ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2016-17

• Submitted to •

The National Assessment And Accreditation Council (NAAC), Bangalore

•SUBMITTED BY•

NAGRIK SHIKSHAN SANSTHA'S
COLLEGE OF COMMERCE AND ECONOMICS
NSS EDUCATIONAL COMPLEX,
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Abbreviations ......

N.S.S. College of Commerce and Economics
The Annual Quality Assurance Report (AQAR) of the IQAC
(1st June 2016 – 31th May 2017)

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: | Dr.Chandra Purkayastha

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

Mobile: | 9223418836

Name of the IQAC Co-ordinator: | Mrs. Amitha M Rao

Mobile: | 9769900681

IQAC e-mail address:

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)* | MHCOGN11974

1.4 **NAAC Executive Committee No. &Date:** | EC(SC)/23 A&A/26.2 dated 28-3-2017
(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	B++	2.78	2016-17	5 Yrs
4	4th Cycle	-	-	-	-

1.7   Date of Establishment of IQAC :DD/MM/YYYY   01/06/2004

1.8   AQAR for the year*(for example 2010-11)*   2016-17

1.9   Details of the previous year's AQAR submitted to NAAC after the latest Assessment and
       Accreditation by NAAC ((*for example AQAR 2010-11submitted 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
       v)   AQAR year 2015 -16 was submitted by email on 30th June,2016

1.10   Institutional Status

        University ☐   State ☐   Central Deemed ☐   Private ☐

        Affiliated College   Yes ☑   No ☐

        Constituent College   Yes ☐   No ☑

        Autonomous collegeof 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)* | 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.   IQACComposition and Activities

2.1   No. of Teachers | 07 |

2.2   No. of Administrative/Technical staff | 01 |

2.3   No. of students | 01 |

2.4	No. of Management representatives	02
2.5	No. of Alumni	01
2. 6	No. of any other stakeholder and community representatives	01
2.7	No. of Employers/ Industrialists	01
2.8	No. of other External Experts	01
2.9	Total No. of members	15
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   2   Others   3

2.12   Has IQAC received any funding from UGC during the year?   Yes   [ ]   [✓]

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.   2   International   0   National   1   State   1

University Level   0   Institution Level   0

(ii) Themes   1)One-Day State Level Workshop on "ICT and Innovative Techniques"
2)Second National Level Interdisciplinary Seminar on "Exploring Emerging Trends and Innovation in Research in Commerce, Science & Technology, Humanities and Social Sciences"

2.14   Significant Activities and contributions made by IQAC:

- Helped in preparing SSR and addendum for 3rd cycle of re-accreditation and NAAC Peer Team Visit. IQAC also made the presentation of activities and compliance of suggestions made by previous Peer Team during NAAC peer team visit on 3rd March 2017.
- Regular meetings as per the guidance were conducted.
- Annual Quality Assurance Report (AQAR): 2016-17 was submitted to NAAC, Bangalore on 30th June 2016.
- Continuous evaluation of teaching-learning process through feedback from various stakeholders.
- Introduction of short-term certificate courses and job oriented courses.
- The Tutor-Mentor Scheme, initiated in the academic year 2008-09, has been continued by IQAC for 2016-17. IQAC reviewed the reports submitted by the teachers regarding the success of the scheme and suggested accordingly.
- Organized One Day National Level Interdisciplinary Seminar on "Exploring Emerging Trends and Innovation in Research in Commerce, Science & Technology, Humanities and Social Sciences" on 11th February 2017.
- Organized One Day State Level Workshop on "ICT and Innovative Teaching Techniques "on 15th December 2016.
- Guidance session on "References & Citation" was conducted for all faculty members on 7th Dec., 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 2016-17 is attached as **Annexure I**

2.15   Whether the AQAR was placed in statutory body Yes ☑   No ☐

Management ☑   Syndicate -   any other body ☑

Provide the details of the action taken

Annual report 2016-17 was prepared by IQAC and presented by the principal at the Term end meeting held on 28th April 2017. AQAR 2016-17 of the college was submitted to the management. The feedback received as per the discussion 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	04	05	04
Total	04	Nil	02	01

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

The college offers following options

T.Y. B.Com.

1. Computer System and Applications

2. Direct and Indirect Taxes

3. Purchase & Store Keeping

4. Export

F.Y. B.Com.

Under Choice-Based Credit System (CBCS) implementedby university of Mumbai from the academic year 2016-17, F.Y.B.Com.has the following options.

1. Foundation Course

2.Foundation Course in National Social Service(NSS)

3. Foundation Course in NCC

4. Foundation Course in Physical Education

(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 syllabi of all subjects of the following programmes have been revised and updated as per the newly introduced Choice-Based Credit System (CBCS) by university of Mumbai from the academic year 2016-17.
> - F.Y. B.Com. (First Year B.Com.)
> - M.Com.(Part-I)

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.

05

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   05   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	7	26	14
Presented papers	7	24	1
Resource Persons	-	6	-

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

- Audio Visual aids, working models, Power Point Presentation, Overhead Projectors.
- Group Discussion/Personal Interview, Case studies, Role play.
- Business Fiesta, State Level Workshop on "Innovative Teaching Techniques" and National level seminar were conducted.
- Basic English Grammar course, Bridge course, Remedial Coaching, Guidance lecture series by external Experts, Revision Lecture series.
- Under the scheme of UGC XII plan: UGC Entry in Service Coaching for SC/ST/OBC & Minority Students, the lectures have been conducted on every Saturday.
- Field Visit, Quiz Competition, PPT competition, Poster Making Presentation, Quiz Competition, Book Exhibition, Elocution competition, Paper presentation by students, Essay writing competition, tutorial practice tests and Tutor Mentor Scheme.

2.7   Total No. of actual teaching days during this academic year   200

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 was given as per the guidelines.
- Remedial coaching for A.T.K.T. students, projects submission for internal additional examination.
- To bring uniformity in the examination patterns, the question papers of all the subjects of First Year B.Com. were sent by University of Mumbai through Digital Exam Paper Delivery System(DEPDS) .
- Internal Examination for First Year B.Com. has been scrapped from the academic year 2016-2017 except the subject Foundation Course. Feedback about the examination process was

2.9   No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

| 01 |

as member of Board of Study/Faculty/Curriculum Development workshop

.

2.10   Average percentage of attendance of students

| 80% |

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.	323	8	30	32	70	43
M.Com.(Accounts) (Sem-I)	60	3	9	7	00	31
M.Com.(Accounts) (Sem-III)	45	01	04	10	01	36
M.Com.(Management) (Sem-I)	13	0	1	2	0	24
M.Com.(Management) (Sem-III)	08	01	03	02	-	80

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

- 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
- Periodical verification of Lecture's dairy, students attendance, % of syllabus completion academic plan and the compliance.
- 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 like taking up research projects, presentation and publication of research papers in seminars and conferences.

- 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.
- Periodical review of learning outcomes and action taken to improve the performance
- IQAC scrutinizes API-PBAS forms submitted by the teachers annually and gives valuable suggestions to the teachers in teaching learning process.

2.13   Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	01
Staff training conducted by other institutions	-
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.
- MOU with International Journal of Advance Research and InnovativeIdeas in Education(IJARIIE-UGC recognized journal) for publication of Second National Level Interdisciplinary Seminar on "Exploring Emerging Trends and Innovation in Research in Commerce, Science and Technology, Humanities and Social Sciences" organized on 11th February 2017.
- Guidance session on "References & Citation" was conducted for all faculty members on 7th Dec., 2016
- 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	04	-	-	-
Outlay in Rs. Lakhs	1.16	-	-	-

3.4   Details on research publications:-

	International	National	Others
Peer Review Journals	**12**	**11**	**-**

Non-Peer Review Journals	-	1	1
e-Journals	11	-	-
Conference proceedings	2	1	-

3.5   Details on Impact factor of publications:

Range | 2.42-5.47 | Average | 4.00 | 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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College		Nil		
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

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

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

$\boxed{\textbf{NIL}}$

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	02	-	
Sponsoring agencies	-	-	-	-	-

3.12   No. of faculty served as experts, chairpersons or resource persons $\boxed{5}$

3.13   No. of collaborations: - International $\boxed{\textbf{NIL}}$ National $\boxed{-}$ Any other $\boxed{-}$

3.14   No. of linkages created during this year: - **NIL**

3.15   Total budget for research for current year in lakhs : :-

From Funding agency $\boxed{-}$ From Management of University/College $\boxed{1\ lakh}$

Total $\boxed{1\ lakh}$

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.

Total	International	National	State	University (Ph.D. awarded)	Dist	College
3	-	-	-	3		

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

02

-

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   51   State level   01

National level   -   International level   -

3.22   No. of students participated in NCC events:

University level   -   State level   -

National level   -   International level   -

3.23   No. of Awards won in NSS:

University level   -   State level   -   National level   -   International level   -

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

University level   -   State level   -   National level   -   International level   -

3.25   No. of Extension activities organized: -

University forum [ ]   College forum [02]

NCC [ ]   NSS [57]   Any other [ ]

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

NATIONAL SERVICE SCHEME(NSS)

Nature of Activity	Date	Details
Tree Plantation	01.07.2016	Plantation of 5 Saplings by College Principal, Staffs and NSS Volunteers in College Campus
F.Y.B.Com Induction Program	09.07.2016	NSS volunteers help in maintaining discipline and motivating students to join NSS
University Foundation Day	18.07.2016	Participation of Volunteers at Kalina Campus, Santacruz
Guru Pournima	19.07.2016	Maintaining Discipline by volunteers
LokmanyaMahotsav	01.08.2016	Participation by Volunteers in programme organised by Government of Maharashtra at YashwantraoPratishtan
Hiroshima Peace Rally	06.08.2016	Participation by volunteers in University Activity representing our college
"Quit India " Movement	09.08.2016	Participation by volunteers programme organised by Government of Maharashtra
Celebration of Independence Day	15.08.2016	Participation by volunteers in Flag Hosting and Rally on SwachhtaAbhiyan from College to Mumbai Central Railway Station
Intercollegiate Poster Competition	11.08.2016	Two volunteers have participated organised by Ambedkar College (NSS Unit) on Swachha Bharat Mission)
Solid Waste Management	12.08.2016	2 volunteers participated at Khalsa College
Leadership Training	16.08.2016 to	Two Volunteers (1 Male and 1 Female) have

Programme/Camp	20.08.2016	participated in Camp at Badlapur
Tiranga March	22.08.2016	Participation of Volunteers in University Activity representing our College
Swachha Bharat Abhiyan Workshop	22.08.2016	2 volunteers participated at K.C College, Churchgate
Red Ribbon Club Workshop	26.08.2016	2 volunteers participated at MDACS Training Institute, Wadala
Solid Waste Session	26.08.2016	Volunteers participated in workshop by NGO Mr. Ajay Rajput Global Green Renaissance Foundation
Self Defence Workshop	26.08.2016	Participation by volunteers organised by WDC
Drug Addiction Workshop	26.08.2016	Organised by Crime Branch, Mumbai to all Volunteers and Students
SwachhtaPakhwara	16.08.2016 to 31.08.2016	Various activities conducted related to Swachha Bharat Abhiyan in College Campus
Organ Donation Rally	30.08.2016	Volunteers participated in Rally organised by Government of Maharashtra and University of Mumbai
Organ Donation Workshop	31.08.2016	10 Volunteers participated in workshop at KEM Hospital
VahutukMitra	06.09.2016, 07.09.2016, 15.09.2016	Volunteers participated in Traffic Control Duty during Ganpati Immersion Duty
Vivekananda Youth Connect	07.09.2016	2 volunteers participated in Programme at Kalina Campus, Santacruz
Blood Donation Camp	18.09.2016	More than 10 blood bags collected by NSS Unit in association with J.J. MahanagarRakhtpeti, Mumbai
Pulse Polio Drive (Sunday and Weeks)	25.09.2016 to 30.09.2016	27 volunteers have participated in Drive at Nana Chowk

Voters Registration Drive and Awareness	16.09.2016 to 14.10.2016	Volunteers have distributed and collected voters registration in our college in their residential area.
Organ Donation Rally and Swachhta Pledge	02.10.2016	Volunteers have participated in Rally organised by GopalDhama CHS in association with Department of Health, Govts. Of Maharashtra
BhajanSandaya	02.10.2016	Participation by volunteers on account of Gandhi Jayanti and International non-violence at Gate of Way, Mumbai
Voters Awareness Rally	08.10.2016	Organised by Vidyalankar College, Wadala
Voters Awareness Rally	10.10.2016	Organised by South Mumbai Colleges from Elipstone College to Nariman Point
Shaheed Divas	21.10.2016	
RashtriyaEktaDiwas - 'Run for Unity' Rally	31.10.2016	Volunteers have participated in Rally at Narmin Point organised by NSS Cell
RashtriyaEktaDiwas - Pledge Reading	02.11.2016	Volunteers have read the Pledge on account of SardarVallabhbhai Patel Jyanti
Solid Waste Survey	16th to 30th Nov. 2016	6 Volunteers have conducted survey in adopted area – Tardeo
Indian Constitution Day - Pledge and Fundamental Duties Reading	26.11.2016	Students and Volunteers have taken Pledge Advocate - Mr. PrashantBhide
Self Defense Workshop	25th to 29th Nov. 2016	Volunteers have participated in this workshop
RashtraAbhiman Rally	26.11.2016	Volunteers have participated in Rally at GirgaonChowpatty organised by Namastey Foundation
Aids Awareness Poster Competition	29.11.2016	Volunteers have prepared Posters
World Aids Rally	01.12.2016	Volunteers have conducted Rally from College gate to Tardeo Police Station

Coffee with Vice-Chancellor,	01.12.2016	Volunteers have participated at Convocation Hall, University of Mumbai , Fort
Road Safety (Bandobast) with Tardeo Police	12.12.2016	Volunteers have given Traffic Control Duty on account of Edi
Paper bag preparation and distribution	15.12.2016, 17.12.2016	Volunteers have prepared paper bags from old newspapers to create awareness on environment
P. Chidambaram Guest Lecture	20.12.2016	Volunteers have participated at Convocation Hall, University of Mumbai , Fort
7 Days NSS Special Camp 2016-17	28.12.2016 to 03.01.2017	Volunteers have participated in 7 Days Residential Camp at VidayakSansad, Usgaon, Tal. Vasai, Dist. Palghar and conducted various activities on the theme "Swachh Bharat Uhanat Bharat"
Vivekanand Youth Connect Run - Mumbai Marathon	08.01.2016	Volunteers have participated in Marathon organised by Global Citizen Forum in association with University of Mumbai at JuhuChowpatty
29th Road Safety Week	09.01.2017 to 15.01.2017	Volunteers have observed and conducted various activities - Street Play, Distribution of Road Safety Cards and holding of hoarding at Haji Alli, Nana Chowk and Tardeo Traffic Police Chowki
Swami Vivekanand's Birth Anniversary	12.01.2017	Volunteers have attended event at Gate of Way organised by NSS Cell
160th Annual Convocation Program	16.01.2017	Volunteers have attended Live Telecast of 160th Annual Convocation Program at Sport Complex, University of Mumbai, Kalina, Santacruz

WOMEN DEVELOPMENT CELL

18th July 2016	Screening of short film "HallaBol" on Sexual Harassment Prevention	-
8-August 2016	WDC : One Act Play	Performance of one act play"Songati" by Mrs VijayaVaad,K.J.Somaiya College of Arts, and Commerce. Mumbai.

29- July 2016	Safety Awareness Programme	Mr. NyaneshDevade and Mr.R.L.Rane Senior Inspector of Tardeo Police station , Mumbai
26- August 2016	Workshop on demonstration of Marshal Art Techniques	Mr. VijawyKamlesh , Dan, Black Belt Taekwondo Association
30th November 2016	Safety awareness Programme(Launching of Suraksha App)	Tardeo Police, Mumbai
1st February 2017	Counselling Lecture on " How To FaceAdversities?"	Dr. Parveen Khan, HOD of Psychological Department , Maharashtra college, Mumbai

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.	02	3-AC 4-Computers 36 CCTV Cameras	UGC XII Plan, College Development Grant	02
Value of the equipment purchased during the year (Rs. in Lakhs)		6.29 (Rs. 6,59,230)	-	
Others				

4.2 Computerization of administration and library

- Administration office is automated admission management, student database management, and cashless fees collection with the Aspire software based on Tally
- Computerized books card printing is stated in library
- Bar coding system in library
- E-learning resources are available
- Cashless Fee Collection
- The computers software is upgraded to Microsoft windows 2010
- University level Online admission process is in force
- Online Question paper delivery System (DEPDS) as per the guidelines of university has

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11041	13,36,335	720	105105		14,41,440
Reference Books	5359	18,71,326	002	600		18,71,926
e-Books (NLIST)	135809	10,000	3000000	5,725	3400000+	15,725
Journals	08		-		07	20,870
e-Journals (NLIST)	6240		6240		6240	
Digital Database	20		4	-	24	

(NList)					
CD & Video	25	10,486	-	-	25	10,486
Others (specify) Book Bank Books	1652	1,96,923	50	6850	1702	2,03,773

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	41	23	41	6 UGC NRC	0	8	4 laptops	-
Added	09	03	-	-	-	1	-	-
Total	50	26	41	6	-	9	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
> 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
> Certificate Course in Computer Basics for students
> The wi-fi facility is provided in library and office for staff and students can access wi-fi in library on their Laptop.

4.6 Amount spent on maintenance in lakhs:

   i) ICT   0.40825

   ii) Campus Infrastructure and facilities   2,48,610

   iii) Equipments   0.68465

   iv) Others   4,92,820

   Total :

                                             8,50,720

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
* College newsletter
* Library Orientation Programme
* Orientation programme by National Social Service Unit
* Women's Development Cell& Internal Complaints Committee (ICC)
* 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
998	124	-	-

(b)   No. of students outside the state

01

(c)   No. of international students

00

	No	%
Men	547	48%

	No	%
Women	575	51%

Last Year 2015-16						This Year 2016-17(B.Com.)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
553	227	2	247	01	1084	516	197	01	238	1	998

Demand ratio:2:1   Dropout %   4%

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   80

5.5   No. of students qualified in these examinations: 01

NET 01   SET/SLET   GATE   CAT

IAS/IPS etc   State PSC   UPSC   Others

5.6   Details of student counselling and career guidance

Total Nine workshops conducted under career guidance such as resume writing, soft skills, fashion design, photography, MBA career options, career in Accountancy etc.

No. of students benefitted   800

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
-	-	-	70

5.8   Details of gender sensitization programmes

An Orientation programme for all newly admitted students was organized on , 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.

5.9   Students Activities

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

State/ University level   60   National level   02   International level

No. of students participated in cultural events

State/ University level   25   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   02   International level

Cultural: State/ University level   1   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 | - | 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, student's research
> activities, continuous assessment and internal class tests, state level workshop in ICT and
> innovative teaching Technologies, Innovative Quiz competition, guidance lecture series, revision
> lecture series, remedial lectures , under UGC XII plan, tutor-mentor scheme, group discussion
> and tutorials, computer practicals.

6.3.3   Examination and Evaluation

> Continuous assessment, Newly introduced Choice Based Credit System(CBCS) by university of
> Mumbai, Internal class test, viva, project submission, Digital delivery of question paper, central
> assessment, external moderation, coding and masking the answer books, feedback on the conduct
> of examination

6.3.4 Research and Development

Motivate the teachers for participation in conferences and seminars, conducted national seminar on emerging trends in research with publication in UGC recognized journal 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.
- ❖ 36 CCTV Cameras were purchased.
- ❖ 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 and UGC network resource centre. 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 and 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

- The college has signed MOU with Synthetic & Art Silk Mills' Research Association (SASMIRA) for conducting skill development programmes.
- The college has signed MOU with Global Green Renaissance Foundation-An NGO, Mumbai for creating awareness and sensitizes the students about environmental welfare.
- The college has signed the MOU with SEF Institute for conducting short term courses in Travel Guide, Tourist Guide, Tourism Management.

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	Yes	NAAC, Bangalore	Yes	IQAC
Administrative	Yes	U.G.Devil& Co, Mumbai and NAAC Bangalore	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?

> Common question paper for F.Y. B.Com.of all the colleges, Convocation ceremony(certificate distribution ceremony), DEPD system for question paper delivery, feedback on conduct of college examinations

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, online paper assessment.

6.11 Activities and support from the Alumni Association

> Interaction with Alumni-NAAC Peer Team visit on 3rd and 4th March 2017,Annual Alumni meeting, Annual Convocation Ceremony- 2016(Distribution of certificates) for degree students as per the instructions and guidelines provided by University of Mumbai, inclusion of alumni in IQAC.

6.12   Activities and support from the Parent – Teacher Association

> Interaction with Parents-NAAC Peer Team visit on 3rd and 4th March 2017,PTA meetings.

6.13   Development programmes for support staff**:**

> The non-teaching staff members were motivatedto attend the workshop / meeting regarding admission, AISHEand Scholarships at University.

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

The NSS unit has conducted /participated in the following activities to make campus eco-friendly

Nature of Activity	Date	Details
Street Play on Saving Trees	30.06.2016	Performance by NSS Volunteers at Mumbai Central Railway Station
Tree Plantation	01.07.2016	Plantation of 5 Saplings by College Principal, Staffs and NSS Volunteers in College Campus
Intercollegiate Poster Competition	11.08.2016	Two volunteers have participated organised by Ambedkar College (NSS Unit) on Swachha Bharat Mission)
SwachhtaPakhwara	16.08.2016 to 31.08.2016	Various activities conducted related to Swachha Bharat Abhiyan in College Campus
Solid Waste Survey	16th to 30th Nov. 2016	6 Volunteers have conducted survey in adopted area – Tardeo
Paper bag preparation and distribution	15.12.2016, 17.12.2016	Volunteers have prepared paper bags from old newspapers to create awareness on environment
7 Days NSS Special Camp 2016-17	28.12.2016 to 03.01.2017	Volunteers have participated in 7 Days Residential Camp at VidayakSansad, Usgaon, Tal. Vasai, Dist. Palghar and conducted various activities on the theme "Swachh Bharat Uhanat Bharat"

Department of EVS conducted following activities to inculcate the ideas of environmental conservation, recycling, reuse amongst the students

- Celebration of World Environment Day 6th June 2016
- Poster making competition on Environmental Conservation on 29th Nov 2016
- Best out of waste competition on 30th September 2016

Criterion – VII

7. Innovations and Best Practices

7.1 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.

- The college has started publishing Newsletterwhich givesstudents ample opportunity to showcase their talents in the areas of writing, editing, designing, etc. The college has published 4 issues of newsletter in the academic year 2016-17.

- The college has started short term certificate courses in Talley, Spoken English, and Computer Basics.

- The college has signed MOU with Synthetic & Art Silk Mills Research Association (SASMIRA)(Linked to Ministry of Textiles, Govt. of India) to conduct job oriented career courses 1 year full time course-Diploma in Fashion and Apparel Design Technology and Short term course-Diploma in Apparel Merchandising.

- The college has signedthe MOU with Global Green Renaissance Foundation-An NGO, Mumbai for creating awareness and sensitizes the students about environmental welfare.

- The college has signed the MOU with SEF Institute for conducting short term courses in Travel Guide, Tourist Guide, Tourism Management.

- The college has signed the MOU with International Journal of Advanced Research and InnovativeIdeas in Education(IJARIIE-UGC recognized journal) for publication of Second National Level Interdisciplinary Seminar on "Exploring Emerging Trends and Innovation in Research in Commerce, Science and Technology, Humanities and Social Sciences" organized on 11ᵗʰ February 2017.

- Organized One day State Level Workshop on "ICT and Innovative Teaching Techniques" on 16ᵗʰ December 2016.

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 prepare for 3rd cycle of re-accreditation.	❖ NAAC peer team visited the college on 3rd and 4th , March 2017 for 3rd cycle of re-accreditation. The college has been awarded B++ with CGPA 2.78
• To upgrade infrastructure and facilities.	❖ The air-conditioned staff common room and toilets on all the floors have been renovated. A computer, two laptops and a printer are made available in the staff common room.
• To increase the number of certificate courses	❖ Continuation of Certificate Course in English Speaking(whole year) ❖ Continuation of Certificate Course in Computer Basics ❖ Conducted short term Certificate course on Tally ERP ❖ Conducted Certificate course in Capital Market ❖ Certificate Course in Self-Defense
• To organize state and national level seminars and workshops on research, innovation and teaching techniques	❖ Organized national level Interdiciplinary seminar on 11th February 2017. ❖ Organized One-Day State Level Workshop on "ICT and Innovative Teaching Techniques" on 15th December 2016
• Guidance to students for preparing competitive examinations	❖ The college organized One Day State Level Workshop on "Preparation for CBSC-UGC NET/SET examination" on 24th October 2016 ❖ Under the Scheme of UGC XII plan: UGC Entry in Service Coaching for SC/ST/OBC & Minority Students, MPSC Lecture Series was organized andthe lectures were conducted on every Saturday.
• To provide Community services	❖ *'Hamaar A bachapan'* Indoor Sports Week for nearby *Dhobighat* children was organized from 26-11- 2016 to 29-11-2016 ❖ The community membership drive for public of Tardeo area and the alumni members on30th and 31stJanuary 2017 by the college library.
• To have collaborativearrangements with industries.	❖ MOU with Synthetic & Art Silk Mills Research Association (SASMIRA)(Linked to Ministry of

	Textiles, Govt. of India) to conduct job oriented career courses
	❖ MOU with Global Green Renaissance Foundation-An NGO, Mumbai for creating awareness and sensitizes the students about environmental welfare.
	❖ MOU with SEF Institute for conducting short term courses in Travel Guide, Tourist Guide, Tourism Management.
	❖ National seminar publication in International Journal of Advanced Research and InnovativeIdeas in Education(IJARIIE-UGC recognized journal)
• To arrange guidance lecture series for T.Y. B.Com. studentsTechnology up-gradation	❖ The special Guidance lectures were conducted for T.Y.B.Com. students for preparation for SEM V University Examination in October 2016 and March 2017.
• To encourage teachers in research activities.	❖ Maximum teachers participated and presented in various national and international seminars/conferences. Four teachers have completed minor research projects to university of Mumbai. Many teachers have published in national and international peer reviewed and indexed journals.

7.3   Give two Best Practices of the institution *(please see the format in theNAAC Self-studyManuals)*

   Annexure attached

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

7.4   Contribution to environmental awareness / protection

   The college has signed MOU with Global Green Renaissance Foundation-An NGO, Mumbai for creating awareness and sensitizes the students about environmental welfare.

7.5   Whether environmental audit was conducted?   Yes | - | No | ✓ |

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

> **Strength**:Prime Location,Proactive and Supportive Management,Competent and Qualified Teaching Faculties,Vibrant Culture, Sports and Extensions Activities
> **Weakness**:Financial considerations,Foreign Collaboration
> **Opportunity**: To develop industrial linkages, Scope to start Add-on Courses
> **Challenges**:To start-up Self-Financing and Professional Courses, Competition from nearby Institutions

8.   Plans of institution for next year

- Collaboration with Google education for online education

- To start university approved add on courses.

- TO upgrade English Language laboratory.

- To establishICT enabled lecture halls to enhance teaching-learning process.

- To arrange guidance lectures/extra coaching/remedial classes toimprove academic performance of the students

- To strengthen placement cell

- To establish Institution-Industry Linkage

- To conduct Academic Audit

- To encourage and promote faculty members to apply for Minor and Major Research Projects under sponsorship of various funding agencies and publish research papers in refereed and indexed journals.

- To organize UGC sponsored National Level seminars.

- To arrange training programmes for non- teaching staff members

Name: **Mrs. Amitha Rao**   *Name* :**Dr.ChandraPurkayastha**

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

Date: 26.07.17

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 2016-17

June 2016

Date	Programme	Committee /Organized by
6	College re-opens (S.Y. B.Com./T.Y. B.Com. Lecture begins)	
21	Yoga Day Celebration	NSS Unit
27	Health Awareness Programme for Staff Members	Staff Welfare Committee
30	Submission of AQAR 2015-16 to NAAC, Bangalore	IQAC

July 2016

Date	Programme	Committee /Organized by
5	F.Y. B.Com. Begins	
9	F.Y. B. Com. Induction Programme	Students Council
11-30	Bridge Course in Maths & Stats	Dept. of Maths & Stats
18	NSS Day(University Foundation Day)	NSS Unit
19	Gurupoornima Celebration	Students Council
22	SASMERA Placement Activity	Placement Cell
27	WDC Workshop	WDC
27	Campaign by Tardeo Police	NSS Unit/WDC

August 2016

Date	Programme	Committee /Organized by
5	Meeting with the defaulter students	Attendance Committee
6	Hiroshima Peace Rally	NSS Unit
8	WDC Inauguration and One Act Play	WDC
12	Singing Competition(Independence Day)	Cultural Committee
11	LOI to NAAC	NAAC Steering Committee
15	Independence Day Celebration	College
16	Rangoli Competition	Cultural Committee
17	Poster Making Competition	Students Council
20	Placement Activity	M.Com. Section
26	Self Defence Techniques Workshop	WDC
26	National Skill Development Programme(Accountancy)	Placement Cell/Dept. of Accountancy
27	Marathi Essay Writing Competition	Marathi Vangmay Mandal
27	Shravandhara-Singing Competition	Cultural Committee
29	Sports Week Begins	Sports Committee

September 2016

Date	Programme	Committee /Organized by
2	Meeting with defaulter students	Attendance Committee

3	Celebration of National Integration Day	NSS Unit
16	Submission of Self-Study Report (SSR) NAAC	NAAC Steering Committee
18	Blood Donation Camp	NSS Unit
18	Teachers Day Celebration	Students Council
18	Management Teachers Day	Management
19	ATKT Sem-I,II,III and IV Sept 2016 Examination begins	College Examination Committee
19	Spoken English Course Inauguration	Dept. of English
21	Poster Presentation/Exhibition Competition	Dept. of Maths & Stats
27-4th Oct	UGC Remedial Coaching for S.Y. B.Com	UGC XII Plan-Remedial Coaching Cell
29	Workshop on Revised Syllabus and Choice Based Credit System	M.Com. Section
30	UGC Remedial Coaching for S.Y. B.Com	UGC-Remedial Coaching Cell
30	Wealth out of Waste Competition	Dept. of EVS
30	Guidance session on "Citing Referencing for Academic Writing" for internal faculty members	IQAC & Research Cell

October 2016

Date	Programme	Committee /Organized by
1	Workshop on Revised Syllabus and Choice Based Credit System	M.Com. Section
2	Swachh Bharat Abhiyan (Organ Donation Rally)	NSS Unit
4-15	T.Y. B.Com. Guest Lecture Series	UGC XII Plan Committee
4	T.Y. B.Com. Sem-VI Repeaters Examination(University)	Examination Committee
7-15	S.Y. B.Com. Sem-III Regular Examination October 2016	Examination Committee
7	T.Y. B.Com. Guest Lecture Series (AC-I, ACC-II, ACC-III)	UGC XII Plan Committee
15	Book Exhibition(APJ Abdul Kalam- VachanPrerna Din)	Library
15	Programme-Speech on Reading & Students	Marathi Vangmay Mandal
17-22	UGC Remedial Coaching for F.Y. B.Com	UGC-Remedial Coaching Cell
18-25	One week short term Certificate course on Tally	Dept. of Accountancy
21	NAAC Guidance Lecture	NAAC Steering Committee
25th-Oct. 22nd Nov 2016	T.Y. B.Com. Sem-V Examination(University)	University Examination Committee

November 2016

Date	Programme	Committee /Organized by

24th to 29th	Certificate Course in Self-Defence	Women Development Cell(WDC)
26	Speech Competition for students (Indian Constitutional Day Celebration)	IQAC
26	Lecture on "Constitution of India and Human Rights"	IQAC

December 2016

7	Quiz Competition on "Quantitative Aptitude"	Dept. of Maths & Stats and Dept. of Economics
16	Industrial Visit at 'Daman'	Department of Accountancy
22	Celebration of 'National Mathematics Day'	Department of Mathematics & Statistics
24	State Level Workshop	M.Com. Section

January 2017

7	Alumbi Meet	Alumni Association
15	Field Visit at "Maharashtra nature park, Dharavi", Mumbai	The department of EVS
16	Speech on Sustainable Environment	College
16	NAAC guidance lecture on "Preparing the College for 3rd Cycle of NAAC re-accreditation process"	IQAC
23-25	Library Book Exhibition	Library
23	Guidance Lecture on UGC INFLIBNET	M.Com. Section

23rd -30	Short term certificate course on " Overview of the Indian Capital Markets and Indian Economy	Dept. of Accountancy
25	PPT Competition on 'Advertising and Children'	Department of Commerce
27-2nd Feb	Revision Lecture Series for ATKT Students under UGC Remedial Coaching Scheme	UGC Remedial Coaching Cell
30	Community membership drive	Library
31	Community membership drive	Library
31	Workshop on "Skill of Photography"	Placement Cell
31	Essay Writing Competition	WDC

February 2017

1	Counselling Lecture	WDC
11	National Level Interdisciplinary Seminar	IQAC
14	Mock NAAC Visit	College

March 2017

3	NAAC Peer Team Visit(3rd Cycle of re-accreditation)	College/NAAC Steering Committee
4	NAAC Peer Team Visit(3rd Cycle of re-accreditation)	NAAC Steering Committee
	Annual Convocation :Certificate Distribution Ceremony	Alumni Association
	Blood Donation Camp	NSS Unit

April 2017

3	T.Y. B.Com. Sem-VI Examination	University of

10	F.Y. B.Com. Sem-II Examination	University of Mumbai/College
25	Declaration of S.Y. B.Com. Semester-IV Results	College
28	Term End Meeting	

May 2017

1	Maharashtra Day Celebration	College
7	Declaration of F.Y. B.Com. Results	College

Annexure 2

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 (ãäÎàãã‡ãŠãÞãñ ãäÌãÓã¾ããÞãñ —ãã¶ã)						
2	Enthusiasm of Teacher (ãäÎàãã‡ãŠãÞãã ãäÎ‡ãŠããÌã¥¾ããÞãã „¦Ôãã֌)						
3	Regularity and Punctuality of Teacher (ãäÎàãã‡ãŠãÞãñÌãØãã㦦ãèË Ôãã¦ã¦¾ã)						
4	Audibility in the Class (ãäÎàãã‡ãŠâÞãã ,ãäÌãã•ã, „ÞÞããÀ ÔãìÔÞ¹ãÓ ,ãã�ñ ‡ãŠã?)						
5	Accessibility of Teacher outside the Classroom(Do you find him/her approachable)(ÌãØããÃºãã֑ñÀØã•ã ¼ããÔã꾯ããÔã ãäÎàãà‡ãŠ ,ãã¹ã꾯ãËã ¼ãñ»¦ã¦ã ‡ãŠã ?)						
6	Use of modern technology, ICT and innovative teaching methods (DeeOegefvekeâleb$e%eeve, ICTDeeefCeDeelÙeeOegfvekeâefMe#eCehe OoleerÛeeJeehej)						
7	Clarification of doubts of students (ãäÎàãã‡ãŠ ãäÌãªã¾ãã©¾ããÄÞ¾ãã Îãâ‡ãŠãâÞãñ㶾ã¶ãÀÔ¹ã㠹ãî¥ãÃㆥ¾ãñ ¦ãÔãñÞãÞã Ô¹Ó› ¹ㆠ‡ãŠÀ¦ãã¦ã ‡ãŠã ?)						
8	Class discipline(ÌãØããÃ¦ããèÌãäÌãÔ¦)						
9	Rapport with the Students (ãäÎàãã‡ãŠãÞãñ ãäÌãª¾ãã©¾ããÄÎãè ,ãÔ¥ãããÀ¶ ¶ãã¦ãñ)						
10	Teachers attitude about extra-curricular activities (ºãã־¾ã „¹ã‰ãŠ½ããä¾ãã£¾ãññ						

ãäÎãàã‡ãŠãâÞãã ÔãÖ¼ããØã)						
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)   External experts were invited to conduct the lectures

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.

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 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.

Best Practices

1.   **Title of the Practice:**

Publication of Newsletter

2.   **Goal:**

- The aim is to reach essential information to maximum students
- It also aims to imbue the students to share their knowledge, feelings, ideas, articles etc.

3.   **The Context:**

- The college arranges many important and useful programmes activities etc. The newsletter publishes the essential details for the students.

4.   **The Practice:**

- The magazine committee publishes College Newsletter every month.
- Student editors help in publishing the Newsletter.
- Students and staff give their articles, views, opinions, etcfor Newsletter.
- The Newsletter is made available on the College Web-site.

5.   **Evidence of Success:**

- Students visit the college website in order to read the Newsletter regularly.
- Students show excitement to see their own articles, poems etc published in the Newsletter.
- Many other colleges, outside students and other institutions visit our website to read the Newsletter.
- The Vice- Chancellor of University of Mumbai appreciated the efforts in this direction.

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

Editing problems were encountered.

7.   **Notes (Optional):**

It is easy to reach and easy to hold