

ANNUAL QUALITY ASSURANCE REPORT

Of



Seth Hirachand Mutha Shaikshanik Trust's

Seth Hirachand Mutha College Of Arts, Commerce & Science,

Near Adharwadi Jail Road, Kolivali Gaon, Umbarde,
Kalyan(W), Maharashtra-421301

Affiliated to Mumbai University

Submitted

To



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year

2014-15

I. Details of the Institution

1.1	Name of the Institution	Seth Hirachand Mutha College of Arts, Commerce and Science
1.2	Address Line 1:	Adharwadi Jail Road,
	Address Line 2:	Kolivali, Umbarde, Kalyan(w)
	City/Town:	Kalyan
	State:	Maharashtra
	Pin Code:	421301
	Institution e-mail address:	mutha_college@yahoo.co.in
	Contact Nos. :	0251-2311005/2315252
	Name of the Head of the Institution:	Mrs. Shruti Waikar
	Tel. No. with STD Code:	0251-2311005, 9594038025
	Mobile:	9594038025
	Name of the IQAC Co-ordinator:	Prof. Ajay Pillai
	Mobile:	9820745701
	IQAC e-mail address:	iqacmutha@gmail.com
1.3	NAAC Track ID (For ex. MHCOGN 18879) OR	MHCOGN16513

1.4 NAAC Executive Committee No. EC(SC)/03/A&A/52
& Date:

(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.shmutha.org/>

Web-link of the AQAR: —

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.62	2015	5 yrs.
2	2 nd Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: 13/02/2013

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): NIL

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) : Self Financing Courses- Accounting & Finance, Banking & Insurance, Bachelor of Management Studies, Bachelor of Mass Media, Bachelor of Information Technology.

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

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	07
2.2	No. of Administrative/Technical staff	-
2.3	No. of students	01
2.4	No. of Management representatives	01
2.5	No. of Alumni	01
2.6	No. of any other stakeholder and community representatives	01
2.7	No. of Employers/ Industrialists	-
2.8	No. of other External Experts	-
2.9	Total No. of members	11
2.10	No. of IQAC meetings held	Yearly 4

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="14"/>	Faculty	<input type="text" value="4"/>
	Non-Teaching Staff	<input type="text" value="4"/>	Students	<input type="text" value="4"/>
	Alumni	<input type="text" value="2"/>	Others	<input type="text" value="4"/>

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	<input type="text" value="5"/>	International	<input type="text" value="Nil"/>	National	<input type="text" value="Nil"/>	State	<input type="text" value="1"/>	Institution Level	<input type="text" value="4"/>
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(ii) Themes:

1. Application of mathematics in various disciplinary
2. New trends in Historiography
3. Social Responsibility
4. Virtualization
5. Collapsation of Greek Economy

2.14 Significant Activities and contributions made by IQAC:

1. Encourage faculty to organise & participate in seminars and workshops
2. Encourage faculty to pursue research projects in their respective field
3. Motivate faculty to adopt innovative teaching practices.
4. Documentation of all Committee and Departmental records
5. Updated the already existing automated software installed in the institution.
6. Wi- Fi facility provided in computer lab, administrative office & exam room.
7. Conducted remedial Coaching for slow learners to enhance the learning capability.
8. Conduct different training session for all degree level students to meet the requirement of changing business environment.
9. Conducted special coaching in Accounts & English to enhance the learning capability of weak students.
10. Training in soft skills
11. Entrepreneurship training for students.

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 2014-15.

Plan of Action	Achievements
I. Curricular Aspects To organise seminars Remedial teaching Classes	2014-15 academic year subject wise guest lectures were arranged for all third year level students of various subjects. Seminar on budget 2014-15 was conducted. Special remedial coaching was provided to slow learners. Special remedial coaching is provided for Accounts and English.
II. Teaching, Learning and Evaluation Use of ICT in teaching is a regular activity Assignments, projects, unit test for evaluation.	Power point presentation technique is used in all the subjects as part of teaching methodology. Online Multiple Choice Question exams were conducted for all subjects. Regular Unit tests and assignments conducted for internal assessment. Students' feedback about teaching at the end of every semester taken.
III. Research, Consultancy and Extension Faculty Development Programmes – To encourage faculty participate in Seminars, workshops and conferences at University and State Publish ISBN Research Volume	Inter College Research paper writing <ul style="list-style-type: none"> • Research Cell has organized a workshop under guidance of Dr. Bholanath Mukherjee and Dr. Ruta Khaparde to motivate staff to register for P.hD and complete the research work • College faculties participated and presented papers in seminars, workshops and conferences. • Published 2 ISBN Research Volume 2014-15.

<p>IV. Infrastructure and Learning Resources</p> <p>i. Renovation of auditorium</p> <p>ii. New equipment to be purchased for gymnasium, office, computer lab, and other courses</p> <p>iii. Provision for adequate Sports and Games facilities</p>	<p>i. College auditorium renovated, 2 additional ceiling fans purchased.</p> <p>ii. Fitness machine, Tread mill & belt, chairs, Computers, Notice board, Xerox machine, Note counting & fake note checking machine, Air conditioner.</p> <p>Separate faculty-wise cubicals were formed for Departmental heads.</p> <p>Additional water connection to improve water supply.</p> <p>Purchased new Talley multiuser software</p> <p>iii. Appointment of trained coach</p> <p>A well maintained pitch is under development for net practice. Maintenance of Basketball, volleyball courts and Kho-Kho ground.</p>
<p>V. Student Support and Progression</p> <p>a. Insurance for staff and students</p> <p>b. Counselling</p> <p>c. Soft skill courses</p> <p>d. Remedial teaching</p> <p>e. To encourage students to participate in the college, university, state and national competitions.</p> <p>f. Planning for bridge courses for Faculty</p>	<p>a. Insurance facility is provided to the staff and students.</p> <p>b. Counselling given to the students by a trained counsellor in career and personal matters. For reach class Mentors are appointed to solve their problems.</p> <p>c. Soft skill course was conducted for the personality development of students</p> <p>d. Remedial teaching conducted for slow learners.</p> <p>e. A large number of students participated in curricular and co-curricular activities conducted in the college, at Mumbai university and also in other colleges affiliated to Mumbai University.</p> <p>f. Proposals of Bridge courses is submitted to Mumbai university like Direct & Indirect Taxes, Export Management, Web designing, photography etc.</p>

VI. Governance, Leadership and Management a. Formation of committees. b. Grievance redressal. c. Anti-Ragging Cell d. Placement Cell e. Felicitation of staff	a. Organizational work is effectively carried out through various committees. b. The college has a Grievance redressal Cell c. The college has a Anti-ragging cell d. Placement cell organizes various career oriented workshops and guest lectures. e. Staff is felicitated by the management for their personal achievements.
VII. Innovations and Best Practices 1. To organise debate, quiz competition, group discussions, writing research paper competitions. 2. Industrial visits 3. Additional Skill Acquisition Programme (ASAP)	1. Economics, Information technology and Commerce departments conducted debate, quiz competition and group discussions. 2. Every academic year college organises faculty-wise industrial visits to impart the practical knowledge among students. 3. Seminars were conducted to create awareness of “Capital market & working of stock exchange”, “Workshop on Time and Stress Management”.

** 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

IQAC presented the Annual quality assurance report in Management meeting & management approved the same with due suggestions.

Part – B

Criterion – I

I. 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	NIL	NIL	NIL	NIL
PG	NIL	NIL	NIL	NIL
UG	09	NIL	05	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	09	NIL	05	NIL

Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6 semester
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☒ Parents ☒ Employers ☒ Students ☒

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. FYBSC computer science/FYBMS/SYBMS/ FYBA. New subjects introduced by Mumbai University.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
2	2	-	-	-

2.2 No. of permanent faculty with Ph.D. 2

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
37	-	-	-	-	-	-	-	37	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

Visiting faculty 01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	-	10
Presented papers	-	-	14
Resource Persons	-	-	0

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

1. Use of ICT in teaching
2. Organise debate, quiz competition, group discussions, online exams, and Objective type tests.
3. Institute-Industry interaction
4. Regular career oriented guest lectures, programming language trainings conducted.
5. Career oriented courses like Direct & Indirect Taxes, Export Management, Web designing, photography, Choreography, Animation etc.
6. Students are motivated to prepare projects on social issues using ICT.

2.7 Total No. of actual teaching days during this academic year 210

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

1. Masking and coding of Question Papers.
2. Online Multiple Choice Questions – for B.Sc Information Technology, Computer Science and other courses.
3. Supply of Photocopy and double valuation for transparency.
4. Preliminary Theory and Practical exams for all third year.

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

	02	
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Member of Faculty: Prof. Ajay Pillai – BMS syllabus revision
 Prof. Meena Joshi – BMS syllabus revision

2.10 Average percentage of attendance of students

79%

2.11 Course/Programme wise distribution of pass percentage: 2014-15

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	16	-	12.5	12.5	50	75
BSc	14	-	02	03	07	85.71
BSc IT	19	-	25	8.75	22.5	56.25
BSc CS	02	-	-	-	01	50
B.Com	60	3.33	11.66	25	23.33	73
BMS	11	-	-	18	36.5	54.5
BMM	07	-	-	57	43	100
BAF	36	5.5	27.7	16.6	30.5	83
BBI	05	-	-	-	60	60

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

Contribution of IQAC in Monitoring

1. Promoting idea of Research Paper Writing for staff and students;
2. Arranging & Monitoring of various seminars;
3. Implementation of lesson plans, activities proposed in the academic calendar;

Contribution of IQAC in Evaluating

1. IQAC ensures that students are exposed to more practical oriented learning by way of arranging industrial visits and career guidance guest lectures.
2. Evaluation of topics for Assignments, Projects and PowerPoint presentations, and Viva;
3. Student“ feedback at the end of every semester for each course;

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	01
Faculty exchange programme	01
Staff training conducted by the university	---
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	02
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	1	-	1	12
Technical Staff	6	-		-

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC promotes faculty members to registers PH.D degree & SET/NET certification.
- IQAC is encouraging the teachers to attend more seminars.
- Notifications of research projects from various institutions are brought to the notice of teachers in order to enable them to apply for the programmes.
- Special leaves are sanctioned for course work, conferences and seminars.
- All students and staff are encouraged to use NLIST.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals	4		
Conference proceedings			3

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 (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.

02

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NIL

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges: NIL

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

75,000

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	02	01	4
Sponsoring agencies	-	-	-	-	-

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

08

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: NIL

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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	NIL	State level	01
National level	01	International level	NIL

3.23 No. of Awards won in NSS:

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.24 No. of Awards won in NCC:

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.25 No. of Extension activities organized

University forum	01	College forum	-	
NCC	-	NSS	03	Any other -

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

- Project preparation on literacy of woman
- Participation of students in competition conducted by Mumbai University.

Social responsibility activities:-

- Blood donation camp
- Medical check-up camp
- Eye check-up
- Cataract operation of people living in slum area
- Pulse Polio immunization
- Disaster management workshop
- Voter Registration Drive
- Street plays to create awareness about the importance of trees.
- Registration & distribution of senior citizen cards.
- Registration & distribution of Rajiv Gandhi Health Cards.
- Registration & distribution of Employment cards.
- AIDS awareness programmes
- Reb-Ribbon club
- Guest lecture on rain water harvesting
- Guidance for MPSC
- Arrangement of Vriksha Dindi

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	12250	-		12250
Class rooms	16	02		18
Laboratories	04	-		04
Seminar Halls	01	-		01
Conference Halls	-	01		01
No. of important equipments purchased (1-0 lakh) during the current year.		02		
Value of the equipment purchased during the year (Rs. in Lakhs)		2,36,000		
Others:-	List Attached			

List of Articles Purchased in 2014-15

Name	Quantity	Amount in Rs.
Revolving chairs	10	25,000
Cupboards	07	35,000
Safety walt	01	50,000
Air conditioner	01	40,000
Projector	01	25,000
Cubicals	03	37,000
Tables	05	20,000
Green carpet	02	5,000
Total	30	2,14,500

4.2 Computerization of administration and library

- The college library and the administrative office is already computerized fully.
- Biometric systems for staff attendance & payroll management
- National Library & Information services are provided to all staff & student.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5647	499602	80	17600	5727	517202
Reference Books	1556	99,8048	17	12,705	1573	10,10,753
e-Books						
Journals	13	32100	13	30,600	26	62,700
e-Journals	3+ N. List	8200			3+ N. List	16400
Digital Database						
CD & Video	-	-	-	-	-	-
Others (specify)						
Magazine & Periodicals	2-3	10061	21	17996	44	28057

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	27	19	01	02	-	-	-	-
Added	-	-	-	-	01	01	-	-
Total	27	19	01	02	01	01	-	-

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

- Computer facility is available in all the departments, library and administrative offices.
- Internet facility is made available to the students in the college computer laboratory, in the departments and in the college office.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,18,830
ii) Campus Infrastructure and facilities	1,28,000
iii) Equipments	2,36,000
iv) Others	2,14,500
Total :	6,97,330

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Awaking student about Student Support Services: - SC/ST/OBC Students – Scholarship. Earn and Learn Scheme, Reservation, Fees Instalments, Facilities to Differently abled , Skill development program, Remedial Classes, Industrial Visits.

5.2 Efforts made by the institution for tracking the progression

The institution has a placement cell of its own. Over the years the college has helped scores of its students in finding better job opportunities and better enterprises to work in. Our Placement Cell encourages outgoing students to visualize the starting of their own enterprises and become active contributors to the nation's GDP. The placement cell assesses the needs of entrepreneurs and prepares a comprehensive training module to equip the outgoing students with necessary skills.

- The module focuses on the following skills:

1. Leadership Skills
2. Business Development Skills
3. Managerial Skills
4. Communicative Skills
5. Public Speaking
6. Team Building Skills.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	-	-	-

(b) No. of students outside the state

28

(c) No. of international students

NIL

Men

No	%
243	53.40

Women

No	%
212	46.60

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
270	60	32	161	-	523	226	59	16	154	-	455

Demand ratio 1.5

Dropout % 0.68

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

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	5

5.6 Details of student counselling and career guidance

Academic Counselling: The teacher, Mentors and HODs provide academic guidance & support on a regular basis. Selected students, as per the recommendations of the Class Teacher, advised by Senior Teachers/Principal.

Senior students & alumni, under the guidance of faculty, also assist and advise students on coping with academic challenges.

Sessions are organized for outgoing students to make them aware of various career opportunities available to them. They are also guided and counselled on how they can make right choice of the opportunities.

Personal Counselling:

The Mentor is the primary source of access to students for personal support.

The College has a Professional Counsellor **Dr.Sandeep Jadhav**, who is available for Professional Counselling Support on a case-by-case basis.

Career Guidance: The College has an **active Placement Services** to spearhead the career guidance, competency building and placement activities. While the Centre for Professional Excellence takes initiatives to build competencies, skills and the employability of the students, the Centre for Placement Services takes care of all placement activities including career guidance, pre-placement training on **Preparation of Resumes, Interview- facing skills, Mock Interviews, Group Discussions etc.** These Centres also regularly interface with the Industry & external expertise to help students identify the gaps in their skill sets and enable them to acquire these skills. Such continued association with industry partners has led to their participation in our campus recruitment processes resulting in many job placements for our students.

We have also introduced the continuous involvement of experts who train students in soft skills such as **Interpersonal skills, Corporate Communication, Team-building skills, Personality Development and other competencies.**

No. of students benefitted

184

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
02	15	Nil	20

5.8 Details of gender sensitization programmes

- Self-defence session for girl's students organised by woman grievance cell
- Medical check- up camps for girls – General
- Women's cell and NSS play a major role in bringing revolutionary changes in the college and society. Girls are trained to take a lead role.

5.9 Students Activities

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

Sports : State University level National level International level

Cultural: 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 level University level National level International level

Cultural: State level University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	-	-
Financial support from government	-	-
Financial support from other sources	03	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution.

Vision: The institution has a long term vision

- To build an Esteem Education Institution Imparting Education from K.G. to P.G. in the city of Kalyan with a commitment to high Education And Research.
- To build a multi storey building as a centre of teaching with all amenities for learning including a Library, Laboratories, Computer Labs, Conference Rooms Gymnasium, Auditorium, Lecture Halls etc.
- To expand the horizon of Academics by introducing Post-Graduate Programmes in Commerce, Science & Arts.
- To build a business School of offering Management Courses such as Master of Business Administration (MBA) and Post Graduate Diploma in Business Administration (PGDBA)
- To advance in the field of Commerce, Science and Arts by promoting intensive research and introduce job oriented short term add-on courses.
- To set up University Grant Commission (UGC) sponsored study centre such as Mahatma Gandhi study centre, Dr . B.R. Ambedkar study and Women's studycentre.
- To build study centers to offer programmes offered by open Universities such as the Yaswantrao Chavan Open University, Indira Gandhi National Open University and the Distance Education wing of the University of Mumbai.
- To build sports centre, centre for cultural activities, extension activities and to establish mutual bonding with well known organizations which are fully covered with E-technology, E-learning etc. and to maintain healthy practices.
- To dispense free education to the under privileged students and offer scholarships to all deserving students.
- Promoting basic and higher education for girls from neighbouring villages particularly belonging to under privileged classes.
- To offer programmes in Engineering and Medical science and to bring the institution under the scheme "College with a potential for excellence."
- These objectives, mission and vision are communicated to the student through the prospectus issued to them at the time of admission.
- Sign boards indicating the mission and vision are displayed at prominent places in the college premises for the learners and stake holders.
- Both alumni and parents are provided with the above details through the periodical meetings.
- All stake holders are made known the objectives, vision and mission at one stage or the other

Mission:

We Endeavour to build an educational Institution where improving quality of Education will be the prime objective of advancement. We aim to influence the complete spectrum of education with a zest for excellence and have a goal of not imparting education as a means of livelihood but also as a way of life.

6.2 Does the Institution has a management Information System

Yes.

Institution has Management Information System in place. It has the following features:

Student Admissions: categorizing based on program, gender, rural/urban, Indian/Foreign & social class, minority, educational background; scholarship decisions, free-ships, Bridge course design

Student Attendance: Monthly reports, corrective action through mentoring.

Result Analysis: Semester Report, corrective & preventive action for better performance/ setting new benchmarks Admission, Examination & Evaluation procedures

Departmental Weekly Reports to IQAC: To track the progress against plan of action by departments.

Biometrics: Monthly reports, staff attendance & time tracking and payroll management.

Staff/Student Grievance redressal; Feedbacks

Faculty Profiles, Student Profiles

Faculty Self Appraisal

Student Feedback on Faculty

Financial Reports: Departmental & Institutional Budgets, Annual Income/Expenditure Reports

Website message package to inform necessities.

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

6.3.1 Curriculum Development –

The college is affiliated to Mumbai. University so the curriculum is planned by the University. The College implements the curriculum by adopting innovative teaching methodology.

6.3.2 Teaching and Learning

- ICT enabled teaching.
- Workshops and seminars
- Presentations and assignments by students
- Remedial coaching
- Bridge courses
- Educational visits

6.3.3 Examination and Evaluation

- Internal Examinations are conducted once in each semester.
- Projects, assignments and presentations are part of internal assessment process
- University Examinations are conducted as per the norms and regulations of Mumbai University.

6.3.4 Research and Development

- Commitment for creation of conducive infrastructure & support systems
- Create & sustain a culture of Enquiry and Knowledge Advancement
- Teachers participated in seminars, workshops & conference.
- Faculty members presented study and research papers in conferences & have published research papers.
- One faculty member involved in Ph.d research.
- Published 3 ISBN Journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation.

Library:

- Organizing orientation sessions on Library resources
- ICT integration of library services
- Customized working hours to suit user requirements (During exams & Preparatory holidays)
- Academic books as per the change in syllabi are purchased.
- INFLIBNET- Library network for staff and students.
- Use of multimedia in teaching.

ICT:

- The Institution encourages the extensive use of ICT and computer-aided teaching/learning materials through the following:
- Provisions of adequate number of computers and peripherals for both the students and the faculty
- Wi-fi access throughout the campus
- Faculty Development Programs to promote ICT integration in teaching- learning process
- Orientation of students to ICT-based in the teaching-learning process
- Provision of ICT facilities in laboratories and the library
- Availability of project reports, exam planners
- Plug & play facilities in the Seminar Halls, Auditoriums and other common academic areas.

Physical Infrastructure/Instrumentation:

- The College has five departments for maintenance and upkeep of infrastructure, facilities and equipment.
- They are Department Operations & Maintenance (O&M) Services, Department of Housekeeping Services, Department of Transport Services, Department of Security Services, and Department of Networking and Computer Services.
- Each department is manned with technically qualified people.

6.3.6 Human Resource Management

- Various committees are formed and teachers are given responsibilities
- Mentoring and Counselling Workshops and training programmes for faculty development
- Encouraging self-appraisal and providing feedback
- Encouraging faculty for research activities
- Acknowledgement and appreciation of teaching and non-teaching staff members
- Nurturing the culture of Continuous Learning
- Practice of best recruitment and retention policies

6.3.7 Faculty and Staff recruitment

- The faculty and staff recruitment is done on the basis of merit.
- The vacancies arising at different times are notified in news papers and applications are received and scrutinized.
- The selection of faculties is done as per UGC and Mumbai University rules and regulations.

6.3.8 Industry Interaction / Collaboration

- Create experiential learning opportunities for students through industry network
- Creation of frame work for offering quality Consultancy to Industry through faculty and students of the institution

6.3.9 Admission of Students

College comes under minority status, the aim & ambition of institute is to give education to the whole society. As the college fall in rural area and the responsibility increases to create awareness regarding education of female student's & farmer's children. A team of Professor along with administrative staff approaches to the nearby villages to create awareness about higher education further to motivate the students; institute is committed to give financial concession to the minority & caste students.

A very structured admission process is in place that is merit based and transparent providing greater access and equity to students. As per provisions, it is ensured that at least a minimum number of students from each of the categories such as Minorities, SC-ST backgrounds; Sports Achievers, etc are given admission opportunities.

The College also makes sure there is healthy gender balance in student composition, Over the years, the Institution has developed a few initiatives, such as the introduction of online admission systems that enable students from across geographical boundaries to access course-specific application procedures & regulations, integration of online fee payment system, and methods to track the status of application etc.

Student diversity is ensured by placing necessary importance of admission of students not only from the vicinity of the College but also from other parts of the State and country.

6.4 Welfare schemes for

Teaching	Partial/Full fee waiver to wards of employees Group insurance Maternity leave Provident fund Transport facility Casual leave of 15 days Medical leave of 8 days.
Non teaching	Free Health check up camps. Medical help to family members of faculties Promote class IV employees in learning process with concession in fees & time. Felicitation & celebration of staff on birthdays, teacher day and other achievements. Provide bus/campus/auditorium for domestic program.
Students	Fee waivers (in full & partial), freeships for caste and minority students. Extension of relaxation in fees amounting Rs 750 for all caste and minority students. Extended installments for fee payment Group Insurance for all students

	Career counselling, Personal counselling, Psycho-Social counselling etc Access to first aid and emergency medical care Free health camps for the benefit of students and employees Book bank schemes for students Cafeteria facilities at subsidized rates Placement assistance.
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6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes ☒ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Prin. Dr. A.P.Mahajan	Yes	Prof. S.N.Patil (Shiwale College)
Administrative	Yes	Mr.Agarwal & Co	Yes	Prof. S.N.Patil (Shiwale College)

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes ☒ No ☐

For PG Programmes Yes No

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

Meeting minimum requirements in Student Attendance & Internal assessments as proposed by the Mumbai University are strictly adhered to. Major Evaluation reforms of the university adopted by the Institution are as follows:

- Masking and coding is introduced for question papers.
- Internal assessments of candidates are done through grading system.
- Photocopy of evaluated answer.
- Revaluation / Double Valuation.

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

Nil

6.11 Activities and support from the Alumni Association

The College has fully functional Alumni that was established in the year 2014. The association meets at regular intervals and is represented by office bearers who are elected annually, under the leadership of a designated faculty member. Through the Association, alumni are interfaced with the Institutional, academic & infrastructural development of the College. The association is a focal point of contact, amongst the alumni, that serves as a platform for networking. Through the Association, the alumni are encouraged to participate in Cultural and Social activities of the Institution.

- The Alumni of the College actively engage in offering Guest Lectures and conducting Workshops.
- The alumni provide career guidance and organise pre-placement activities for students.
- The association also assists the College in conducting extra-curricular activities like sports, cultural competitions and co-curricular activities.
- The alumni who occupy key positions in the industry help us in interfacing their organisations in campus placement activities and competency- building.

6.12 Activities and support from the Parent – Teacher Association

- Parental communication regarding the progress of their wards through e-mails & SMS \
- Parent's interaction with Management, Class teachers, HODs and supporting staff.

6.13 Development programmes for support staff

- Training Programs for administrative staff, lab assistants and housekeeping staff to enhance skills in their functional area.
- To impart knowledge about working on computers- making them computer literate
- Use of Gymnasium facility.
- Non teaching staff is encouraged & facilitated for higher education.

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

a. Energy conservation

We recognize the urgency of reducing our dependence on finite and polluting fossil fuel energy. Towards this end, our College has pursued energy conservation strategies to reduce operational demands and will continue to do so. Some of the strategies that we have used include:

- The class rooms that are well ventilated, with enough windows, that so as to save electricity.
- It is ensured that the monitors of the computers in the laboratory are switched off when not in use so as reduce electricity consumptions.
- Keep light fixtures clean – a cleaner bulb is a brighter bulb.
- Use of CFL bulb to reduce electricity consumption.
- Turn off unnecessary lights in the office.
- Keep deep blinds, shades and drapes closed during the hottest part of the day in the summer.
- Faculty members and students commute by college transport on all day and make minimum use of power.
- Various competitions like rangoli, poster painting and essay writing were held to observe World Environment Create awareness among the students about Energy conservation.

b. Water harvesting:

The College has made a rainwater harvesting system for accumulation and deposition of rainwater to increase ground water level.

c. Efforts for Carbon neutrality

Going carbon neutral is an easy way to take responsibility for the greenhouse gas emissions that is created every time we drive our cars, take a plane, or turn on our computers. It is based on the principle that, since climate change is a global problem, an emission reduction made elsewhere has the same positive effect as one made locally.

The College has taken the following measures:

Saplings of plants are given as gifts to the guest's thereby encouraging people to make our surroundings green.

The College practices energy conservation where most of the students and faculty come to College using college transport.

Printing is done on both sides of the paper, Library automation has been implemented.

LCD monitor is being used instead of CRT monitor.

When replacing heating or cooling systems, ENERGY STAR equipments are selected.

d. Plantation

The College is doing the following for plantation:

Saplings of plants are given as gifts to the guest.

The college organizes a "Vriksha Dindi" to aware the society about great importance of trees.

e. Hazardous waste management

Hazardous waste can be broadly defined as any material that cannot be used further or is unwanted, and poses a risk to the community or to the environment if not properly handled. These materials include chemical, biological and, sharps, contaminated glassware, each hazardous waste stream requires special handling to protect the health and safety of personnel generating and handling the waste, their colleagues and the wider community. The Science departments in the College produce a few chemicals and biological samples during their practical sessions. The chemical wastes include the waste media, wastes of Agarose gels, used cotton, chemicals like ethidium bromide are disposed in specific containers.

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.

- Involvement of management in all matters of the institution.
- New website.
- Use of multi-media and audio visual aids in teaching
- Students were assigned projects on Social Issues –Child Labour, Environment Conservation, Gender Issues, Women’ s literacy.
- Introduction of Online admission
- Students are encouraged to prepare E-assignments and take online tests
- Field work and practical training provided.
- Timely payment of salaries to employee even though the college is on non-grant basis.
- Annual contract for E-waste has been renewed every academic year.

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

- The plan of action conceived during the beginning of the academic year has been successfully initiated and completed accordingly

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

- Creative and innovative strategies to cater to advanced and slow learners
- To educate rural student’s especially girls’ to make them self sufficient
- Providing placement assistance
- Practices for social change.

7.4 Contribution to environmental awareness / protection

- Awareness lectures and projects
- Environmental visits
- Rain water harvesting system in place
- Vriksha dindi programme (Tree plantation)
- E-waste disposal

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

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

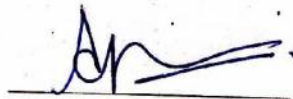
- Strength:
- Publication of ISBN research volume
 - Updated library software
 - Newly added Tally software in administrative department
 - Active Parent-Teacher association
 - Active alumni association
 - Annual publication of college magazine
 - Active participation of student’s in inter-collegiate and university level events.
 - Publication of ISBN research volume

- Challenges:
- Permission for granted college to run additional Un-aided division by university, which affects the overall intake of students.
 - Reckless permission given to start new colleges irrespective of Supply-Demand ratio
 - College is situated in the outskirts of the city Kalyan therefore student's prefer to take admission in the city colleges and therefore this college do not get sufficient students.

8. Plans of institution for next year

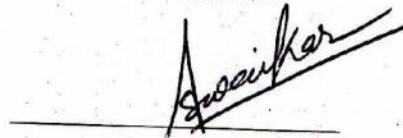
- To initiate steps to enhance the teaching learning process with the help of the feedback received from the students.
- To renovate and expand the existing infrastructure facilities.
- To start centre for distance learning courses in campus.
- To introduce post graduate courses like Msc IT, M.com and Msc Cs.
- IQAC initiated to make a proposal for UGC grant.
- To develop institute industry linkages
- To improve library infrastructure

Name Prof. Ajay Pillai



Signature of the Coordinator, IQAC

Name Mrs. Shruti Waikar



Signature of the Chairperson, IQAC

Seth Hirachand Mutha College of Arts, Commerce & Science
ACADEMIC CALENDAR 2015-16

DATES	PROGRAMME
06/06/2015	IQAC Meeting
08/06/2015	College Reopening Day, Date 8/6/2015 Staff Meeting & Admission Committee Meeting
09/06/2015 to 13/06/2015	Meetings-. 1. Time Table 2. Attendance 3. Exam Committee 4. Sports Committee 5. Cultural Committee 6. NSS 7. WDC 8. Library
08/06/2015 to 15/06/2015	Celebration of College Foundation Day, staff welfare cell & Seminars
16/06/2015	Departmental Meeting
17/06/2015	Placement cell & Alumni Association
18/06/2015	BC Cell, Environment club & Parents teacher Association Meeting
25/06/2015 to 15/07/2015	Inaugural functions of different committees.
1/8/2015 to 8/8/2015	Tree plantation Rally Academic Audit & Library Audit, Green (Environmental) Audit & Administrative Audit.
7/08/2015 To 8/08/2015	Intercollegiate Competition of Cultural & Sports.
09/08/2015	Kranti Diwas Celebration
7/8/2015 to 12/8/2015	Women Development Cell Programs
10/08/2015	State level conference of Arts department
15/08/2015	Celebration of Independence day
24/08/2015	Unit Test
24/08/2015	Preparation of Enrollment & Eligibility

27/8/2015 to 29/8/2015	Seminar of Arts, commerce & Science (University Level)
1/09/ 2015 to 25/09/2015	ATKT Exam/Guest Lectures
28/09/2015	Language Association program
30/09/2015 to 16/10/2015	Regular Exam
21/10/2015	End of the Term
22/10/2015 to 7/11/2015	NSS Camp
16/11/2015	Reopening Day & Staff Meeting
16/11/2015 to 28/11/2015	University Seminar of Commerce, College Level Seminar of Arts & Science.
15/12/2015 To 18/12/15	Workshops & Seminars
18/12/2015 To 22/12/2015	Intercollegiate Sports & Cultural Activities
23/12/2015	Annual Day
25/12/2015 to 1/01/2016	Christmas Vacations
18/01/2015	Unit Test
26/01/2016	Republic Day Celebration
06/02/2016 to 13/02/2016	Seminar ,Guest Lecture
10/03/2016 to 27/03/2016	Regular Exam
09/04/2016	ATKT Exam, Practical Exam
28/04/2016	Result Declaration

Note: - Above mentioned academic calendar is subject to change with the permission of Management & Principal.

ANNUAL SPORTS CALENDAR 2015-16

Date	Activities	Venue
15/6/15	Sports Department First Meeting	Room No. 113
13/7/15	Notice for students Intercollegiate Tournament Mumbai University	
7/8/2015	Intercollege Competition (Indoor)	SHMC Auditorium
8/8/2015	Carom & Chess	
15/8/15	Football Competition Entry & Eligibility	Thane Zone III
15/9/15	Volly Ball Competition Entry & Eligibility	Thane Zone III
17/9/15	KHO-KHO Competition Entry & Eligibility	Thane Zone III
24/9/15	Half Marathon Entry & Eligibility	Thane Zone III
3/10/2015	Sports Department Second Meeting	Room No. 113
5/10/2015	Taekwondo Competition Entry & Eligibility	Thane Zone III
26/10/15	Boxing Competition Entry & Eligibility	Thane Zone III
26/10/15	Cricket Tournament Entry & Eligibility	Thane Zone III
20/11/15	Judo Competition Entry & Eligibility	Thane Zone III
20/11/15	Weight Lifting Competition Entry & Eligibility	Thane Zone III
20/11/15	Power Lifting Competition Entry & Eligibility	Thane Zone III
5/12/2015	Sports Department Third Meeting	Room No. 113

7/12/2015	Wrestling Competition	Thane Zone III
	Entry & Eligibility	
7/12/2015	Carom Competition	Thane Zone III
	Entry & Eligibility	
15/12/15	Annual Sports	Thane Zone III
	Indoor & Outdoor	
20/12/15	Intercollegiate Competition (Outdoor)	SHMC Ground
5/1/2016	Sports Department Year Ending Meeting	Room No. 113