

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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

Bharatiya Vidya Bhavan's Hazarimal Somani College of Arts & Science & Jayaramdas Patel College of Commerce & Management Studies

1.2 Address Line 1

Kulapati K. M. Munshi Marg,

Address Line 2

Chowpatty,

City/Town

Mumbai

State

Maharashtra

Pin Code

400007

Institution e-mail address

hazarimalsomani@rediffmail.com

Contact Nos.

022- 23691136/ 022-23691508

Name of the Head of the Institution:

Prof. (Dr.) S. V. Rathod

Tel. No. with STD Code:

022- 23691508

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B		February 2004	5 Years
2	2 <sup>nd</sup> Cycle	B		June 2015	5 Years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC:

1.8 AQAR for the year (for example 2010-11)

2016-17

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

- i. AQAR\_\_ (for 2010-11) 19/04/2012
- ii. AQAR\_\_ (for 2011-12) 10/08/2014
- iii. AQAR\_\_ (for 2012-13) 10/08/2014
- iv. AQAR\_\_ (for 2013-14) 10/08/2014
- v. AQAR\_\_ (for 2014-15) 21/09/2015
- vi. AQAR\_\_ (for 2015-16) 21/12/2018
- vii. AQAR\_\_ (for 2016-17) 24/12/2018

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

- B. Com. ( Accounta & Finance)
- M. Com. ( management)
- M. Sc. (Chemistry & Zoology)
- Ph. D. (Chemistry & Zoology)

1.12 Name of the Affiliating University (*for the Colleges*)

University of Mumbai

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

Principal + 6

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

-

2.4 No. of Management representatives

01

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held : 05

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

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

2.14 Significant Activities and contributions made by IQAC

IQAC members, Dr. Rupa Deshmukhya, Mr. Ashok Ingle and Mr. Rupen Doshi, visited St. Anne's High School, Fort on 28<sup>th</sup> April 2017. The Educomp representative Mr. Vilbert D'souza explained the working of the Smart Board. It was decided that the college will set up a smart class room in the next academic year.

2.15 Plan of Action by IQAC/Outcome

- Setting up of Smart Class room in the next academic year.
- Adoption of village as a part of CSR initiative.
- It was decided to conduct an orientation program for the first year degree college students to familiarize the students and their parents with the rules and regulations and various activities of the college

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
Setting up of Smart Class room in the next academic year.	IQAC members Dr. Rupa Deshmukhya, Mr. Ashok Ingle and Mr. Rupen Doshi visited St. Anne's High School, Fort on 28 <sup>th</sup> April 2017. The Educomp representative Mr. Vilbert D'souza explained the working of the Smart Board. It was decided that the college will set up a smart class room in the next academic year.

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

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

1. The IQAC approved the AQAR (2016-2017) and it was recommended that the same be uploaded on the website and also mail it to the NAAC.
2. It was suggested to celebrate birthdays of Staff members to create a cordial atmosphere among the staff.

**Criterion – I**

## I. 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	2	---	2	---
PG	4	---	2	---
UG	5	---	2	---
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	2	---	2	---
Others	---	---	---	---
<b>Total</b>	13	---	8	---

  

Interdisciplinary	---	---	---	---
Innovative	---	---	---	---

### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option/Open option

#### (ii) Pattern Programmes:

Pattern	Number of Programmes
Semester	7
Trimester	---
Annual	---

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

#### (On all aspects)

Mode of Feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

(Please see attached sheet)

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

The revision of the syllabus takes place according to the guidelines laid down, and is undertaken by the Board of Studies in each subject, at the University level. Generally, the syllabus is revised every three years for arts subjects, every five years for science subjects, and every five to seven years for subjects of commerce.

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

NIL

The college regularly obtains feedback from students and parents. In the former case, students are asked to come to the computer lab, and fill out a carefully prepared questionnaire regarding their responses/impressions/opinions on a variety of matters relating to individual teachers' effectiveness, linguistic competence, knowledge, skill and performance in classroom-teaching sessions. They are required to value their teachers on a five point scale ranging from "Excellent" to "Poor". Teachers with low rating scores are summoned by the Principal, apprised of their areas of weakness or incompetence and urged to improve their performance. In fact, all teachers benefit from knowledge of student feedback on their teaching, and have the opportunity to make adjustments in their teaching methods and strategies to match students' expectations or special requirements.

Feedback is also sought from parents. This is done manually. Relevant and recurrent points are noted and efforts are made to incorporate them whenever and wherever possible.

Feedback on the college library is also solicited. Printed forms containing questions on particular aspects are given to students to fill out. The data thus obtained is carefully sorted out, categorised and analysed with a view to improving library facilities.

## **Criterion – II**

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	22	10	-	13

2.2 No. of permanent faculty with Ph.D.

15

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
-	10	-	-	-	-	03	-	03	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

38

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	09	03
Presented papers	12	06	01
Resource Persons	00	02	00

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

1. Use of ICT
2. Open Book Tests
3. Field visits, study tours, industrial visits and excursions
4. Discussions on
5. n topics related to field visits
6. Group discussions, debates, presentations by students
7. Audio-visual and educational CDs.

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)

NIL

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

11
----

2.10 Average percentage of attendance of students

70%
-----

2.11 Course/Programme wise distribution of pass percentage:

Class or Semester	Total no. of students appeared	Grade							
		O	A	B	C	D	E	F	College Pass %
TYBA	36	0	6.0	14.0	8.0	6.0	11.0	55.0	45.0
TYBSC	56	0	16.0	27.0	7.0	5.0	2.0	43.0	57.0
TYBCOM	240	0	6.0	15.0	21.0	20.0	18.0	20.0	80.0
TYBMS	51	0	2.0	14.0	20.0	16.0	31.0	17.0	83.0
TYBAF	56	4.0	29.0	25.0	19.0	7.0	7.0	9.0	91.0

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

IQAC gives suggestions to Departments to implement innovative ideas for enhancing the teaching and learning process. Evaluation of the Departmental Activities is done on the basis of the Departmental reports on the parameters such as results, research work, papers presented, seminars attended and activities conducted. The IQAC compares the departmental performance with previous year to check for improvements and drawbacks. In addition, teacher's feedback is taken.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	01
HRD programmes	01
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	02
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	02
Others (Short term course)	01

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff				
Technical Staff				

## Criterion – III

### 3. Research, Consultancy and Extension

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

#### 3.2 Details regarding major projects

NIL
-----

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	-	03	03
Outlay in Rs. Lakhs	85,000/-	-	85,000/-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	03	-
Non-Peer Review Journals	01	-	-
e-Journals	01	-	-
Conference proceedings	05	11	-

#### 3.5 Details on Impact factor of publications: (NA)

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	NA	NA	NA	NA
Minor Projects	1	University of Mumbai	85,000	85,000
Interdisciplinary Projects	NA	NA	NA	NA
Industry sponsored	NA	NA	NA	NA
Projects sponsored by the University/ College		University of Mumbai		
Students research projects <i>(other than compulsory by the University)</i>	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA
Total	01	University of Mumbai	85,000	85,000

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 (NA)

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

3.9 For colleges (NA) 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	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies	-	-	-	-	-

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	08
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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	<input type="text" value="92"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.22 No. of students participated in NCC events: (NA)

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="02"/>	State level	<input type="text" value="02"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.24 No. of Awards won in NCC: (NA)

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="--"/>		
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="100"/>	Any other	<input type="text" value="--"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility (NA)

## 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	96016.76 sqft	Nil		96016.76 sqft
Class rooms -27	18300.62 sqft	Nil	Nil	18300.62 sqft
Laboratories-15	11418.85 sqft	Nil		11418.85 sqft
Seminar Halls	--	--	--	--
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	0.589			
Others				

#### 4.2 Computerization of administration and library

The entire office for administration is computerized and connected with Local Area Network, provided with full speed internet facility. The worn out printers were replaced with new and advanced printers. The IT room for the examination has also been upgraded with latest software and an upgraded webcam.

#### 4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8745	652244.52	356	57325.00	9101	709569.52
<b>Reference Books</b>						
Sr.College	51992	4372106.15	144	119238.75	52136	4491344.90
B.M.S.	2037	556674.00	43	19534.69	2080	576208.69
B.A.F.	678	112143.00	207	29925.00	885	142068.00
M.Com.	260	99165.75	54	8205.00	314	107370.75
e-books	135000	5000.00 (N-LIST Ann. Mem. Fee)		5000.00 (N-LIST Ann. Mem. Fee)	135000	5000.00 (N-LIST Ann. Mem. Fee)
Journals / Periodicals	24	----	----	----	24	28434.00
e-journals	6000	5000.00 (N-LIST Ann. Mem. Fee)	----	5000.00 (N-LIST Ann. Mem. Fee)	6000	5000.00 (N-LIST Ann. Mem. Fee)

Digital Database	--	--				
CD & Video	54	17,076.00	----	-----	54	17076.00
Others(Specify)						30990.00
News Papers --	16				16	
Weeklies---	21				21	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	33	02	Yes	Yes	Yes	10	05	-
Added	33	0	01	-	-	-	-	-
Total	66	02	01	-	-	10	05	-

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

1. New building of the College has a separate section called "Gandhi institute" which also offers many short term courses in the subject of computers which varies from 3 months to 2 years like job oriented communication, computer hardware course, computer software course, PC assembling, MS office, word, excel, tally ERP9, etc.

2. The OPAC network is made available to all the teaching staff from the degree college which serves as a useful resource for their research activities.

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

i) ICT	0.106
ii) Campus Infrastructure and facilities	0.763
iii) Equipments	0.589
iv) Others	1.495
<b>Total:</b>	<b>2.953</b>

### Criterion – V

### 5. Student Support and Progression

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

5.1 There are various student support services in the college like

- Counselling and Guidance Centre
- National Service Scheme (N.S.S. Unit)
- Placement Cell
- Anti-ragging Cell
- Grievance Cell
- Women Development Cell

Various Associations conducted activities for students like Guest Lectures, Competitions, Seminars, Workshops, Excursions , etc.

An Orientation Programme was conducted at the beginning of the new academic year in order to acquaint the new entrants with the college lay-out and facilities. All notices about these activities were displayed on the various notice boards in the college and also circulated in the classes.

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

5.2 Realizing the difficulties faced by students who have sought education from vernacular medium, language is not a barrier during lectures however students were encouraged by the teachers to express themselves in English language.

Students failing in various subjects were given special attention by teachers to help them to understand the subject so as to write their exams well.

Students with poor attendance record were called along with their parents and they were counselled for time management and goal setting by the Counsellor of our college.

5.3 (a) Total Number of students: UG-1652; PG-122; PH.D-05, OTHERS-NIL

**(b) No. of students outside the state**

(c) No. of international students

NIL

Men	No	%	Women	No	%
	910	51		869	49

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1076	127	01	136			1145	244	03	283		

Demand ratio

Dropout %

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

NIL

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

Ms. Keyuri Bhojani, a professional Counsellor visited College on every Tuesdays and Fridays and had counselling sessions and activities for both Degree and Junior College. At the beginning of the academic year, the Counsellor oriented the students and parents about the need of counselling and the facilities for counselling and guidance available in the college.

Throughout the year many counselling sessions were conducted for students for their personal as well as study and career related issues. Along with Individual cases, Group counselling sessions were also conducted in order to cater to the need of more number of students at a time.

A talk on 'Time management and SMART Goals' was organized for the students having very poor attendance in college.

A workshop on 'Time management' was organized for students of Junior College.

5.7 D No. of students benefited - Individual cases-25, Group counselling- 20, Talks and workshops-more than 150

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
14	13	06	NA

## 5.8 Details of gender sensitization programmes

A one day workshop was organised by CWDC on 'Sexual harassment of women employees and students' and was conducted by a renowned social activist Ms. Susieben shah, on 27<sup>th</sup> February 2017 at 9.00 am in college gymkhana. The programme aimed at creating general awareness about the rights of women and issues pertaining to sexual harassment.

## 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

## 5.10 Scholarships and Financial Support

	Number of students	Amount
<b>Financial support from institution</b>		
Financial support from government	373	2822023
Financial support from other sources	13	79618
Number of students who received International/ National recognitions	NIL	NIL

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

\_\_\_\_\_ NONE \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

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

Bhavan's Hazarimal Somani College of Arts & Science, Shri Manubhai Maneklal Sheth Junior College of Arts & Science and Shri Jayaramdas Patel College of Commerce & Management Studies falls under the umbrella of the prestigious Bharatiya Vidya Bhavan. It is an internationally acclaimed institution, with its branches both within the country and outside, and therefore it is a reflection of the teachings and principles of its Founder President Kulapati Dr. K. M Munshi.

Munshiji avowed "The value of education lies in cultivating all the faculties of the student and making him fit for the eventualities and relation of life. Unfortunately the Universities lay down the content of our education. We cannot change it by voluntary effort. We can only change its method, spirit and goal". True knowledge demands an alert mind. This is in keeping with the vision of our institution, which emphasizes on the holistic development of the student. This will also enable our students to imbibe virtues, develop their personality and adapt to the ever changing environment.

As the scriptures rightly say:

'Where there is no vision, the people shall perish'

**VASUDHAVA KHUTUMBAKAM**

*'The World is one Family'*

**Our motto is:**

**Aa No Bhadraahkratavoyantuvishwatah**

'Let Noble Thoughts Prevail'

The Mission Statement of the College is:

'AMRUTAM TU VIDYA'  
NECTAR"

— "KNOWLEDGE IS

This appears on the Emblem at the entrance, as well as in all our college documents. The goals and objectives of the institution focus on the well-being of the students by laying emphasis on their education and moral and spiritual development. The Principal addresses the students taking admission at the FY level and their parents, highlighting the goals and objectives of Munshiji's teachings, as also the goals and objectives of the Institution. A series of cultural events are organised throughout the year and at every event be it intra-college, inter-college, state level, national level or international level, the Bhavan's prayer encompassing the objectives, is recited before the commencement of a function.

The students are encouraged to participate in various activities and at each stage they are guided to reflect on the principles of Munshiji's teachings. These principles and virtues provide the students with the fundamentals of education and build a strong foundation with ethical, cultural, spiritual & literary values. With these goals in mind, the student will be trained to survive in the world and become a responsible member of society.

## **6.2 Does the Institution have a management Information System?**

No

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

### **6.3.1 Curriculum Development:**

The college is affiliated to the University of Mumbai therefore, all the courses are taught as per the curriculum developed by the Board of Studies and the Academic Council of each subject. The curriculum is regularly revised every 3 to 5 years, according to the requirement of various subjects. The College encourages the Faculty to participate in various committees like the Syllabus Revision Committee and the Academic Council of the University. A few of our teachers are contributing to this curriculum development process by being on the Board of Studies.

### **6.3.2 Teaching and Learning:**

The teachers prepare their lesson plans and a review is taken at the departmental level. Along with the traditional chalk and board method, some teachers use audio-visual aids like OHP, PPT and models to enhance their presentations. Many teachers encourage participatory learning in the classroom by organising debates and group discussions on the related topics. Role-play and other interactive methodologies are adopted to enhance the communication skills of the students. Teachers are also encouraged to use e-resources to keep themselves abreast of

the latest developments in their field. Co-curricular activities like Industrial Visits, Field trips, Excursions and Guest lectures are also arranged to assist learning.

### **6.3.3 Examination and Evaluation:**

Examinations are conducted as per the guidelines laid down from time to time by the Government of Maharashtra and University of Mumbai. The university has been regularly introducing reforms in the examination and evaluation system. Beginning with the customary examination pattern, there has now been a shift to the Credit-based Semester pattern. As part of the Choice-based Credit and Grading System (CBCGS), students have to take up projects in either the fifth or the sixth semester, for which they are awarded Credit points. The system was introduced for the first year classes in the academic year 2016-17 and will subsequently be implemented for the second and third year classes. The system of exams, however, remains the same for the Un-aided courses {BMS and B.Com( Accounting & Finance)}.As per the University guidelines, the internal examinations have been discontinued, with effect from June 2016, for the traditional Bachelor of Arts, Commerce & Science courses. It is compulsory for all the Final year students to pursue live projects, like Internship and On-the-job training. There is a Semester-end examination (2 in a year) for the First year, Second year and Third year students, in all the subjects. The 75:25 pattern is followed for select subjects like Foundation Course, at the FY and SY level. An examination committee is appointed by the college, for the smooth functioning of exams, and there is in- house printing of papers to maintain confidentiality.

### **6.3.4 Research and Development:**

A few of our teachers are recognized as PhD guides. Teachers are encouraged to publish papers in journals. Duty Leave is granted to teachers who wish to participate in seminars and workshops and their registration fee is reimbursed. A research scholars' meet 'Avishkar' was conducted in the college. Students worked on the posters under the able guidance of their teachers.

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

Our College is a member of the UGC-NLIST Programme of INFLIBNET. The pages of main menu and contact details of web-OPAC were modified as per the College library information and services. 99% of the Library collection is available through OPAC (Online Public Access Catalogue) and the web-OPAC.

### **6.3.6 Human Resource Management:**

The College administration system has been well planned out and is efficiently managed. At the apex of our institution is the Principal ably assisted by the Vice-Principal. At the Junior College level, there is a Vice Principal and Supervisor who contribute to the smooth functioning of the day-to-day activities. At the next level, we have the Heads of various Departments who also form an integral part of the system. They act as the vital link between the teaching staff, the Principal and the Vice Principal. Parallel to the teaching staff, we also have the library staff and the non-teaching staff. At the head of the non-teaching staff is the Registrar, who is assisted by the Superintendent and the Head Clerk. The Superintendent looks after all the matters pertaining to accounting, whereas the Head Clerk is the in-charge of matters relating to general administration.

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

On the basis of vacancies in the various departments, of teaching and non-teaching, and after obtaining the requisite NOC, advertisements are placed in the newspaper. These advertisements are in accordance with the norms laid down by the Government of Maharashtra and the University of Mumbai, taking cognizance of the reservation quota. The eligible candidates are called for a personal interview. The duly constituted Selection Committee makes the final decision.

### 6.3.8 Industry Interaction / Collaboration:

Resource persons from various industries are invited to deliver guest lectures.

### 6.3.9 Admission of Students:

The college has been following the online admission process, as per the guidelines prescribed by the University of Mumbai. Admissions are managed and monitored by the admission committee, which is a statutory committee appointed by the authority. As per the University guidelines, the schedule is chalked out and students are admitted to the various courses strictly on the basis of merit. Merit Lists are displayed on the college notice board.

### 6.4 Welfare Schemes:

**Teaching:** L.T.C. and medical facilities, as per the government norms are provided. There is a Tea club for the staff at a no-profit no-loss basis. News papers are available for reading in the staff room. There are a variety of programmes organised for the teachers and the Staff Academy organises farewell programmes for the staff on the occasion of their retirement.

**Non-teaching:** L.T.C. and medical facilities, as per the government norms, are provided. In case of the sudden demise of any staff, their spouse is given a job in the institution. Farewell programmes are organised for the staff, on the occasion of their retirement.

**Students:** The College runs various schemes for students such as, Book Bank service, scholarships and freships for the underprivileged and needy students. It is worth mentioning, that several of our own staff, as an act of generosity, provide cash prizes to deserving students. This encourages the students, belonging to the economically weaker sections, to pursue higher education. It also helps in their overall development.

6.5 Total corpus fund generated:

6.6 Whether annual financial audit has been done? Yes

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

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

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

For UG Programmes: No

For PG Programmes: No

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

Not Applicable

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

Not Applicable

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

Our Alumni Association, through various activities, supports and guides our students regularly.

**6.12 Activities and support from the Parent – Teacher Association**

As a part of our Parent-Teacher Association, parent- teacher meetings are arranged at regular intervals, where the parents are given information about the progress of their wards and their regularity in attendance. Besides this, a Mentoring committee which comprises the teaching staff, is constituted to facilitate healthy interaction among the parents, students and teachers. This helps to reinforce the significance of maintaining regularity in attendance and ensuring that the students abide by the norms laid down by the University.

**6.13 Development programmes for support staff**

The non-teaching staff is encouraged to participate in various workshops and training programmes from time to time. An annual picnic is organised which helps build team spirit and also acts as a form of recreation.

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

“No Tobacco - No Smoking” policy has been enforced in the college premises. The college has a botanical garden on the fourth floor terrace of the old building, where a number of medicinal and general plants are displayed and this helps in keeping the environment clean. The college, through the NSS and in co-ordination with the Mumbai Police and NGOs, has organized several programmes related to the environment. Our NSS students have been encouraged to engage in activities such as the making of eco-friendly Ganpatis. This activity is conducted during the Ganesh Chaturthi festival, which falls in the month of either August or September every year. The University of Mumbai has introduced a compulsory paper on Environmental Science, for the F. Y. B. Com. students, thereby creating an awareness of the need for a pollution- free environment. Also, at the First year and Second year level, aided section, there is a compulsory subject, Foundation Course, for the Arts, Commerce and Science streams.

## 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.

- We have upgraded the CCTV cameras and also have increased their capacities. Good quality HD CCTV cameras have been installed at all the important corners of the college premises.
- Online feedback for teaching staff has been collected from the students. This was analysed statistically and have been conveyed to the staff for better improvement of their teaching skills wherever necessary.
- The computer lab has been totally upgraded. New computer have been kept in the lab with advanced and improved version of all the software to facilitate the computer skills teaching for the students. This lab was also made available to the teaching staff for their research activities.
- The teachers have also been facilities with NLIST software with login Ids and passwords to help those sourcing new online available data on the web.

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

- Various committees such as attendance, discipline, time table, anti-ragging, admission etc. have been constituted to facilitate the smooth functioning of the college. A senior most teachers of the college has been appointed as a chairperson and convener under whose guidance the committee members worked for the smoothening of exam related activities including , mark sheet preparation, conducting exams of various semesters exam. This committee was not only for conducting exams but also to solve the problems of students having various doubts on their results. This committee have always succeeded in declaring all semester results in time.
- The college has a very strong NAAC and IQAC committee which undertake various meetings with all the departments and guide every department to hold the activities in the college. These committees help in infrastructure development of the college. These have guided all the teachers for their CAS Promotions on their various stages.
- The college also has a very strong and influential Women Development Cell. This cell is always present to not only organise various events in the college related to women overall development but also help the need girl students in their various issues.

7.3 Give two Best Practices of the Institution.

- Before the commencement of every function Bhavan's Prayers are recited.

- Guru Purnima in celebrated every year in the college.
- Birth anniversaries of various legends like Dr.Baba Saheb Ambedkar, Shivaji Maharaj & Mahatma Phule in celebrated in the college.
- The college also celebrates Marathi Divas & a write up on which is sent to the local dailies.

#### 7.4 Contribution to Environment awareness/protection.

- NSS unit has been conducting various guest lectures for student making them aware on pollution degradation and environment sustenance. NSS unit organized a workshop on making of ECO-FRIENDLY GANPATI with clay and paper pulp which was followed by exhibition cum sales. A group of 20 volunteers attended the tree plantation drive organized by College N.S.S unit. Our student volunteers participated in the “Beach cleaning Drive” at Girgaum Chow patty after Ganapati immersion. Newspapers were collected by our students from the college library and the nearby locality for making paper bags.
- The N.S.S Unit has organised an inter collegiate event called ‘IGNEEL’ on the theme of environment protection. Under the activity, we organised poster making competition, slogan making competition, Quiz competition etc. This was strongly supported and spread through street play enacted by NSS Volunteers of the college. This was for making the students aware and supportive in environmental upgradation.

7.5 Whether environmental audit was conducted?  Yes  No

7.6. Any other relevant information the institution wishes to add.

The administrative functions of college are computerized. Pre – admission merit list and procedures are completely computerized. Similarly student marks sheet, pay roll, provident fund, annual accounts, E – Scholarship and enrolment of student is computerized. MONIS Software is used for preparation of salaries of staff. The same software is used to keep track of student’s fee collection.

The Kalp Software is being used for preparing e – Scholarship records. The tally package licence is obtained by the college and it is effectively used for accounting work. Month-wise biometric attendance record of Teaching and non-teaching staff is maintained with the help of computers. The feedback management System also involves usage of computer. Several software and programmes like page maker, Photoshop and coral draw are used for official purposes.

We are proud to say that that most of the permanent faculty have a Ph.D. degree or are in the pursuing process. They are from various pure science and social science departments. To mention here we are pride to say that many of our teaching staff from various departments are fully recognised guides for Ph.D. Number of students are pursuing their research degrees under

our Ph. D. guides. Many minor research projects from various funding agencies such as UGC and University of Mumbai are on our credit.

Research has been given top priority in our institution. Seminars and workshops are conducted on regular basis and several papers are published in various reputed and indexed Journals at National / International level.

The college has a very strong NSS unit. Extensive and effective extension activities are done through NSS which has been very active. Our volunteers from NSS and Student council participated with great enthusiasm in activities like Blood donation, HIV awareness, environmental awareness etc. We have always prided ourselves in having a culturally talented group of student. By arranging intra college events and persuading them to participate in inter college, inter University, State Level and National Level events, we are laying the platform for the nurturing and nourishing of innate talents. This is obvious when see our alumni excelling in field of Mass Media.

Lot of motivation, encouragement and support is provided to the students to participate in co-curricular activities. College has won many prizes in various inter college competitions.

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

*Name:* Dr. S. V. Rathod

*Name:* Dr. Medha Gupte

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_  
\*\*\*  
\_\_\_\_\_