

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

1. Details of the Institution

1.1 Name of the Institution

S. K. Somaiya College of Arts, Science and Commerce

1.2 Address Line 1

Vidyavihar

Address Line 2

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City/Town

Mumbai

State

Maharashtra

Pin Code

400077

Institution e-mail address

info.sksac@somaiya.edu,
principal.sksac@somaiya.edu

Contact Nos.

022-67169614(Office), 022-6716 9601(Principal)

Name of the Head of the Institution:

Prin. Dr. Sangeeta Kohli

Tel. No. with STD Code:

022 – 6716 9601

Mobile:

9892379918

Name of the IQAC Co-ordinator: Mrs. Charlotte M. Braganza

Mobile: 9819125243

IQAC e-mail address: iqac.sksasc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879) RAR-13058

1.4 NAAC Executive Committee No. & Date: EC/61/RAR/21
(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: www.somaiya.edu/sksasc

Web-link of the AQAR: <https://www.somaiya.edu/media/pdf/IQAC-2014-2015.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	83.00	2004	2004 – 2009
2	2 nd Cycle	A	3.15	2012	2012 – 2017

1.7 Date of Establishment of IQAC : DD/MM/YYYY 02/01/2005

1.8 AQAR for the year (for example 2010-11) 2014 – 2015

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 2012 – 2013 (04/06/2016)
- ii. AQAR 2013 – 2014 (13/06/2016)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

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)

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 (<i>Specify</i>)	UGC 2f/12B
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers	06
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	-
2.4 No. of Management representatives	01
2.5 No. of Alumni	04
2. 6 No. of any other stakeholder and Community representatives	04
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	02
2.9 Total No. of members	18

2.10 No. of IQAC meetings held

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

1. Two non-teaching staff were trained in computers
2. Three non-teaching staff were sent for an English speaking course at K.J.Somaiya B.Ed. College
3. A online student feedback system prepared by the students of the College was initiated. Being online the system ensures transparency and generation of systematic reports which enables improvement in teaching quality
4. Quality circle groups were created amongst students to help students to interact and reach out to the underprivileged and weak students
5. Under the Students welfare scheme, the committee identifies economically less privileged students and extends financial assistance to them through the College
6. Remedial lecture is conducted for the students who have failed in various subjects
7. Bridge course is conducted in subjects like Maths, Economics, Accountancy for students taking admission from other than commerce faculty
8. Co-ordinated, encouraged and helped staff in improving their research abilities
9. Initiated setting up of Entrepreneurship Development Cell in the College

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
1) Motivating students to join extension activities such as activities through NSS, NCC and Social Science Association. 2) Appointment of teacher mentors for each class to enable personalised interaction between student teacher and better student grievance handling 3) Infrastructure upkeep committee was initiated 4) Planning Board <ul style="list-style-type: none"> • College advances finance in tune of medical emergencies • College invested in CCTV cameras to be placed at prominent locations in the College 	1) A number of social extension activities were organised 2) Personalised student and mentor teacher interaction helped in counselling many students with personal and psychological problems 3) Infrastructure issues and maintenance was handled promptly

* 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

- | |
|---|
| <ol style="list-style-type: none"> 1) Conducting add-on courses in new skill areas 2) Implementation of teaching through Google classroom and encouraging students to participate in social initiatives 3) Organised programmes on coping with stress 4) Introduce E-news 5) Conducted faculty development programmes in SPSS 6) A group of teachers were trained in value education conducted by the members of ISCKON 7) A debate club was formed with the objective of providing an intellectual platform for students to improve their critical analysis aptitude and enhance their multi dimensional thinking |
|---|

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	02	-	-	-
PG	06	-	-	-
UG	09	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	12	03	-	-
Others	-	-	-	-
Total	29	02	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
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*

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

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

As per University norms

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	44	39	03	01(Principal)	01(Librarian)

2.2 No. of permanent faculty with Ph.D.

09

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	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest
--

Visiting
44

Temporary
14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	02	11
Presented papers	10	06	01
Resource Persons	01	02	02

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

1. Mentor-mentee system helped in intensive interaction amongst students and mentors.
2. Industry-interface committee was started to encourage participation of industry in teaching-learning process research programmes and extension activities.
3. Students diagnosed with learning disabilities are provided personal assistance by mentors and teacher.
4. International cell was initiated to explore the opportunities of collaboration with foreign universities in research, training and teaching
5. Use of models and charts for various subjects to create an interest amongst subjects in theoretical subjects.
6. Encouraging peer learning through quality circle.
7. Case study analysis as a method of participative learning is used
8. Mapping and polygon with point line is used in EVS subject
9. Problem solving, project based learning is used for improving critical thinking
10. Field visits/Excursion and industrial visits are organised by various departments to give practical exposure to students
11. Guest and experts from relevant fields are invited to share their expertise with students.
12. Debates, role plays and skits are used students to make the learning process interactive.
13. Every course organises its own event which is a blend of education and entertainment

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)

1. Masking of answer sheets
2. Solutions are provided with question papers
3. Results are declared online
4. Examination hall tickets are made available online

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

07

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
TYBA	66	0	12	35	3	50.00
TYBCom	657	0	14	57	22	92.24
TYBMS	199	1	38	39	19	95.98
TYBMM	123	0	12	72	13	97.56
TYBCom(A&F)*	135	8.1	81	8.1	2.2	99.26
TYBCom(B&I)	66	0	44	44	3	90.91
TYBCom(FM)	47	0	23	55	17	95.74
TYBSc(CS)	45	4.4	11	40	11	66.67
TYBSc(IT)	63	0	48	32	19	98.41
MA(Eco)-Part-II	58	0	5.2	43	10	58.62
MACJ)-Part-II	21	0	4.8	62	33	100
Mcom(A/c)-Part-II	53	5.7	23	55	1.9	84.91
Mcom(B&F)-Part-II	52	0	40	56	0	96.15
MSc(CS)-Part-II	37	0	2.7	59	2.7	64.86
MSc(IT)-Part-II	38	0	39	58	0	97.37

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

1. Faculty members are motivated to design skill-based and value added courses.
2. Towards the end of every semester there is regular review of the teaching learning process.
3. Encourage the use of ICT and Google Classroom by faculty members .
4. The mentors monitor and supports the progress of facing students problem or in distress
5. Subject plan and lecture plan is submitted by every faculty every semester.

6. Engagement of lectures are monitored and recorded on a daily basis by a special committee.
7. Yearly staff appraisals are conducted
8. Grievance committee encourages students to express their grievances freely and frankly without being victimised.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	06
Faculty exchange programme	--
Staff training conducted by the university	04
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	23
Others	--

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	44	02	--	--
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

The institute has a research committee which works towards promoting research and guides faculty in writing research papers and publishing the same. The committee also conducts workshops to update the faculty on latest research techniques. The committee works in close co-ordination with the library for information related to research in various subjects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	03	-	-
Outlay in Rs. Lakhs	-	9,75,000	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	-	-
Non-Peer Review Journals	-	-	-
e-Journals	07	-	-
Conference proceedings	27	20	-

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	-	-	-	-
Minor Projects	03	UGC & ICSSR	9,75,000	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	03	9,75,000	-	-

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

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	--	--	--	--	14
Sponsoring agencies	--	--	--	--	College

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	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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
-	-	-	-	-	-	-

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

01

03

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

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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 State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. Of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- The college has continuously focused on extending a helping hand to the marginalised sections of society by organising awareness programmes related to health and hygiene.
- The college also extends it's support to students facing financial deficiency
- Through NSS the college organises rural camps rendering help to the rural population
- Nature club conducts workshops to inculcate a spirit of environmental consciousness.
- Various class mentors also conduct lectures for students teaching them to be socially responsible
- The Sociology department has conducted survey and awareness programme for rural school supported by Somaiya Trust at Karnataka(Sameerwadi)

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 <i>(Entire Somaiya Campus)</i>	66 Acres	-	Management	66 Acres
Class rooms	21	-	College Fund+ Bank Loan	21
Laboratories	03	-	--do--	03
Seminar Halls	01	-	--do--	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	04		--do--	
Value of the equipment purchased during the year (Rs. in Lakhs)	82.59 lakhs		--do--	
Others	2476.54 Lakh		--do--	

4.2 Computerization of administration and library

Administration

1. Applications for admissions are accepted online. Scrutiny and declaring of the merit list is carried out by the admission committee and declared online on the college website.
2. Monitoring attendance which is a statutory requirement is fully computerized and monitored by the attendance committee. A computerized defaulters list of students is displayed on the college notice board at the end of every month.
3. Hall tickets and mark sheets are also computerized.
4. Annual accounts, financial statements, salaries, Income tax is fully computerized.
5. All official information is displayed on the college website.

Library

The library has been fully computerized utilizing the software (developed by the management. The software Bookworm) organizes and manages the information of book, articles and journals, circulation is managed in a very systematic manner namely inter-library circulation. The college repository stores information from within the college such as lecture notes, question paper set, programme syllabus and publications. Electronic databases namely EBESCO is made accessible, which helps to enhance research abilities among the faculty. The library provides an internet facility for faculty and learners.

4.3 Library services :

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35042	5440903	3379	527310	38421	5968213
Reference Books	9913	5818939	142	148918	10055	5967857
e-Books	-	-	-	-	-	-
Journals	41(2013-14)	76292	39	91662	80	167954
e-Journals	-	-	-	-	-	-
Digital Database			NLIST			
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	119	03	All computer			20	*	
Added								
Total								

* One computer per faculty

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

- 1) The faculty and students are provided with an access to internet.
- 2) E-Services such as video conferencing facilities for online programmes and sessions.
- 3) Intranet facilities for staff and students.
- 4) Training of staff in research for applying research techniques.
- 5) Inlibnet made available for students.
- 6) OPAC was an added feature.
- 7) Workshops for Google classroom was conducted

4.6 Amount spent on maintenance in lakhs:

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	<input type="text"/>
iii) Equipments	<input type="text"/>
iv) Others	<input type="text"/>
Total:	<input type="text"/>

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation to new students before the beginning of the academic year
- Creating quality circles among the students, to increase interaction between students and teachers.
- Remedial coaching classes for failures and slow learners
- Mentoring is actively practised to guide and counsel students.
- SC/ST/OBC students – Scholarship/Freeship
- The College has also employed two students under the Earn while you learn scheme
- Special classes are conducted for students who are slow learners
- Students are placed at renowned companies.
- Teachers are trained to write research papers.

5.2 Efforts made by the institution for tracking the progression

- Monitoring the attendance of students.
- Mentoring of students is done where personal guidance on both academic and non-academic matters is carried out.
- The students are also encouraged to approach teachers for career guidance and personal counselling.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4864	559	04	5427

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	2352	43.34		3075	56.66

Last Year (2013-2014)							This Year (2014-2015)						
General	SC	ST	OBC	Physically Challenged	DT/NT /Others	Total	General	SC	ST	OBC	Physically Challenged	DT/NT /Others	Total
4500	275	12	257	--	90	5134	4778	285	18	254	--	92	5427

Demand ratio 1 : 12 Dropout %

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

Our alumni have helped to coach students for UPSC exams/ workshops have also been organized for IAS training and CA exams.

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

The college offers personal counseling initiated by faculty who guide the learners on higher education, internships and good placements. The college invites resource persons to guide students on array of careers. The institute also conducts workshops in collaboration with private institutes to help students focus on career options.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
08	644	207	-

5.8 Details of gender sensitization programmes

To create awareness on gender violence the SYBA (Sociology Students) students conducted surveys in the slum areas of the central and western suburbs in collaboration with an organization “Population First”

The women development cell of the college also conducted workshops on gender sensitization. International Women’s Day was also celebrated in collaboration with the management.

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
Financial support from institution	48	2,49,345
Financial support from government	288	33,63,814
Financial support from other sources	27	2,44,829
Number of students who received International/ National recognitions	-	-

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

24

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION STATEMENT

To be a proactive centre of learning, enabling acquisition of knowledge combined with skill building leading to excellence.

MISSION STATEMENT

The following mission strategies have been evolved in order to attain the goals of the College and to create a harmonious society.

- Disseminate contemporary knowledge and promote multiple branches of learning.
- Impart knowledge through value based student centric education.
- Promote and facilitate quality research amongst faculty and students.
- Provide a learning continuum and make pedagogy more skill oriented.

6.2 Does the Institution has a management Information System

The suggestions given during the local managing committee meetings are implemented. The meetings comprise the agenda of the present meeting and the action taken reports of the previous meeting. Regular meetings of the Management with the Head of Institution is conducted to discuss academic and administrative affairs of the institution. The Annual Management and Academic Council meetings take a complete review of the Quality, Administrative and Academic aspects of the institute.

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

6.3.1 Curriculum Development

- As an affiliated College, the College follows the syllabus under the University of Mumbai. However the College has taken an initiative to develop the syllabus of certain add-on courses.
- Faculty members are actively involved in University curriculum development in the capacity of members of various academic bodies.
- The College offers personality development programmes, bridge programmes on Maths & Stats, Professional Skills in Communication Skills, Soft Skills Training programmes to create employability among students.

6.3.2 Teaching and Learning

- Departmental time table are given to the Head of Departments and class wise time table is displayed for students notice before the college begins.
- Each department head is given a department wise time table so that each departments has enough time to prepare the individual time table and the timetable is ready on the day of the reopening day of the College.
- The planning board of the College, the each individual staff to submit a subject plan, lecture plan and an academic plan for the current academic year.
- Attendance Committee.
- Faculty members are encouraged to use ICT enabled technology for teaching.
- Special coaching is arranged for Slow Learners.
- Remedial lectures are arranged.
- Each faculty is required to submit lecture plan at the beginning of the semester.
- Eco village visit
- Interactive discussion based teaching PPT and screening of movies.
- Visits to BSE, NSE, RBI
- Environment heritage walk to flamingos mangroves

6.3.3 Examination and Evaluation

- The College has two committee for conducting internal and external examination viz the Steering Committee and the examination committee. Each of these committee has a convener and members.
- Online Hall ticket.
- Debarring defaulter students.
- The steering committee and examination committee conducts examination s and evaluation is carried out as per the University pattern.
- Evaluation as per University norms
- Malpractices during the exams are taken care by the Unfair Committee of the College.
- To maintain a secrecy the answer sheets of the students are masked.
- Moderation and revaluation.
- Online result.

6.3.4 Research and Development

The research committee works towards strengthening research and development in the college. It acts as a catalyst providing information and services supporting research activities. The college faculty also encourages research among the post graduate students.

To improve the quality of research College has arranged experts talk on research methodology and a workshop on “R” Tool conducted by our own faculty. Further our faculty also attend research workshop and training programme conducted by other institutes in specialized areas.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library is centrally digitized at institutioe level the library is well stocked with more than 40000 books. The student cn also borrow books from the central campus library witgh a collection of almost 4 lakh books. To enhance research abilities College has subscribed to EBSCO online library. The College also subscribed Nlist. 24 hours broadband internet facility and personal computer for each faculty to be able to facilitate research.

ICT facilities are provided for academic and administrative purposes. A language lab and computer lab provide an opportunity for hands on training.

Seminar hall, research room, meeting room, staff room, girls common room, gymkhana, recording studio and residential facilities are made available. The college is under CCTV surveillance. Fire extinguishers and sprinklers have been installed in the college.

6.3.6 Human Resource Management

1. Staff welfare measures are adopted.
2. Un-aided staff too paid Long Travelling Concession
3. Child education compensation given to Non-teaching staff.
4. Salary advance extended during emergencies.
5. The institution has a participatory management approach.
6. The management supports measures and initiates a positive work culture.

6.3.7 Faculty and Staff recruitment

As per Government(Central & State) norms the procedure of acquiring NOC and advertising, University approved panel interview, University approval are obtained.

6.3.8 Industry Interaction / Collaboration

- Employability related workshops are organised.
- Campus to Corporate training seminars are conducted.
- Eminent people from the industry are invited for interactive sessions.
- Placement assistance is provided.
- To Have a first hand experience learners are given an opportunity to do their project work in various serve sectors.
- Enrichment programmes on soft skills, coaching on personality development and communication skills conducted.

6.3.9 Admission of Students

- Pre-admission form of students is submitted online.
- Admission is one purely on merit basis ensuring transparency.
- On the commencement of the college an orientation programme is conducted by several programme co-ordinators.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

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	--	--	--	--
Administrative	--	--	--	--

6.8 Does the University/ Autonomous College declares 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?

The college follows the University of Mumbai norms, so any reforms whatsoever if done comes from the university.

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

N.A.

6.11 Activities and support from the Alumni Association

Alumni association co-ordinates with alumni to conduct guest lectures and extension of placement facility. Some of the alumni are involved in teaching

6.12 Activities and support from the Parent – Teacher Association

The College does not have an official PTA. It is intended to start the same in the next academic year. However the faculty interacts with parents during the orientation programme at the commencement of the academic year. This orientation programme gives the parents an insight about the various programmes and activities conducted by the college. To enhance further support to the learners the staff of the college are open to a direct parent-teacher-student dialogue.

6.13 Development programmes for support staff

- 1) Support staff are trained in Microsoft excel and other soft wares required for administration.
- 2) Staffs have also attended workshops in communication skills.
- 3) They are encouraged to attend workshops organized by the management to upgrade their technical skills.

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

We have huge campus. College has taken so many initiatives to keep the campus green and eco-friendly. Some of the programmes / initiatives in the year 2014-15 are

- Tree plantation
- Clealiness Drive
- Dengue Awareness

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.

Annexure attached Criteria VII 7.1

- 1) ICT training given to all the staff
- 2) Language proficiency training for the support staff
- 3) Campus placements and internship for students
- 4) Add-on courses
- 5) Bridge courses to minimize the gap in mathematics and languages.

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

- 1) Academic calendar displayed on website and followed scrupulously
- 2) The college cleanliness is maintained by appointing a cleaning agency.
- 3) Social extension activities have made the students realize the requirements of the under privileged and marginalized.
- 4) One mentor-teacher approach for each class has helped in bridging the gap between learners and faculty and effectively resolve academic and personal challenges

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

- 1) Encouraging add-on and bridge courses
- 2) Inculcating an atmosphere of disciplined, ethics and values.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- 1) The college has provided for rainwater harvesting
- 2) Solar panels for street lighting in campus
- 3) Facility for composting waste is available in the campus
- 4) Cleanliness drive by NSS students
- 5) Encouraging recycling of resources

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

- 1) Young enthusiastic teaching staff who work with complete involvement extending personal touch to the learning process
- 2) Good infrastructure facility and learning resources to enable students to upgrade their knowledge
- 3) Campus wide sports facilities, medical facility, cultural events conducted by the Management provide as a good support for overall development of students
- 4) A proactive involvement of Management leads to overall quality enhancement in the functioning of the institute
- 5) Support programmes for slow learners
- 6) Commitment to community services and extra curricular activities. Value orientation sessions for teachers and students ensures holistic development

Weakness

- 1) Response of students to skill development courses is passive
- 2) Social economic backgrounds of a certain group of students (First generation learners) being very humble they have limited exposure
- 3) Language and communication skills of most of the students is poor
- 4) Faculty exchange programmes need to be initiated
- 5) Financial compulsions due to increased expenditure and no revision in course fees

Opportunity

- 1) Research culture amongst teachers to be enhanced
- 2) Research interest amongst students to be promoted
- 3) Introduce industry oriented skill development courses and encourage students to undertake the same
- 4) Encourage faculty to improve their industry exposure
- 5) Improvement in placement services
- 6) Enhance soft skills proficiency of students

Threats

- 1) Increase revenue of the College for better facilities

8. Plans of institution for next year

- 1) Online Skill Development courses
- 2) Live projects to the students
- 3) Collaboration with institutes abroad
- 4) Industry-Academia interphase to be encouraged
- 5) Encouraging a healthy research culture

Name _____

Name _____

Signature of the Coordinator, IQAC

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
