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

2015-16

• Submitted To •

The National Assessment And Accreditation Council
Bangalore

• SUBMITTED BY •

NAGRIK SHIKSHAN SANSTHA'S
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Abbreviations ......

N.S.S. College of Commerce and Economics
The Annual Quality Assurance Report (AQAR) of the IQAC
(1st June 2015 – 30th May 2016)

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	Nagrik Shikshana Sanstha'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. Shamim Sayed

Tel. No. with STD Code: | 022-23520261

Mobile: | 9821888102

Mrs. Amitha M Rao

Name of the IQAC
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/degreecollege/IQACreports

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	1st Cycle	C+	-	2003-04	5 Yrs
2	2nd Cycle	B	2.08	2010-11	5 Yrs
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7   Date of Establishment of IQAC :DD/MM/YYYY   01/06/2011

1.8   AQAR for the year(for example 2010-11)   2015-16

1.9   Details of the previous year's AQAR submitted to NAAC after the latest Assessment and
       Accreditation by NAAC ((for example AQAR 2010-11submitted 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
       iv)   AQAR year 2014 -15 was submitted by email on 1st July, 2015

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 | - |

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 | 07 |

2.2   No. of Administrative/Technical staff

2.3   No. of students | 01 |

2.4   No. of Management representatives | 01 |

2.5   No. of Alumni | 01 |

2. 6   No. of any other stakeholder and

community representatives

| 00 |

2.7   No. of Employers/ Industrialists

| 00 |

2.8   No. of other External Experts

| 00 |

2.9   Total No. of members

| 12 |

2.10   No. of IQAC meetings held

| 05 |

2.11   No. of meetings with various stakeholders: No.of Faculty

| 05 |

Non-Teaching Staff | 05 | Students | 01 | Alumni | 1 | Others | 0 |

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. | 1 | International | 0 | National | 1 | State | 0 |

University Level | 0 | Institution Level | 0 |

(ii) Themes   First One Day National Level Interdisciplinary Seminar on "Exploring Emerging Trends and Innovation in Research in Commerce, Science & Technology, Humanities and Social Sciences" on the following subthemes

2.14   Significant Activities and contributions made by IQAC:

- Regular meetings as per the guidance were conducted and the minutes of meetings were recorded in electronic format.

- Annual Quality Assurance Report (AQAR): 2014-15 was prepared by IQAC as per the prescribed format with the support of all the members and submitted to NAAC, Bangalore on 1st July 2015.

- IQAC helped NAAC steering committee in preparing RAR for 3rd cycle of re-accreditation by giving valuable inputs and suggestions to criteria-wise incharges of NAAC –RAR preparation.

- IQAC guided the teachers in preparing API-PBAS files of the academic year for promotion of teachers under Career Advancement scheme. IQAC scrutinized all the files as per the guidelines. It helped in organizing meeting of Screening/Evaluation Committee for the promotion under Career Advancement Scheme (CAS) of 5 Assistant professors (Stage1 – Stage 2 and Stage2- Stage 3), which was conducted on 30th April 2016.

- IQAC made efforts to motivate teachers for participation in Orientation / Refresher course/ and presentation of research papers Seminar/Workshop/ Conference etc.

- IQAC purchased one printer and other accessories by the funds received under UGC XII plan.

- IQAC arranged the collection of feedback in a structured format about teaching from the students. The feedback obtained from students were analyzed by the IQAC and the report was submitted to the principal for necessary action.

- IQAC completed the documentation of various academic and administrative activities for the year 2014-15 like Lecture diary and lecture records, Attendance records, Mentor-Tutor Scheme, Syllabus completion report, Feedback analysis about performance of teachers and committee files for 2014-15.

- IQAC collected the suggestions from the staff members for quality improvement of various academic and administrative activities. The same was discussed in IQAC meetings. The report/recommendations based on the suggestions was submitted to the principal for necessary action.

- SWOT Analysis is carried out by IQAC in a systematic procedure by collecting feedback in the prescribed format from all stakeholders.

- The Tutor-Mentor Scheme, initiated in the academic year 2008-09, has been continued by IQAC for 2015-16. IQAC reviewed the reports submitted by the teachers regarding the success of the scheme and suggested accordingly.
- IQAC collected and compiled the feedback(150 questions) from various stakeholders of the institution and presented in the meetings held at different colleges, Mumbai for "Themes and Questions for Policy Consultation on Higher Education" of NKC contributing for quality enhancement of higher education of the nation. IQAC coordinator actively participated in Principals/IQAC coordinator's meeting as a representative of member college, South Mumbai region for the final compilation of feedback of Mumbai district for the same which was submitted to Joint director, higher education, Mumbai.
- Under the initiative and guidance of I/C/ principal Mrs. Shamim Sayed, First One Day National Level Interdisciplinary Seminar on "Exploring Emerging Trends and Innovation in Research in Commerce, Science & Technology, Humanities and Social Sciences" was organized and conducted by IQAC on 25th April 2016.

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.

* *Academic Calendar of the year 2015-16 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 2015-16 was prepared by IQAC and presented by I/C principal at the Term end meeting held on 2nd May 2016. AQAR 2015-16 and Annual report of the college were submitted to the management. The feedback received as per the discussion 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 Systems & Applications/Direct & Indirect Tax/Purchase and Store Keeping/Export Marketing

(ii)   Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	-
Annual	-

1.3   Feedback from stakeholders*Alumni [Y]   Parents [Y]   Employers [ ]   Students [Y]
       (On all aspects)

       Mode of feedback   :Online [ ]   Manual [Y]   Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure

Feedback is attached as an 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 2015-16.
> Syllabus Revision Of M.Com Part I Accountancy Group And Export Marketing T.Y.B.Com., Business Law Case Studies Removed

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
12	11(10-FT, 01-PT)	Nil	01	Nil

2.2   No. of permanent faculty with Ph.D.

02

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	-	-	-	-	-	-	-	01

2.4   No. of Guest and Visiting faculty and Temporary faculty

0	0	2

2.5   Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	09	09	-
Presented papers	09	09	-
Resource Persons	02	02	-

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.
- Basic English grammar course
- Guidance lectures were arranged by Department of Computers and Department of Economics, Department of Accountancy
- Quiz Competition, PPT competition for students by department of Maths & Stats, Essay writing competition, Quiz competition by department of Maths & Stats, tutorial practice tests by department of Maths & Stats, Visit to nature park by department of EVS, Remedial Coaching and Tutor Mentor Scheme, Mock interviews, Business Fiesta and National level

2.7   Total No. of actual teaching days during this academic year   181

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   01
       restructuring/revision/syllabus development
       as member of Board of Study/Faculty/Curriculum Development workshop

2.10   Average percentage of attendance of students   76%

2.11   Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com.	306	0.327	6.53	51.7	7.84	66
M.Com.(Accounts)	49	-	8.16	12.24	8.16	8.16
M.Com.(Management)	17	-	11.76	11.76	0	0.18

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
- Collects suggestions from all the stakeholders regarding examination reforms/learning process and discuss in IQAC meetings which is forwarded to the principal for necessary action.
- IQAC with the help of other committees monitors the workload distribution, lectures as per the time table, examination process and conduct as per the university rules/guidelines.
- IQAC scrutinizes API-PBAS forms of the teachers annually and gives valuable suggestions to the teachers in teaching learning process.

2.13   Initiatives undertaken towards faculty development   09

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	02
Staff training conducted by other institutions	03
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.
- Organised Interdisciplinary National Seminar on 25th April 2016. Best paper presenter award(Teacher and student category) was given to encourage the research paper presenters.
- IQAC helps faculty members to maintain their research profile through API-PBAS scrutiny and IQAC meetings.

3.2   Details regarding major projects: - NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects: - **04**

	Completed	Ongoing	Sanctioned	Submitted
Number	-	02	04	02
Outlay in Rs. Lakhs			32000+26000+ 32000+25000= Rs.1.15 lakh	

3.4   Details on research publications:-

	International	National	Others
Peer Review Journals	**07**	**11**	**01(State Level)**
Non-Peer Review Journals	---	---	---
e-Journals			---
Conference proceedings	**09**	**16**	---

3.5   Details on Impact factor of publications: 3.4052

Range | 2-4 | Average | 2.9316 | h-index | | Nos. in SCOPUS | Nil |

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	2015-16	University of Mumbai	1,15,000	Rs. 1,15,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	Rs. 1,15,000	-

3.7   No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | 01 |

ii)   Without ISBN No. | NIL |

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 | **NIL** |

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	01
Sponsoring agencies	-	College	-	-	College

3.12   No. of faculty served as experts, chairpersons or resource persons   02

3.13   No. of collaborations: - International   **NIL**   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.1/2 lakh**

From Funding agency   -   From Management of University/College   Rs. ½ lakh

Total   Rs. ½ lakh

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
03	01	02	-	-	-	-

3.18   No. of faculty from the Institution   01
        who are Ph. D. Guides
        and students registered under them   -

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

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   50   State level   02

        National level   -   International level   -

3.22   No. of students participated in NCC events: 03

        University level   03   State level   -

        National level [ ]   International level [ ]

3.23   No. of Awards won in NSS: -**01**

        University level -   State level 01   National level [ ]   International level [ ]

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

        University level [ ]   State level [ ]   National level [ ]   International level [ ]

3.25   No. of Extension activities organized: -

        University forum [ ]   College forum   08

        NCC [ ]   NSS   08   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 2015-16 with BMC Hospital D-Ward Nana Chowk
- Prepared Note Books from Waste Paper. (250 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 .
- 875 Paper Bags were made from Newspapers and distributed in Tardeo area under Anti-Plastic Campaign
- Blood donation and Eye checkup Camp
- Swachh Bharat Abhiyan and Road Safety Campaign
- Red Ribbon Club Activities conducted throughout year in college as well as adopted area.
- Conducted 7 days Residential Camp from 28th December to 3rd January , at Vidhayak Sansad, Usagaon Dongri, At Post Bhatane, Tal. Vasai, Dist. Palghar.

WOMEN DEVELOPMENT CELL

- An Orientation Programme for all newly admitted students was organized.
- Conducted Essay competition on 11th September, 2015
- Poster Making Competition
- Suffragette , Movie Screening for female students
- Celebrations of International Women's Day
- "Best WDC student representative Award" during Annual Social Function 2015-16

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	15000 Sq. Ft.	-	-	15000 Sq. Ft.
Class rooms	09+ 4 tutorial rooms	-	-	13
Laboratories	01 -Computer Lab	-	-	01
Seminar Halls	02	-	-	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	01	01 Xerox	-	02
Value of the equipment purchased during the year (Rs. in Lakhs)		1.26	-	
Others				

4.2 Computerization of administration and library

- Administration office is automated admission management, student database management, and fees management with the Aspire software based on Tally ERP 9
- Computerized books card printing is stated in library
- The computers software is upgraded to Microsoft windows 2010 and Tally is purchased and used in administration office
- University level Online admission process is in force
- Online Question paper delivery System (DEPDS) as per the guidelines of university has been continued.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10101	12,05,235	940	131100	11041	13,36,335
Reference Books	5336	18,37,236	23	34090	5359	18,71,326
e-Books (NLIST)	94000		41809		135809	
Journals	12		-		08	
e-Journals (NLIST)	6247		-	-	6240	
Digital Database (NList)	20		-	-	20	
CD & Video	25	10486	-	-	25	10486
Others (specify) Book Bank Books	1385	160143	267	36780	1652	196923

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	37	23	All	6 UGC NRC	-	5	4 laptops	
Added	4	-	-	-	-	3	-	-
Total	41	23	All	6	-	8	4	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

up gradation (Networking, e-Governance etc.)

UGC Resource Centre and computer lab with computers with internet connection for students and staff members
One day orientation on "New Trends and technologies in computer world" was conducted on 1st February 2016 to orient the staff and students on new trends in ICT and impact on education and personal life.
Administrative staff members have been attending training and instruction programmes arranged by Government of Maharashtra and University of Mumbai for updating their ICT skills.
Administrative staffs prepared for e-vetan system of Govt. of Maharashtra.
Teaching staff members are attending orientation, refresher, seminar and workshops to upgrade their ICT skills
The WiFi facility is provided in library and office for staff and students can access wifi in library on their Laptop.

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

The IQAC contributes in creating awareness of the support services among the students through the following

- College website and prospectus
- Induction Programme
- Distribution of college magazine
- Library Orientation Programme
- Orientation programme by National Social Service Unit
- Women's Development Cell
- Through Career and Placement Cell
- Display of notices on college notice board, class notice boards and circulation of notices in the college

5.2   Efforts made by the institution for tracking the progression

> Alumni association and attendance committee have been actively involved in tacking the progress of students by conducting meetings. Alumni conducts 'Convocation: Certificate distribution Ceremony' for T.Y. B.com. students where the details of students were collected through Alumni registration form.

5.3   (a)   Total Number of students

UG	PG	Ph. D.	Others
1084	133	-	1217

(b)   No. of students outside the state | 00 |

(c)   No. of international students | 00 |

	No	%			No	%
Men			Women			

Last Year 2014-15						This Year 2015-16(B.Com.)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
676	270	01	241	01	1189	607	227	2	247	01	1084

Demand ratio   1:1.2   Dropout %   10%

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

- In-house faculties as well as experts in the subject from other institutions are invited for sharing their knowledge with the students.
- The faculty/Alumni guide the students who aspire to appear for competitive examinations such as NET, SET, State Civil Services examinations, etc.
- UGC XII Plan-Coaching for entry in Central and State Services like UPSC, MPSC, and RBI etc.
- Reference books and journals are provided to the students in the library. The Adequate resources in the form of study materials, question banks and preparation booklets are provided.

No. of students beneficiaries   350

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

- The Placement cell has organized workshop on "Loksatta Direct Marketing Campaign" on August 16, 2015 which offered part time job to the college students and three month certificate course in Loksatta Newspaper.
- A career counselling lecture on "Career Opportunities in the field of Software and NIIT" was drive by Mr. Mukesh Churasia (Business Development Manager) from NIIT on September 11, 2015.
- A seminar on "MBA as a Career" had been conducted on December 11, 2015 by MET Institute of Management, Mumbai for the T.Y.B.Com students.

No. of students benefitted   400

5.7   Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	350	10	20

5.8   Details of gender sensitization programmes

- An Orientation programme for all newly admitted students was organized on 4th 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.
- On August 25, 2015 NSS College has constituted the **"Gender Champion Cell"** as per UGC norms.
- On December 2, 2015 Gender Champion team has organized the awareness campaign on **"Gender Issues"** in college premises.
- Essay Writing Competition was conducted by WDC on September 11, 2015 on the topics such as Save Girl Child, Woman equality, Status of women in India, Status of Women in Islam, Women empowerment through education, Respect women and curb criminal activities against women.
- On December 10, 2015 WDC has organized poster making competition on issues related to sexual harassment.
- On February 18, 2016 WDC has arranged for the screening of Movie **"Suffragette"** for female students of our college.
- 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 2015-16

5.9   Students Activities

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

State/ University level | 42 | National level | | International level | |

No. of students participated in cultural events

State/ University level | 32 | National level | - | International level | - |

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

Sports : State/ University level | 1 | National level | | International level | |

Cultural: State/ University level | 8 | 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	307	Rs. 16,85,930/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level [1]   National level [ ]   International level [ ]

Exhibition: State/ University level [ ]   National level [ ]   International level [ ]

5.12   No. of social initiatives undertaken by the students [41]

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, Digital delivery of question paper, central assessment, external moderation, CAP centre for university T.Y.B.Com. and M.Com. examinations.

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

- ❖ College office has been renovated. To enhance the administrative services, such as admission and accounts, administration software and student's data base software were purchased and installed.
- ❖ Staff room has been renovated with furnishing, new locker facility to staff and painting.
- ❖ Partitions for NSS, Students Council and M.Com. section were constructed on 2nd and 3rd floor of the building. There is separate room available for IQAC.
- ❖ To increase the storage capacity of library books, additional racks/shelves were constructed in the college library.
- ❖ We purchased one printer from the grants received by IQAC under UGC XII plan and four computers from funds of different schemes under UGC XII plan.
- ❖ 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. Library has staff reading room where computer with printer and internet facilities. Wifi service is provided in the library premises to staff and students of our college for accessing internet on their personal laptop, tab, etc. For providing this service we have taken high speed internet connection from MTNL. 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 conduced and major issues are discussed. IQAC takes regular meetings with staff members, students, alumni.

6.3.7 Faculty and Staff recruitment

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

6.3.8   Industry Interaction / Collaboration

> Eminent experts were invited to interact with students and staff members in the seminars and programmes arranged by the college.
>
> - Professor Anil Sutar, Associate Dean, School of Research Methodology, Tata Institute of Social Sciences (TISS), Deonar, Mumbai was invited as the resource person and keynote speaker for the national seminar organized by IQAC.
> - Famous Marathi actor, Mr Prasad Khandekar, was invited as a 'Chief Guest' and judge for "Marathi Bhasha Diwas" celebrated in the memory of famous Marathi Poet 'Kusumagraj'.

6.3.9   Admission of Students

> Online Admission for F.Y.B.Com of students. Admissions are 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 centre (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?

> Centralized admission, Responsibility of organising Convocation ceremony, Cluster-wise centralized paper assessment of University examinations.

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 Annual Convocation Ceremony- 2015(Distribution of certificates) for degree students as per the instructions and guidelines provided by University of Mumbai Alumni extends its support in various cultural events. IQAC has alumni member in its composition. 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: 04

> The non-teaching staff members were motivated to attend the workshop / meeting regarding admission, AISHE and Scholarships at University. A training programme/hands on workshop for the administration and student database software was conducted for all nonteaching faculty members.

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

> National Social Service (NSS) unit of our college conducted various awareness programmes like cleanliness awareness, waste management, tree plantation etc. Department of Environmental Studies holds competitions like Eco Friendly Rangoli and conducted Noise Pollution survey and visit to National park.

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.

- "EYES@ NSS - Enlighten Yourself Every Saturday @ NSS", an innovative programme was initiated by the research cell in the year 2015 where teachers and the students enlightened themselves every Saturday with "the words of wisdom"- a compilation of Convocation addresses made by eminent personalities at the University of Mumbai since 1988.

- The College has started a very innovative idea and practice for the college staff members called, 'A.P.J. Abdul Kalam Vachankatta' which was inaugurated on 15th October, 2015 on auspicious Abdul Kalam's birth anniversary. Under this practice, every staff member was provided financial assistance for purchasing any book. It was made compulsory to everyone to present the book review on every Saturday.

- As per directive from UGC the Gender Champion Cell is constituted in our college on 25th August 2015 and various activities were conducted under the cell.

- Students Council organised a business trade fair "Business Fiesta" on 22nd December 2015 in order to imbibe the attitude and culture of self employment and entrepreneurship. This was a practical activity which gave them practical knowledge of business.

- As per IQAC suggestion, a "presentation competition for students" on teachers' day was introduced. This was conducted by students council on 5th September 2015.

- As per the UGC circular regarding promotion of mother tongue, 'Marathi Vangmay Mandal' was formed in the last academic year on the occasion of Birth Anniversary of Marathi Poet Kusumagraj with the objective of encouraging the students to read Marathi literature.

- 'Students' council on organised a DABBA PARTY in the month of January 2016.All the council members got one food item made by themselves in Dabba party all shared their food with other council members including faculties.

- IQAC organized One Day National Level Interdisciplinary Seminar on 'Exploring Emerging Trends and Innovation in Research in Commerce, Science and Technology, Humanities and Social Sciences' on 25th April 2016.

- College office has been renovated. To enhance the administrative services, such as admission and accounts, administration software and student's data base software were purchased and installed. A training programme /hands on workshop for the same was conducted for all nonteaching faculty members.

- Staff room has been renovated with furnishing, new locker facility to staff and painting.
- Partitions for NSS, Students Council and M.Com. section were constructed on 2nd and 3rd floor of the building.
- To increase the storage capacity of library books, additional racks/shelves were constructed in the college library.

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
• To upgrade infrastructure • To increase the storage capacity of library • Technology up-gradation • To conduct national seminar • To encourage teachers in research activities.	❖ College office has been renovated. Staff room has been renovated with furnishing, new locker facility to staff and painting. ❖ Partitions for NSS, Students Council and M.Com. section were constructed on 2nd and 3rd floor of the building. ❖ Books, additional racks/shelves were constructed in the college library. ❖ To enhance the administrative services, such as admission and accounts, administration software and student's data base software were purchased and installed. A training programme /hands on workshop for the same was conducted for all nonteaching faculty members. ❖ We purchased one printer from the grants received by IQAC under UGC XII plan and four computers from funds of different schemes under UGC XII plan. ❖ Wifi service is provided in the library premises to staff and students of our college for accessing internet on their personal laptop, tab, etc. For providing this service we have taken high speed internet connection from MTNL. ❖ IQAC organized Interdisciplinary national seminar on 25th April 2016. ❖ Maximum teachers participated and presented in various national and international seminars/conferences. Four teachers have submitted minor research projects to university of Mumbai. Many teachers have published in national and international peer reviewed indexed journals.

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 or EVS department of our college.
- Organising many competitions such eco-friendly Rangoli, Posters related to environmental issues, Surveys related to solid waste awareness, noise pollution   etc. for students.
- Skit plays, participation in awareness camps etc
- Electricity saving campaign, Green Ganesha, Tree plantation, preparation and distribution of bags from old news papers by NSS Unit of the college.
- 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

- To appoint regular principal and to fill vacancies in other subjects.
- Preparation for NAAC 3rd cycle of re-accreditation and submission of SSR for the same.
- To encourage and promote faculty members to apply for Minor and Major Research Projects and publish research papers in indexed journals.
- To organize National Level seminar under IQAC
- To create environment consciousness among the students, teaching and non- teaching staff
- To motivate the faculty members to take up sponsored projects
- To arrange guidance lectures/extra coaching/remedial classes to improve academic performance of the students
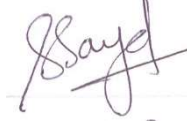- To review the performance appraisal of the teaching staff members.

- To continue certificate course in 'Spoken English'
- To introduce Coding system in the college examination to improve transparency & to maintain confidentiality
- To strengthen Alumni and Placement Cell
- To establish Institution-Industry Linkage
- To arrange training programmes for non- teaching staff members

Name: **Mrs. Amitha Rao**   *Name* **: Mrs. Shamim Sayed**

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Date: 30.06.16

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 2015-16

JUNE– 2015

Date	Programme/Event	Committee/Organized by
8	College re-opens	
11-13	In-house admissions F.Y.B.Com.	Admission Committee
15	Staff Meeting.	Staff Welfare Committee
16-18	1stMerit list-F.Y. B.Com.	Admission Committee
21	SUNDAY(International Yoga Day)	N.S.SUnit
19-22	2nd Merit list-F.Y. B.Com.	Admission Committee
23-25	3rd Merit list-F.Y. B.Com.	Admission Committee

JULY – 2015

Date	Programme/Event	Committee/Organized by
1	AQAR 2014-15submission to NAAC	IQAC
3	NAAC Steering Committee Meeting	NAAC Steering Committee
4	Induction Programme for F.Y. B.Com.	College
10	IQAC Meeting	IQAC
11	World Population Day(Slogan and poster Competition	NSS Unit
16	IQAC Meeting with staff members	IQAC
25	Scrutiny of PBAS files by IQAC	IQAC
29	Students Council Inauguration	Students council
31	Gurupournima- Students Council	Students council

AUGUST-2015

Date	Programme/Event	Committee/Organized by
3	Mehendi Competition	Cultural Committee
3	NSS Orientation Programme	NSS Unit
4th to 8th	Intra Collegiate Sports Week (Begins)	Sports Committee

10	Class Test- Sem I/III/V Begins	College Examination Committee
11	Words of Wisdom -Inauguration(Reading convocation addresses)	Research Cell
12	Alumni Meet	Alumni Association
14	Guest Lecture on "Malaria/Dengue"	NSS Unit
15	Independence Day Celebration	College
16	Workshop "Loksatta Direct Marketing Campaign"	Placement Cell
22	Shravandhara-Intra-collegiate Singing Competition	Cultural Committee
25	Constitution of Gender Champion Cell	Gender Champion Cell
27	Words of Wisdom -Valedictory	Research cell
29	API-PBAS Scrutiny	IQAC

SEPTEMBER-2015

Date	Programme/Event	Committee/Organized by
1	Additional Class Test.	College Examination Committee
2	Blood Donation Camp	NSS Unit
2	Mahatama Gandhi Jayanti (Swachhata Pledge)	NSS Unit
5	Teacher's Day Celebration	Student's Council
5	Presentation/PPT Competition for students	Student's Council
8	World's Literacy Day- Celebration	NSS Unit
10	ATKT Examination Sem I / II / III / IV	College Examination Committee
11	Essay Writing Competition	Women Development Cell
11	Career counseling lecture	Placement Cell
12	Teacher's Day(Mgmt)	Management-NSS
12	EYES@ NSS Inauguration	Research Cell
14	Gender Sensitization Programme	NSS Unit
15	International Peace Day	NSS Unit
15th Sep to 27th Nov	Selection of Gender Champions	Gender Champion Cell
19	EYE@NSS	Research Cell
24	NSS Foundation Day	NSS Unit
26	Attendance Committee Meeting	Attendance committee

26	EYE@NSS	Research Cell
26	Debate Competition	Cultural Committee
28	F.Y/S.Y.B.Com. End Semester I/ III Exam (Staff Meeting)	College Examination Committee

OCTOBER-2015

Date	Programme/Event	Committee/Organized by
1	National Blood Donation Day	NSS Unit
2	Mahatama Gandhi Jayanti (Swachhata Pledge)	NSS Unit
6-21	T.Y. B.Com. Sem V University Exam.	University Examination Committee
12	Additional Sem I/ III Examination.	College Examination Committee
15	Abdul Kalam Vachankatta	Staff welfare Committee
20	Staff Term End Meeting	Staff welfare Committee
21	First Term Ends	
22	Dassera / Diwali Vacation Begins	

NOVEMBER-2015

Date	Programme/Event	Committee/Organized by
Date	Event	Committee
16	College Reopens :2nd Term begins	
18	Staff Meeting	Staff Welfare Committee
19	National Integration Day	NSS Unit
21	EYES@ NSS	Research Cell
24	Eco-Friendly Rangoli Competition	Department of EVS and Cultural Committee
26	Poster making competition	Gender Champion Cell
26	Constitutional Day	NSS Unit
27	Debate competition	Cultural Committee
28	EYES@ NSS	Research Cell
28	Poster making competition	Cultural Committee

DECEMBER-2015

Date	Programme/Event	Committee/Organized by
1	World Aids Day Rally	NSS Unit
4	Annual Sports Day	Sports Committee
9	Selection of "Best Student of the year"	Student's Council
10	Human Rights Day NSS Unit	NSS Unit
10	Poster Making Competition	Women Development Cell
11	A seminar on "MBA as a Career"	Placement Cell
14	IQAC Meeting	IQAC
17	Annual Social Day	Cultural Committee
22	National Mathematics Day Celebration	Department of Mathematics
22	Business Fiesta: An Entrepreneurship Development Activity	Students Council
26	Winter Break Begins	
28th Dec 2015 to 3rd Jan 2016	Residential Camp	NSS Unit

JANUARY- 2016

Date	Programme/Event	Committee/Organized by
1	New Year / Winter Break Ends	
2	College Re-opens	
2nd Jan to 10th Feb	Noise pollution survey	Evs department
2nd to 15th	Marathi Pandharawada	Cultural Committee
2	EYES @ NSS	Research Cell

4	Essay Writing Competition on "Application of Mathematics in Business"	Department of Mathematics
5	PPT competition-Presentation by students :PPT competition on topics related to mathematics//statistics	Department of Mathematics
7	Poetry recitation (Marathi pandhara wada)	Cultural Committee
9	EYES @ NSS	Research Cell
9	PPT competition-Presentation by students :PPT competition on topics related to mathematics//statistics	Department of Mathematics
12	"Yuva Diwas" Celebration	NSS Unit
13	PPT competition-Presentation by students :PPT competition on topics related to mathematics//statistics	Department of Mathematics
13	Quiz Competition on "Quantitative Techniques"	Department of Mathematics
16	Internal Class Test Sem II/IV/ VI	College Examination Committee
23	The Annual Convocation Certificate Distribution Ceremony	Alumni Association
26	Republic Day	College
29	Awareness campaign for gender issues	Gender Champion Cell
30	EYES @ NSS	Research Cell

FEBRUARY- 2016

1	Additional Class Test II/ IV/ VI	College Examination Committee
1	One Day Workshop	Department of Computer Science
3	Field visit to Maharashtra Nature Park	Department of EVS
6	T.Y.B.Com Farewell	Students Council
8	Traditional Day	Cultural Committee
8 to 13th	The mock-interview session	Department of Business Communication
12	ATKT Exam Sem I/ II/ III/ IV	College Examination Committee
13	Staff Picnic	Staff Welfare Committee
15	Blood Donation Drive	NSS Unit
19	Screening of Movie	Women Development Cell
20	EYES @ NSS	Research Cell
27	Marathi Bhasha Divas / Marathi Books Exhibition	Cultural Committee
28	Celebration of National Science Day	Computer department

MARCH- 2016

1	F.Y/ S.Y Semester II & IV Examination	College Examination Committee
8	Celebration of International Women's Day	Women Development Cell
29	Library Book Exhibition	Library

APRIL- 2016

2	IQAC Meeting	IQAC
2nd April to 29th	Basic English Grammar and Speaking English Course	Department of English
5	Additional Sem II/ IV Examination.	College Examination Committee
11	Elocution - Marathi Pandharawada	Cultural Committee
15	Tentative AQAR 2015-16 submission and presentation	IQAC
25	National Seminar	IQAC
29	IQAC Meeting	IQAC
30	Meeting of Screening /Evaluation Committee for promotion under CAS	IQAC/College
30	Declaration of F.Y. B.com. Result	College Examination Committee

MAY-2016

1	Maharashtra Day Celebration	College
2	Term End Meeting	Staff Welfare Committee
3rd may to 5th June	Summer Vacation	

Students Feedback (Teacher Evaluation)

NAME OF THE TEACHER :   **SUBJECT:**

Class/Semester: **Division:**   **Date:**

Please circle or tick the number given below that is closest to your view.

	Parameters	1 Poor	2 Average	3 Good	4 Very Good	5 Excellent	Total
1	Subject Knowledge of Teacher (शिक्षकाचे विषयाचे ज्ञान)						
2	Enthusiasm of Teacher (शिक्षकाचा शिकविण्याचा उत्साह)						
3	Regularity and Punctuality of Teacher (शिक्षकाचे वर्गातील सातत्य)						
4	Audibility in the Class (शिक्षकांचा आवाज, उच्चार सुस्पष्ट आहे का?)						
5	Accessibility of Teacher outside the Classroom(Do you find him/her approachable)(वर्गाबाहेर गरज भासल्यास शिक्षक आपल्याला भेटतात का ?)						
6	Use of modern technology, ICT and innovative teaching methods (आधुनिक तंत्रज्ञान, ICT आणि आत्याधुनिक शिक्षण पध्दतीचा वापर)						
7	Clarification of doubts of students (शिक्षक विदयार्थ्यांच्या शंकांचे निरासन पूर्णपणे तसेच स्पष्ट पणे करतात का ?)						
8	Class discipline (वर्गातील शिस्त)						
9	Rapport with the Students (शिक्षकांचे विदयार्थ्यांशी असणारे नाते)						
10	Teachers attitude about extra-curricular activities (बाहय उपक्रमामध्ये शिक्षकांचा सहभाग)						
	TOTAL						

Signature (Optional)

N.S.S. College of Commerce & Economics, Tardeo, Mumbai – 400 034

N.S.S. Alumni Association (nssalumni@yahoo.com**.)**

Overall Evaluation of the programme/Course

Alumunus (Name) :   **Batch:**

The information will be used only for the improvement of the course in future.

You may tick more than one answer to a question to the extent that they do not contradict each other.

1. The syllabus of each course was
    a) adequate   b)   inadequate

    c) challenging   d)   dull

2. Background for benefitting from the course was

    a)   more than Adequate   b)   adequate

    c) inadequate   d)   *cannot* say

3. Was the course easy or difficult to understand ?

    a)   easy   b) manageable

    c) difficult   d)   very difficult

4. How much of the syllabus was covered in the class

    a)   85 to 100%   b) 70 to 85%

    c) 55 to 70%   d)   less than 55%

5. What is your opinion about the library material and facilities for the course?

    a)   more than adequate   b)   adequate

    c) inadequate   d)   very poor

6. To what extent were you able to get material for the prescribed readings?

    a) Easily   b) with some difficulty

    c) not available at all   d)   with great difficulty

7. How well was the teacher able to communicate?

    a) Always effective   b) sometimes effective

    c) Just satisfactory   d)   generally ineffective

8. What effect do you think the internal assessment will have on your course grade?

   a) Helps to improve   b)discouraging

   c) no special effect   d) sometimes effective

9. Were you provided with a course contributory lecture too at the beginning?

   a) Yes   b)no

   If Yes, was it helpful

   a) Yes   b)no

10. What is your opinion about the relevance of the course in job market?

    a) more than adequate   b)adequate

    c) inadequate   d) very poor

11. Any other suggestions:

    _____

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.

5) Most of the students of our college are from vernacular medium

- Syllabus for the Course

  1) Tense
  2) Parts of Speech
  3) Change the Voice
  4) Story Writing
  5) Presentations
  6) Letter Writing
  7) Writing Comprehension Skill

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)   External subject expert Mr. Vikas Bhoval from Dr. B.A.M.U. Aurangabad was invited to take a session of the course.

11)   Internal faculty members Mr. Prashant Bhide, and Ms. Neha Patange, also took sessions.

12)   At the end of the course, the valedictory programme of distribution of certificates, all the students were issued certificates by the hands of invited guest Dr.Deepak Salvi from S.G.M. college Mumbai.

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 :**

   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.
   - Newly admitted students find it to difficult to cope up with change in the system, course and institution.

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 analysed the report and spoke to the students regarding the necessity of the scheme and submitted the final report of Mentor Tutor Scheme with suggestions to the principal for further action.

5. **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 examinations..

6. **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 conducting sessions.
   3. In some cases issues of personal targets (student targeting another student/teacher), blame game, gossips were made instead of actual problems and solutions.

7. **Notes (Optional):**

1. **Title of the Practice :**

   YES (Enlighten Yourself Every Saturday)

2. **Goal:**

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

   - To motivate all the teachers for presentation of convocation addresses of the eminent, wise persons who have presented at the convocation ceremony of University of Mumbai from the year 1980 to 2012.

   - To make students aware of the sayings of these eminent personalities.

3. **The Context:**

   - The University of Mumbai has been conducting convocation ceremony every year. For this ceremony many eminent personalities have been invited.

   - The speeches given by these persons are full of knowledge, inspiring and make people socially aware.

   - All the teachers and students must be aware of these informative speeches so that we all can inculcate their views in our practical life.

4. **The Practice:**

   - All teachers were motivated for presentation of convocation addresses of the eminent, wise persons at the convocation ceremony of University of Mumbai from the year 1980 to 2012.

   - The Inauguration of Enlighten Yourself on Every Saturday (EYES) was conducted on 12th September 2015 by the hands of Dr. Smt. Pratibha Mirashi Superintendent of the Nagrik Shikshan Sanstha.

   - In her inaugural speech she mentioned that the initiative taken by Dr. Rajpal Hande sir is appreciable and the hidden knowledge in the "Words of Wisdom" will reach the students and thanked all the staff for their efforts for preparing audio CD of Words of wisdom.

   - Principal Dr.Rajpal S. Hande Sir explained in detail the efforts taken at university for compiling words of wisdom book and the future plans of EYES @ NSS program.

- The Audio of words of wisdom convocation address of University of Mumbai from the year 1980 to 2012 were played on every Saturday in a function conducted for the students.

5.   **Evidence of Success:**

- The teachers and students got new perspectives of academics, social and moral responsibilities.

6.   **Problems Encountered and Resources Required:**

It was difficult to capture the attention of students to listen to audio recordings of addresses.

7.   **Notes (Optional):**

1. **Title of the Practice:**

   MARATHI WANGMAY MANDAL

2. **Goal:**

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

   - To enhance awareness about mother tongue.
   - To inspire the staff for extra reading.
   - To enhance the reading habits amongst the students.
   - To spread curiosity about traditional education.
   - To motivate students for creative writing.

3. **The Context:**

   - There is a need to create awareness amongst the students about Marathi language.
   - The students of modern generation are neglecting the mother tongue, so this practice will incorporate the importance of maintaining their mother tongue alive.

4. **The Practice:**

   - The Marathi Wangmay Mandal is established on 27th February 2016 under the guidance of Mrs.ShamimSayed, on the occasion of Marathi Bhasha Diwas.
   - The Chief Guest of the inauguration programme was Mr. Prasad Khandekar, a well known Marathi Actor.
   - On this occasion, the poetry recitation competition in Marathi language was arranged.
   - Mr. Amar Sontakke has been assigned as the convener of Marathi Wangmay mandal and members are Ms.Neha Patange and Mr.Rajendra Pol.

5. **Evidence of Success:**

   - The students were excited to enrol their names for Marathi WangmayMandal as they got a good platform to perform in their mother tongue.
   - Mr. Rahul Hiremath, Librarian assured to supply maximum Marathi books in the library.
   - The teachers and non teaching staff (approximately 98% staff speak Marathi) presented their views regarding marathi language and planned activities to be conducted under this concept.

- It was decided to plan at least one activity per semester under Marathi WagmayMandal to improve writing, elocution skills of students in their own language.

6.   **Problems Encountered and Resources Required:**

Sufficient books in Marathi language are not available.

7.   **Notes (Optional):**

Title of the Practice:

BUSINESS FIESTA – AN ENTREPRENEURSHIP DEVELOPMENT ACTIVITY

2. **Goal:**

The aim of the Trade fair was to imbibe the attitude and culture of self-employment and entrepreneurship amongst the students.

3. **The Context:**

The students should get the practical knowledge of business skills, management.

They should understand the loss and benefit concepts associated with business.

With this practice they will show the courage to start with business having specific business skills.

4. **The Practice:**

- Students Council organised a business trade fair "Business Fiesta" on 22nd, December, 2015 on 4th floor between 10.a.m. to 12.30 p.m.

- The participants were all from S.Y.B.Com C division. There were different stalls of articles and eatables made by students themselves.

- The event was inaugurated by Principal Dr.R.S.Hande, by cutting ribbon. He was felicitated by Dr.Sumita Shankar in –charge of Students council. Prof. Raj Soshte was also felicitated by Dr.Sumita Shankar. Principal Dr.R.S.Hande , encouraged students to undertake such activities in his inaugural speech.

- He congratulated students for this practical activity which game them practical knowledge of business.

- There were 11 groups which had participated in the event.

- All the stall started selling their items after inauguration. Some stalls like Pulav, GajarkaHalwa and Dhokla finished within half an hour of opening. At the end of the business hour all the stalls made profit.

- All the staff members were present to encourage and mitivate the students.

5. **Evidence of Success:**

- The students participated in this activity, gained the profit of Rs. 1000 to 2000.

- Other students have shown interest to participate in this activity in future and demanded this should be done on bigger scale.

6. **Problems Encountered and Resources Required:**

- Lack of space to organize such activity on a bigger scale.

7. **Notes (Optional):**