni Association participated in an intercollegiate **'elocution competition'**, organized by MLDC Alumni Association on January 27, 2018 at M. L. Dahanukar College of Commerce, Vile Parle. Ms. Murugeswari Pandram of F.Y.BMS. participated in the same and spoke on **'Should students take foreign language course to make a better career?'**.
- Our College Alumni Association organized a guest lecture on **'How to Review a Book'**, on January 23, 2018. 14 students attended the lecture. and alumnus, Amir Shaikh was invited to provide guidance
- Alumni Association and Sports Committee jointly organized **an outdoor games sports event**, on February 10, 2018. This was a competition between alumni & our current students. 26 students and alumni participated in the same. The games for the competition were volley ball and kabaddi.
- Feedback is sought from Alumni on an annual basis
- Regular meets are conducted by the Alumni Association with the Alumni to conduct activities and to ensure active participation and contribution of alumni

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

- Suggestions and feedback from PTA are considered for implementation which helps improve the teaching - learning and physical infrastructure in the College
- The PTA of the College is active and it in the true sense of the term helps bridge the gap between expectations and aspirations of students to a certain extent, as relevant discussions are undertaken at the PTA meets. Dates of the same are given below:
  - July 8, 2017
  - August 12, 2017
  - January 14, 2018
  - January 22, 2018

### **6.13 Development programmes for support staff**

- Monetary appreciation is given to support staff to encourage the good work done by them
- They are made an integral part of every celebration of the College
- Regular meets are conducted with the support staff to ensure increasing productivity and minimize the errors
- The staff are deputed for seminar / workshops of relevance that would improve their productivity
- Administrative Audit was organized through external experts – this would improve the work process in Administration.

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

- Garden is maintained
- Bottle gardening initiated
- Students undertake tree plantation drives on campus. And a full-time gardener is appointed for maintenance of the garden
- Solar panels are installed on the College terrace
- Compost pit is maintained

## Criterion - VII

### **7. Innovations and Best Practices**

**7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

- **Remote Access of Teaching Material:** Lectures are made available on the YouTube Channel of Patuck College and hence students can view it from anywhere at anytime
- **International Study Tour:** Students were taken to Nepal for an international study tour to give them an international exposure of the business world
- **Inter - collegiate Book Review Competition:** The intra book review competition was extended to inter-collegiate level to propagate the importance of reading books for students
- As an initial step towards greener campus, the process of Taxonomy was initiated as the there is excellent flora maintained on campus
- Audits, namely, Academic, Administrative and Gender, were conducted through external experts in order to identify and bridge the gaps if any in the operations

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

- For details please refer to 2.15 of Part A

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

#### **Best Practice 1: Conduct of Audits (Internal & External)**

##### **Goals**

- To help achieve our Vision and Mission, namely, excelling in the field of education
- To understand the gaps in the education and operational processes

##### **Context**

The world is rapidly changing and the adage, 'Change is the only Constant', no longer applies only to the corporate world, but today also applies to the educational institutions, and hence it becomes imperative for Colleges also to raise the bar constantly. This is possible if there is monitoring at the internal level and evaluation at the external level.



## **The Practice**

- Timely communication to the staff members of the documentation formats and the processes to be followed as per SOP
- Internal audits were conducted to check the documents and processes of all activities / events happening at the College

| <b>Type of Audit</b>   | <b>Date</b>    | <b>Auditors</b>   |
|--|----------------|---|
| Gender audit   | April 25, 2018 | Dr. Parvathi Venkatesh – Principal, Mulund College of Commerce<br>Dr. Rashmi Oza – HoD (Law), University of Mumbai, Fort Campus |
| Administrative Audit   | May 11, 2018   | Ms. Keeya Mukherjee – Office Superintendent, Maniben Nanavati Women’s College   |
| Academic Audit   | May 29, 2018   | Dr. Parvathi Venkatesh – Principal, Mulund College of Commerce<br>Dr. Rashmi Oza – HoD (Law), University of Mumbai, Fort Campus |
| Audit report was provided to each Department / Committee / Cell, mentioning the gaps and a deadline was given to complete the same<br>At the deadline the files were re-checked<br>Date was decided for the external audit to be conducted |                |   |

## **Evidence of Success**

- Audits were conducted on the following dates by the below mentioned auditors
- Report of recommendation has been submitted to the College by the Auditors

## **Problems Encountered**

- Some staff did feel they were made to re-work in the process of correcting the documentation process
- Getting past data was a little time consuming

## **Best Practice 2 : Creating Milestones Through Benchmarking**

### **Goals**

- To set new quality standards
- To continually evolve

### **Context**

It is imperative for every organization, to avoid complacency and indulge into prospects even if it encompasses risk. Award applications have aspects not thought of or unheard of and they create a potential for the institution to grow beyond.

## **The Practice**

- Scan application process to find out which one would be applicable to the College
- Scan for the Awarding organization's credibility
- Gather information to fill the application
- Submit the duly filled in application after thorough discussion with all staff members

## **Evidence of Success**

- Received the award for the 'Best Emerging Educational Institution' and also for the 'Best Student Services' from Indus Foundation

## **Problems Encountered**

- Long process to gather information and collating the same

### 7.4 Contribution to environmental awareness / protection

- **Cleaning of College Campus Ground (July 5 - 6, 2017)**  
17 volunteers helped the gardener to clean the ground of our College. The waste was collected and thrown in the compost pit where after decomposition the manure available can be used for the trees and shrubs in our campus.
- **Rice Plantation (July 15 - 16, 2017)**  
The NSS Cell deputed eight volunteers to Gagodhe Village with Sarvoday Mandal to plant rice and learn about farming and agriculture on July 15 and July 16, 2017. The event was a highly stimulating one for our students as it elevated their environmental consciousness.
- **Nursery and Bottle Gardening (August 16, 2017 – April 3, 2018)**  
As a green initiative by the College, our volunteers took upon the task of maintaining a nursery garden in our College along with bottle gardening. This was an ongoing activity. Flowers and show plants were planted in our nursery whereas herbs and medicinal shrubs were planted in the bottle gardening project. We have successfully grown wheat grass, coriander and fenugreek leaves via the method of bottle gardening.
- **Paper Bag Making and Distribution (August 22, 23 & September 1, 2017)**  
Volunteers learned to make paper bags from old newspapers in this activity. They made around 100 bags which were later distributed to the shopkeepers in and around Vakola. 70 volunteers took part in the event.
- **Rally for Rivers (September 1, 2017)**  
70 volunteers participated in the rally held from our College to Santacruz station to create awareness about the deficit in water supply among citizens.

- **Beach Cleaning (September 6, & 29, 2017)**  
On account of Ganpati Visarjan, our volunteers took it upon themselves to clean Juhu Beach and Mahim Beach post Ganpati Visarjan. A total of 73 enthusiastic volunteers participated in the event.
- **Swachata Hi Seva Rally (October 2, 2017)**  
A cleanliness rally took place from R.D. National College to Juhu Beach, in order to create awareness about cleanliness. 50 volunteers took part in the rally.
- **Tree Plantation (January 11, 2018)**  
15 NSS Volunteers planted various trees near our College gate to beautify the place and also protect the environment.
- **Tree Taxonomy (January 15 & April 7, 2018)**  
Identification and naming of trees and plants in our Campus was undertaken by 25 volunteers. The trees were identified using an app called 'PictureThis', post which the placards with the taxonomy was placed on trees and plants in the campus.
- **Sindhudurg Camp (February 14 – 21, 2018)**  
One female volunteer from our College was deputed for the State Level Camp at Pomburle Village in Sindhudurg District where the main agenda was to clean the surrounding area and also learn about self-discipline.

**7.5 Whether environmental audit was conducted?**      Yes       No

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

**Strengths**

- Excellent team work among the staff members
- Free flow of relevant information and no communication gap leading to less errors in work
- Transparency in internal policies and procedures
- Latent talent in students in the field of fine arts and performing arts, and hence potential to enhance talent in the area
- Students are ready to inculcate value system of social responsibility and grooming themselves into responsible citizens and hence they are more disciplined

**Weaknesses**

- Large diversity among students, culturally and academically
- Students at the entry level are observed to have less exposure and their general awareness is low

### **Opportunities**

- Transforming the underprivileged into achievers and making them corporate ready
- Improving their academic performance

### **Threats**

- Low motivation level of students and low level of zeal in students to excel.
- Low concentration span of students and huge distraction through social media

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

- Digital paperless office
- Library Digitalization
- Planting of medicinal herbs on campus
- Better Canteen facility
- Higher number of Placements than Academic Year 2017 - 18
- Conduct of Green and IT Audit
- Initiation of E Waste Management
- Initiation of Google classrooms
- Teachers to apply for Minor Research Projects

Name **Mrs. Renita Vazirani**



Signature of the Coordinator, IQAC

Name **Dr. (Mrs.) Meeta Pathade**



Signature of the Chairperson, IQAC

**Abbreviations:**

|      |   |  |
|------|---|--|
| CAS  | - | Career Advanced Scheme                   |
| CAT  | - | Common Admission Test                    |
| CBCS | - | Choice Based Credit System               |
| CE   | - | Centre for Excellence                    |
| COP  | - | Career Oriented Programme                |
| CPE  | - | College with Potential for Excellence    |
| DPE  | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test                   |
| NET  | - | National Eligibility Test                |
| PEI  | - | Physical Education Institution           |
| SAP  | - | Special Assistance Programme             |
| SF   | - | Self Financing                           |
| SLET | - | State Level Eligibility Test             |
| TEI  | - | Teacher Education Institution            |
| UPE  | - | University with Potential Excellence     |
| UPSC | - | Union Public Service Commission          |

\*\*\*\*\*



# ANNEXURE



## ANNEXURE I

### Academic Calendar 2017 – 18

| DATE                     | PARTICULARS  | ORGANIZING COMMITTEE                                  |
|--------------------------|--|---|
| June 5, 2017             | College Re-opens                                       |   |
| June 27 – July 1, 2017   | Remedial Lectures for ATKT Students - I Semester       | Department of Mathematics & Statistics                |
| July 3, 2017             | Remedial lectures for ATKT Students - II Semester      | Department of Mathematics & Statistics                |
| July 5, 2017             | PowerPoint Presentation on GST                         | Department of Accountancy                             |
| July 7, 2017             | Guest Lecture on Anti-Ragging                          | Anti-Ragging Committee                                |
| July 8, 2017             | Parents-Teachers Meeting – Orientation for Third Year  | Parents – Teachers Association                        |
| July 8, 2017             | Industrial Visit                                       | Department of Accountancy                             |
| July 10 to July 14, 2017 | Talent Week- Fine Arts                                 | Cultural Committee                                    |
| July 11, 2017            | Quantitative Aptitude                                  | Department of Accountancy & Department of Mathematics |
| July 15, 2017            | Quiz Competition                                       | Department of Economics                               |
| July 17, 2017            | Student Council Members Election                       | Students Council                                      |
| July 18, 2017            | Guest Lecture  | Department of Law                                     |
| July 19, 2017            | Sports Movie Screening                                 | Sports Committee                                      |
| July 20, 2017            | Badminton for Boys                                     | Sports Committee                                      |
| July 20, 2017            | Words for Worms  | Department of Business Communication                  |
| July 21, 2017            | Poster Making competition                              | Department of Foundation Course                       |
| July 22, 2017            | Essay Writing Competition                              | Department of Economics                               |
| July 22, 2017            | Parents-Teachers Meeting – Orientation for Second Year | Parents – Teachers Association                        |
| July 24, 2017            | Quiz Competition                                       | Department of BMS & B.Com. (B&I)                      |
| July 25, 2017            | Talk on Self-Help                                      | Department of Library                                 |
| July 26, 2017            | Quiz Competition                                       | Department of Commerce                                |
| July 27, 2017            | Talk on Library  | Department of Library                                 |
| July 28, 2017            | Guest Lecture on Event Management                      | Students Council                                      |
| July 29, 2017            | Guest Lecture on Computers                             | Department of Computers                               |
| July 31, 2017            | Nature Trip  | Department of Environmental Studies                   |

|                                |  |   |
|--------------------------------|--|---|
| July 31, 2017                  | Session on 'Presentation Skills'                             | Skill Development Committee             |
| August 1-<br>August 5, 2017    | Talent Week – Performing Arts                                | Cultural Committee                      |
| August 8, 2017                 | Workshop on Public Speaking                                  | Skill Development Committee             |
| August 9, 2017                 | Documentary Film Screening                                   | Department of Environmental Studies     |
| August 11, 2017                | Guest Lecture  | Department of Commerce                  |
| August 12, 2017                | Eco-friendly Ganesha competition                             | Alumni Association                      |
| August 12, 2017                | Parents-Teachers Meeting – Orientation for first year        | Parents – Teachers Association          |
| August 14 &<br>August 16, 2017 | Class Test for First and Second Year Students (all sections) | Examination Committee                   |
| August 18 &<br>August 21, 2017 | Class Test for third year Students (all sections)            | Examination Committee                   |
| August 22, 2017                | More to Core   | Department of Business Communication    |
| August 23, 2018                | Court Visit  | Department of Law                       |
| August 24, 2017                | Staff Cricket Match  | Sports Committee                        |
| September 6, 2017              | Teachers Day Celebration                                     | Cultural Committee                      |
| September 8, 2017              | Elocution on Eve Teasing                                     | Department of Law & Counseling Cell     |
| September 9, 2017              | Anti-Ragging Movie Screening                                 | Anti-Ragging Committee                  |
| September 11, 2017             | Self-Improvement Activity                                    | Department of Library & Counseling Cell |
| September 12 14, 2017          | Box Cricket match for students                               | Sports Committee                        |
| September 15, 2017             | Workshop for Teachers  | Skill Development Committee             |
| September 16, 2017             | Book Review Competition                                      | Department of Library                   |
| September 19, 2017             | Guidance Lecture for Students on 'Writing Research Paper'    | Research & Publication Cell             |
| September 20, 2017             | Self-Defence workshop  | Women Development Cell                  |
| September 23, 2017             | Guest Lecture on ERP/ MIS                                    | Department of Computers                 |



**Academic Calendar 2017 – 18**

| <b>DATE</b>       | <b>PARTICULARS</b>                                    | <b>ORGANIZING COMMITTEE</b>               |
|-------------------|---|---|
| November 9, 2017  | College Re-opens                                      |   |
| November 15, 2017 | NSS Advisory Meeting                                  | NSS                                       |
| November 29, 2017 | Entrepreneurship Fun Fair                             | Department of Commerce                    |
| December 5, 2017  | Football Match for boys                               | Sports Committee                          |
| December 6, 2017  | Throw ball Match for Girls                            | Sports Committee                          |
| December 7, 2017  | Kabadi Match for boys/ Kho-Kho Match for Girls        | Sports Committee                          |
| December 8, 2017  | Kho-Kho Match for Boys                                | Sports Committee                          |
| December 9, 2017  | Volley ball Match for Boys                            | Sports Committee                          |
| December 11, 2017 | Carrom Match for Boys/Girls                           | Sports Committee                          |
| December 12, 2017 | Blood Donation Drive                                  | NSS                                       |
| December 13, 2017 | Essay Writing Competition                             | Department of Commerce                    |
| December 14, 2017 | Chess Match for Boys/Girls                            | Sports Committee                          |
| December 15, 2017 | Table Tennis Match for Boys/Badminton Match for Girls | Sports Committee                          |
| December 18, 2017 | Badminton for Boys                                    | Sports Committee                          |
| December 19, 2017 | Industrial Visit                                      | Department of BMS & B.Com. (B&I)          |
| December 20, 2017 | Visit to Nehru Centre                                 | Department of Library                     |
| December 21, 2017 | Essay Writing Competition                             | Department of Law                         |
| December 22, 2017 | Bookmark Making Competition                           | Department of Library                     |
| January 3, 2018   | New Year Party  | Students Council                          |
| January 4, 2018   | Self-improvement Activity                             | Department of Library                     |
| January 6, 2018   | Sports Day  | Sports Committee                          |
| January 8, 2018   | Essay Writing Competition                             | Department of Economics                   |
| January 9, 2018   | Visit to Orphanage                                    | Department of Foundation Course           |
| January 9, 2018   | Quiz Competition                                      | Department of Economics                   |
| January 10, 2018  | Guest Lecture   | Department of Business Management Studies |
| January 11, 2018  | Guest Lecture   | Department of Commerce                    |
| January 12, 2018  | Guest Lecture   | Department of Foundation Course           |
| January 13, 2018  | PowerPoint presentation competition                   | Department of Business                    |

|                         |   |  |
|-------------------------|---|--|
|                         |   | Management Studies                     |
| January 14, 2018        | Parents Teachers Association meeting          | Parents Teachers Association           |
| January 15 to 19, 2018  | Cultural days                                 | Cultural Committee                     |
| January 20, 2018        | Case Study competition                        | Department of B&I                      |
| January 22, 2018        | Personality Development Programme             | Skill Development Committee            |
| January 23, 2018        | Workshop on goal-setting                      | Students Council                       |
| January 24, 2018        | Treasure hunt                                 | DLLE                                   |
| January 24, 2018        | Workshop on self-analysis                     | Counselling Cell                       |
| January 25, 2018        | Guest lecture                                 | Department of Computers                |
| January 26, 2018        | Republic Day                                  | Students Council                       |
| January 27, 2018        | Inter-collegiate book review competition      | Department of Library                  |
| January 29, 2018        | Story-in-a-bag                                | Department of Business Communication   |
| January 30, 2018        | Product development                           | Department of Commerce                 |
| February 1, 2018        | Orientation on unfair mean practices          | Unfair Means Committee                 |
| February 2, 2018        | Patuck-Post                                   | Department of Business Communication   |
| February 3, 2018        | Annual Day                                    | Cultural Committee                     |
| February 5, 2018        | NSS Prize Distribution                        | NSS                                    |
| February 6, 2018        | Short film on Unfair Mean Practices           | Unfair Means Committee                 |
| February 7, 2018        | Essay Writing Competition                     | Department of Environmental Studies    |
| February 8, 2018        | Essay Writing Competition                     | Department of Law                      |
| February 10, 2018       | Gandhi Vichar Exam                            | Department of Foundation Course        |
| February 12, 2018       | Quiz Competition                              | Research & Publication Cell            |
| February 13, 2018       | Womensia                                      | Women Development Cell                 |
| February 14, 2018       | Movie Screening                               | Women Development Cell                 |
| February 15, 2017       | Quiz Competition                              | Department of Mathematics & Statistics |
| February 17, 2018       | Annual Prize Distribution                     | Students Council                       |
| February 18, 2018       | Parents Teachers Association Meeting          | Parents Teachers Association           |
| February 19 to 21, 2018 | Internal Class Test (BMS/B.COM/B&I)           | Examination Committee                  |
| February 22 to 23, 2018 | Remedial lectures for ATKT Students (Sem -II) | Department of Mathematics & Statistics |

|                          |  |  |
|--------------------------|--|--|
| February 24, 2018        | Career Fair  | Placement & Career Guidance Cell       |
| February 26, to 28, 2018 | Additional Class Test [BMS / B.Com. / B.Com.(B&I)]     | Examination Committee                  |
| March 1, 2018            | Guidance Lecture on UPSC Exams                         | Placement & Career Guidance Cell       |
| March 2, 2018            | PowerPoint presentation on the Annual Budget           | Department of Accountancy              |
| March 7, 2018            | Guidance lecture on CA, CMA & CS                       | Placement & Career Guidance Cell       |
| March 8, 2018            | Screening of Documentary Film                          | Department of Environmental Studies    |
| March 9, 2018            | Remedial lecture for ATKT Students (Sem -I)            | Department of Mathematics & Statistics |
| March 10, 2018           | Remedial lecture for ATKT Students (Sem -I)            | Department of Mathematics & Statistics |
| March 17, 2018           | Enhancing Professional Skills                          | Department of Computers                |
| April 21, 2018           | Intra-institution Book Review Competition for Teachers | Department of Library                  |
| April 28, 2018           | Alumni Get-together                                    | Alumni Association                     |

## ANNEXURE II

| <b>STUDENTS FEEDBACK ABOUT COLLEGE FACILITY</b> |   |                   |
|---|---|-------------------|
| <b>ACADEMIC YEAR 2017 - 18</b>                  |   |                   |
| <b>Sr.No</b>                                    | <b>Description</b>  | <b>Percentage</b> |
| 1   | Availability of reading space in the library                  | 77                |
| 2   | Availability of books in the library                          | 72                |
| 3   | Availability of books on time in the library                  | 69                |
| 4   | Activities conducted by the College                           | 78                |
| 5   | Participation of students for the activities organized        | 69                |
| 6   | Participation of students in inter-college competitions       | 68                |
| 7   | Drinking water facility                                       | 58                |
| 8   | Clean Toilets   | 44                |
| 9   | Playground  | 65                |
| 10  | Services by office staff                                      | 73                |
| 11  | Accessibility to the staff                                    | 69                |
| 12  | Accessibility to the Principal                                | 74                |
| 13  | Availability of computer machines for computer facility       | 67                |
| 14  | Maintenance of computer machines for computer facility        | 66                |
| 15  | Canteen facility  | 39                |
| 16  | Placement assistance  | 62                |
| 17  | Cleanliness of premises                                       | 57                |
| 18  | Conduct of workshop, seminars & guest lectures by the College | 70                |
| 19  | Safety precautions  | 69                |
| 20  | Sports room facilities  | 56                |