

The Annual Quality Assurance Report (AQAR) of the IQAC
(1st June 2015 – 31st May 2016)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2015 to June 30, 2016)

Part – A

AQAR for the year (for example 2014-15)

2015-16

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.

022-25250926/022-25254018

Name of the Head of the Institution:

Dr. Ravindran Karathadi

Tel. No. with STD Code:

022-25254018

Mobile:

9773497630

Name of the IQAC Co-ordinator:

Mrs. Jayasree Venkitachalam

Mobile:

9833528340

IQAC e-mail address:

aqar@sngcollege.org

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:

sngcollege.org

Web-link of the AQAR:

<http://www.sngcollege.org/aqar/aqar2015-16.pdf>

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

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2004	05 Years
2	2 nd Cycle	B	2.73	2012	05 Years
3	3 rd Cycle				
4	4 th Cycle				

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 _____ (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-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

University of Mumbai

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

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

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="03"/>
2.11 No. of meetings with various stakeholders No.	<input type="text" value="22"/> Faculty <input type="text" value="17"/>
	Non-Teaching Staff <input type="text" value="04"/> 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="1"/> International <input type="text" value="--"/> 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;"><p>Seminar on “Global Competency Through Skill Development - A Paradigm Shift In Higher Education”</p><p>Workshop on “How to write SSR Report”</p></div>

2.14 Significant Activities and contributions made by IQAC

- Continued National University Students' Skill Development (NUSSD) Programme in association with Tata Institute of Social Sciences, Mumbai. Total 267 students enrolled for Foundation Course and 150 students enrolled for Banking & Finance Domain Diploma Program.
- As a continuation of the College Socio Economic Outreach programme "Ruhaniyat" started Adult Education Program by admitting 46 women. Regular classes were held and students were motivated and encouraged to appear for S.S.C. Examination.
- Conducted Campus Placement, 14 students got selected in HDFC and TCS.
- Faculties presented 11 research papers at National level seminars and 6 papers at State Level Seminars. All the presented 17 papers and another 9 research papers of the faculty members were published in ISBN journals.
- 4 pre-placement training were conducted for the final year students thereby 566 students got benefited.
- Remedial coaching for weak learners [F.Y., S.Y. and T.Y.B.Com. classes]. Average 130 students got benefited.
- Strictly monitored students' attendance and informed the parents about their wards progress and performance. Monthly basis all students' attendance displayed on the Notice Board.
- Alumni meet was organised on 9th April, 2016. 91 alumni actively interacted in the meeting and their feedback was obtained.
- Continued 'Drug Free Campus' drive in association with Narcotic Cell, Crime Branch, Mumbai Police.
- Organised one major Religious Harmony awareness drive on 20th January, 2016 by inviting senior Police officials and religious leaders. Police officials and religious leaders also guided the students and local public about the ill effects of terrorism on the society and about the terrorists attracting the youth by brainwashing them. About 290 students and local public attended the session and benefited.

- Inter collegiate art, cultural and sports festival “Oasis” was organised on 4th & 5th December 2015 in which 628 students from 34 colleges participated. There were competitions arranged in 33 events evaluated by experts who lauded the high quality of creations and artistic/cultural presentations.
- Conducted a Civil Service Orientation session on 20th August, 2015 in which experts from various civil services and professionals and interacted with them on how to prepare for the UPSC Civil service examinations. About 300 graduate students and civil service aspirants attended the session. Subsequently a Civil Service coaching programme lasting for one year also started for successful candidates who took the aptitude test.
- Completed second batch of foundation course of NUSSD programme, the first college in the country completed NUSSD foundation Course and conducted convocation ceremony for the same. Total 80 students completed the Foundation Course successfully and obtained certificates. Domain Programme is in progress, 61 students are about to complete their domain diploma programme.
- MOU has been signed with Tata Institute of Social Sciences (TISS) on 04/12/2015 for Bachelor of Mass Media Department for expert guidance and teaching methodology for five years. Students and faculty visited TISS and interacted with their faculty and students also had firsthand experience in using the well equipped modern media lab and other related infrastructure and immensely benefited.
- Ambiance of the Campus enhanced over the years as recommended by the NAAC Peer Team members visited our campus for reaccreditation assessment in 2012. In the year 2013 itself the fencing was done at creek (canal) side and bogun-villa trees were planted and nurtured every year. 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 the concreted the courtyard systematically and made it dust free.
- Bigger sport ground has been levelled and grown natural grass on it and maintained regularly for using it for major sports events and functions.
- Power substation for uninterrupted electric supply has been erected in the Campus, thereby; problems relating to power failure on account of dripping of power supply have been solved.

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. Continuation of monthly tests/class tests.	1. Conducted one class test in each semester for all classes
2. Arranging frequent PTA meetings.	2. 06 meetings were held, i.e. 2 meetings per each class. 355 parents attended the meeting.
3. Arranging frequent interaction with stakeholders.	3. 17 meetings were held with teaching staff, 04 with non teaching staff, 01 with alumni.
4. Adult Literacy program.	4. Started in 2015-16 and 46 women took admission.
5. Continuing Counselling & Self Defence Program for Girl Students.	5. Continued counselling and self defence programme. 107 students got benefited out of it.
6. Focus on Research/Publications of Journals.	6. Research journal on women related issues with ISBN number was published for the first time. Faculties presented 11 research papers at National level seminars and 6 papers at State Level Seminars.
7. Arranging more Workshops/Seminar for faculty members.	7. Organised UGC sponsored one national level and one state level seminar. 40 research papers were presented in the national level seminar where 73 faculty and post graduate students from different colleges across the country participated. 13 research papers were presented in the State level

<p>8. Continuing Mentoring System for final year Classes.</p> <p>9. Social Welfare/Community Development Programs through “Ruhaniyat”.</p>	<p>seminar where 50 faculty members and students from different colleges participated. Also college level paper presentations were organised twice in which 4 faculties presented their papers.</p> <p>8. Weak students were identified and remedial lectures were conducted.</p> <p>9. (i) Conducted Drug free campus programme five times in the year by inviting Narcotic Cell of Mumbai Police Crime Branch, NGOs, etc. 699 students attended these sessions in total and got benefited by these camps.</p> <p>(ii) One Lung and eye check up camp was conducted in association with Rotary Club, Tata Institute of Social Sciences and NGOs. 430 students, parents and local public got benefited out of the lung and eye check up camp.</p> <p>(iii) Multi speciality health check up camp was also organised in association with Sree Narayana Mandira Samiti’s Youth Wing. About 600 people got benefited out of this camp.</p> <p>(iv) Organised Communal harmony programme on the occasion of Dr. Baba Saheb Ambedkar Jayanti. 291 public attended the programme.</p>
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10. Administrative Reforms	<p>(i) Students' Core Committee was formed with 13 students' selected based on merit of commitment and efficiency to help the College authorities to assist its mission to serve the student community better.</p> <p>(ii) Retired Office Superintendent has been appointed as Officer on Special Duty on contractual basis to mitigate the hardship of shortage of administrative staff due to retirement and for want of NOC from Government for fresh appointment.</p> <p>(iii) Earn while learn scheme was continued and selected 5 students to work during their free time to help the administration to cover up the shortage of administrative staff.</p>
11. Civil Service Academy	<p>Civil Service Academy has been started in September 2015 for providing coaching for UPSC examinations. 32 candidates joined in the Academy. The best faculty available from across the country has been called and lectures have been conducted.</p>

** Attach the Academic Calendar of the year as Annexure*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR has been approved by the Management of the College.

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	Nil	01	01
UG	10	--	09	10
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	01	Nil	01	01
Certificate	03	Nil	03	03
Others	01 (NUSSD)*	01	--	02
Total	16	01	14	17

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	11(10 UG +1 P.G)
Trimester	-----
Annual	06 [Certificate, Diploma & NUSSD Programme]

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

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

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

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

<input type="checkbox"/> Curriculum Development is done by the University
<input type="checkbox"/> 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)
	07	03	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
	19	01	--	--	--	--	11	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty 10 11 18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	01	12	6
Presented papers	Nil	11	6
Resource Persons	-	-	-

At state level seminar 06 faculty members presented research paper and 09 faculty members' research papers were accepted by WDC to publish in ISBN Journal of the College.

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

- Brainstorming and roll play in classroom teaching
- Newspaper article reviews
- Screening of documentaries, short films and reviews
- Use of recorded lectures & power point presentations
- Problem solving activities/case studies.
- Wi-Fi internet facility across the Campus.

2.7 Total No. of actual teaching days during this academic year 171

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

- | |
|--|
| <ul style="list-style-type: none"> • Bar-coding of answer books • Moderation by subject experts from other colleges • Photocopy of answer books made available on request • Revaluation of answer books on application |
|--|

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

01	Nil	01
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2.10 Average percentage of attendance of students

66.22%

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.	131	2.29	27.48	51.15	-	80.92
BMS	65	-	15.38	30.77	-	46.15
BBI	44	-	29.55	43.18	-	72.73
BAF	62	-	16.13	61.29	-	77.42
BMM	12	--	--	16.67	66.67	83.33
BSC IT	55	3.64	43.64	25.45	--	72.73
M.Com.	36	2.78	27.78	38.89	--	69.44

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

- IQAC helps in preparation of academic calendar for all programmes for both semesters
- Visits to various Departments to ensure the strict adherence of the academic calendar
- Insists to conduct remedial coaching programmes for the benefit of slow learners.
- Encourages faculty members for the ICT enabled teaching.
- Monitors teacher performance on the basis of appraisal forms and students' feedback
- Principal, Management and senior faculty members are the part of IQAC.
- Principal and administrative authorities interact with students' council on regular basis.
- Student feedback is collected and analysed regularly.
- Periodical review of the teaching-learning methods in the staff meetings
- Self Appraisal Mechanism.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	02	05	05
Technical Staff	04	01	-	--

Criterion – III

3. Research, Consultancy and Extension

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

- The Librarian of the College has completed his Ph.D qualification.
- 04 faculty members are pursuing for Ph.D
- Support to conduct national and international seminars/conferences.
- Encouraging faculties to publish in-house research journals.
- Formation of Research Cell in College.
- Organising in-house research paper presentation for faculties.
- Organizing Annual Seminar/Conference at National/State level.
- Granted duty leaves and reimbursed the participation fee to attend and present research papers in national and international level seminars, conferences and workshops. 17 of our faculty members used this facility offered and participated and presented research papers.
- Presentation for all PG students especially in viva presentation.

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	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals		--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	12	15

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	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (<i>other than compulsory by the University</i>)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution	Level	International	National	State	University	College
	Number	--	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

NIL	Nil
-----	-----

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

NIL

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:

107

University level	107	State level	--	National level	--
International level	--				

3.22 No. of students participated in NCC events:

Nil

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

3.23 No. of Awards won in NSS:

Nil

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 College

NCC/NSS Any other

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

- Rotaract club has been started in our College on 10th December, 2015. 192 students joined as its members.
- A Lung & Eye check up camp was organized at different places across Mumbai on 28th February, 2016. 80 students volunteered for this camp for the whole day.
- White Revolution Project started by the Rotaract Club of Mumbai (Mulund) in the year 2014-15. On 7th March, 2013 our College Rotaract Club became a part of this project and initiated this project in Murugan Temple, Cheddanager and collected 64 litres of Milk, and distributed 33 litres in slums and 31 litres in an orphanage in Chembur, known as Sneha Sadan. Around 50 Rotaract volunteers from the College worked in this project.
- Road Safety workshop were organised with 8 activities. 107 students actively participated in the events and public got benefited immensely out of it.
- Continued National University Student Skill Development programme in Collaboration with Tata Institute of Social Science (TISS) Mumbai and enrolled 417 students.
- Gender Training Camp organised by Women Development Cell (WDC).
- Swachh Bharat Abhiyan (Cleanliness Campaign) conducted four activities at adopted area of the College by 61 NSS students and public got benefited out of it.
- Pulse Polio campaign by NSS Department in association with Nimonia Baug Health Post of Bombay Municipal Corporation (BMC), Mumbai.

- Malaria /Dengue Awareness three campaigns in association with BMC were conducted by NSS Department. 29 students actively participated in the event by visiting houses.
- Safety of women on Railway stations and awareness of helpline nos. by NSS in association with NGO Akshara. One such campaign was conducted by 25 NSS students for more than 6 hours making aware about 500 women.
- Gender Sensitization one workshop was conducted by Mumbai Sarvodaya Mandal and NSS Department. 107 students participated in the workshop.
- Organised Tree plantation drive four times in the year planting 56 samplings by 147 NSS volunteers in the College campus and at YMC Tara, Panvel which is about 60 km away from the College.
- Energy Conservation Campaign organised. 61 student volunteers actively participated in the campaign benefiting large number of families.
- Adult education as the part of Ruhaniyat programme has been started and 46 women took admission for the same. Conducted 230 hours teaching and test papers for them by voluntary teachers from faculty and UG students. Conducted 93 hours lectures for English subject, 64 hours lectures for Business Studies, 32 hours lectures for Home Science, 17 hours Data Entry practice and 24 hours test papers for them.
- One day Literacy drive in association with NGO “Nanhe Sapne” conducted benefiting to 240 primary school children.
- Organised 5 sessions of awareness of Drug Free Campus in association with Narcotics Cell, Mumbai Police Crime Branch. 699 students participated in the sessions in total.
- Zero waste campus (segregation of dry and wet waste, use of compost pit)
- Blood Donation Camp and 77 bottles blood was collected.
- HIV/AIDS awareness campaign was conducted by 60 NSS students. About 300 people got benefited by this campaign.

- Voters' awareness campaign. Five of our students participated in District level competition and one student of our College won first prize. A rally was organised and 40 students participated in it making the public aware their rights and duties as voters.
- Disaster Preparedness workshop was conducted once participating 61 of our students. Self defence training workshop was also conducted.
- Two sessions on Yoga, Superstitions, snakes and nature were conducted and 101 students participated in it.
- Constructed one "Bandhara" at adopted village "Koralwadi" during NSS camp by 61 volunteer students.
- Constructed one "Soak Pit" at adopted village "Koralwadi" during NSS camp
- Campaign on awareness drive on "Terrorism and Religious Harmony" organised benefiting to 298 people.
- Helped Deonar Police in Crowd management during Ganapati Visarjan. About 50 NSS volunteers helped the Police in this task.
- Workshop on "Eco Friendly Ganapati" conducted once and 25 students participated it.
- Distribution of clothes, Bed sheets, toys and stationary to children in "Chembur Childrens Home" by NSS Department. Around 700 cloths and bed-sheets were distributed to the inmates of two orphanages in Chembur area.
- "Aadhar Card and Pan Card" booth camps were conducted.
- National University Student Skill Development programme in Collaboration with Tata Institute of Social Science (TISS) Mumbai. 417 students joined for the programme.
- Road Safety Campaign in association with RTO, Mumbai organised in which 107 students participated.

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	--	UGC Grant	50.49
Others (Rs. In lakhs)	34.47	0.51	Management	34.98

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)	8,406	5,10,932	960	1,10,701	9,366	6,21,633
Reference Books (Original Cost)	4,250	20,74,727	203	60,430	4,453	21,35,157
e-Books	83,000+	5,000	--	5,000	83,000+	5,000
Journals & periodical	11	10,958--	1	4,000	12	14,958
e-Journals	9,653--	--	9,000+	--	9,000+	--
Digital Database	--	---	--	--	--	--
CD & Video (Complimentary & Purchased)	117	3,696	6	complimentary	123	3,696
Others(General Book-Bank)	2,103	2,12,830	--	--	2,103	2,12,830
SC /ST Book Bank	1,037	1,12,323	287	34,612	1,324	1,46,935
Total: Physical Books	15,796	29,10,812	1,450	2,05,743	17,246	31,16,555
E-Books	83,000+	5,000	-	5,000	83,000+	5,000
Physical Journals	11	10,958	1	4,000	12	14,958
E-Journals	9,653	--	9,000+	--	9,000+	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	126	95	All	05	--	12	06	08
Added	0	0	0	0	--	0	0	0
Total	126	95	All	05	--	12	06	08

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

- 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
- Regular training to students based on their syllabus in the Computer Labs
- Computer Skill Development Training based on NUSSD Foundation and Domain Programs
- Training for the administrative staff in operating software
- Training to Class IV employees on basics of computers

4.6 Amount spent on maintenance in lakhs:

i) ICT	3.16
ii) Campus Infrastructure and facilities	10.35
iii) Equipments	0.04
iv) Others	--
Total:	13.55

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Regular Staff meeting to review the activities and to invite suggestions for improvement of the welfare of the students.
- Formation of Students' Core Committee as an initiative to enhance their leadership quality and organizational skills. They are a vital link between the students' community and the authorities.
- Providing detailed information in the College Prospectus about various schemes available benefiting the students such as Scholarships & Freeships, from Governments, University and other agencies, facilities for the backward class students, book bank schemes, etc

5.2 Efforts made by the institution for tracking the progression

- Students Core Committee- a students' body of the College which plays a key role in organising various co-curricular activities, career counselling sessions, placements, and Placement Drives.
- College prospectus provides detailed information about various schemes available benefiting the students such as scholarships, freeships 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

	UG	PG	Ph. D.	Others
5.3 (a) Total Number of students	1,568	110	0	1,678

(b) No. of students from outside the State

(c) No. of international students

Men	No	%	Women	No	%
	818	48.75		860	51.25

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1,269	221	--	33	---	1,523	1,400	232	--	39	--	1,671

In 2014-15 (1,523+03 NT = 1,526); In 2015-16 (1,671+05 NT+ 02 SBC = 1,678)

Demand ratio 3:1 Dropout %

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

- Every Saturdays and Sundays coaching was provided for IAS aspirants.
- Reference books, model papers are kept in the library to enable the students to prepare for competitive exams.
- Aptitude test was conducted in association with EDUCARE PVT LTD to train the students to appear for competitive exams.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Career Guidance session was conducted to the final year students by Mr. Nitin Taware, Founder, Bright ways Pvt. Ltd. on 27th August 2015, to guide students about the career prospects. No. of beneficiaries' 149.
- An investors' awareness session was organised by IDFC on 7th Sept. 2015 by Mr. Rohan, Executive, IDFC
- Ms. Poonam Sonawane, Manager, HR, Destimony Securities conducted a session on 22nd August 2015 on career options in Management. 56 students participated in the session.
- Three of BBI students attended a seminar on Ethics in Chartered Accountants organised by ICAI and Public Governance Trust on 20th September 2015
- Aptitude test was conducted for final year students of Commerce, Finance Management and I.T. streams on 10th February 2016. Ms Neha Vaid-, Business development of Educare Pvt. Ltd conducted the test. 193 students appeared for the test.
- Shri. M. P. RAMACHANDRAN, Chairman & Managing Director, Jyothi Laboratories Ltd. delivered a motivational lecture on Young Entrepreneurship. 225 students attended and got benefited.

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	96	14	Number not known, but no one reported as unemployed

5.8 Details of Gender Sensitization programmes

- Gender Sensitization workshop in association with Mumbai Sarvodaya Mandal by NSS. 107 students got benefited.
- Thalassemia screening, Safety of Women in Brihan Mumbai Electric Supply and Transport (BEST) buses and Bus stops” in association with NGO AKSHARA. 117 students tested for the screening and got benefited.
- Body Mass Index (BMI) check up was conducted for students and staff. About 50 students and staff participated in the check up camp.
- Survey on Safety of Women at Chembur Sky Walk by NSS Volunteers. About 500 women got benefited from it.
- A session on ‘Gender role and Masculinity’ in association with NGO AKSHARA. 60 students participated in it.
- Leadership Training and Stress Management Workshop organised for NSS students.
- Session on Women Safety and Child Abuse by Deonar Police organised.
- Self Defence training for girls organised. 61 students participated in it.

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	6	14,560
Financial support from government	76	12,45,350
Financial support from other sources	74	4,92,215
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 major grievances were reported by the students

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
- Library Services
- Maintaining attendance of Students & Staff

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

6.3.1 Curriculum Development

- Faculty members have attended Syllabus Revision work-shops

6.3.2 Teaching and Learning

- Different approaches are adopted for interactive and effective teaching and learning like, seminars, workshops, projects, internships, industrial visits, etc.
- At the TY level all teachers make a conscious effort to offer special mentoring to students.
- Teachers participated in seminars and workshops to keep abreast of current developments in various fields of interest.

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

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

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 State Level Seminar, giving a platform for paper presentation to the faculties.
- Organised National Level Seminar on 'Innovative Practices in Management', Economics and Commerce"

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

Library & Reading Room:

• Carpet Area	2,440 sq.ft
• No. Of titles/books	15,795
• No. Of Secondary sources	15,795
• No. Of dailies	17
• No. Of Magazines	11
• No. Of Journals	11
• Intuitional membership	Yes
• No. Of Computers	05
• Internet Connectivity	In all computers
• Software available	Yes
• CDs	117
• Other Photocopier Machine	01

Computer Labs & Electronic Labs:

• No. Of Computers	102
• No. Of LCD Proj.	08

6.3.6 Human Resource Management

- The HRM of the College is strictly supervised by the Principal, Dr. Ravindran Karathadi with the help of College administrative body; they look after the following tasks:
- Compiling and processing employee records & updating service books and oversee the effective management of Human Resources
- The attendance tracking, leave matters, assistance in candidates' screening process, issuing Identity cards, looking after the PF facility, are also some of the activities under for better HRM.
- Full time appointments are made as per University requirements and management guidelines; visiting faculty & industrial experts are invited on the basis of professional experience.
- Celebrations on 5th September, as Teacher's day.
- Felicitation of retiring employees on behalf of the management.
- Conduction of various exams for Govt. & private agencies on Sundays and holidays to generate revenue for the institution.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

- Industrial visits are conducted by all departments of the unaided sections once in an academic year.
- Seminars and expert lectures were held by some departments where renowned people from various industries are invited to speak. (Jyoti Laboratories, J.P. Morgan, etc.)
- College events/festivals. (OASIS, Ruhaniyat, etc.)
- Placement Cell arranges on campus interviews by well known industries/organizations/institutions for recruitment of graduate students.

6.3.9 Admission of Students

- UGC, State Government and University norms are strictly followed

6.4 Welfare schemes for

Teaching staff (Unaided)	<ul style="list-style-type: none"> • Contributory Provident Fund • Paid Study Leave (PhDs) • Flexible timing for medical reasons • Maternity Leave • Birthday Celebrations • Staff picnic
Non teaching staff	<ul style="list-style-type: none"> • Admission and fee waiver for children of class IV employees. • Provision of tea during working hours. • Provided 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

Nil

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	No		No	
Administrative	No		No	

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?

N. A.

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
- Job references and guidance from the Alumni

6.12 Activities and support from the Parent – Teacher Association

- No Formal PTA is in place but parent teacher meetings are organised by most departments and feedback is taken from the parents. Also recommendations made are incorporated where ever possible.
- Orientation Program for the parents of the self- financing section was organised to make them understand about importance about NUSSD.
- Suggestions were invited from parents.
- Student's attendance, academic progressions were discussed with parents from time to time.
- One-on-one dialogue by faculty with parents whose children need further support and counselling service to enhance their performance

6.13 Development programmes for support staff

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

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

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.

RUHANIYAAT- Social awakening programme

Under the banner of Ruhaniyat the following events and initiatives were taken up-

➤ **Ruhaniyat - Awareness drive on Terrorism-**

Awareness drive on Terrorism was organised on 20th January 2016, Chief guest Addl. Commissioner of Police Quaiser Khalid and Al-Haaj Gulam Mustafa Qadri had taken the initiative to spread awareness amongst the students of our College and neighbouring Colleges. Asst. Commissioner of Police Shri. Bhimdev Rathod (Chembur Division) and his team of Police Inspectors, Students from Ideal College, President of Zakat Education Trust and journalists also joined us. Number of beneficiaries – 423 students

➤ **Ruhaniyat- Lung Check Up-**

A Lung check up Camp was organised by the College in association with Rotary Club of Chembur in College campus. A team of doctors from Rotary club provided free Lung Check up and Free diagnosis and x-ray was organised in Gurmeet Diagnosis Centre (Chembur) to benefit the students as well as the people from nearby localities.

➤ **Ruhaniyat- Drug Free Campus-**

This was a joint initiative by Sree Narayana Guru College of Commerce & Mumbai Police. Mumbai Police has been actively involved in creating awareness amongst students and parents about the ill effects of drug abuse. A suggestion box has also been placed in the College to collect views and opinion from faculties and students.

➤ **Ruhaniyat- Multi Speciality Health Check Up Camp-**

A multi speciality health check up camp was organized on 17th & 18th August 2015 at the College campus. A Team of Skilled Doctors & paramedical staff provided free check-up & consultation to the Students & Community on - FULL MEDICAL, EYE AND DENTAL

➤ **Ruhaniyat- Adult Education-**

The Ruhaniyat survey highlighted the need for starting Adult Education Programmes for an alarming number of less educated housewives who are showing interest to not only to read and write but also to write and pass SSC exams. Hence, the College started Adult Education Programme for such housewives by inaugurating it on 15th May, 2015. Ms. Reshma Khudabax, faculty of the College agreed to be volunteer teacher for the same. 42 adults enrolled and of that 26 are preparing for writing SSC examination from NIOS (The National Institute of Open Schooling). Subjects covered – English, Home Science, Data Entry Operations, and Painting & Business Studies.

➤ **Teaching – Learning (Innovative Practices)**-Use of dust free chalks, Classes with the help of power-points, case study references.

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

1. Remedial Coaching to various Subjects.
2. One faculty is doing Minor Research.
3. Up gradation of Software.
4. Pre -placement Training given to final year Students.

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

1. Formation of Students' Core Committee for their active role in decision making and execution process.
2. Empowerment of Students' Core Committee plays a major role in organising various activities
3. Mentoring system of third year undergraduate 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

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. Majority of students are first generation learners who are from the lowest strata of society of M-Ward East of Mumbai City which is strength to contribute to inclusive growth.
2. Good Infrastructure for further expansion
3. Skill Development Program which runs parallel to the Degree program.
4. Active Extension Cells.
5. Faculty Development has given importance (allowed to attend seminars/ workshops, etc.)
6. Initiative towards Environmental Conservation.

Weakness

1. Quality of input – Majority of students admitted with poor percentage of marks.
2. Most of the students are from Vernacular Medium.
3. First generation learners hence limited exposure.
4. Students from lowest economic strata – hence have limited exposure to technology.
5. Poor parental guidance for support and motivation.

Opportunity

1. Enhance necessary skills in students through Skill Development Program.
2. Availability of Professional guidance from corporate (CSR activities)
3. Wide Scope for Research.
4. Campus Placements.

Challenges

1. New colleges in the neighbouring area.
2. More thrust on technology and online procedures.
3. Making students globally competent.
4. Exchange Programme of both faculty and students for better grooming.

8. Plans of institution for next year

1. Industry linkage with formal MOUs
2. Campus placement for maximum graduating students seeking placement after graduation.
3. Construction of new building with additional space for Degree classes
4. Permanent basis power back up facility
5. Upkeep of present infrastructure.
6. Starting additional divisions for demanding Degree programmes
7. Extending the benefit of National University Students' Development (NUSDD) Certificate and Diploma Program for all students
8. Formation of English language lab
9. Expanding Community Outreach Program of the College 'Ruhaniyat' by conducting need base research project at adopted Adivasi area at Badalapur
10. Programmes for computer and personality development for inhabitants of the surrounding areas.
11. Starting Arabic classes for the students to enhance employment opportunities in gulf countries.
12. Organising Faculty orientation and development programmes
13. Formation of Parents' Association and organising Parents Day every year
14. Strengthening 'Earn-While-Learn' scheme.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
