

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)
of the Internal Quality Assurance Cell (IQAC)**

2014-15

• Submitted To •
**The National Assessment And Accreditation Council
Bangalore**



• SUBMITTED BY •

**NAGRIK SHIKSHAN SANSTHA'S
COLLEGE OF COMMERCE AND ECONOMICS**

NSS EDUCATIONAL COMPLEX,

M.P. MILLS COMPOUND, TARDEO, MUMBAI 400034

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Abbreviations

N.S.S. College of Commerce and Economics
The Annual Quality Assurance Report (AQAR) of the IQAC
(1st June 2014 – 30th May 2015)

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	NagrikShikshanaSanstha's College of Commerce& Economics, Tardeo,Mumbai-34
1.2	Address Line 1	NSS Educational Complex, M.P.Mill Compound, Behind A.C.Market,94, Tardeo Road, Mumbai-34
	Address Line 2	NSS Educational Complex, M.P.MillCompound ,Behind A.C.Market,94, Tardeo Road, Mumbai-34
	City/Town	Mumbai-400034
	State	Maharashtra
	Pin Code	400034
	Institution e-mail address	nsscomm@gmail.com

Contact Nos.

022-23510203/23520261

Name of the Head of the Institution:

Mrs.ShamimSayed

Tel. No. with STD Code:

022-23520261

Mobile:

9821888102

Name of the IQAC

Mrs. Amitha M Rao

Co-ordinator:

Mobile:

9769900681

IQAC e-mail address:

1.3 **NAAC Track ID**(For ex. MHCOGN 18879)

10876

1.4 **NAAC Executive Committee No. &Date:**

EC/55/RAR/025 dated 27-3-2011

(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:

<http://www.nsseducation.org.in>

Web-link of the AQAR:

<http://www.nsseducation.org.in/IQAC/>

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	C+	-	2003-04	5 Yrs
2	2 nd Cycle	B	2.08	2010-11	5 Yrs
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :DD/MM/YYYY

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

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 year 2011-12 was submitted online on 29th September 2012
- ii) AQAR year 2012-13 was submitted online on 28th December 2013
- iii) AQAR year 2013 -14 was submitted by email on 1st December 2014

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(PhysEdu)

TEI (Edu) Engineering Health Science Management

Others(Specify)

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

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

DST Star Scheme

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

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

2.11 No. of meetings with various stakeholders: No.of 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 University Level

Institution Level

- (ii) Themes
- 1) One Day Seminar on "UGC API: Guidelines and Procedures"
 - 2) A Multidisciplinary Seminar on "Recent trends&Innovation in Research"
 - 3) Guidance Lecture on "3rd cycle of NAAC Re-accreditation"

- 2.14 Significant Activities and contributions made by IQAC:
- To strengthen IQAC, student representative and Alumni representative were included in IQAC during 2014-15.
 - Regular meetings as per the guidance were conducted and the minutes of meetings were recorded in electronic format.
 - AQAR 2013-14 was prepared and submitted to NAAC, Bangalore.
 - IQAC made efforts to motivate teachers for participation in Orientation / Refresher course/ Seminar/Workshop/ Conference etc. It also requested the principal to increase the financial assistance for participation and presentation of research papers in seminars and conferences. Maximum teachers were benefitted from it.

- Special efforts are taken to guide the teachers in preparing API-PBAS files of 6 years for promotion of Assistant Professor stage 1 to Stage 2 under Career Advancement scheme. IQAC scrutinized backlog files of all the teachers submitted in July 2014.
- IQAC conducted seminars where more than 65 teachers participated from other places in Maharashtra like Pune, Ahmadanagar etc.
- IQAC purchased one Computer, other accessories by the funds received under UGC XII plan.
- In order to improve the quality of administrative service and library services to the students and staff members, IQAC introduced systematic feedback about non-teaching staff members and the library services. The feedback from both teachers and outgoing students were collected about the same.
- Assistance was given to conduct various seminars and workshops like 2 day state level teacher's training workshop on SPSS, One day multidisciplinary seminar on "Emerging Trends and Innovation in Research", "Research Funding Agencies" and many other college level seminars.

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
<ul style="list-style-type: none"> • Utilization of the funds received by IQAC granted under UGC XII • Including students and alumni representatives in IQAC • To prepare AQAR 2013-14 and submission to NAAC • To prepare academic calendar 	<ul style="list-style-type: none"> • Various seminars, guidance lectures, training programmes were conducted during 2014-15. IQAC purchased computer and other electronic accessories. Funds are utilized as per the guidelines given. • Included students and alumni representatives in IQAC • AQAR 2013-14 was prepared by IQAC and submitted to NAAC • Academic calendar was prepared in the

<p>for all the activities and to follow it strictly</p> <ul style="list-style-type: none"> • Creating awareness among students about new exam reforms(7525), semester & grading system • To encourage teachers to present papers at Seminar/ Conference and quality publications in indexed journals. • To inform the teachers to submit API-PBAS files of previous years, scrutinize files and arrange the meeting with external scrutiny/evaluation committee. • To introduce structured feedback system on nonteaching staff and library • To review the Mentor-Tutor scheme and feedback of the system • To start preparation for NAAC 3rd cycle of accreditation 	<p>beginning and implemented successfully.</p> <ul style="list-style-type: none"> • Induction programmes were conducted where students were briefed about new examination system 7525 introduced in 2014-15 by university of Mumbai. • Maximum teachers presented papers at various national / international conference/ seminar and published many papers in various referred journals/ conference proceedings. • Guidance given to the teachers in preparing API-PBAS files of 6 years for promotion of Assistant Professor stage 1 to Stage 2 under CAS. IQAC scrutinized backlog files of all the teachers submitted. Efforts are made to fix the meeting. • IQAC introduced systematic feedback about non-teaching staff members and the library services. The feedback collected from both teachers and outgoing students were analysed and communicated to the concern. • Reviewed both the system. As per the feedback, guidance lectures, extra lectures, remedial lectures were arranged. • A NAAC guidance lecture was arranged, NAAC steering committee was formed by the I/C principal.
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* Academic Calendar of the year 2014-15 is attached as **Annexure I**

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate any other body
(Faculty members)

Provide the details of the action taken

Annual report 2014-15 was prepared by IQAC and presented by I/C principal at the Term end meeting. Respective conveners of the committees also presented their annual report. AQAR 2014-15 and Annual report of the college were submitted to the management. The feedback received as per the discussion and missing points/corrections were incorporated in the final preparation of AQAR.

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	02 (M.Com.)	Nil	02	-
UG	01 (B.Com.)	Nil	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	01	Nil	-	01
Total	04	Nil	02	01
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options:
Elective options in T.Y. B.Com.: Computer Science/Tax/Purchase and Store
Keeping/Export
- (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
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
Feedback about teachers is attached as per Annexure.*

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

The syllabus of following subjects has been revised and updated as per the new 75:25 pattern introduced by university of Mumbai from the academic year 2014-15.
Business Economics of F.Y., S.Y. and T.Y. B.Com., Business Law of S.Y. B.Com.,
Commerce- I of F.Y. B.Com., Applied Components(Computer Science) of T.Y. B.Com. and
Marketing and Finance of S.Y. B.Com.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1	Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
		13	12(11-FT, 01-PT)	Nil	01(Lien)	Nil

2.2 No. of permanent faculty with Ph.D.

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
		-	01	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	06	09	25
Presented papers	08	14	04
Resource Persons	Nil	Nil	Nil

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

- Audio Visual aids, working models, Power Point Presentation, Overhead Projectors, charts in addition to the conventional teaching method.
- Field visits were arranged by some departments like Accountancy, Economics, Commerce and EVS
- Basic English Grammar Course.
- Guidance lectures were arranged by Department of Commerce, Department Maths and Stats, Department of Accountancy and Department of Economics.
- Students interaction through games play, Quiz Competition, Remedial Coaching and Tutor Mentor Scheme.

2.7 Total No. of actual teaching days during this academic year 182

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

The college follows the guidelines and directives of the rules prescribed by the university of Mumbai. Facilities like Photocopy, verification of marks, revaluation etc were given as per the guidelines, remedial coaching for A.T.K.T. students, projects submission for internal additional examination.

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

2.10 Average percentage of attendance of students 76%

2.11 Course/Programmewisedistribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com.	448	2.7	45.3	18.1	7.6	73.7
M.Com.(Accounts)	28	-	14.28	53.57	7.14	75
M.Com.(Management)	6	-	16.67	33.33	-	50

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

- Collects feedback from the students every year. The feedback analysis report is communicated to the individual teachers for quality improvement.
- Encourages teachers as well as students to participate in research activities
- Maintains the record of Lecture's dairy, syllabus completion report, mentor-tutor scheme

2.13 Initiatives undertaken towards faculty development 16

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	01
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	08
Summer / Winter schools, Workshops, etc.	-
Others(Ph.D. Coursework)	1

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	13	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 IQAC encourages the faculty members to participate in various conferences, seminars & workshops and present their research work.
- IQAC motivates the faculty members to undertake research projects, publish their research papers in reputed and indexed national and international journals and enrol Ph. D degrees.
- Helped in organizing two day state level teacher's training workshop on "Application of Software in Statistical Analysis-SPSS" on 19th and 20th December, 2014
- A seminar on "Research Funding Agencies" was organized on 30th January, 2015
- A multidisciplinary university level seminar on "Recent trends & Innovation in Research" was organized by IQAC on 28th February 2015. Best paper presenter award(Teacher and student category)was given to encourage the participants.

3.2 Details regarding major projects: - **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects: - **01**

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01		
Outlay in Rs. Lakhs		¼ Lakhs		

3.4 Details on research publications:-

	International	National	Others
Peer Review Journals	09	04	-
Non-Peer Review Journals	-	-	-
e-Journals	01	-	-
Conference proceedings	07	05	01

3.5 Details on Impact factor of publications:

Range Average -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	2014-15	University of Mumbai	Rs. 25,000	Rs. 25,000
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	-	-	Rs. 25,000	-

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: - **N.A**

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges :-**NIL** 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	-	-	01	04	13
Sponsoring agencies	-	-	Under UGC XII Plan	-	-

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: - **NIL**

3.15 Total budget for research for current year in lakhs :- **Rs. 25,000**

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year:- **NIL**

Type of Patent		Number
National	Applied	Nil
	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 institutions in the year.

of the institute in the year :- **NIL**

Total	International	National	State	University	Dist	College
01		01				

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):- **NIL**

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: 05

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

NATIONAL SERVICE SCHEME

- NSS- Pulse polio campaign throughout the year 2014-15 with BMC Hospital D-Ward Nana Chowk
- Prepared Note Books from Waste Paper. (500 Notebooks of 200 pages) and distributed in adopted area Jaifalwadi,Tardeo-Mumbai-34
- Conservation of Energy(Save Electricity) created awareness as well as organized save electricity rallies in adopted area .
- 1000 Paper Bags were made from Newspapers and distributed in Tardeo area under Anti-Plastic Campaign
- Red Ribbon Club Activities conducted throughout year in college as well as adopted area.
- 7 Day Residential Camp At VidhayakSansad, Usagaon,Dongri, Thane.4th January 2015 - 10th January 2015):
- **Blood Donation Camp** was conducted on 14th February 2015. The Team of Blood bank of Jaslok Hospital headed by Mr. Sachin Gosavi (M.S.W and PRO at Jaslok Hospital) and Dr. Sen Gupta were invited to conduct the camp. More than 90 donors had donated blood and Haemoglobin checking of more than 200 donors was carried out by the team.

WOMEN DEVELOPMENT CELL

- An Orientation programme for all newly admitted students was organized on 5th July 2014, where the students were briefed about the constitution of WDC, “Internal Complaints Committee”, A video clip dealing with sexual harassment case “Jor Se Bol” was shown to the students during the programme.
- A seminar on “Sexual Harassment and WDC” was organized by WDC for both students and staff members on 11th July 2014. The resource person of the seminar was Prof. Jaymangal

Dhanraj, I/C principal, Dr. Ambedkar College of Law, Mumbai, a well-known social activist and advocate.

- Self Defense Training Workshop for girl students was organized on 11th July 2014. Professional expert and social activist Mr. Mahendra Satpute conducted the workshop.
- Poster making competition and exhibition was organized by WDC on the theme “Violence against women” and “Female Foeticide” on 18th July 2014.
- WDC organized Essay writing competition on the topics “Gender Discrimination in Education” and “Women & Fundamental Rights” on 22nd August 2014.
- A debate competition was organized by WDC on the topic “It is impossible to eradicate violence against women in our country?” on 11th August 2014.
- In order to encourage active participation of girl students in extracurricular activities and activities related to women issues, the college gave “Best WDC student representative Award” during Annual Social Function 2014-15

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	1500 Sq. Ft.	-	-	15000 Sq. Ft.
Class rooms	09	-	-	09
Laboratories	01 Computer Lab	-	-	01
Seminar Halls	01	-	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.			-	
Value of the equipment purchased during the year (Rs. in Lakhs)			-	
Others				

4.2 Computerization of administration and library

<ul style="list-style-type: none">➤ Online admission➤ Preparing for e-vetan (e-payment)
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1399	9308	65	920	1464	10228
Reference Books	4481	4614	166	166	4647	4780
e-Books (NLIST)		94000		3000		97000
Journals	12	12	-	-	9	9
e-Journals (NLIST)	6247		-	-	6247	
Digital Database (NList)		21	-	-		21

CD & Video	25	25	-	-	25	25
Others (specify) Book Bank Books	155	1083	42	302	457	1385

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	36	1	All the computers	1 UGC NRC	-	5 computers	4 laptops	
Added	1	-	-	-	-	-	-	-
Total	37	1	All	1	-	5	4	-

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

- Wifi facility is started in library
- University level Online admission process is in force and preparing for e-vetan - time to time .
- Non Teaching Staff members attended Training and Instruction programmes organized by Joint Director's Office and University of Mumbai to update their computer and internet skills.
- Online Question paper delivery System (DEPDS) is started.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.31
ii) Campus Infrastructure and facilities	0.90
iii) Equipments	0.15
iv) Others	0.98
Total :	2.34

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Career & Counseling & Placement Activities Library Orientation Programme , N.S.S. Orientation Programme , Induction Programme , Principals Presentation , Non Teaching , Scholarship .

5.2 Efforts made by the institution for tracking the progression

Alumni association and attendance committee have been actively involved in tracking the progress of students by conducting meeting and felicitation programme for toppers of T.Y.B.Com.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1045	144	-	1189

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No		Women	No	
	No	%		No	%

Last Year 2013-14						This Year 2014-15					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
598	195	01	236	-	1030	676	270	01	241	01	1189

Demand ratio 1:1.2 Dropout % 10%

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

UGC XII Plan- Coaching for Entry in services.
NET/SET Guidance Lecture was arranged by inviting external resource person

No. of students beneficiaries

5.5 No. of students qualified in these examinations :NIL

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

5.6 Details of student counselling and career guidance

- One Day Seminar on “How to Prepare for NET /SET Examination” was organized for all students on 24th August 201
- A college level seminar on “Soft skills and Life skills” was organized on 11th Sept, 2014.
- A career counseling lecture was organized by Placement cell on 11th September 2014 where a team of NIIT headed by Mr.MukeshChaurasia (Business Development Manager) spoke about Career Opportunities in the field of software and NIIT for the students.
- On 14th July 2014 A workshop on Team Building was conducted.
- A seminar on “MBA as a Career” was organized on 13th September 2014 by placement cell and conducted by MET Institute of Management, Mumbai for the T.Y.B.Com students.
- Placement cell had taken initiative and organized a “Employment Exchange Scheme” with support of National skill development corporation, Government of Maharashtra, in the first week of October 2014.
- Guest Lecture on the topic “Saving and Investment” was organized on 6th December, 2014 for all students. The MMS students of Alimura Institute of Management were invited as resource persons.

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
03	850	-	03

5.8 Details of gender sensitization programmes

- An Orientation programme for all newly admitted students was organized on July 2014 where the students were briefed about the constitution of WDC, the guidelines, rules and regulations, past activities conducted, details of “Internal Complaints Committee” for dealing with sexual harassment in the college.
- A video clip dealing with sexual harassment case “Jor Se Bol” was shown to the students in Induction programme.
- A seminar on “Sexual Harassment and WDC” was organized by WDC for both students and staff members on 11th July 2014.
- Self Defense Training Workshop for girl students was organized on 11th July 2014. Professional expert and social activist Mr.MahendraSatpute conducted the workshop.
- Poster making competition and exhibition was organized by WDC on the theme “Violence against women” and “Female Foeticide” on 18th July 2014.
- WDC organized Essay writing competition on the topics “Gender Discrimination in Education” and “Women & Fundamental Rights” on 22nd August 2014.
- A debate competition was organized by WDC on the topic “It is impossible to eradicate violence against women in our country?” on 11th August 2014.
- In order to encourage active participation of girl students in extracurricular activities and activities related to women issues, the college gave “Best WDC student representative Award” during Annual Social Function 2014-15

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	-	-
Financial support from government Scholarship & Freeship, Govt. of Maharashtra	369	Rs.20,24310
Financial support from other sources	-	-
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

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To be premier institution of higher education, contributing to National Development by imparting quality education to youth.

Mission : To nurture and sustain academic excellence by imparting value based as well as need based education and develop a community of scholars with talent with professional skills and ethical values

6.2 Does the Institution has a management Information System

Yes

As per the guidelines provided by university

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

6.3.1 Curriculum Development

The college strictly follows the curriculum prepared by university of Mumbai. Faculty members attend the syllabus revision workshops and give their suggestions in curricular development.

6.3.2 Teaching and Learning

Students seminars, group presentations, use of ICT in teaching, field visit, participation of students in research activities, continuous assessment and internal class tests, Quiz competition and Game play

6.3.3 Examination and Evaluation

Continuous assessment, Credit based Grading system(CBSGS) 75:25, Internal class test, viva, project submission, central assessment, external moderation, CAP centre for university examination

6.3.4 Research and Development

Motivate the teachers for participation in conferences and seminars, publishing of research articles, books and undertaking research work, financial assistance to teachers for participation and presentation of papers. Duty leave were sanctioned for various research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library uses SOUL for computerized data entry. It provides easy access to study and reference material to the students, teachers. New books, journals, CD and DVDs are being acquired. Various book bank schemes are available to students. Library has staff reading room where computer with printer and internet facilities with Wi-fi are available to all. Students have the access to internet facilities through UGC Network Resource Centre. Students can have access to computers with internet in computer lab. Various facilities like Gymkhana, Girls Common Room are provided to the students and maintenance is taken care of.

6.3.6 Human Resource Management

College encourages the overall development of the students through various committees like NSS, Sports, Cultural, Alumni etc. Staff welfare committee, formed every year addresses the requirements of staff members. We have Academic Performance Indicator(API) as per UGC/ University of Mumbai of staff members and staff committee meeting. Meetings with the management (LMC) are conducted and major issues are discussed.

6.3.7 Faculty and Staff recruitment

Recruitment is done as per the rules and regulations of university of Mumbai and UGC.

6.3.8 Industry Interaction / Collaboration

Experts from industries are called for guidance lectures. The following field visits were organized by the college

- Department of Economics had organised education excursion at Monetary Museum, Reserve Bank of India, Mumbai.
- The students of our college were taken on an Industrial visit to Bombay Rayon Company Limited, Silvassa
- Commerce department had organized a Plant Visit to Borkar Polymers, Gala, Real Industrial Estate, ValivPhata, Vasai.

6.3.9 Admission of Students

Admission of students is as per norms of university of Mumbai and as per the schedule decided by the university.

6.4 Welfare schemes for

Teaching	Pension and DCPS, Credit Co-op. society
Non-teaching	Pension and DCPS, Credit Co-op. society
Students	Group Insurance, Scholarship, Freeship

6.5 Total corpus fund generated

Rs. 1,00,000 (Trustee Fund as required by University)

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	No	-	No	
Administrative	Yes	U.G.Devi & Co, Mumbai	Yes	Principal

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?

Cluster centers (lead college) for CAP of University examinations, Convocation. DEPD system for question paper delivery.

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

Online admission, Cluster centers (lead college) for CAP of University examinations, Convocation. DEPD system for question paper delivery.

6.11 Activities and support from the Alumni Association

The Alumni Association conducts annual meeting with the past students of the college who are professionals in diverse fields or doing higher studies. Alumni association also conducted felicitation of T.Y.B.Com. toppers after T.Y.B.Com. results. Alumni extends its support in various cultural events. Seminar and workshops conducted by college.

6.12 Activities and support from the Parent – Teacher Association

Meetings with parents were regularly held by attendance committee. Parents are informed about the progress of their wards during the meetings.

6.13 Development programmes for support staff : 01

Two non-teaching faculty members attended workshop on Government Polity- Rules and regulations of College administration

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

National Social Service conducted various awareness programmes like cleanliness awareness, waste management, tree plantation etc. Department of Environmental Studies holds competitions like Best out of Waste, Eco Friendly Rangoli etc. The department also encourages the students to make projects on related topics.

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.

- The use of ICT has enhanced the teaching learning process. We can see the clear difference in the understanding and interest of the student during the lectures.
- Honouring students who have excelled in academics and extracurricular activities
- Feedback analysis

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

Plan of Action	Achievements
<ul style="list-style-type: none"> • Collection of feedback from students regularly • Implementation of Academic Calendar and Programme • Conducting Remedial coaching class for SC/ST/OBC and Minority students and Entry in services classes for SC/ST/OBC and Minority students • Creating awareness among students & parents about new exam reforms, semester & grading system • To encourage teachers to present papers at Seminar/ Conference and publication in journals etc. 	<ul style="list-style-type: none"> • Feedback collected • Academic calendar was implemented • Remedial classes conducted • Induction programmes was conducted to aware students about new examination system • Maximum teachers have presented papers at various national / international conference/ seminar and published many papers in various referred journals/ conference proceedings etc.

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

Annexure attached

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

7.4 Contribution to environmental awareness / protection

- We regularly arrange nature park visit by Nature Club of our college.
- Organising many competitions such best of waste ,Posters related to Global warming, Importance of trees, environment eco-friendly activities etc. was provided to students
- Skit plays , participation in awareness camps etc
- Implementing energy saving techniques is ensured that the lights and fans are switched off by floor peons and staff after completion of the last lecture of the day. Classrooms are made with sufficient cross ventilation and light so that the use of electricity can be minimized. This shows the institution's commitment towards energy conservation.

7.5 Whether environmental audit was conducted? Yes No

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

IQAC has collected the suggestions from the staff members for quality improvement of various academic and administrative activities. The report/recommendations based on the suggestions is submitted to the principal for necessary action.

8. Plans of institution for next year

- Preparation for NAAC Re-accreditation for 3rd Cycle.
- To conduct seminar/conference and workshops at regular intervals
- To create environment consciousness among the students, teaching and non- teaching staff
- To motivate the faculty members to take up sponsored projects
- To encourage the teachers and students to carry out quality research through Research Cell.
- To arrange guidance lectures/extra coaching/remedial classes to improve academic performance of the students
- To review the performance appraisal of the teaching staff members.
- To increase the employment opportunities, it is planned to conduct a certificate course in 'Spoken English' and 'Soft Skills'.
- To introduce Coding system in the college examination to improve transparency & to maintain confidentiality

Name: Mrs. Amitha Rao



Signature of the Coordinator, IQAC

Name : Mrs. Shamim Sayed



Signature of the Chairperson, IQAC

Date: 01.07.15

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

ACADEMIC CALENDAR 2014-15

June 2014

Date	Programme/Event	Committee/College
9	College reopens	College
10	Staff meeting	Staff Welfare Committee
24	Planning board meeting	Planning Board
25	F.Y. B.Com. Begins	College
27	IQAC meeting	IQAC
28	Students Council(Acting) formation	Students Council

July 2014

Date	Programme/Event	Committee
5	Induction program	Students Council
10	Orientation programme for girl students	Women Development Cell(WDC)
11	Seminar on "Sexual Harassment and WDC"	Women Development Cell(WDC)
11	Workshop on "Self Defence Techniques"	Women Development Cell(WDC)
14	Workshop on "Team Building"	Commerce Department
14	Participation in Addiction Free Rally at Gateway of India	NSS Unit
15	Participation in Drug addiction event at Churchgate	NSS Unit
16	Mehendi Competition	Cultural committee
17	Salad making Competition	Cultural committee
18	Intra-collegiate Poster-Making Competition	Women Development Cell(WDC)
25	Intra-collegiate Essay writing Competition	Women Development Cell(WDC)
30	IQAC meeting	IQAC

August 2014

Date	Programme/Event	Committee
2	One Day Seminar on “UGC API: Guidelines and Procedures”	IQAC
2	Participation in Blue Ribbon Activity	NSS Unit
7-12	Intra Collegiate Indoor sports	Sports Committee
11	Intra-collegiate Debate Competition	Women Development Cell(WDC)
12	Scrutiny of CAS files	IQAC
13	Intra Sports Competition staff	Sports Committee
13	Eco-friendly Rangoli Competition	Cultural committee& Dept. of EVS
16	‘Shravandhara’ - Intra-collegiate singing competition.	Cultural committee
19	Staff Meeting	Examination Committee
20-27	Class Test of F.Y., S.Y., and T.Y. B.com.	College Examination Committee
24	M.Com. Induction	M.Com. Section
24	Guidance Lecture on NET/SET Exam	M.Com. Section
27	Students Council Meeting	Students Council
30	Participation in Blue Ribbon event	NSS Unit

September 2014

Date	Programme/Event	Committee
4	Participation in Pre-emersion drive at Girgaon	NSS Unit
5	Teachers Day Celebration	College
5	Post-immersion drive at Girgaon Chowpaty	NSS Unit
8	2 nd day of pre-emersion drive at Girgaon	NSS Unit
9	Gandhian Examination	Commerce Department
9	2 nd day of post-emersion duty at Girgaon	NSS Unit
10	Industrial Visit to Bombay Rayon fasion Ltd at Silvasa	Accountancy Department

11	Seminar on Soft skills and Life skills	Seminar and Workshop Committee
12	NIIT Seminar	Placement Cell
13	Career in MBA	Placement Cell
13	Teachers Day Celebration	Management of NSS
16-30	ATKT of FY and S.Y. B.Com. (Odd Semester)	College Examination Committee
19	Seminar on “Applications of mathematics in Today’s Business World”	Dept. Of Maths & Stats and Seminar and Workshop Committee
20	Staff Picnic	Staff Welfare Committee
21-26	Participation in Pulse polio activity	NSS Unit
22	Debate Competition	Students Council
24	Guest Lecture in Accountancy	Dept. of Accountancy
24-27	Skill Training Camp	Placement Cell
29	Students Council Meeting	Students Council

October 2014

Date	Programme/Event	Committee
1	Rally on “Daru chodo Abhiyan”	NSS Unit
2	Gandhi Jayanti/Cleanliness Camp	NSS Unit
2	Bhajan Sandhya at Gateway of India	NSS Unit
8-13	Regular F.Y and S.Y.B.COM end Semester Exam.	College Examination Committee
13	Voting Awareness Campaign	NSS Unit
14	Voting Awareness in Tardeo area	NSS Unit
17	Semester End Meeting	Staff Welfare Committee
18-2 nd Oct.	Diwali vacation	
21	Senior Citizen seminar with Mumbai Police	NSS Unit
22	Breast Cancer Awareness Rally	NSS Unit
31	Poster Exhibition For Celebration of 138 th Birth	NSS Unit

	Anniversary of Sardar Vallabhai Patel	
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November 2014

Date	Programme/Event	Committee
3	Reopening – Second Term	
7	T.Y B.com fifth Semester Exam and sixth ATKT Exam Begins	University Examination Committee
7	“Mission Garima” seminar at K.C. college	NSS Unit
11	M.com Part – I examination , Semester second and semester forth begins	University Examination Committee
12	MDACS seminar	NSS Unit
13	“Meat less day” event at K.C. college	NSS Unit
15	Paper Bag & Book Distribution at Girgaon area	NSS Unit
16-22	Participation -Pulse Polio	NSS Unit
18	“Meat less day” Rally from W.T.C to K.C. college	NSS Unit
24	Senior citizen help desk at tardeo Police Station	NSS Unit
24	“Mission Garima” at Dadar Chaityabhumi	NSS Unit
27	Swaccha Bharat Abhiyan	NSS Unit
29	Visit to ‘ National Park’	Nature Club and E.V.S. Dept.

December 2014

Date	Programme/Event	Committee
1	“WORLD AIDS DAY” Rally in our college	NSS Unit
2	IOAC Meeting	IQAC
3	Election of General Secretary(GS)	Students Council
12	Interview for Best Student award	Students Council
13	Solo Singing and Solo Dance Competition	Cultural Committee & Students Council
15	Annual Sports Day	Sports Committee
16	Internal Addition Examination Semester First and third	College Examination Committee
19	Two Day State Level Teacher Training Workshop on “Software for Statistical Analysis-SPSS”	Seminar and Workshop Committee
20	Two Day State Level Teacher Training Workshop on “Software for Statistical Analysis-SPSS”	Seminar and Workshop Committee
22	Celebration of National Mathematics Day	Dept. of Mathematics
23	Annual Social Function	Cultural Committee & Students Council
24	Staff selection seminar at University Hall	NSS Unit
26 -7 th Jan	Christmas Vacation	

January 2015

Date	Programme/Event	Committee
4-10	7 Day Special Residential Camp at Vasai	NSS Unit
8	College reopens	
12	Students Council Meeting	Students Council
15-22	Internal Class Test for Even Semester	College Examination Committee

20	Participation in Street play at Bhavans College	NSS Unit
24	Degree Certificates Distribution Ceremony	College
30	Seminar on “Research Funding Agencies”	IQAC
30	Hutatma Din	NSS Unit

February 2015

Date	Programme/Event	Committee
2 -13	Additional Examination of F.Y. & S.Y.(Odd Semester)	College Examination Committee
3	Street play at M.D. College for “Sfurti” Event	NSS Unit
10	Street play at Mahatma Night Degree College	NSS Unit
11	Students Council Meeting	Students Council
11	Visit to Shanti Daan	NSS Unit
12-28	ATKT Examination (Old & Revised)	College Examination Committee
14	Blood Donation Camp	NSS Unit
21	Farewell to T.Y. B.Com. students	Students Council
24	Poster Making Competition	EVS Department.
25	IQAC Meeting	IQAC
27	Marathi Bhasha Divas	Cultural Committee
28	Multidisciplinary Seminar on “Emerging Trends and Innovation in Research”	IQAC

March 2015

Date	Programme/Event	Committee
04	NAAC Guidance Lecture	IQAC
05	RBI- Visit	Economics Department
08	Women’s Day Celebration	WDC
10	Semester end examinations(Even) of F.Y. & S.Y.	College Examination Committee

	B.Com. begin	
18	Union Budget Seminar	Economics Department
20	T.Y.B.Com Farewell Programme	Students Council

April 2015

Date	Programme/Event	Committee
08	T.Y.B.Com. Sem –VI Examination begins	University examination committee
11	IQAC Meeting	IQAC
22	Additional Examination for F.Y. & S.Y.(Even semester)	College Examination Committee
30	Term end meeting	Staff Welfare Committee

May 2015

Date	Programme/Event	Committee
1	Maharashtra Day Celebration	College
2	Summer vacation Begins	

9	Rapport with the Students ($\frac{1}{2}$, $\frac{1}{4}$, $\frac{3}{4}$, $\frac{1}{2}$, $\frac{1}{4}$)						
10	Teachers attitude about extra-curricular activities ($\frac{1}{2}$, $\frac{1}{4}$, $\frac{3}{4}$, $\frac{1}{2}$, $\frac{1}{4}$)						
TOTAL							

Signature (Optional)

Annexure 3

Feedback -College Library

2014-15

Date:

- 1) What is your opinion about the library holdings for the course?
a) Excellent b) Good c) Satisfactory d) Average e) Not satisfactory
- 2) The quality of library books and reading material available in library is
a) Excellent b) Good c) Satisfactory d) Average e) Not satisfactory
- 3) Library working hours and days to facilitate use by students and faculty
a) Excellent b) Good c) Satisfactory d) Average e) Not satisfactory
- 4) The number of books/reference material available are
a) More than sufficient b) Sufficient c) Satisfactory d) Poor e) Very poor
- 5) Library discipline/atmosphere is
a) Quite and ideal for studies b) Good c) Satisfactory d) Disturbing
e) Always disturbing
- 6) Seating capacity for students and staff
a) Excellent b) Good c) Satisfactory d) Average e) Not satisfactory
- 7) Various schemes available (like book bank) and library services (like photocopy) for students and staff are
a) Excellent b) Good c) Satisfactory d) Average e) Not satisfactory
- 8) Computer and internet facility available in library for both students and staff
a) Excellent b) Good c) Satisfactory d) Average e) Not satisfactory
- 9) The librarian and staff are
a) Helping and polite b) helping if required c) Neutral d) Depends e) Rude

10) What are your suggestions for areas of improvement in library service?

Name:----- Category: Student/Teacher/Alumni/Others

Signature (Optional)

Annexure 4

Feedback on Non-Teaching Staff Members

2014-15

Date:

1) Did you find the office staffs has sufficient knowledge and skills to handle/address various academic and administrative matters?

a) Excellent b) Good c) Satisfactory d) Average e) Not satisfactory

2) Information provided by the office staff/explanation of the university rules / procedures related to admission, examination and other related matter was

a) Excellent b) Good c) Satisfactory d) Average e) Not satisfactory

3) The nature and attitude of the non- teaching staff

a) Helping and polite b) Satisfactory c) Normal d) Depends e) Rude

4) Efficiency of the staff to handle basic services like issuing Identity cards, Exam Hall tickets, Marks cards, Scholarship etc

a) Excellent b) Good c) Satisfactory d) Average e) Not satisfactory

5)The time duration for providing office help/responding to queries

a) Always quick b) Quick c) Normal d) Too long e) Never addressed at all.

6) Accessibility of nonteaching staff in the staff room/office counter etc

a) Always available b) Available c) Sometimes d) depends e) Never

7) The attitude of nonteaching towards campus discipline

a) Always participating and helping b) Participating c) Neutral d) depends e) Disconnected

8) Communication skills including telephonic

a) Excellent b) Good c) Satisfactory d) Average e) Not satisfactory

9) The role and participation of non-teaching in conducting extracurricular activities

a) Always participating and helping b) Participating c) Neutral d) depends e) Disconnected

10) How do you rate the student -non -teaching relationship in the college as a whole?

a) Excellent b) Good c) Satisfactory d) Average e) Not satisfactory

10)What are your suggestions for areas of improvement in office help?

Name:-----

Signature_____

BEST PRACTICES

1) Title of the Practice:-

BASIC ENGLISH GRAMMAR COURSE

2) GOAL:-

The aim of the Practice can be described with the following salient features:-

- 1) To enhance student's knowledge about English Language.
- 2) To provide maximum basic ideas of Grammar to the students.
- 3) To encourage students for speaking in English language.

3) THE CONTEXT:-

- 1) During the regular lectures and Tutorials some students were found weak in English Grammar.
- 2) There was also a need of giving the knowledge of written communication to the students.
- 3) The modern world is demanding progressive and excellent communication skill.
- 4) It is necessary To encourage students for speaking in English language.

4) THE PRACTICE:-

- 1) Mr. Amar Sontakke (Asst. Prof.in Business Communication) designed the whole *structure of the course*.
- 2) The course has been arranged since the academic year 2011-12 to present.
- 3) 40 students had been enrolled for the course.
- 4) The course consisted with the Basic and essential elements of English Grammar like, Tense, Parts of Speech, Voice etc.
- 5) Students were selected on the base of a class test.
- 6) Everyday there was one lecture of 1 hour and 30 minutes taken by Mr. Amar Sontakke.
- 7) At the end of every week a class Test had been arranged .
- 8) Everyday a 30 minute's session of speech Presentation was compulsory to all the participants.

- 9) Important written And printed notes, Articles were provided to all the students.
- 10) At the end of the course certificates were issued to all students.

5) EVIDENCE OF SUCCESS:-

- 1) All the students had regularly attended the course.
- 2) During the class test all participants gave positive response and all were get pass result.
- 3) They are becoming confident about their English Speaking.

6) PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:-

The course was having immense success but still there are some things which can make the course better.

- 1) There must be a language lab in the college, hence the institution is thinking to arrange the lab from this year.
- 2) There must be a separate class room for the course.
- 3) There should be a part time teacher for language lab.
- 4) There should be sufficient computers and Internet connection in the language lab.

7) NOTES :-

- 1) Such courses are the real need of modern Higher Education to enhance the overall progress of a student.
- 2) The course also will helpful to the student for facing the challenges of the modern society.
- 3) English is no doubt the universal language; we have to enhance it.

1. **Title of the Practice :**
Students interaction through games play
2. **Goal:**
To achieve students participation in class room.
3. **The Context:**
Students being from different strata of social and economic group difficult to make them understand complicated issues in English. Difficulty encountered was to engage them in this concept.
4. **The Practice:**
Any issue or concept which is difficult to explain to students can be explained with interactive participation through games. Concepts like IPR motivation. Decision making. S.Y.B.Com. in the year 2013-14 and 2014-15.
5. **Evidence of Success:**
There is definitely change in students perception and enthusiasm in learning new concepts.
6. **Problems Encountered and Resources Required :**
Any such activity requires more than normal 50 minutes (which is more than one lecture)
7. **Notes (Optional) :** -

1. Title of the Practice :

ATKT Counselling Lectures,

2. Goal:

To Guide the failed and weak students to appear the examination so that there are less no. of dropout.

3. The Context:

Coordinating with dropout/failed students and providing information for varied category of students appearing under different schemes of examination.

4. The Practice:

Examination committee prepared a time table for ATKT counselling lectures both subject-wise and teacher-wise by referring general time table of the college

Subject teachers and failed students were informed about the schedule of the counseling lectures to be arranged.

Lectures were engaged as per the time table where students were briefed about the scheme, question paper pattern, sample questions, the evaluation pattern.

Structured feedback about the counselling was taken to understand the effectiveness of the scheme.

These lectures were taken for both ATKT and additional examinations of F.Y.B.Com. and S.Y. B.Com. classes.

5. Evidence of Success:

The feedback from the students suggested that these lectures are unique as they help the students who are dropouts in particular, to know about their syllabus, scheme of examination.

There was improvement in the result of ATKT students, reducing the number of dropouts.

6. Problems Encountered and Resources Required:

Informing the students who are not a part of the college is a big problem. These students are working and have no time to attend these lectures however we provide them guidance notes.

7. Notes (Optional):

This practice is very helpful for those students who have left their studies because they have failed. It helps them to stay connected to the college and helps them to clear their examination, continue their studies. Thereby reducing the number of dropouts.

1. Title of the Practice :

“Mentor –Tutor Scheme”

2. Goal:

The aim of the practice can be expressed with the following characteristics.

- To have one-to- one interaction with the students.
- To provide academic and personal counseling.
- To offer appropriate advice and guidance
- To help new learners and other students to see the way ahead – progression,opportunities and career pathways.

3. The Context:

- A teacher cannot give proper attention towards every student of the class.
- A teacher cannot touch every branch of knowledge during his regular lecture, there was the necessity for extra lecture.
- Many students were weak in the basic knowledge of some subjects.

4. The Practice:

The scheme was introduced by Prin. Dr. R.S. Hande in the year 2008-09 and has been continued since then.

- In the beginning of the year IQAC made the batches of around 80 students of all the classes and every teacher was allotted one group under this scheme.
- Blank format of document of mentoring sessions along with students attendance prepared by IQAC were given to all the teachers.
- The teachers took the sessions as per the time table. Attendance of the students was taken and the records were maintained.
- All the teachers addressed variety of the problems such as family problems, financial problems, emotional problems, relationship problems, academic problems and suggested possible solutions to their problems.
- The discussions of the mentoring sessions were kept confidential(if required)
- Duly filled report of all the sessions with major problems and action taken was submitted to IQAC at the end of academic year.

- IQAC submitted the final report of Mentor Tutor Scheme with suggestions to the principal for further action.

Evidence of Success:

1. There was the overwhelming response of the students for this scheme.
2. The scheme was beneficial especially for the girls students.
3. All the teachers give proper attention to the students.
4. The results of this scheme have clearly shown in semester exams.

5. Problems Encountered and Resources Required:

1. Teacher students' ratio is high.
2. Timings: Students were not ready to attend the sessions after the college hours. The teachers had to overwork for conduction sessions.
3. Issues of personal targets (student targeting another student/teacher), blame game, gossips were made instead of actual problems and solutions.

6. Notes (Optional):

1. Title of the Practice:

Arranging eco-trips through nature club & EVS dept.

2. Goal :

To enhance students knowledge about environment issues & Conservation.

3. The Context :

Students were found to be enthusiastic during study tour as they got practical knowledge about environmental conservation.

4. The Practice :

The eco-trails are being arranged since last so many years. Many students are found to be participating in this practice. And they found to be very keen to acquire practical knowledge plants, animal species, adopting eco-friendly practices.

5. Evidence of Success :

Students started to take interest in studying 'Environmental studies' subject specially in environment conservation issues or issues related to species extinction.

6. Problems Encountered and Resources Required

7. Notes (Optional):

1. Title of the Practice:

Book Bank Facility to students

2. Goal :

To support the meritorious students and backward students for studies. We have two book bank facilities one is for meritorious students to support and add for their studies. Under this scheme a set of books of the entire subject is provided to the students for one semester/academic year and collected after completing the examination.

3. Context:

Book Bank facilities for Meritorious students - The majority of students in our college are from below poverty line(BPL) families or from middle income group it may not be possible for them to purchase text books for study, so we are providing book bank facilities to selected meritorious students

Book Bank facilities to backward class students – to support backward class students for their studies our college is providing book bank facilities to backward class students. This scheme is financially supported by University of Mumbai.

4. The Practice:

The applications are called from the interested students for getting book bank facility. The application for Meritorious students and the backward class students is the same. Once the applications are received are separated on the basis of the scheme. The number of sets to be distributed under this scheme is decided on the basis of text book collection in the library. Then the merit list is prepared and circulated in the class room and the books are issued to the students and collected after their examination.

5. Evidence of Success:

The students utilized this scheme are scoring more marks in examination.

6. Problems encountered and resources required:

Some student/s are not returning the books in time and some time we didn't receive books in case of dropout and some failed students.

There are no separate funds for book bank scheme for meritorious students the books purchased for library are used for the scheme and in case of University Book Bank scheme some time the university didn't sanction the grant so it is difficult to maintain the scheme.

7. Notes (Optional):