



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	SETH HIRACHAND MUTHA COLLEGE OF ARTS, COMMERCE AND SCIENCE
Name of the head of the Institution	SHRUTI SANJAY WAIKAR
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0251-2315252
Mobile no.	9594038025
Registered Email	mutha_college@yahoo.co.in
Alternate Email	waikar.shruti@gmail.com
Address	Adharwadi Jail Road, Umbardegaon, Kolivali, Kalyan W
City/Town	KALYAN
State/UT	Maharashtra
Pincode	421301

2. Institutional Status																									
Affiliated / Constituent			Affiliated																						
Type of Institution			Co-education																						
Location			Urban																						
Financial Status			Self financed																						
Name of the IQAC co-ordinator/Director			Ms. Paramjeet Kaur Mahl																						
Phone no/Alternate Phone no.			02512315252																						
Mobile no.			9769006182																						
Registered Email			iqacmutha@gmail.com																						
Alternate Email			mutha_college@yahoo.co.in																						
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)			https://shmutha.org/ssr-self-study-report/																						
4. Whether Academic Calendar prepared during the year			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			https://shmutha.org/academic-calendar/																						
5. Accreditation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.26</td> <td>2014</td> <td>24-Sep-2014</td> <td>23-Sep-2019</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.07</td> <td>2020</td> <td>08-Jan-2020</td> <td>07-Jan-2025</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B	2.26	2014	24-Sep-2014	23-Sep-2019	2	B	2.07	2020	08-Jan-2020	07-Jan-2025
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				Period From	Period To																				
1	B	2.26	2014	24-Sep-2014	23-Sep-2019																				
2	B	2.07	2020	08-Jan-2020	07-Jan-2025																				
6. Date of Establishment of IQAC			13-Feb-2013																						
7. Internal Quality Assurance System																									
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries														
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Hum Badleng India	14-Mar-2020 1	35
Set up of Library	02-Oct-2019 1	50
Faculty Development Program	06-Jul-2019 1	35
Workshop on Digital India	25-Jul-2019 1	75
Green Practices-Tree Plantation	19-Jul-2019 1	35
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
District Sports Department of Maharashtra	Sports	Government	2019 730	900000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

- Active participation of Alumni in different activities of college and financial support of around Rs.90,000 in the academic year 20192020.
- IQAC insisted NSS and DLLE committees to improve social awareness among the students like to be set up Library in the adopted village Sapad, visit to orphanage , Cleanliness drive etc.
- Initiative to use maximum ICT technology among the teaching and Non teaching staff.
- Upgradation of infrastructure as per the feedbacks of the students
- Active participation in starting of Certificate courses (yoga)

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Upgradation of Infrastructure	As per students requirement library is upgraded, spacious girls and boys common room is set up with Auditorium, IQAC office. Development of Flood light on the play ground (funds were received by Sports department of Maharashtra)
Active participation of Alumni	Participation of alumni in Seminars, guidance , motivational Lectures, cultural activities , sports activities and financial contribution about Rs 90.000/-
Initiative to make teaching learning more effective	Various seminars, conferences, group discussion , field visits, bank visits, historical visits , guest lectures, remedial teaching for weak students and special coaching for smart learners.
To improve Placement Activities	Arrangement of Seminars for students like Application writing, Mock interviews, Quiz , placement by Squad Infotech Ltd and Anudeep Foundation.
IQAC insisted NSS and DLLE committees to improve social awareness among the students	1.Library in the adopted village Sapad, 2. visit to orphanage 3 Cleanliness drive 4. Active participation of students Marathon 2019 20 5.Cleanliness Drive 6. Nirmalaya Visarjan Police Mitra
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Seth Hirachand Mutha Shaikshanik Trust	15-Oct-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

26-Nov-2019

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission	2019
Date of Submission	17-Dec-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Entire business of College is distributed in hierarchical manner from bottom to top. Lower level work is acknowledged by the upper level authorities to avoid miscommunication. Trust members show active participation in day to day working of the College regularly they conduct meetings with CDC , IQAC, Staff to find out loopholes in successful running of the College. College encourages culture of participative management by involving staff members in a number of administrative roles. College promotes a culture of participative management as all college operations are managed by different committees constituted for academic and nonacademic activities. Each committee comprises of teachers and a representative of student council, College admission process, purchases, timetable, workload distribution, organization of curricular and noncurricular activities, etc. are governed through respective committees, under the guidance of IQAC. Principal, Chairman personally take meetings to study ATR of every event for further improvements. Different committees are like Library ,Anti Ragging, NSS, Women Development Cell, Sports Cultural committee etc are formed. In this way college duties are evenly distributed among the staff. Class teachers are appointed as mentors, to look after the students problems, not only of academic, but their personal problems are also looked after. Every department is headed by senior most faculty known as Head of the Department. All the faculty members including assistants of laboratories report to HOD , Time Tables, regular teaching learning processes are under the control of HOD. HODs report to Principal and IQAC Coordinator and they submit ATR after every event conducted regarding smooth working all the queries are also</p>

resolved..Librarian reports directly to Principal .Departmental committee meetings are taken to know the problems which are discussed in IQAC committee. Members of IQAC actively take initiatives to collect feedbacks of all stakeholders. IQAC has senior staff. IQAC committee plays major role in controlling overall activities of the College. During meeting with Management each Assistant Professor has liberty to give their opinion on any matter, those suggestions are given a thought, while policies are made. For famine students Woman Development Cell is actively working round the clock. Staff meetings are conducted regularly, management also takes initiatives and after regular intervals staff meetings with management are conducted, to take the feedback of every activity of the College. Feedbacks of every event is taken from all, especially from students, they are analyzed and then only corrective actions are taken. Service providers are appointed, their regular meetings are conducted for the proper maintenance of infrastructure, electric gadgets (cameras, computers etc). Annually audits of infrastructure, internal, Library and Academic are conducted through experience people. Their suggestions are discussed in the meetings and proper decisions are taken. This way entire working for the college is discussed twice or thrice for accurate decision making process. In certain conditions of emergencies meetings are called in short notice and proper are taken. For extra academic activities decisions are taken in IQAC and CDC meetings. This way management system works efficiently.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Mumbai University has permitted UG courses, B.Com, B.Sc., B.A., self financing courses like, B.Sc. (Information Technology), (Computer Science), BMS, Bachelor of Accounting and Finance, BMM, Banking and Insurance. M.Com. For smooth working of day today activities Departments are formed like Arts, Commerce, Science, IT and CS, Self-financing courses. Each Department is headed by senior

most Professors. They find out the necessities of appointing new faculties as per the workload available, with the help of Principal. Accordingly Department wise time tables are prepared, taking into consideration availability of class rooms. As per the conveniences of faculties workload is distributed among them. Then before the classes start Annual calendar of the Institution is prepared. Faculties are asked to prepare accordingly monthly Schedule of teaching and teaching plan. Head of the Departments take Daily feedback of the status of absenteeism and accordingly adjust the schedule if required. Faculties are asked to intimate in advance about their unavailability by filling leave form before the day and get the leave sanctioned. Regular Departmental meetings are conducted to take the follow-up of completion of syllabi, and to solve their problems if any. Like availability of books, time shortage, etc. For each class Mentor is appointed to solve student's problems. Each Mentor has student list with other details. Even practical time tables are prepared for the week, they are displayed on notice boards beforehand, so that students will be aware of it. Practical manuals and journals are taken care of properly. Dates of corrections and certifications are also declared beforehand to avoid inconveniences. Exam schedules are also displayed earlier, exam forms are filled at least 21 days prior to exams, hall tickets are provided to them prior to the exam. Assessment of papers are done on time. Results are displayed on the notice boards. After the results are declared one meeting to analyse the results is held with Principal. Accordingly corrective measures are decided and implemented as per the needs. Also remedial coaching is planned, schedules are prepared. For fast learners Guest lectures are arranged of eminent personalities. Industrial, banking, Historical visits are organised to improve their interest in the subjects. Defaulters lists are declared on 5th of every month to keep an eye on their regularity. Regular feedbacks of students are collected, analysed and actions are taken accordingly. Every month Departmental Heads provide one detail report to the Principal and meeting with management is conducted regularly to keep check on teaching learning process. For the students benefits certain bridge courses are framed and conducted like to improve English of rural and vernacular media students. This planned process smoothly and effectively carry out curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	History	01/06/2019
BA	Economics	01/06/2019
BA	BMM	01/06/2019
BCom	Commerce	01/06/2019

BMS	Management	01/06/2019
BCom	Accounting & Finance	01/06/2019
BCom	Banking & Insurance	01/06/2019
BSc	Chemistry	01/06/2019
BSc	Computer Science	01/06/2019
BSc	Information Technology	01/06/2019
MCom	Advanced Accountancy	01/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Wellness Fitnesss Program	01/08/2019	30
Spoken English Course	01/02/2019	60
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Floor Management	2
BMS	Customer Service	1
BMS	Basic Tally	1
BCom	Basic Tally & Customer Service	6
BCom	Field Work	7
BCom	Maintainance of Various Books of Accounts	5
BMS	Material Management & Books of Accounts	1
BCom	Material Management & Books of Accounts	2
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

Feedback Obtained

College has efficient system of feedback. Which always help to upgrade day to day activities ,makes it more student friendly. When views are listent and considered stakeholders get satisfaction. The feeling of belongingness increases among them. This is the reason alumni approaches college regularly. Feedback of each and every event is taken separately. There are different methods of collecting feedbacks from stakeholders. Many times as soon as the program gets over, oral evaluation is done. As it is the immediate feedback, Committee members take them seriously and note them. During planning of the next event those are considered for further improvements. feedbacks of teaching learning are taken in written format. Head Of Departments collect them from the students semester wise, after analyzing them , a report is submitted to the Principal. Negative feedback is given more attention to make corrective changes. feedbacks of infrastructure and facilities provided to the stakeholders are taken through emails, formats are put up on websites, also links are provided to them after every events , where they can write fearlessly as names and other details are not mentioned in it. Few send their feedbacks via wats app and other online media. Library working is also improved by feedback system, as it is the main center of knowledge sharing. In Suggestion box even stakeholders are allowed to drop their feedbacks, every last Saturday of the month it is opened in front of the Principal and all suggestions are analyzed in the meeting of IQAC and management brief discussion is held , action on them are decided, approved by the authorities, and then implementation is processed. This entire system works faster to minimize the time laps in corrective actions. This gives satisfaction to all stakeholders, which helps in improvement of the college business. Also keeps all the system efficient. Teaching-learning process becomes more effective. Students get more satisfaction, they get more attached to the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	History	120	28	19
BSc	Chemistry	120	19	8
BCom	Commerce	120	60	48

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	282	12	36	2	1

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

College has a well developed Mentoring system. IQAC took initiative to start this system in college. Class wise groups of students are made, as per their principal subject .teachers are assigned the duties of mentoring certain aims are fixed, which should be satisfied through this system. like: • To enhance teacher student contacts. • To enhance students academic performance and attendance. • To reduce student drop- out rate. • To identify the status of slow learners • To minimize complexity of vernacular media students. Head of the departments are given responsibilities to distribute the mentors among the classes. While making such groups it is seen that atleast for two consecutive years same group of students will be mentor by the same teacher. Each mentor maintains proper record of the students, their personal details in a particular format. Mentors are expected to offer guidance and counseling to the students separately, on one to one basis. To avoid any type of embracing situation with the students. If any student is weak in any subject, then its mentors responsibility to ensure remedial teaching of that particular subject the students should get. In special cases, mentors report Head Of Department. They look into the matter and then report to the Principal. Meeting with parents is taken in certain cases to resolve the issues. During departmental meetings feedback of mentors is taken, and then Head of Departments report to the Principal. During meetings with management and IQAC meetings follow up is taken of mentoring system department wise. Mentors are asked to fill the forms of personal guidance or counseling and maintain the records. This system works excellent as we have majority of vernacular media students and the students from rural area. They dont speak much due to language problem. To make them comfortable and confident this system helps a lot. Many of our students are below poverty line, hence face many financial issues and family issues as well. Mentors make them speak out their problems and try to get solutions also.. With this, their talents are given chance to explore.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
300	36	1:8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
36	36	Nill	10	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

College has a well-developed system of internal evaluation. Well experienced senior staff is included in the Examination committee. As per the changes take place in University exam pattern, committee updates their policies, which are conveyed to each and every stakeholder, by conducting meetings and by displaying on notice boards and also on website. During the time of admission, complete data of the students is registered in online system. Same data is further forwarded to the exam committee. As University declares exam schedule, dates are included in Academic calendar. University has introduced Choice Based Grading System (CBGS)system in 2016-17 which is followed till date. In this system 75 marks are allotted for theory and 25 marks are allotted for internal assessment. During CBSGS system , teachers were asked to prepare two sets of question papers, where only 5 repetitions of questions are allowed. Out of which one paper is selected randomly to maintain security and avoid malpractices. Also the papers are coded and then only their printing and sealing is done. On the other side, students are asked to fill the examination forms, they are provided hall tickets at least two days prior to the exams. Teacher's special meeting is held to make them aware of rules and regulations of examination. Newly appointed staff is given proper training of filling necessary forms. Subject teachers are asked to prepare answer key, which are checked by Departmental heads. Paper assessment is centralised, in given time period assessment is completed. Members of exam committee prepare results by using software, which is prepared by themselves as per their requirement. Moderation of assessed papers are done as per University norms. Grace marks are given as per University norms under like NSS, DLLE works done, by concerning Principal . The Results are declared within a particular span of time. after the exam gets over. Students are allowed to fill revaluation, re checking, photo copy forms within 10 days after declaration of results. Malpractices are immediately conveyed to Grievance committee for further action. From the year that is 2016-17 University has changed the pattern i.e. CBGS in which at the time of exam University sends question papers of First and Second Year online, we just download them, rest system of exam goes similar way. Students who miss the assignments due to ill health or participation in extra-curricular activities of the college are given an opportunity to give the assignments on certain conditions..

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Considering UGC, University and state government instructions Every year first meeting of management, Principal and IQAC members is held to finalize the academic year plan. Goals of the year are fixed accordingly taking into consideration, seminars to be conducted (institutional/University/National/International), IQAC meetings, workshops, examinations (internals both the semesters, ATKT), activities of sports, cultural, NSS, DLLE, Guests lectures, celebrations of birth and death anniversaries of National figures, Faculty development programs , value aided programs, etc. academic calendar is prepared. Each member once again go through it for checking, and then it is finalized. Once Academic calendar is finalized, it is given to each and every Department, committees, to prepare their own respective departmental/committee year plans, adhering to the given periods in the academic calendar. Exam committee prepares their schedule as per Mumbai University directives. Unit Test i.e. internal exams and practical exams are scheduled in mid of August

every year and usually before Diwali vacation we conduct Semester exams along with practical exams. As all activities become interdependent, time bound, it becomes very difficult, if any change, due to any reason take place. The entire system gets collapsed. For the same reason we try to adhere to the prepared academic calendar. Any unavoidable circumstances arise then, with the permission of Management, Principal, suggestions and certain adjustments, changes are finalized.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://shmutha.org/admission/courses-out-comes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://shmutha.org/feedback-form/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	120	Rajasthan	9000	8500
Minor Projects	120	Mutha Foundation	8000	8000
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on 370 and 35 A article of Indian Constitution	Commerce	14/09/2019
Seminar on Indian economy	Commerce	13/09/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

No file uploaded.

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Social Awarness	IQAC	Nil	Nil	25/06/2019
1	Student Faculty Upgradation	Management	Nil	Nil	25/06/2019
1	Nil	Nil	Book Bank Scheme	Books given to financially poor students	24/07/2019

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in
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					citation	the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	2	Nil	3
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
survey on present status of women in society.	Mumbai University	2	50
Polio Camp	Kalyan Dombivli Municipal Corporation	5	75
Nirmalaya Visarjan	Kalyan Dombivli Municipal Corporation	5	20
Seminar by RTO	Kalyan Police	5	10
Book Donation Camp	Mumbai University	2	30
Traffic Control during festival period	kalyan Police	6	45
Police Rasing Day	Kalyan Dombivli Municipal Corporation	5	35
Tree Plantation	Mumbai University	12	54
Hum badleng India	Indian Army	5	65
Blood Donation	Central Hospital (SBTC) Lions club	10	32
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Leadership Training Camp	Recognition	District Level Co-ordinator	25
Nirmalaya Visarjan	Recognition	Kalyan Dombivli Municipal	20

		Corporation	
Traffic Management	Recognition	Kalyan Traffic Police	45
Polio Camp	Recognition	Kalyan Dombivli Municipal Corporation	75
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Library Exchange	Dr. Vandana Vijay Vargia	Seth Hirachand Mutha College	65
Exchange of academia information and materials	Ms.Vinita Hublikar	Seth Hirachand Mutha College	15
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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2	0.13
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4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOL	Partially	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10196	658791	322	35747	10518	694538
Reference Books	4973	294756	Nill	Nill	4973	294756
e-Books	22	Nill	Nill	Nill	22	Nill
CD & Video	30	1500	Nill	Nill	30	1500
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	25	19	3	1	1	1	1	50	0

Added	7	6	0	0	0	0	0	0	0
Total	32	25	3	1	1	1	1	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2	1	2	0.5

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>As College is well established different systems are going on hand in hand. Like Laboratories, Library, classrooms, sports ground, etc. Their cleaning, fixtures, breakages are taken care by the committees. We call them Service Providers. Their regular meetings are conducted with Chairman of the Trust, Principal, and IQAC coordinator. Inspections are made at regular intervals and corrective measures are finalized after discussion with them. Laboratory Assistants are appointed to take care of all the equipment, chemicals, and fixtures of the respective labs. IT department . assistant take care of all computers, their accessories and the software installed. Every lab has at least one attendant to take care of cleaning. Practical schedules are prepared by Head of the Departments. at least one week before, which they display on notice boards, accordingly lab assistant keeps the chemicals/equipment ready. Overall each class of every faculty's lecture timetables are fixed, slightly changes due to absenteeism of faculties are informed to the students prior. Class rooms for each class is fixed, so there is no clashes of timetable, of any one is observed. Also remedial classes are arranged by checking the class room and availability of the subject teacher. Extra-curricular activities are always scheduled prior. At the beginning of the year, Year plan is planned, that may change due to local problems, or else any other emergency. Exam schedule is also fixed, accordingly students are informed, exam forms are filled, and exams are conducted. IQAC coordinator and Principal take feedback from every stakeholder time to time. Necessary corrective measures are applied. Periodically meeting with management is conducted, to provide feedback of every system.</p> <p>https://shmutha.org/</p>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support	Caste Concession	157	117750

from institution			
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b) International	Nill	Nill	Nill
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Competetions Mock interviews	22/02/2020	70	Flipkart
Career Guidance	21/09/2019	75	In house
Bridge Courses	23/07/2019	28	Mumbai University
Personal Counselling and Mentoring	26/06/2019	252	In House Dr.Sandip Kulkarni
Yoga Day Meditation	21/06/2019	175	In House
Remedial Coaching	18/09/2019	156	In house
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Guidance	Nill	75	Nill	Nill
2020	Competetions Mock interviews	Nill	70	Nill	5
2019	Guidance for Competetive Examination	125	Nill	Nill	Nill
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
1	70	5	5	121	86
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per the rules and regulations of Mumbai University, each year student council is formed. Teachers of the committee, distribute the responsibilities among them, as per their interests. Many of them are included in different committees. Under the guidance of teachers, they organise different programmes, which help them to inculcate skills of management. Student Council is formed by selecting representatives from each class they are called Class Representatives (CR). Among them Ladies Representative (LR) and General Secretary (GR) are elected. Regular meetings of the council members are conducted at least 10 days prior intimation is given for the same. We have active student council which participate in various other committees like IQAC Committee, College Development Cell, Women Development Cell, Anti Ragging Cell, Grievance Redressal Cell, Placement Cell, Sports and Cultural Committee, Library Committee, Alumni Cell. They actively organise different sports and cultural programs under the

guidance of teachers. Also their suggestions are given importance while maintaining code of conduct of the college. In academics they assist teachers in arranging remedial classes, extra classes, during holidays, arrangement of seminars, different events, celebrations, annual day etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

College has registered Alumni Association. Alumni Committee consists of experienced teachers which remain in contact with alumni. Teachers motivate Alumni to participate in college activities in some or the other way like conducting seminars/guest lectures /motivational lectures or by donating books , instruments etc. which resulted this year by collection of Rs 99,000/- of donation by the alumni and few science faculty students donated books along with seminars and guest lectures.

5.4.2 – No. of enrolled Alumni:

1425

5.4.3 – Alumni contribution during the year (in Rupees) :

99000

5.4.4 – Meetings/activities organized by Alumni Association :

College Alumni Association is very active. Keeps contacts with the pass out students. Every year twice their meets are organized on national holidays (15th August and 26th January), so that it becomes convenient for them to attain. Also present students are called, so that they can interact with alumni. Free interactive session is kept, where present students take advantage of their experiences. These are not properly financially settled but then to few of them contributed smaller amounts and that summed up to a big amount of 99,000/- as Donation. Few of them are working on higher posts, take Guest lectures for the present students like, career guidance, how to face interviews confidently, few take subjective sessions on projects or on particular topics. Few students have donated books to make library enriched of reference Books. Few choreographed annual day events to make it more memorable. On annual sports days previous years university champions work as coach for freshers.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

College believes in team work, for the same entire staff is involved in some or the other activities. Due to which belongingness develop among them. Teaching and nonteaching staff are the asset of the college. Admission process is one of the best examples. Though on website entire information of courses is available, maximum parents come to college for inquiry. A committee is always there to help and guide. Faculties properly guide the student and his parents, help them in admission process. Administrative staff also get the admission process done very smoothly. They make them aware of the policies of management, university and the documents required to submit for the same. Like for caste category students management also provides concession in fees on submission of a copy of caste certificate, Government caste concession, for financially weak students book bank schemes, etc are informed. Documents are properly scrutinised as per the university requirements during verification process. Every day follow up of admissions are taken by Principal, also timely

submission on University portal are checked and weekly report is submitted to the management. Entire teaching learning process is govern systematically. Management has delegated powers to the principal for smooth functioning of college business and to fulfil vision and mission of the college. Head of the departments or coordinators are appointed among the experienced staff of every faculty. They guide, allot subjects, prepare weekly timetables supervise daily teaching learning activities. Solve their problems if any. Mentors are appointed for each class to guide, support students. Also CR that is class representative help for smooth working of the process. At the end of every semester students are asked to fill feedback forms, which are analysed thoughrilly, report is submitted to the principal accordingly actions are decided and implementation is done. IQAC members also keep an eye on daily activities. Planning for seminars, workshops, and other events are made by respective committees as per the academic year plan.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	<p>Industry interaction/ collaboration</p> <p>Our college is collaborated with various other colleges and industries for facilities like student exchange , faculty exchange etc.students are benefited with the library exchange as they can use the library of the other college which is near their residences.Faculty exchange is initiated arranging guest lectures is used for the slow and advanced learners to help them in academic fields. There is exchange of academic symposia which helps students and staff. Collaboration with other trust is also available to provide wheel chairs, ambulances and other medical aid as and when required by the college.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> • Spacious, studios library provides separate reading places for staff and students. • Varieties of books- lot of reference books of all streams. Magazines, scientific journals, weeklies, dailies along with online journals Shodha ganga • Library is partially automated by SOL software Researchers are provided facilities to Xerox copies • Maximum Classrooms are provided by projectors, wify conference halls are equipped with laptops and Internet access. • Spacious, well ventilated classrooms are available, with seminar rooms and conference halls, Auditorium. • Canteen and gymnasium are well maintained, large

ground equipped for cricket, volleyball, basketball, etc games. Indoor game facilities are also provided. • Campus is surrounded by varieties of plants, which maintain the Oxygen level high its scenic beauty makes the campus studios

Research and Development

Research is an integral part of Institutional development, there are various opportunities provided to facilitate to develop research environment. Such as, 1.A Well defined Research and Consultancy Policy in place. 2. Organisations of Conferences, Seminars, Workshops, Symposiums, FDPs etc.. 3 Attending workshops is encouraged, financial support and On Duty attendance is given for attendees. 4 . Seminars for Students are also organised to inculcate research habits among them. 5. Library provides all necessary resources for research. 6. Cabins in library and spacious rooms are provided for comfortable sitting for researchers.

Examination and Evaluation

• As per Mumbai University directives schedules for exams are implemented for UG and PG • Practice exams for third year UG are scheduled before university exams by the departments as preliminary exams, immediately results are declared and analysed to improve students performance. • After every topic is completed, class tests are conducted by the faculties and evaluation is done on time to know the program outcomes, details of the students are maintained by the mentors. • As per CBSGS system unit tests are also conducted in both the semesters. • After evaluation every time results are analysed and proper suggestions are given to the faculties for better results.

Teaching and Learning

• In Departmental meeting distribution of workload as per the subjects and courses are made by Head of Department under the guidance of principal. • Faculties are given sufficient time to prepare teaching plans as per the course and program outcomes. • Students are classified as slow and advanced learners, accordingly teaching methods are planned. • Evaluation of teaching is done time to time by various ways. • Students feedbacks are analyzed seriously and actions are taken to make learning

	effective. • Examinations and evaluation
Curriculum Development	<ul style="list-style-type: none"> • As college is Affiliated to Mumbai University, curriculum of UG and PG are as per University guidelines. • At the starting of the semester course outcomes and subjects outcomes are conveyed to respective faculties. • According to the outcomes teaching plans are made. • Any suggestion in the syllabi are updated and is presented before body in a proper way. • Program Outcomes should be fulfilled is the responsibilities given to the Head of Departments
Admission of Students	<p>Since college comes near to rural locality, along with online admission procedure manual procedure is also followed. Personally parents students come to college, they are guided to choose proper course and then after visiting different departments they take admissions by filling form and submitting documents. While giving admissions, admission criteria of university are strictly followed. Admission Committee works round the clock to help to guide the students and their parents in selecting proper courses as most of the parents are illiterate, farmers. Management provides concession in fees for caste category students. Also the students are permitted to pay the fees in installments.</p>
Human Resource Management	<p>Our college has active staff welfare committee that works very efficiently for the upgradation of staff. Funds are made available for their emergencies on their request. Even the campus is made available on certain condition for their personal celebrations. To motivate the staff they are felicitated on their birthdays and other achievements. For their Academic upgradation seminars are organized by eminent personalities , facilities for all type of research are provided. Foundation Day, Gurupurnima, Teachers are celebrated to bring the family atmosphere among them. The staff is provided with different facilities of PF, insurance, transportation etc. Their any type of grievances are personally resolved by Principal and Management on priority basis.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>On the very first day of June IQAC meeting is held to discuss on academic planning. Taking into consideration vision and mission of the college and previous years experience tentative planning is made. As per Mumbai University has provided curriculum planning of teaching learning is done with the help of the Head of the Departments or Coordinators.</p> <p>Accordingly timetables for weekly, monthly and semester wise are prepared. For slow learners and active learners proper planning is made. For over all development of the stakeholders different programs are planned, like, FDP for faculties, upgradation of non teaching staff, industrial visits, field visits, projects, etc are planned. Different committees like NSS, DLLE, NCC, Women Development Cell, Exam Committee, Grievance cell etc decide their activities.</p>
<p>Administration</p>	<p>Smooth working of the college is dependent on good administration in all the fields. Trustees have delegated maximum powers to the Principal. A hierarchy is maintained in all the fields. On their appointments they are made aware of their duties and whom they are going to report. Class 4 employees report to the admin head, for all queries and reporting. She on a Daily/weekly basis submits the reports to the Principal. Faculty Heads take the follow ups from faculties about the teaching learning process. Also IQAC members are given responsibilities to inspect smooth working of day today activities. Principal report Chairman of the Trust daily/weekly as per the requirements. After every 3 months 'Meeting with Management', is scheduled, where faculties directly can interact with the Management in certain cases. College Development Committee, IQAC meetings decide and upgrade the policies to fulfill the mission and vision of the Institution. All stakeholders can give suggestions to upgrade the smooth working of the college, in a proper method.</p>
<p>Finance and Accounts</p>	<p>At the beginning of the academic year, the Budget is prepared taking</p>

into consideration funds by IQAC. then it is presented in front of the management. After their approval only the same is implemented. Proper procedures are followed for the sanction of the any other expenses. Everytime Cashier has to take permission of the Principal, while providing money. Principal personally verifies the salary , Professional tax, Provident fund statements before transactions are made.Accounts are tallied per week/month for the safer side. A Chartered Accountant firm is given responsibility for audit of the college. Internal audits are also conducted and their suggestions are taken into consideration.

Student Admission and Support

The entire admission process is online. Website is updated with details of the college like the courses available, activities held during the academic year etc.Admission form is available on website along payment details. College has developed its own app to provide important notices to all the stakeholders. E Governance in the area of Student Support Implemented in the following forms,State Government Scholarship Schemes Railway concessions and local bus transportation.Notes are provided , Internet and Computer facility made available.Sports and cultural activities encouraged by providing financial support.Biometric attendance is noted and report is generated monthly.

Examination

E Governance in the area of Examination implemented in the following forms, 1.Updation of Internal Assessment marks on Mumbai University Portal. 2. Updation of Practical and Project Marks on Mumbai University Portal. 3. Downloading and printing of question Papers from the Mumbai University site. 4. Paper Assesment is done Online 5. Exam Form filling and Hall ticket generation is Online. 6. Declaration of Semester results. 7. Applying for Re valuation process. 8. Planning and execution of Semester Examination. 9.Generating Teachers valuation code for Semester end valuation. 10. At college level Internal exams/ prelims are taken Online. 11. College faculty has prepared Software for preparation of

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Seminar on NET/SET /PET	Seminar on NET/SET /PET	18/09/2019	18/09/2019	45	Nill
2019	Faculty Developmen t Program	Faculty Developmen t Program	09/07/2019	09/07/2019	35	10
2019	Tally Training Program	Tally Training Program	04/06/2019	04/06/2019	Nill	3
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	7	8	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
6	6	5

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college conducts internal and external financial audits regularly. The college has a two-tier financial audit system. a) Internal Audit- Internal audit is taken care of by CA. Anvesha Jain and her associates. Each and every point they study, immediately send the report to the Principal. Management and Principal during the meeting discuss their report. Certain actions are taken, which are further implemented. b) External Audit - External Audit is taken care of by S. Rane Associates firm. This report is further discussed in a joint meeting with CA Anvesha Jain and her associates. Certain policies are decided for the next academic year. Accordingly, the budget is framed. As per their suggested changes in financial policies in the Trusts meeting Principal and IQAC Committee implement the same..

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Rajasthan Jain Sangh Mutha Foundation	16500	Minor Research
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6.4.3 – Total corpus fund generated

288000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr. Madhavi Nikam	Yes	Principal IQAC
Administrative	No	NA	Yes	Principal IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Without parents and teachers coordination smooth working of the college does not take place. Parents teachers meets are organized regularly, to convey the progress of students and to invite good suggestions, ideas. Few farmer parents let our Science department study their farm, certain suggestions are given to them to improve the yield, which sincerely they follow. In Arts faculty, few girls are allowed to study till their marriage is fixed. Those parents are convinced to continue their studies upto third year. Parents actively participate in enriching the library by donating a few books, due to motivation from teachers.

6.5.3 – Development programmes for support staff (at least three)

1) Digital India - Faculties from IT and CS department give regular trainings to the support staff. Their smallest problems are solved like depositing cash through ATM, booking online tickets. 2) Medical - Health of staff is very important for the same seminars/ health camps are organized regularly. 3) Motivation to use Gymnasium for fitness - College has well equipped gymnasium. All support staff are encouraged to use the same as per their convenient time to remain healthy.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Improving admissions 2. Research culture 3. Alumni Participation 4. Placement Activities 5. Upgradation of Teachers

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Tree Plantation	04/06/2019	19/07/2019	19/07/2019	66
2019	Library Inauguration	04/06/2019	02/10/2019	02/10/2020	50
2019	Hum Badlenge India	04/06/2019	14/03/2019	14/03/2019	70
2019	Workshop on Digital India	04/06/2019	25/07/2019	25/07/2019	75
2019	Faculty Development Program	04/06/2019	06/07/2019	06/07/2019	45
2019	Upgradation of Infrastructure	04/06/2020	01/05/2019	31/05/2019	325
2019	Upgradation of Placement activities	04/06/2019	01/01/2019	31/03/2019	128
2019	Improvement of Alumni participation	04/06/2019	01/06/2019	28/02/2020	200

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar Gender	12/12/2019	12/12/2019	56	25

Neutrality and Menstrual Hygiene				
"Seminar by Avon Skin care "	16/11/2019	16/12/2019	75	56
Obesity " Fat to fit"	11/03/2020	11/03/2020	110	75
Workshop on "Self Protection"	03/03/2020	03/03/2020	84	65
Formation of Women Development Cell & Anti Ragging Cell	25/06/2019	25/06/2019	5	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>To minimize the electricity consumption, tube lights and bulbs are replaced by LED bulbs,LCB switches are used and cleaning of the surfaces of the gadgets are regularly done. Inspection of wiring is made every year to avoid heavy consumption and short circuits. All electrical appliances of the institution including all laboratories are regularly checked and maintained. Notices are put in passages and wherever necessary, saying 'switched off the systems, when not in use", entire staff is made aware of the importance, to switched off the electricity gadgets to reduce the consumption, when not in use. Meter is regularly checked, maintained if faulty readings are noticed. Electrician is appointed as a service providers, to take care of entire systems. Branded, ISI marked equipment's, and required material is used to avoid accidents and to minimize the consumption. College is soon going to plant solar street lights in the campus.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	354
Scribes for examination	Yes	45
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
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No Data Entered/Not Applicable !!!

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students :	16/05/2019	Handbook of students contains general information about the college. Rules and regulations applicable for the enrolled students. Physical, financial and other facilities provided to them. Code of conduct during the course, does and dont are clearly specified. Syllabus, patterns of examinations, are updated time to time as per University guidelines.
Employees :	16/05/2019	General information of the college. Methods of appointments of new staff. Rules and regulations observed during the college hours. Code of conduct is mentioned in detail. Responsibilities of an employee, etc are mentioned in it. Time to time it is updated by the authorities.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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No Data Entered/Not Applicable !!!

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Rainwater harvesting. setup of LED lights and bulbs everywhere. No vehicle day on national holidays (26th January and 15th August) Botanical Garden with scientific and common names. Humus pit to prepare manure naturally. Seminars for awareness of importance and techniques to ensure the same. College transport service. Pedestrian friendly roads. Plastic free campus Solar street light.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1.To promote farmers up liftment in vicinity of college. : Though college comes in an urban area, it is a bit in the outskirts from the heart of the city. Nearby villages Sapad, Umbarde, Kolivali, etc. Their progress is one of the important unsaid, moral responsibilities of the institution. For the same many different ways are followed. First proper surveys are done to know the places of improvement by the incubation centre. Then accordingly, policies are decided, which are as follows. 1. Through NSS Sapad village is adopted for its overall development. Cleanliness is one of the necessities, for the same many awareness seminars of health officers were organised. At the same time NSS candidates actually work in villages for clean surroundings. 2.For their health care medical camps, dental camp, eye check up camps, cataract operations, mammography and cancer detection camps for women are organized. 3.Library is set up in a local school for the benefit of villagers. 4.They are given training for preparation of compost manure by using their household wastes. 5.To motivate them, different competitions are organised, like rangoli, healthy baby, clean kitchen etc and they are awarded by gifts. 6.Their children are given more facilities, so that they can educate. Girls are convinced and motivated by faculties for education. Through book bank schemes they are provided books for studies. 7.Sometimes slight changes are made in exam schedules as per their farm activities like, sowing, ploughing, etc. 8.DLLE students conduct surveys on their present status of needs accordingly plan of actions are decided. 2.College tries to inculcate good moral ethical values among the students - College tries to inculcate good moral ethical values among the students of each class by some or the other way. like NSS, DLLE, organises such programs , like robinhood army, this is the army of small children of slum areas who earn their livelihood, evenings they are taught by our students under the supervision of faculties, provide teaching material, healthy food, etc as per the requirements observed. Students create an urge of education among them in different ways. This way our students learn the actual importance of education. Snake exhibitions with beliefs and miss beliefs about snakes were shown to students on the occasion of Nagpanchami, so they can understand the importance of animals. Visiting orphanages, helping to drought victims, help students to understand satisfaction in giving, helping the needy. Mask distribution, cloth and paper bags are distributed to the nearby shops to avoid use of plastic .

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://shmutha.org/best-practices-2019-20/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Earn and learn : Many of our students are below poverty line, their absenteeism was increasing , for that report from mentors was taken and it was observed that few of them are working, earning for their families. While few were depressed due to poor financial status of the families. Separate meetings were called of such students, counselling was done separately. This problem was put in front of the management. After brief discussion it was decided to consider their problem.Management provided employment to few students , their undertaking were taken and given a chance to learn, educate themselves for better prospectus. For example some of the students are : (Navnath Pendhurkar TYBMS, Aditya Jadhav T. Y. B. A., Akshay Madhavi, Tushar Dalvi T. Y. B. Sc.)

Provide the weblink of the institution
https://shmutha.org/institutional-distinctiveness/

8.Future Plans of Actions for Next Academic Year

College tries to progress, in spite of many shortcomings. Staff puts in a lot of effort to bring up the college strength. Though the location of the college is bit far from the heart of the city many measures are applied to overcome this problem. We try to develop infrastructure College buildings upto 5 storey, with all possible amenities for education. To promote higher education, Post Graduation in Science and Arts . To sign MOU's with different industries and institutions to facilitate stakeholders.