

**The Annual Quality Assurance Report (AQAR) of the IQAC
(1st June 2016 – 31st 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, 2016 to June 30, 2017)*

Part – A

AQAR for the year

2016-17

1.Details of the Institution

1.1 Name of the Institution

SREE NARAYANA GURU
COLLEGE OF COMMERCE

1.2 Address Line 1

P.L. LOKHANDE MARG

Address Line 2

CHEMBUR (WEST)

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400089

Institution e-mail address

sngccmumbai@gmail.com
sngcollege86@yahoo.co.in

Contact Nos.

022-25263131/32/33

Name of the Head of the Institution:

Dr. Ravindran Karathadi

Tel. No. with STD Code:

022-25263131

Mobile:

8779099905

Name of the IQAC Co-ordinator:

Mr. Srichand Parsram Hinduja

Mobile:

9890139507

IQAC e-mail address:

aqar@sngcollege.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN 13313

OR

1.4 NAAC Executive Committee No. & Date:

EC/61/RAR/29 dated 15-9-2012

(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.sngcollege.in>

Web-link of the AQAR:

<http://sngcollege.in/AQAR/Annual%20Quality%20Assurance%20Report%202015-16.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2004	05 Years
2	2 nd Cycle	B	2.73	2012	05 Years

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

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

- i. AQAR 2012-13 submitted to NAAC on 14/03/2014(DD/MM/YYYY)
- ii. AQAR 2013-14 submitted to NAAC on 30/03/2015 (DD/MM/YYYY)
- iii. AQAR 2014-15 submitted to NAAC on 22/12/2015 (DD/MM/YYYY)
- iv. AQAR 2015-16 submitted to NAAC on 17/11/2016 (DD/MM/YYYY)

1.9 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-ed ion Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others(Specify)

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

University of Mumbai

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>
2.11 No. of meetings with various stakeholders No.	<input type="text" value="16"/> Faculty <input type="text" value="11"/>
	Non-Teaching Staff <input type="text" value="03"/> Alumni <input type="text" value="01"/> Others <input type="text" value="-"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="Nil"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="2"/> International <input type="text" value="1"/> National <input type="text" value="--"/> State <input type="text" value="1"/> Institution Level <input type="text" value="--"/>
(ii) Themes	<div style="border: 1px solid black; padding: 5px;"><ol style="list-style-type: none">1. Multidisciplinary International seminar on “Social Inequality & Economic Development”2. Workshop on the “use of ICT in Office Administration-Issues and Challenges”</div>

2.14 Significant Activities and contributions made by IQAC

- NUSSD (National University Students' Skill Development) program in association with (TISS) Tata Institute of Social Science, where total 1,457 students admitted for Foundation Course and three domain programs such as Banking and Finance, Digital Marketing and Hospitality Management.
- Conducted Certificate Program on Tally for SC., ST., & OBC. Students
- Continued Drug Free Campus drive in association with Mumbai Narcotics Department. Of Crime Branch division of Mumbai Police
- Continued Socio Economic Outreach program by conducting various social activities. (annexure attached)
- Conducted Pre-placement training in the form of Mock online test and Mock interviews for the final year students. Total 311 students got benefited.
- Conducted Campus Placement drive and 126 students got job offer letters.
- Continued Motivating staff members to undertake research work and to participate in National and International Conferences. Thereby 20 faculty members participated and 9 of them presented their research papers in national and internal conferences and published it in ISBN journals.
- Remedial coaching for weak learners
- Strictly monitored students' attendance and informed the parents about their wards progress and performance.
- Conducted Faculty Development Programs.
- Signed Memorandum of Understanding with Tata Institute of Social Sciences for BMM Department.
- Strengthened the library facility by adding more books.
- Continued with welfare schemes for staff.
- Arranged book exhibitions.
- Continued Encouraging the faculties for best use of ICT as teaching learning mechanisms.
- Continued Encouraging students to participate in various cultural and sports activities.
- Conducted Expert guidance lectures by eminent personalities like CMDs of Manappuram Finance Limited and Jyothi Laboratories Limited

- Organised Inter collegiate art, cultural and sports festival, “**Oasis**”. Total 1,406 students from 49 colleges across Mumbai university and SNDT University affiliated colleges participated in 32 competition events. The events were evaluated by experts who lauded the high quality of creations and artistic/cultural presentations.
- Provided Civil Service Coaching and 28 students got benefited.
- Created synthetic Turf Ground and the ambiance of the Campus enhanced over the years. Road surfacing of the campus also added the ambiance.
- Maintained the concreted courtyard systematically and made it dust free.
- As a result of continuous persuasion the Municipal Corporation has made concrete walls on both the sides of the creek enhancing the flow of drainage and cleanliness.
- Maintained Power substation for uninterrupted electric supply in the Campus.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

Plan of action	Achievements
1. Industry/Academic linkage with formal MOUs.	Signed MOU with School of Media and Cultural Studies, Tata Institute of Social Science for BMM program
2. Campus Placement for maximum graduating students seeking placements after graduation.	Pre-Placement training was conducted in the form of Online mock test and mock interviews. MFL (Manappuram Finance Limited) selected 126 of our students by offering P.O. Grade II to 41 students, Grade III to 38 students and Assistant posts to 47 students.
3. Construction of new building with additional space for Degree classes.	Proposal was submitted to concerned authority for relevant permission.
4. Upkeep of present infrastructure.	Efficiently maintained the present infrastructure by appointing technical system manager and by having Annual Maintenance Contracts.
5. Starting additional divisions of demanding Degree Programme.	Submitted proposal to the University for starting additional divisions for first year Bachelor of Accounting & Finance and Bachelor of Management Studies programmes.
6. Extending the benefit of National Students' Skill development [NUSSD]	The benefit of NUSSD Foundation Course was given to all first year undergraduate students free of charge benefiting 570 of them. Also 887 got benefited by joining in 3 diploma programmes in domain areas.

<p>7. Expanding Community Outreach Programme of College “Ruhaniyat” in adopted Adivasi area at Badlapur.</p>	<p>As an outreach program, distributed stationery to 58 students of standard I to IX of adopted Adivasi area at Badlapur.</p>
<p>8. Tally certificate program for reserved category students under UGC fund.</p>	<p>Conducted Tally Certificate program for the students belonging to S.C., S.T. and O.B.C. category of the surrounding area.</p>
<p>9. Organising faculty orientation and development programs.</p>	<p>Faculty development programs were conducted in College i.e. (1) Competencies and Skills required for effective teaching & evaluation and (2) Issues of student discipline and class room management techniques by inviting external experts.</p>
<p>10. Strengthening “Earn while Learn” scheme</p>	<p>Continued with the practice for earn while learn scheme which benefited to many students.</p>

** Academic Calendar of the year attached as Annexure*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate

Any other body (IQAC & CDC)

Provide the details of the action taken

AQAR has been approved by the Management of the College and uploaded in the website.

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	01	02	03	03
UG	10	--	09	10
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	01	Nil	01	01
Certificate	03	Nil	03	03
Others	02 (NUSSD)*	02 (NUSSD)	--	04
Total	17	04	17	21

Interdisciplinary	--	--	--	--
Innovative	04	--	04	04

*NUSSD: - (National University Student Skill Development Programme) in association with Tata Institute of Social Sciences, Mumbai (Foundation programme & Domain programme).

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13(10 UG +3 P.G)
Trimester	-----
Annual	07[Certificate, Diploma & NUSSD Programme]

1.3 Feedback from stakeholders*Alumn Parents Employers Students
(On all aspects)

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

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

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

- Curriculum is designed and implemented by the University
- Syllabus is revised regularly by the University as per Industry requirements.

1.5 Any new Department/Centre introduced during the year. If yes, give details.
(NUSSD Domain Programme)

Yes No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Librarian)
16	12	02	01	01

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 (Visiting)		Total	
R	V	R	V	R	V	R	V	R	V
15	04	--	--	--	--	17	--	32	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

15

17

17

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	University Level
Attended Seminars/ Workshops	04	02	05	10
Presented papers	07	01	01	--
Resource Persons	--	--	01	--

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

- Brainstorming and role play in classroom teaching
- Newspaper article reviews
- Screening of documentaries and reviews
- Use of recorded lectures and PowerPoint presentations.
- Problem solving activities/case studies
- Wi-fy internet facilities across the campus
- Academic Competitions like Accounting Tests, essay writing competitions, group discussion, elocution, etc.
- Training students to present research papers in national and international seminars.
- Industrial visits for the experimental learning.
- Arranging interactive sessions with eminent personalities for inspiration to students.
- Training the students for gathering the information and making power point presentation

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

182

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

- Masking of answer books
- Moderation by subject experts from other colleges
- Photocopy of answer books made available on request
- Revaluation of answer books on application
- First year examinations are conducted through common time table and common question paper delivered online by the University on the day of examination

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

Restructuring	Revision	Syllabus development
02	10	02

2.10 Average percentage of attendance of students

66.45%

2.11 Course/Programme wise distribution of pass percentage:

Name of the Program	Total no. of students appeared	O Grade	A Grade	B Grade	C Grade	D Grade	E Grade	No. of Students Failed	Percentage of Pass
B.Com.	132	01	09	40	29	32	01	20	84.84%
B.M.S.	59	00	07	20	07	04	00	21	64.41%
B.Com. (B&I)	49	00	10	09	04	02	00	24	51.02%
B.Com. (A&F)	63	01	14	12	07	00	00	29	53.97%
B.M.M.	26	00	00	01	04	02	00	19	26.92%
B.Sc.I.T.	48	00	08	14	02	00	00	24	50.00%
B.Com. (F.M.)	25	00	02	05	05	07	00	06	76.00%
B.Com. (T.M.)	04	00	01	01	01	00	00	01	75.00%
B.Com. (E.M.)	04	00	01	00	02	01	00	00	100.00%
B. Com. (I.M.)	04	00	02	02	00	00	00	00	100.00%
M.Com.	19	00	04	09	02	00	00	04	78.94%

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

Contribution of IQAC is as under:

- Preparation of prospectus
- Preparation of Academic Calendar
- Teachers' academic diary
- Ensuring the completion of the syllabus as per teaching plan.
- Assessing the learning level of students after admission.
- Conducting remedial coaching.
- By Mentoring in batches.
- Conducting in house Workshops/faculty development programs by inviting experts.
- Recruitment of new faculty based on demonstration lecture prior to the appointment.
- Interacting with Students' Council on regular basis.
- Collecting and analysing the feedback from students and parents.
- Reviewing of teaching learning plans
- Departmental / Program wise reports.
- Analysing results and comparison with previous results.
- Measuring PO, PSO and CO.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others: IQAC (04 programmes)	31

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	18	-	05	01
Technical Staff	05	-	-	01

Criterion – III

3. Research, Consultancy and Extension

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

- Active Incubation cum Research Cell
- Motivated research scholar faculty members to submit their thesis for getting awarded Ph. D degree there by 02 Faculties have submitted their thesis.
- Organised international and state level seminar and workshop
- Encouraging faculties to publish in-house research journal.
- In-house ISBN Research Journal for faculties to publish their research papers.
- Organised research paper presentation sessions for in-house faculties.
- Recommending duty leaves and reimbursement of participation fees to faculty members participating and presenting research papers in national and international level seminars, conferences and workshops.
- Conducting research oriented workshop on Ethics in research such as prevention of plagiarism
- Guiding PG students to take up quality research work for their project work and in viva presentation.
- Identification of issues of social relevance for student research

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	02	01
Outlay in Rs. Lakhs	0.25	0.50	0.75	0.25

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	One year	University of Mumbai	0.25	0.25
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (<i>other than compulsory by the University</i>)	One year	College	0.75	0.50
Any other(Specify)	--	--	--	--
Total	--	--	--	--

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. Of Conferences organised by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	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 institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level National level International level

3.22 No. of students participated in NCC events:

University level State Level National level
International level

3.23 No. of Awards won in NSS:

University level State level National level

International level

3.24 No. of Awards won in NCC:

University level State level National level

International level

3.25 No. of Extension activities organized

University forum College forum College

NCC/NSS Any other

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

- Arranged National Yoga Day on 20.06.2016
- Activities at Badlapur – Adivasi Gaon for Stationary distribution on 23.06.2016
- Arranged rally on drug free at Bandra-Kurla Complex on 26.06.2016
- Organized session for Deonar Police for training on bank regulations on 01.07.2016
- Organized session on drug free campus by Ghatkopar Crime Branch on 5.7.2016
- Organized first term orientation programme for SY and TY students in college Seminar hall on 26.07.2016
- Attended first term training programme at Oriental College Sanpada on 28.07.2016
- Organised librarian day & exhibition of reference book & NIOS registration on 12.08.2016
- Organized first term training programme for SY and TY students in room no. 307 by Vani Achari (Field Coordinator) on 04.08.2016
- Participated as volunteers in health check-up camp organised by Eyebetic Foundation during lalbaug Ganpati festival on 24.08.2016
- Initiated for starting an NIOS Study Centre at our College by visiting the NIOS Pune regional office twice to know the procedure to apply for the same.

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	19,552.98 Sq.mtr	--	Management	19,552.98 Sq.mtr
Class rooms	2,416.67 Sq. Mtr.	--		2,416.67 Sq. Mtr.
Laboratories	146.46 Sq.Mtr.	--		146.46 Sq.Mtr.
Seminar Halls	158.94 Sq. Mt.	--		158.94 Sq. Mt.
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	21	--	UGC Grant	21
Value of the equipment purchased during the year (Rs. in Lakhs)	50.49	4.10635	Management	54.59635
Others (Rs. In lakhs)	34.98	0.05787	Management	35.03787

4.2 Computerization of administration and library

- **Administration:** Admission process, fee collection, examination, accounting, etc are computerised
- **Library:** Accession Register, Issue and Return of books, etc are computerised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books (Original Cost)	9,366	6,21,633	1447	1,73,285	10,813	7,94,918
Reference Books (Original Cost)	4,453	21,35,157	197	54,108	4,650	21,89,265
e-Books	83,000+	5,000	83,000+	5,000	83,000+	5,000
Journals & periodical	12		1	4,000	13	
e-Journals	9,000+	--	8,000+	--		---
Digital Database	--	--	---	--		---
CD & Video (Complimentary & Purchased)	123	3,696	---	--	123	3,696
Others(General Book-Bank)	2,103	2,12,830	---	--	2,103	2,12,830
SC /ST Book Bank	1,324	1,46,935	547	63,206	1,871	2,10,141
Library Software	01	90,000	---	---	01	90,000
Total: Physical Books	17,246	32,15,251	2191	2,90,599	19,437	35,05,850
E-Books	83,000+	5,000	83,000+	5,000	83,000+	5,750
Physical Journals	12	14,958	12	31,910	13	18,958
E-Journals	9,000+	--	8,000+	---	8,000+	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Office	Departments	Others
Existing	126	95	126	05	12	06	08
Added	25	18	0	0	0	03	04
Scrapped	(17)	(14)	0	0	(03)	0	0
Total	134	99	134	05	09	09	12

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

Following deeds are continued mentioned in earlier AQARs

- Wi-fy connectivity in the campus for the staff
- New computer application software getting developed by a private software developer.
- Internet for staff and students by LAN
- Regular training to students based on their syllabus in the Computer Labs
- Computer Skill Development Training based on NUSSD Foundation and Domain Programs
- External and internal training for the administrative staff in operating software
- Internal training to Class IV employees on basics of computers

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.87
ii) Campus Infrastructure and facilities	9.01
iii) Equipments	--
iv) Others	--
Total:	9.88

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The Prospectus of College provides all the information regarding the activities to be conducted in college along with all the benefits and schemes available for the students.
- Regular Staff meeting to review the activities and to invite suggestions for improvement of the welfare of the students.
- Orientation program is conducted for all First Year students by giving power point presentation to make them aware about the learning infrastructure and ambiance in the College and faculties.
- Formation of Students' Council and Students' Core Committee to enhance their leadership quality and organizational skills. They are a vital link between the students' community and the authorities.
- Regular display and circulation of necessary circulars and notices about the student welfare schemes.
- Gender Sensitization programs are conducted through W.D.C., N.S.S. and Extension Activities Cell of the College.
- Orientation regarding library services available

5.2 Efforts made by the institution for tracking the progression

- Regular analysis of academic results to evaluate and guide the progression of the students.
- With the assistance of Students' Core Committee various co-curricular activities such as Mock aptitude test, mock interviews, placement programs etc. are conducted.
- College prospectus provides detailed information about various schemes available benefiting the students in the form of scholarships, freships from Govt, University and other agencies, facilities for SC/ST and economically backward students.
- College organises Alumni Meet every year and alumnae status is updated.
- Use database from College and other social networking media to track alumnae

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	1,564	188	0	1,752

(b) No. of students from outside the State 08

(c) No. of international students -

Men	Women								
<table border="1" style="margin: auto;"> <tr><th>No</th><th>%</th></tr> <tr><td>890</td><td>50.80</td></tr> </table>	No	%	890	50.80	<table border="1" style="margin: auto;"> <tr><th>No</th><th>%</th></tr> <tr><td>862</td><td>49.20</td></tr> </table>	No	%	862	49.20
No	%								
890	50.80								
No	%								
862	49.20								

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1,400	232	--	39	--	1,671	1458	259	03	32	--	1752

(In 2015-16 (1,671+05 NT+ 02 SBC = 1,678);

Demand ratio (Application: Seats): 3:1 Dropout % Nil

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

- Continued with coaching for IAS aspirants on every Saturdays and Sundays.
- Two Online Mock tests have been conducted.
- Reference books, model papers are kept in the library to enable the students to prepare for competitive exams.
- Workshop was conducted for guidance for appearing for competitive examination in support of a training organisation 'Brightways'.

No. of students' beneficiaries 350 plus

5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="01"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>

5.6 Details of student counselling and career guidance

- Organised expert guidance sessions by the Chairman and Managing Directors of two eminent companies.
- Organised workshop on Exposure of various job opportunities available after graduation and the skills required for grabbing the opportunities from job market in association with Mumbai Rozgar Consultancy, attended by 145 graduate aspirants.
- Workshop was conducted for drafting C.V, tactics for appearing for an interview, making presentations and motivation required during competitive examination in association with Brightways which was attended by 135 students.
- Seminar on awareness regarding various streams of M.B.A and guidance to clear the C.A.T. was conducted in association with MET (Mumbai Education Trust)
- Two online mock tests have been conducted.

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	311	126	Number not known, but no one reported as unemployed when offered campus placement opportunities even after completing their U. G. programmes

5.8 Details of Gender Sensitization programmes

- Orientation on “Share the load” related to gender issues in association with NGO, Akshara on 1.8.2016 participated by 140 students.
- Formation of various clubs like Eco., Yoga, Health and Hygiene, Disaster Management.
- Organised workshop on Gender Equality and Violence against women in association with NGO, Akshara.
- Awareness session on Gender Equality on 29.09.2016, participated by 64 students.
- Survey on women safety at sky walks was conducted from 22nd to 30th January, 2017.
- Conducted essay writing completion on the topic of Status of women in Society, Exploitation and harassment of women and female foeticide & gender discrimination.
- Organised slogan competitions on the topics related to status of women in society.

5.9.1 No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/University level National level International level

Cultural: State/University level National level International level

Note: 42 students participated in the University level intercollegiate sports & games competitions.

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	04	10,000
Financial support from government	322	48,89,055
Financial support from other sources	67	6,64,425
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised/initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- No grievances were reported by the students
- Formed Internal Complaisance Committee (ICC)

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- **Vision:** Empowerment through Higher Education to all strata of Society.
- **Mission:** Quality Education to all irrespective of caste, creed, socio- economic status and uplift the poor and downtrodden.
- Enhancing the personality by fostering moral and ethical values and to produce dynamic and able minded youth.

6.2 Does the Institution has a management Information System: Yes

- Admission process
- Examination process
- Feedback of the students.
- Common WhatsApp Groups.
- Library Services
- Attendance of Students & Staff

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

6.3.1 Curriculum Development

- Faculties are involved in syllabus framing in the capacity of members of Board of Studies at University of Mumbai and Autonomous College
- Faculty members have attended Syllabus Revision work-shops.
- Bridge Courses in the subject like Mathematics and statistics

6.3.2 Teaching and Learning

- Mentoring of students specially for final year students.
- Different approaches are adopted for interactive and effective teaching and learning like, seminars, workshops, projects, internships, industrial visits, etc.
- Conduct of Quiz Competition, Debate Competition, Poster Making, etc. on various current and social issues.
- Teachers participated in seminars and workshops to keep abreast of current developments in various fields of interest.
- Remedial Coaching for weak students.

ISBN Publications are available for the Faculties participating and presenting paper in National Level Seminar, IQAC Seminar, Women Development Cell's Seminar, etc.

6.3.3 Examination and Evaluation

- Continuous internal assessment
- Research based Assignments.
- Semester end exams
- Class- tests
- Centralised assessment program.
- Provisions for photocopy of Answer Books and Revaluation
- Additional examinations as per the University norms
- P.O., P.S.O., & C.O.
- Incremental academic growth.

6.3.4 Research and Development

- The Management, the Principal and the faculty members are working towards establishing a base towards promotion of research activities. UGC network Centre is available for the faculty to work on research areas.
- Organised IQAC International and State Level Seminars, giving a platform to teaching paternity and students for research paper presentation and publication.
- NSS volunteers under the guidance of NSS P.O. and other faculties conducted survey on 'Women Safety' in the nearby residential areas and nearby railway station.

6.3.5 Library, ICT and physical infrastructure/instrumentation& Resource Management

Library & Reading Room:

- | | |
|----------------------------|------------------|
| • Carpet Area | 2,440 sq.ft |
| • No. Of titles/books | 19,437 |
| • No. Of Secondary sources | 19,437 |
| • No. Of dailies | 17 |
| • No. Of Magazines | 11 |
| • No. Of Journals | 13 |
| • Intuitional membership | Yes |
| • No. Of Computers | 05 |
| • Internet Connectivity | In all computers |
| • Software available | Yes |
| • CDs | 123 |
| • Photocopier Machine | 01 |

Computer Labs & Electronic Lab:

- | | |
|------------------------|----|
| • No. Of Computers | 99 |
| • No. Of LCD Projector | 08 |

6.3.6 Human Resource Management

- Recruitment in accordance to UGC, University, State Government Rules and Management guidelines.
- Updating of service books of the employees
- The attendance tracking, leave matters, assistance in candidates' screening process, issuing Identity cards, looking after the PF facility, are also some of the activities undertaken for better HRM.
- Financial Assistance on medical emergency, advance salary, ensuring of quality food from canteen, conducting conferences, workshops by experts, etc.
- Teachers' Day Celebrations.
- Felicitation of retiring employees.
- Workshop by experts on career success mantra and work life balance.
- Publication of research proceedings.

6.3.7 Faculty and Staff recruitment

- UGC, State Government and University norms are strictly followed
- Merit based recruitment of faculty and administrative staff
- Training for teaching and non-teaching staff

6.3.8 Industry Interaction / Collaboration

- MOU with School of Media and Cultural Studies of Tata Institute of Social Sciences (TISS) for the B.M.M. Program of the College.
- Industrial visits are conducted regularly by all departments.
- Seminars and expert lectures are held by inviting renowned people from various industries. (e.g., Chairman & Managing Directors Jyoti Laboratories, Manappuram Finance Ltd., etc.)
- College events/festivals (OASIS, Ruhaniyat, etc.) by inviting industry.
- Placement Cell arranges campus interviews by inviting well-known industries/organizations/institutions.

6.3.9 Admission of Students

- UGC, State Government and University norms are strictly followed

6.4 Welfare schemes for

Teaching staff	<ul style="list-style-type: none">• Advance Salary• Duty leave and registration fees to attend seminars• Contributory Provident Fund• Paid Study Leave• Flexible timing for medical reasons• Leaves as per Statutes
Non-teaching staff	<ul style="list-style-type: none">• Admission and fee waiver for children of class IV employees.• Contributory Provident Fund• Provision of tea during working hours.• Uniforms to Class IV employees.• Training to operate computers.
Students	<ul style="list-style-type: none">• Students aid fund• Book- bank Schemes• Scholarships• Fees Concession• Payment of Fees in instalments• Earn while Learn Schemes

6.5 Total corpus fund generated

Rs. 243 lakhs

6.6 Whether annual financial audit has been done: Yes



No



-

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Experts	Yes	IQAC
Administrative	Yes	Experts	Yes	IQAC

6.8 Does the University/ Autonomous College declare results within 30 days? **Not applicable**

For UG Programmes Yes No

For PG Programmes Yes No

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

1. Online System of Marking (OSM) for examination evaluation
2. Common Question Papers sent by the University on line for First Year Examination

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

N.A.

6.11 Activities and support from the Alumni Association

- Alumni continuous interaction with the present students
- Placement support and guidance by the Alumni

6.12 Activities and support from the Parent – Teacher Association

- Parent teacher meetings are organised and feedback is taken from the parents. Also recommendations made are incorporated where ever possible.
- Suggestions from the parents and teachers are well taken to improve the quality of education and skill development programmes like NUSSD.
- Feedbacks from parents for improving students' attendance, academic progressions helped to improve the overall performance of students

6.13 Development programmes for support staff

- In-house training by senior staff
- Tally Accounting Package training

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

- Tree Plantation
- Solid waste management
- Encouraging paper less communication
- Disposal of e-waste
- Cleaning programme under 'Swach Bharat Abhiyan'
- Ban on plastic use

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.

- In house Faculty Development Programs were conducted on the theme of “Competencies and Skills required for effective teaching” and “Issues of student Discipline and class room management”.
- The NUSSD Program which was given to selected students, have been offered to all the students to make them employable. First time one period was added in formal time table for NUSSD program by making required changes in time table.
- ICT is strengthening to improve the quality of teaching process, almost all the departments are making use of projectors.
- International seminar was conducted on Social inequalities and Economic Development and was attended by researchers from other countries.
- Introduction of Health Insurance for self-finance staff. Where the staff who have completed 3 years of service got benefited. This scheme has been introduced as an additional incentive to the staff.
- Students have been made to appear for Mock Online competitive test for selection purpose by Career Counselling and Placement Cell of College where in which 311 students have appeared and total 126 students got offer letter from Manappuram Finance Limited which includes 41 students for Probationary Officer grade II, 38 students for Probationary Officer grade III and 47 students got offer letter for Assistance grade.
- IQAC has conducted one work shop on “Role of ICT in the college administration-issues and challenges” for non-teaching staff and it was opened for other neighbouring college staff also.
- College has entered into MOU with School of Media and Cultural Studies with TISS for the B.M.M. Program of the College.
- Librarian day was celebrated by Extension Activities Cell of the College.

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

- Signed MOUs with TISS
- Intensive pre-placement training resulting to recruitment of large number students.
- Motivational speeches by eminent speakers were arranged for students
- Applied to authorities for permission to construct additional building space
- In-house technical staff are appointed and entered into AMCs for proper maintenance of learning and physical infrastructure.
- Applied for starting additional divisions of demanded programmes.
- Extended the benefit of NUSSD programme to all students
- Distributed stationery items to most deserving students of adopted Adivasi area.
- Conducted Tally Certificate programme for reserved category students.
- Organised faculty development programmes.
- Continued the best practice of 'Earn while Learn Scheme'.
- Up gradation of Software and library made automated

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

1. Availing NUSSD program for all students.
2. Book Exhibition for faculties and students.

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

7.4 Contribution to environmental awareness / protection

1. Solid Waste Management--Installation of de-composting pit to generate natural manure.
2. Tree Plantation
3. No Plastic street play/workshop
4. Showing of films related to environment to students.

7.5 Whether environmental audit was conducted?

Yes No

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

Strengths

1. Transparency, diversity and inclusiveness in admission process
2. Majority students are from weaker sections and from minority communities and their parents, especially girl students' parents, find our College safer and, therefore, send their children for higher education at our institution. Otherwise majority of these girl students would have discontinued their education after HSC.
3. Good Infrastructure and spacious campus for further expansion
4. Skill Development Program under NUSSD which runs parallel to the Degree program.
5. Remarkable outcome of N.S.S, Active Extension Cells etc.
6. Faculty Development is given importance (allowed to attend seminars/ workshops, etc.)
7. Initiative towards Environmental Conservation.
8. Rich library with good number of reference books.
9. Well-developed sports facility with newly constructed turf ground.
10. A good number of UG and PG programs.
11. Clean campus environment
12. Proximity to Tata Institute of Social Sciences, a premier institute of social sciences in the country, for further enhancement for social development.

Weakness

1. Absence of proper industry based syllabus.
2. Quality of entry level students – Majority of students admitted with poor percentage of marks.
3. Most of the students are from Vernacular Medium.
4. Lack of awareness about the programs to students and parents.

Students from lowest economic strata – hence have limited exposure to technology

Opportunity

1. Spacious campus for creation of physical and learning infrastructure to add new programmes or to increase the intake of existing programmes as per the need.
2. Enhance necessary skills in students through Skill Development Program.
3. Availability of professional guidance from corporates (CSR activities)
4. To prepare our students for competitive examination for Government jobs.
5. Wide Scope for Research.
6. Campus Placements.
7. College is located in Mumbai Municipal Corporation M-Ward East, the most underdeveloped area of Mumbai city giving scope for enhancement of social development

Challenges

1. Bridging the syllabus as per the skills required in the market.
2. Changing requirement of job market.
3. New colleges in the neighbouring area.
4. Keeping pace with the fast growing technological advancement in teaching and learning.
5. Making students globally competent.
6. Declining admission of students in innovative programs due to unawareness.
7. Exchange Programme of both faculty and students for better grooming.

8.Plans of institution for next year

1. Strengthening use of ICT.
2. Entering into more MOUs for skill development of students.
3. Making more and more students to take part in various cultural and sports competitions at various levels.
4. Reconstruction for some of the class rooms.
5. Conducting more activities for awareness of cleanliness and hygiene.
6. Construction of new building with additional space for Degree classes
7. Arranging workshops on research and innovative practices in teaching.
8. Formation of English language lab
9. Enhancing the activities of Sports, NSS., other extension activities etc.
10. Programmes for computer and personality development for inhabitants of the surrounding areas.
11. Launching Magazine volume of BMM Department
12. Motivating the teachers and students by providing incentives/Scholarships.
13. Organising Faculty orientation and development programmes
14. Strengthening 'Earn-While-Learn' scheme.

Name: Srichand Parasuram Hinduja

Name: Dr. Ravindran Karathadi

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
B & I	-	Banking & Insurance
A & F	-	Accounting & Finance
F.M.	-	Financial Management
T.M.	-	Transport Management
E.M.	-	Environmental Management
I.M.	-	Investment Management
