SETH HIRACHAND MUTHA SHAIKSHANIK TRUST'S

SETH HIRACHAND MUTHA COLLEGE

OF

ARTS, COMMERCE AND SCIENCE

Adharwadi Jail road, Kolivali, Umbarde gaon, Kalyan (W) 421301

Maharashtra State

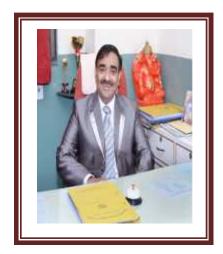Affiliated to University of Mumbai

Est.:- 2002

SELF STUDY REPORT

TRACK ID NO-MHCOGNI6513

INDEX

Management's Message:-

| **Chairman** | **Secretary** |
| Shri. Prakash Mutha | Mrs. Sandhya Patel |

Education is the most important activity for growth and progress of any society. It not only imparts knowledge, skill and inculcates values but also responsible for building human capital that is necessary for innovations and, ultimately, the economic growth of the country.

The college is an institution where higher education is the means whereby students not only equip themselves with knowledge to cope with the tasks that are in store for them but also develop other aspects of personality to sustain themselves in their life.

Our aim is to provide education to one and all, to make Kalyan a literate city. Mutha College has always aimed at proving quality education: social moral value based and need-based education to the students and at empowering the local community. Our students are encouraged to participate in inter-college, inter-university and open state level/national level cultural sports activities.

In line with our view of expanding education, we are in process of starting several new courses in the coming years. We are planning to begin with Management College and Polytechnic. Sincere efforts are made to bring in best infrastructure available in the vicinity.

This SSR report gives a clear picture of the Institution reflecting the strength and weaknesses. Constant dedicated efforts of the Management for quality enhancement, improvement in Infrastructure. Inducement for research etc. has upgraded the institution. The peer team visit to the college for accreditation will definitely confer a good grade to the college based on Cumulative Grade Point average.
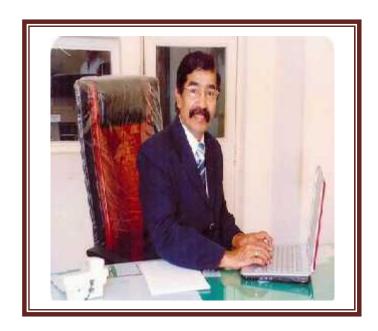
Chairman   **Secretary**

Shri. Prakash Mutha   **Smt. Sandhya Patel**

Principal's Message:-

It gives me immense pleasure and pride in forwarding the Self Study Report (SSR) of this college for the kind perusal of National Assessment and Accreditation Council for Assessment and Accreditation of this Institution.

The Self Study Report includes the detail information pertaining to core values. It reflects the strengths identified by the college in different areas. It also reflects the weaknesses of the institution. Further the information furnished shows the efforts taken by the institution to rectify those deficiencies.

The Self Study Report gives information for the academic years 2009-10, 2010-11, 2011-12, 2012-13, and 2013-14 along with the efforts made by the institution towards quality enhancement during the said period. Future plans and programmes of the institution pertaining to introduction of new programmes, quality enhancements etc. have also been shown in this report.

Though the report is not bulky, it gives full details under different heads about the institution and its functioning. Since the departments do not issue the degrees, the details of the programmes have been given under departmental inputs.

The National Accreditation Council will find this SSR Report self explanatory and informative as the report is prepared as per the guide lines provided by NAAC. We assure that when peer team visits the college necessary documents, files, papers will be made available so as to enable them to confer this college a good grade.

Principal

Dr. John D'Mello

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GENERAL INFORMATION

Kalyan city the 'SINGHDWAR' (gateway) to the financial and commercial capital of the country. Mumbai has expanded rapidly, particularly during the last one decade. This historical city with a glorious past, distinctive culture and old world charm, with the passage of time is today changing its character and demography at a rapid rate. Thus, there has been a crying need to have facilities for modern, relevant and quality education for its growing young population.

To cater to this growing need 'Seth Hirachand Mutha Shaikshanik Trust' was established in the year 2000, to not only commemorate the memory of Seth Hirachand Mutha & Seth Praful Patel but also to give concrete shape to their dreams. Many like minded people joined hands in this noble cause and most prominent of them being, late Shri. Praful Patel's family. And thus came in existence in August 2002, "Seth Hirachand Mutha College of Arts, Commerce and Science" (On permanently non-aided basis). The trust though is not resting on its laurels and is expanding its activities in terms of its breadth and scale with a clean cut objective of imparting affordable quality education in time with the changing demands of the times.

Initially the college was started with only 55 students in the Academic year 2002-2003 at Patripul near Bail Bazar, Kalyan (W). In the June 2005, the college was shifted to its own campus located at Kolivali, Umbarde gaon (in the outskirt of the city of Kalyan). Umbarde gaon a village yet to be developed. The college is surrounded by hutments and paddy fields. Though the college is located in the village, majority of the student come from the city of Kalyan.

Since the college is located about 5 kilometers from the Kalyan Railway station and in the outskirt of the city, students find inconvenient to attend the regular lectures of the college and prefer to secure the admission in the city colleges. The bus facility extended by Kalyan Dombivali Municipal Corporation is insufficient. Both students and the staff will have to rely on college bus and auto rickshaw. In spite of having the locational disadvantage, the college has been functioning excellently with good academic and extra curricular activities.

Date: - 1st November 2013,   Principal

Place: Kalyan,   Dr. John D'Mello

Maharashtra.

Preface

The city of Kalyan is gifted with a number of well established, prestigious, progressive, educational institutions with best infrastructure, highly qualified staff and known for quality education.

This College established in 2002 by Seth Hirachand Mutha Shaikshanik Trust is one among them with student strength of over 1500 (both Degree & Junior). The students admitted to Std. XI become Graduate over a period of 5 years. During this period they have been given ample opportunities to exploit their hidden talents in Academics, Sports, Cultural Activities, Social Service etc. and transform them from a mere School boy/girl to a responsible, dignified graduate.

This institution intends to go for assessment and accreditation as it operates complimentary to various criteria of assessment. Though the curriculum is designed by the University, the college implements curriculum effectively by following a proper planning and academic flexibility, with a feedback system from the stake holders to improve the quality of Higher Education. The Institute caters the students with diversities pertaining to learning ability, gender, communities etc.

Importance has been given for faculty improvement, learning and evaluation process, research and consultancy, extension activities so as to improve the quality of higher education.

The Institution has good physical facilities like infrastructure, airy lecture halls, excellent Library, use of modern technology for the benefit of the students. The Institution has been supported by the Alumni, Parents/Guardians of the students and the community.

The institution has a proper defined mission and along term vision and has developed a strategy for its development. Active Leadership & participation of the Management with transparency helps to improve the overall quality of the Institutional provisions. Annual Budgeting, optimum use of finance, planned resource mobilization and its allocations with proper internal and external audit have made the institution financially sound.

The Internal Quality Assurance Cell consisting of senior faculty members, Management and Academicians has been dealing with the upliftment of quality Education. Innovation implemented from time to time has helped for the attainment of excellence. Best practices have promoted good academic environment. Practices like energy conservation, use of Renewable energy, plantation etc. have made the Institution Eco-friendly.

This institution has been working for attaining academic Excellency with high quality education, which will definitely bring a higher grade for the Institution in the accreditation by NAAC.

Date: - 1st November 2013.   **Principal**

                                                          Dr. John D'mello

STEERING COMMITTEE

This Self Study Report reflects the commitment of the governing body, teaching faculty and the administrative machinery of the college. The head of the institution who plays a positive and a creative role has been assisted by the steering committee consisting of Five faculty members to co-ordinate the compilation and analyses of data related to various aspects of the institution and its functions. The steering committee consists of following senior faculty members.

1. Prof. Ajay Pillai-HOD (Commerce)
2. Prof. Anjali Pande-HOD (IT).
3. Prof. Meena Joshi-HOD (Self Financing).
4. Prof. Kavita Mate-HOD (Arts)
5. Prof. Vaishali Gokhale-Chairperson (Examination Committee)
   During the on-site visit of peer team, Mr. Ajay Pillai the coordinator will function as institutional facilitator.

INTERNAL QUALITY ASSURANCE CELL

The college IQAC consist of the Management, senior faculty members, Educationalist and the Head of the Institution as the Member secretary. It consists of:

1. Shri. Prakash Mutha-Chairman.
2. Smt. Sandhya Patel- Secretary.
3. Prof. Meena Joshi-HOD (Self Financing)
4. Prof. Anjali Pande-HOD (IT).
5. Mr. Ajay Pillai-HOD (Commerce).
6. Prof. Kavite Mate-HOD (Arts)
7. Mrs. Vaishali Gokhale-Chairperson (Examination Committee)
8. Shri. Sadanand Tiwari-Educationalist.
9. Shri. Daulat Singh Pallival-Educationalist.
10. Dr. John D'Mello (coordinator of IQAC)-Member Secretary.

EXECUTIVE SUMMERY

INTRODUCTION OF THE MANAGEMENT

A Charitable Trust under the name of Seth Hirachand Mutha Shaikshanik Trust was formed and registered with the Charity Commissioner in the year 2000 to commemorate the memory of Late Seth Hirachand Mutha and to give a concrete shape to his dreams. In 2002 under the trust Seth Hirachand Mutha college of Arts, Commerce & Science came into existence at Kolivali, Umbarde Village, Adharwadi Jail Road, Kalyan (W).

The college is named after the father of the Chairman Shri. Prakash Mutha. Among the people joined hands in the creation of this college, the most prominent is Late Shri. Praful Patel's family. Wife of Late Shri. Praful Patel has played a dominant role in making this college and has been serving as the hon. Secretary of the trust.

The sincere and honest efforts of both Shri. Prakash Mutha and Smt. Sandhya Patel have resulted in a big education institution imparting education from KG to PG. for more than 1500 students (both Degree& Junior).

The SSR Report forwarded here with gives criterion wise details.

A) Criterion I

Curricular Aspects: -
The Mission, Vision of the institution and the objectives of the institution have been furnished. The details pertaining to design of the curriculum, its implementation, suggestions, feedback, etc. and details of various programmes offered by the institution during the last four years have been given.

B) Criterion II

Teaching-Learning and evaluation: -
Details of admission process to various programmes based on merit has been given along with a comparative study of neighbouring colleges. Details pertaining to reservation of seats, special care taken for differently able students, special test for assessing knowledge and skill of the student, remedial coaching for weak students, slow learners etc. have been furnished. Details of Academic calendar, role of IQAC, details teaching methods, workshop and seminars, use of electronic device for teaching have been given. Further teachers profile showing the qualification of teachers, Introduction of new programmes, system of recruitment, details of self development programmes, participation in seminars and workshops, teacher's evaluations by the students etc. have been given in this criterion. This criterion also includes the results of various programmes conducted by the University, reforms in the evaluation system, redressal of grievances in the evaluation, and the efforts taken for the enhancement of the result.

C) Criterion III

Research, Consultancy and extension:

This criteria deal with the efforts taken by the institution for the promotion of the research and the extension activities conducted by the institution.

D) Criterion IV

Infrastructure and learning resource:-
In this criterion, the details of infrastructure utilized for the learners have been given and the efforts taken for conducting extra curricular activities, details of sports facilities and participation in various sports activities have been furnished. College library, timings, infrastructure, holdings and feedback have been explained in this criterion. Details of Chemistry, Physics, Zoology labs, IT Infrastructure, Budget Provision for procurement, up gradation, Deployment and Maintenance of computers have shown in this criterion. Maintenance of the various facilities extended by the college pertaining to building, furniture, equipments, computers and vehicles and the expenditure on these heads for the last four years have been given in audited balance sheet.

E) Criterion V

Student Support and Progression:-
Details of college prospectus, free ship and Scholar ship extended to the students, facilities provided to the reserve category students Industrial visit, student's participation in extra curricular activities, grievance redressal of the students, anti ragging measures, woman development cell, comparative results of the various examinations etc. have been given in this criterion. It also deals with student's participation in sports at different levels, students council, college magazines etc. In this criterion Managements involvement in the working and the progress of the Institution, involvement of college alumni, parents, students involvement in the process of teaching, learning and evaluation etc have been given. It also deals with the administrative system and formulation of various policies, meetings, placement of the students, community services, encouragement to the staff to attend programmes like, refresher course, seminars and workshops, staff welfare programme etc. The details of Internal Quality Assurance System and its functioning is given in this criteria.

F) Criterion VI and VII

Governance, leadership and Management:-

Details of environment consciousness, energy conservation, plantation etc. have been given here along with the best practices followed by the institution for the benefit of the students and the staff. This self study report reflects the strength and weaknesses of this institution.

Strength of the Institution:-

1. Catering the educational needs of the under privileged learners of Umbarde, Saparde, Padgha villages and other neighboring villages a specially girls students.
2. Good and well maintained Infrastructure.
3. Large well maintained playground for sports activities.
4. Admitting the students with lowest minimum percentage for all programmes and securing high percentage of marks in the University examination.
5. Bus facilities for Staff and students free of cost.
6. Students participation in sports at National and International level.

Weaknesses of the Institution:-

1. Insufficient research activity
2. Low teacher-student ratio.
3. In sufficient extension activities.
4. Locational disadvantage-the college is located at the outskirt of the Kalyan city.
5. Insufficient participation in the Academic Staff Development Programme.
6. Non qualified staff-(as the college is on permanently unaided basis.)

Departmental Reports:-

This Institution is a multi-faculty college teaching under graduate classes-B. A, B. com, B. sc programmes. As per University rule, the subject taught at the principal level and has more than one teaching faculty, will have a Head of the Department designated to look after the working and the progress of concerned department.

In every department senior most faculty has been designated as the head of the department with specified responsibilities.

Details of the faculty members, their qualification, designation, specialization and subject experience have been furnished.

The college Library:-

The details of the library, Library infrastructure, Library staff, working hours, collection of the books, library function, services and facilities, library advisory committee, security measures and rules and regulations of the library are given.

Master plan of the institution:-

In this SSR report, the master plan of the institution for the next five years has been included. The plan indicates that the institution intends to expand research activities, addition of infrastructure, faculty development programmes, introduction of post graduate programmes, enhancement of teachers student ratio, intensive use of E-learning system, expansion of the library, introduction of study center under the Institute of Distance Education and Open Learning of the University of the Mumbai.

Date: 1st November 2013.   **Principal**

                                                              Dr. John D'Mello.

COLLEGE

PROFILE

1. Name and address of the college:

Name: Seth Hirachand Mutha College of Arts, Commerce & Science Address: Kolivali, Umbarde Village, Adharwadi Jali Road, Kalyan (W) City: Kalyan (W) Pin-421301.   State:- Maharashtra Website : WWW.shmuthacollege.org

2. For communication/Contact

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. John D'Mello	O:0251-2311005/ 2315252 R:-	9029548426	(0251)2213031	mutha_college@yahoo.co.in
Vice Principal	Mrs. Shruti Waikar	O:0251-2311005/ 2315252 R:-	9594038025	(0251)2213031	waikar.shruti@gmail.com
Steering Committee Coordinator	Mr. Ajay Pilli	O:0251-2311005/ 2315252 R:-	9820745701	(0251)2213031	ajay pillai979@rediffmail.com

3. Status of the of Institution:

Affiliated College	√
Constituent College	
Any other (specify)	

4. Type of   Institution:

   a. By Gender
    i. For Men
   ii For Women
    iiiCo-education

   b. By shift
   i Regular
   ii Day
   iii Evening

   5. Is it a recognized minority institution?
        Yes
        No

        If yes specify the minority status (Religious/linguistic/ any other) and provide
        Documentary evidence. | Religious, Jain |

6. Source of funding:
     Government
     Grant-in-aid
     Self-financing
     Any other

7. a. Date of establishment of the college: 14/8/2002………… (dd/mm/yy)

     b. University to which the college is affiliated.

Mumbai University

     c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yy)	Remarks (If any)
i. 2 (f)	NIL	NIL
ii. 12 (B)	NIL	NIL

     (Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

     d. Details of recognition/approval by statutory/regulatory bodies other
        than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/Clause	Recognition/Approval Details Institution/Department/ Programme	Day, Month And Year (dd-mm-yy)	Validity	Remarks
I	NIL	--------	-------	-------
Ii	NIL	--------	-------	-------
Iii	NIL	--------	-------	-------
Iv	NIL	--------	-------	-------

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of   autonomy
    (as recognized by the UGC), on its affiliated colleges?

Yes ☐   No ☐

If yes, has the College applied for availing the autonomous status?

Yes ☐   ☐ No

9. Is the college recognized
   a. by UGC as a College with Potential for Excellence (CPE)?

☐

No ☐

Yes

If yes, date of recognition: ………NIL…………… (dd/mm/yy)

b. for its performance by any other governmental agency?

Yes   No
☐   ☐

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If yes, Name of the agency …………NIL………… and

Date of recognition: ……………NIL……… (dd/mm/yy)

10. Location of the campus and area in   sq.mts: Location *

	Urban
Campus area in sq. mts.	12250
Built up area in sq. mts.	2970

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places)

☐ Auditorium/seminar complex with infrastructural facilities: The college has its own Auditorium/Seminar hall with infrastructure like Stage, chairs and Tables, Amplifier, Podium, lights and fans with proper ventilation.

☐ Sports facilities

1) Playground- the College has a big playground of its own with facilities for playing Cricket, Football, Basketball, Kho-Kho, Kabaddi, Bad-Minton etc.

2) Gymnasium – The College has well equipped Gymkhana in which Carom, Table-Tennis, Chess are made available for the students. It has a Gymnasium for Physical

☐ Exercise for the students and the staff.

Hostel

       * Boys' hostel

          i Number of hostels

          ii Number of inmates

          iii Facilities (mention available facilities)

 Girls' hostel

          i Number of hostels

          ii Number of inmates

          iii Facilities (mention available facilities)

   Working women's hostel

          i   Number of inmates

          ii Facilities (mention available facilities)

☐ Residential facilities for teaching and non-teaching staff (give   numbers available -- cadre wise)

☐ Cafeteria- The College has a Cafeteria for the students and the staff. It remains open from 7.30 am to 5.00 pm on all working days. It provides tea, coffee, cold drinks, snacks, lunch etc. at a reasonable rate and of excellent quality.

☐ Health centre – The College is equipped with a first-aid box containing Medicines and other necessary materials to meet the requirement of the students and the staff incase of emergency.   The faculty members have been trained to deal with emergency cases at the college level whenever is necessary. The qualified doctors will be called at the college if need arises.

Health centre staff –

Qualified doctor   Full time ☐ Part-time ☐

Qualified Nurse   Full time ☐ Part-time ☐

☐ Facilities like banking, post office, book shops

☐ Transport facilities: To cater to the needs of students and staff, the College provides bus   facilities to the staff and the students   free of   cost from the Railway station to the college and from other prominent places to the college.

☐ Animal house

☐ Biological waste disposal

☐ Generator or other facility for management/regulation of electricity and voltage: The power supply is backed by a Generator of 50 kv and Invertors to maintain the continuous supply of Electricity. Principal's office, Administrative office, Computer Lab and Chemistry Lab is connected with Invertors.

☐ Solid waste management facility

☐ Waste water management

☐ Water harvesting: Water harvesting during rainy season. The rain water get accumulated inside the campus and is not allowed to flow out. It helps to increase the ground water level and helps during summer.

12. Details of programmes offered by the college for the Academic Year 2013-14.

SR. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned /approved Student strength	No. of students admitted
1	Under-Graduate	B. A	3 Years	Higher Secondary HSC	English	120*30=360	50
		B. COM	3 Years	Higher Secondary HSC	English	120*30=360	211
		B. SC	3 Years	Higher Secondary HSC	English	120*30=360	49
		B. SC.IT	3 Years	Higher Secondary HSC	English	60*3=180	44
		B. SC. CS	3 Years	Higher Secondary HSC	English	60*3=180	20
		B.A/F	3 Years	Higher Secondary HSC	English	60*3=180	66
		BMS	3 Years	Higher Secondary HSC	English	60*3=180	25
		B.BI	3 Years	Higher Secondary HSC	English	60*3=180	12
		BMM	3 Years	Higher Secondary HSC		60*3=180	25

13. Does the college offer self-financed Programmes?

Yes   No

If yes, how many?   6

14. New programmes introduced in the college during the last five years if any?

Yes		No		Number	4

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science	B Sc		
Arts	B A		
Commerce	B Com		
Any Other not Covered above	BMM, BMS, B A/F, BBI, B. Sc IT, Comp. Science		

16. Number of Programmes offered under (Programme means a degree course like BA, B Sc, MA, and M.Com…)

a. annual system

b. semester system

c. trimester system

17. Number of Programmes with

a. Choice Based Credit System

b. Inter/Multidisciplinary Approach

c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes ☐   No ☐

I f yes,

Year of Introduction of the programme(s)……NIL…………. (dd/mm/yy)
and number of batches that completed the   programme ☐

b. NCTE recognition details (if applicable) Notification No.:
………NIL……………………………
Date: ………NIL………………… (dd/mm/yy) Validity:……NIL…………………..

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐   No ☐

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐   No ☐

If yes,

a. Year of Introduction of the programme(s)……NIL…………. (dd/mm/yy) and number of batches that completed the programme

☐

b. NCTE recognition details (if applicable) Notification No.:
……NIL………………………………
Date: ………NIL………………… (dd/mm/yy) Validity:……NIL………………

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes ☐   No ☐

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Support Staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government Recruited					9	23	2	4	15	5
Yet to recruit										
Sanctioned by the Management/society or other authorized Bodies Recruited					9	23	2	4	15	5
Yet to recruit					---	---	---	---	---	---	---

 *M-Male *F-Female

21. Qualifications of the teaching staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.							
M.Phil.							
PG							
Temporary teachers							
Ph.D.						2	2
M.Phil.					1	3	4
PG					8	18	26
Part-time teachers							
Ph.D.							
M.Phil.							
PG					1	2	2

22.Number of Visiting Faculty /Guest Faculty engaged with the College. | 1 |

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 2010-11 Male	Female	Year 2 2011-12 Male	Female	Year 3 2012-13 Male	Female	Year 4 2013-14 Male	Female
SC	40	30	34	28	38	31	28	19
ST	7	4	4	2	9	6	3	2
OBC	98	91	87	78	96	91	81	67
General	257	147	237	117	221	139	194	108
Total	402	272	362	225	364	267	306	196

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24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	499	-----	-------	------	499
Students from other states of India	3	---	---	--	3
NRI students	----	---	---	--	--
Foreign students	--	--	--	--	
Total	502	---	-	--	502

25. Dropout rate in UG and PG (average of the last two batches)

UG　　　| 1-2% |　　　PG | -------- |

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component　　　| Rs.8,179/- | |

(b) excluding the salary component　　　| Rs.2,916/- |

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes ☐　　No ☐

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes ☐　　　　No ☐

b) Name of the University which has granted such registration.

| |

c) Number of programmes offered　　　| |

d) Programmes carry the recognition of the Distance Education Council.

28.Provide Teacher-student ratio for each of the programme/course offered

Name of the Programme	Number of Teachers Teaching the Programme	Number of Students offering the programme	Teacher/ student Ratio
B A	4	50	1: 12
B COM	12	211	1: 17.5
B SC	8	49	1:6

29.Is the college applying for

Accreditation :   Cycle 1 ☐   Cycle 2 ☐   Cycle 3 ☐   Cycle 4 ☐

Re-Assessment: ☐

 (Cycle 1refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30 Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: ………NIL…………… (dd/mm/yy) Accreditation Outcome/Result…….. Cycle 2: ………NIL…………… (dd/mm/yy) Accreditation Outcome/Result…….. Cycle 3: …………NIL…………. (dd/mm/yy) Accreditation Outcome/Result……..

* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an   annexure.

31. Number of working days during the last academic year.

241

32.Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the

examination days)

180

33. Date of establishment of Internal Quality Assurance Cell (IQAC) IQAC ……12-2-2013……………… (dd/mm/yy)

 34. Details regarding submission of Annual Quality Assurance Reports (AQAR)   to NAAC.

AQAR (i) ………NIL……… (dd/mm/yy)

AQAR (ii) ………NIL… (dd/mm/yy)
AQAR (iii) ………NIL……… (dd/mm/yy)
AQAR (iv) ………NIL…… (dd/mm/yy)

35. Any other relevant data (not covered above) the college would like to
include. (Do not include explanatory/descriptive information) --NIL

CRITERIA WISE INPUT

CRITERION NO.1 - CURRICULAR ASPECTS

1.1 Curriculum planning and implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

This Institution is run by Seth Hirachand Mutha Shaikshanik Trust Registered with the Charity Commissioner. The broad objectives of the institutions are-

a. To impart education in the field of Commerce, Science & Arts and offer the Degree programmes.

b. To provide Quality Education to enable the students to face the challenges of the competitive world.

c. To impart job oriented short term add on courses to enhance the academic standard and improve the scope for employment.

d. To promote higher education for the people of near by Villages especially for females.

e. To provide Technical and Medical Education for the deserving students in the city of Kalyan.

f. To look after the interest of under privileged learners by providing free ships and scholarships.

g. To promote sports, cultural and extension activities for the learners.

h. Intensive use of Electronic Technology and Electronic learning system.

i. To promote higher education through Distance Education wing of the University of Mumbai through this institution.

j. To create and promote healthy practices within the institution and make the institution an excellent centre of learning.

Mission of the Institution:–

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 only imparting education as a means of livelihood but also as a way of life.

We are committed in striving to be the best center of education under the University of Mumbai system and promote a culture of Research and Development in our Society.

The Vision of the Institution:-

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 quality 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 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 centre and Women's study centre.

* To build study centers to offer programmes offered by open Universities such as the Yashwantrao 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 sciences and to bring the institution under the scheme "College with a potential for excellence"

* These objectives, mission and vision are communicated to the students through the prospectus issued to them at the time of admission.

* Posters 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.

1.1.2   How does the institution develop and deploy action plans for effective Implementation of the curriculum? Give details of the process and substantiate through specific example(s).

* The Curriculum of the Institution is designed by the University of Mumbai. The institute implements the curriculum through the internal action plan designed and developed by the institution under the guidelines issued by the University.

* Every programme with specific syllabi will be divided into week wise, month wise, semester wise in the form of teaching plan and is implemented as per the plan.

* Every subject has been taught with required number of teaching hours.

* A specific subject wise time table is given to the faculty and proper monitoring has been done.

* The departmental meetings under the chairmanship of the Head of the Department is held periodically to implement and monitor the effective implementation of the curriculum.

* The faculty with the help of the lecture notes and or/ problems book implement the curriculum.

* Teaching plan, number of lectures for its implementation and monitoring the same through a systematic mechanism has been followed. The detail documentary evidence will be furnished to the peer team at the time of their visit.

1.1.3   What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

* The teachers effectively translate/execute the curriculum with a constant support from the institution. Since the process of implementation is done at the institutional level, the involvement of the University is not visible.

* Every teacher will be supplied with the copies of the   syllabus and expected to prepare and   submit the teaching plan. Feedback from the students is taken periodically with regard to effective teaching, completion of curriculum, teaching methods for further improvement of teaching and learning process.

* The teachers recommend the books for the library in the concerned subject and recommend the same to the students .

* Teachers use LCD Projectors, Laptops for effective teaching.

* The faculty is deputed to attend the workshops concerned with the subject when there is a change in the syllabus.

* In the departmental meetings, the subject teachers discuss and share the ideas for effective implementation of the curriculum.

1.1.4   *Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.*

* The Board of studies of the University of Mumbai designs the curriculum in the respective subjects with necessary changes/ amendments from time to time and forward the same to the affiliated colleges for its implementation.

* Before implementation, necessary work shops will be arranged at the University/ College level for necessary suggestions from the faculties and to understand the syllabus at the grass root level. The faculty will be properly trained to deliver the curriculum by supplying necessary study materials to that effect.

* Regular lectures, practicals, tutorials are conducted as per the time table for the delivery of curriculum.

* Periodical class test, home assignments, projects, presentation are held.

* Guest lectures by the resource persons are arranged in this regard.

* The Internet facility in the staff room and in the library helps the staff and the students to understand the curriculum in a better way.

* Audio-visual aids are used by the faculty for the benefit of the students.

1.1.5   *How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?*

* The institution deputes faculty members for the workshops on the curriculum wherein the faculties of other institutions are also invited to give suggestions regarding its implementations and making the curriculum beneficial to the industry and research bodies.

* Discussion on topics and sub-topics of the curriculum helps the faculty in understanding the curriculum in a better way.

* The faculty members discuss the curriculum and suggest necessary changes (if any) for effective operationalisation of the curriculum.

* During industrial visit, the discussion with the industrial managers helps in the operationalisation of the curriculum.

1.1.6   *What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?*
(Number of staff Members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

* Though the staff members and/or institution have not contributed in the development of the curriculum, the faculty members and the students give their feedback on the curriculum when the discussion on the curriculum is held in the workshop.

* Such feedback is forwarded to the board of studies for necessary amendment in the curriculum.

1.1.7   *Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.*

* As the college is affiliated to the University, it is beyond the preview of the affiliated college to develop the curriculum for the courses offered.

1.1.8   *How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?*

* The institution analyses the objectives and implementation of the curriculum through its own departmental meetings.

* Feedback from the students and the faculty is taken for the effective implementation of the curriculum.

* Through the parent teachers meeting, the students and the parents are informed the objective of the curriculum.

* The credit based evaluation system enables the institution in the implementation of the curriculum more effectively.

* Students feed back and the teachers feed back helps in attending the objectives of the curriculum during the course of its implementation

1.2   Academic Flexibility:

1.2.1   Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

* The institution offers Certificates/Degrees in Arts, Science, Commerce, Management, Banking & Insurance, Accounting and finance, Information Technology, and Computer Science etc.

* These courses satisfy the goals and objectives of the courses which have been to the parents and the students in the PTA meeting.

* The course offered in the management, Information Technology, Accountancy fulfills the objectives and goals of such programmes.

1.2.2   Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

* Institution facilitates dual degree courses simultaneously. A learner can pursue the course of Chartered Accountancy, Company Secretary along with the regular B.Com. programme.

1.2.3   Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability

* The institution allows academic flexibility to help the students in acquiring skills, academic mobility, help for higher studies and improve the potential for employment. The college offers options with regard to the courses. Students interested in office assistantship are offered Commerce programme, for the students interested in Computer System, Information Technology are offered programmes of B.Sc.IT, B.Sc. Computer Science respectively, and programme like B.Com with Accounting & Finance, Banking & Insurance are offered for the students for employment in the Financial and Banking Sector.

* The Undergraduate courses are based on the Credit System and students are allowed to choose programmes of their choice.

* They are further allowed to choose the subjects of their choice. In Arts programme, they can opt for History or Economics as major subjects. The learners opting for the Mass media can select the course with XIIth standard Arts, Commerce and Science qualification. The students offering computer related subjects can choose the programme of Computer Science or Information Technology. The Commerce students are allowed to choose the subjects of their choice under applied component group.

1.2.4   Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

* The Institution offers self financing programmes– Bachelor of Management Studies, (BMS) B.Com with Banking & Insurance (BBI) B.Com with Accounting & Finance (BAF), B.Sc. with Information Technology (B. sc IT) B. Sc in Computer Science (B Sc Cs) Bachelor of Mass Media (BMM).

* These programmes are semester based of three years duration which include six semesters for each programme.

* Every Semester Examination is of 100 marks which includes 40% internal assessment and 60% theory examination. As the syllabus of 100 marks will have to be completed within the semester, a minimum of 50-55 lectures will have to be engaged for the completion of the curriculum.

* The admission of these courses is based on merit. As the intake capacity is only 60 at the entry level in the particular programme, admission is strictly done on merit under the University norms. No admission is granted below the specified percentage of marks obtained by the students. (45% for BMS, B Sc IT, B Sc CS for general category and 40% for reserved category.)

* The fees charged for these self financing programmes are higher than (two to four time) the fees for the normal programme.

* The teachers appointed are professionally qualified like M.B.A, Chartered Accountants, Lawyers and Engineers etc.

* The teachers teaching for these programmes are paid higher salaries compared to the salary of normal degree programme teachers.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

* The college provides regular programmes prescribed by the University. No programme for creation of additional skill is provided.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes',
how does the institution take advantage of such provision for the benefit of students?

* The University provides programmes under conventional face to face learning and Distance Education. The students are allowed to choose their programmes either in Distance Education or conventional programmes. This institution is planning to start Distance Education wing in the college for the benefit of employed students

1.3   Curriculum Enrichment

1.3.1   Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

* The Institution adopts various academic programmes to supplement Universities' curriculum and the attainment of the objectives and the goals of the institution. The following activities indicate the efforts of the institution.

* Inter collegiate competitions are arranged in the college to enable the students to bring out their talents.

* Faculty member and students are deputed to attend National/State/University levels seminars and workshops. The faculty members are expected to present the papers in the seminars.

* The social responsibility of the students have been enhanced through NSS activities.

* The institution conducts special lectures on "Students Adoption Programme" under **"VIDHYARTHI DATTAK YOJANA"** as a part of social awareness.

* Tree plantation, Vriksha Dindi programmes have also been arranged every year as a part of NSS activity pertaining to environment.

1.3.2   What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

* As this college is affiliated to the University of Mumbai, the college cannot modify, change the curriculum.

* To supplement the curriculum, industrial visits, guest lectures, study tours are arranged every year.

* Industrial visit enable the students to interact with the industrial activities and help them in their future career.

* Different competitions are held to enhance the ability to face the competitive world.

1.3.3   Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

* As the college is affiliated to the University, it has no freedom to change the curriculum.

* The curriculum of different subjects like Environmental studies, foundation course includes the issues of Gender. /environment, human rights etc.

* The college women development cell organizes competitions, lectures etc on human right related issues.

* Sapling plantation, Vriksha Dindi programmes have been arranged under environmental education.

* Competitions and lectures are held on Human Right Day on 10th December.

* The library is equipped with computers with internet which helps the students to prepare their projects, assignments etc.

* Blood donation camp has been arranged in the college every year.

* Every year "Women's Day" has been celebrated on 8th March.

* A marathon was arranged in connection with 26-11 incident under the banner 'Peace Day'.

* A lecture on "Prani Mitra" (Animal friend) was arranged in the college for the protection of innocent wild animals.

* Rain water harvesting has been done in the college ground.

1.3.4   *What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?*

_ *Moral and ethical values*
_ *Employable and life skills*
_ *Better career options*
_ *Community orientation*

* The college has been offering special programmes for the holistic development of the students under the following heads.

    Moral and ethical values: - Every year teacher's day has been celebrated in which students felicitate the teachers for their valuable services. Patriotic song competition is arranged during Independence Day celebration. The blood donation camp, street play on Aids awareness, drug addiction has been arranged. A cleanliness drive in the slum areas has been arranged. A lecture on Road Safety has been arranged and students participated in Ganpati Nirmalya Visarjan as a special cleanliness drive.

    Employable and life skills: - Programme on personality development, placement drive, Lecture on soft skill have been arranged for the benefit of the

students. A free eye checkup camp and cataract operation camp was arranged in collaboration with Mutha Foundation.

Better Career option: - Lectures on carrier in accountancy, merchant navy, legal practice, teaching profession have been arranged in the college to enable the student to select a right career.

Community Orientation: - Programme on community development, adult education, student adaptation scheme, supply of books to the needy students etc. have been arranged. During Navratri, student and the staff participate in Bhondla programme and other programmes like Haldi-kumkum, Garba dance etc.

1.3.5 *Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?*

* The curriculum is designed by the Board of Studies of the University. During its implementation feedback system has been followed.

* Faculty members attend workshops arranged by the University/affiliated college pertaining to the curriculum and give necessary feedback.

* The feedback from the students is also obtained pertaining to the curriculum in the orientation programme arranged in the college.

1.3.6 *How does the institution monitor and evaluate the quality of its enrichment programmes*?

* Whenever the institution organizes any programme on enrichment of the curriculum necessary feedback is obtained from the members attending the programme.

* The college has arranged lectures on FDI and Rupee Vs Dollar during the last and current academic years in the college. The feedback from the audience was taken.

* All programmes conducted by the college is properly monitored by the head of the institution and the faculty member through a system of discussion and feedback.

1.4   Feedback System

1.4.1 *What are the contributions of the institution in the design and development of the curriculum prepared by the University?*

* The institution does not play any role in designing the curriculum. It is the Board of studies which designs the curriculum.

* The faculty members give the feedback in the workshop arranged by the University as an when the new curriculum is introduced.

* The head of the department in consultation with the members of his department prepares the feedback/suggestion and forward the same to the Board of studies through the head of the institution.

1.4.2   Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

* Though the curriculum is designed by the University, the students and the stake holders give the feedback on the curriculum.

* The head of the department in the departmental meeting exchange the views on the curriculum and obtain feedback from the members. Such feedback is communicated in the workshop arranged to that effect by the University.

1.4.3   How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

* During the last four years no new programmes have been added.

* The institution has applied for introducing post graduate programme in Science and Commerce from the next academic year.

* Such PG programmes enable the students to have a vertical mobility in the Commerce and Science stream.

Any other relevant information regarding curricular aspects which the college would like to include.

* NIL

CRITERION II -TEACHING-LEARNING AND EVALUATION:

2.1   Student enrollment and profile

2.1.1   How does the college ensure publicity and transparency in the admission process?

* The college ensures transparency and publicity in the admission process. Posters are displayed at different prominent places in the city of Kalyan informing the aspirants regarding the programmes, 50% seats reserved for students belonging to Jain Community, facilities provided by the institution and induce them to secure admission in this institution. The entire admission process right from the date of issue of admission forms till the last date of admission is displayed on the college notice board for the information of the students. The number of admissions, the list of students admitted, the merit list for admission is displayed periodically for the continuous information of the students. There is 100% transparency in the process of admission.

* The details of courses offered, duration of the courses, subject offered are given in the college prospectus.

* The details of programmes is also available on the college website for the reference of the admission aspirants.

* As this institution has a minority status, 50% seats are reserved for minority community and remaining seats are allotted as per the Government reservation policy.

* The entire admission process right from the date of issue of admission forms till the last date of admission is displayed on the college notice board for the information of the students. The number of admissions, the list of students admitted, the merit list for admission is displayed periodically for the continuous information of the students. There is 100% transparency in the process of admission.

* For the information of the admission aspirants, enquiry services has been provided which provides information to the candidates regarding various courses offered, fees structure etc.

* The entire admission process is computerized and therefore it is fully transparent.

2.1.2   Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

* The institution is bound by the admission directives issued by the University of Mumbai. As the institution is forbidden to conduct the entrance test for admission, merit based admission system is adopted. Admission forms are issued, 1st 2nd 3rd and final merit lists are displayed as per the dates declared by the University.

2.1.3   *Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.*

* The following table indicates the details of maximum percentage of marks and minimum percentage of marks for admission at the entry level for each programme for the academic year 2013-14.

Programme	Max % marks	Min % marks
Bachelor of Arts (B.A)	71	37.50
Bachelor of Commerce (B.Com)	72.50	38.67
Bachelor of Commerce (Account and Finance)	67.17	59.33
Bachelor of Commerce (Banking and Insurance)	55.83	51.50
Bachelor of Management Studies	55.83	49.83
Bachelor of Mass Media	78.00	41.00
Bachelor of Science (B.Sc.)	72.83	40.33
Bachelor of Science with Computer Science	65.67	46.17
Bachelor of Science Information Technology	62.33	45.33

Programme	Max %	Min %
Bachelor of Arts (B.A)	84	38.38
Bachelor of Commerce (B.Com)	93.80	39.50
Bachelor of Commerce (Account and Finance)	83.17	60.67
Bachelor of Commerce (Banking and Insurance)	84.60	40.33
Bachelor of Management Studies	82.67	45.50
Bachelor of Mass Media	79.50	40.50
Bachelor of Science (B.Sc.)	83.33	38.83
Bachelor of Science with Computer Science	77.67	45
Bachelor of Science Information Technology	80.67	47.50

For a comparative study,

The details of minimum & maximum percentage of marks for admission at the entry level for different programmes offered by Birla College is given above.

2.1.4   *Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?*

* The institution has an admission Committee not only to administer the admission process, but also to review the process for further improvement.

* The committee prepares students profiles who have admitted for a programme and with such profile it will have a comparative study of the intake quality of the students.

* The committee is in charge of the collection of admission application forms, preparation of merit list, admission of students and cancellation of admission (if any)

* The admission guidance cell guide the students in choosing the subjects of their choice.

* The admission guidance cell takes care of the grievances and the problems faced by the students during the process of admission.

    * When the entire admission process is over, the joint meeting of admission committee, admission guidance cell and the head of the institution is held to find out the difficulties faced by the students, the staff and the office personals during the process of admission and prepare the strategy for the next year's admission.

2.1.5   *Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.*

    * The institution reflects the National commitment to diversity and inclusion of the students belonging to SC, ST, OBC, Women, differently abled, minority community, economically weaker section, local students etc.

    * The reservation of the above referred categories of learners is followed strictly as per the norms.

    * As the demand ratio for each course is very less, all aspirants seeking admission to different courses are accommodated.

    * Since excess capacity exists in all courses, no cut-off percentage is maintained. All aspirants are admitted irrespective of their cast, sex, community, economic condition and physical fitness.

    * For differently abled students, special arrangements is made during admission process.

2.1.6   *Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.*

Programmes	No. of Applications	No. of student admitted	Demand Ratio
Bachelor of Arts (B.A)	40	33	1:1.2
Bachelor of Commerce (B.Com)	70	52	1:1.3
Bachelor of Commerce (Account and Finance)	20	11	1:1.8
Bachelor of Commerce (Banking and Insurance)	10	7	1:1.4
Bachelor of Management Studies	13	5	1.26
Bachelor of Mass Media	24	15	1:1.6
Bachelor of Science (B.Sc.)	23	18	1:1.2
Bachelor of Science with Computer Science	28	17	1:1.6
Bachelor of Science Information Technology	24	17	1:1.4

The details given in the table indicates that in every course, the full intake capacity has not been utilized and therefore the demand ratio for admission is of less significance.

2.2   Catering to students diversity

2.2.1   *How does the institution cater to the needs of differently- abled students and ensure adherence to government policies in this regard?*

* The institution is always concerned with differently abled students and committed to cater their needs.

* Special care has been taken for such students by the teaching and non-teaching staff. Seats in every programmes have been reserved for such students as per government norms.

* During the University examination conducted at the college, such students have been given special care. Their seating arrangement is done at the ground floor and special attention has been given for them.

* Writers have been provided to disabled students whenever necessary. A separate block is arranged for such students.

* The faculty members does the counseling for such students from time to time or whenever necessary.

2.2.2   *Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.*

* The institution has special arrangement to assess the skill and knowledge of the students before the commencement of the programme on the basis of marks obtained in the previous examination.

* After assessing the academic standard, knowledge and skill of the students, teaching programme is introduced. A simple class test of the students is taken. Students are divided into different groups according to their skill and the knowledge. By conducting special teaching programme for the students with lower skill, all learners are brought to a common standard.

* Special counseling has been done while selecting the subject of specialization at the third year level by the faculty members and the head of the department.

2.2.3   *What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.*

* The institution bridge the knowledge gap of enrolled students by introducing remedial coaching for the learners to enable them to cope up with the programme of their choice.

* In the beginning of every academic year, the subject teacher conducts an orientation lectures giving details of the syllabus, number of lectures, teaching plan, evaluation, projects, etc.

* A fresher's programme has been arranged to welcome the new comers for a course and introductory lectures for each subject has been arranged to create interest in the respective subject

2.2.4   How does the college sensitize its staff and students on issues such as gender, Inclusion, environment etc.?

* * The institution sensitizes the staff and the students on issues such as gender, environment etc.

* * The women development cell arranges the programs/activities to increase the confidence of the women. Lectures are conducted on women empowerment.

* * The students and the staff are sensitized pertaining to environment.   Under NSS, tree plantation, Vriksha Dindi programme have been arranged. Messages pertaining to (save environment) has been given to the people staying in the vicinity of the college through placards.

* * Seminar on energy conservation, pollution control has been arranged from time to time for the staff and the students.

2.2.5   How does the institution identify and respond to special educational/learning needs of advanced learners?

* * The faculty members identify the deserving students showing outstanding performance on the basis of the marks obtained by them in the previous examination.

* * They are identified during the regular lectures on the basis of answers given by the students to the questions.

* * They are also identified on the basis of their attendance in the lectures and practicals.

* * The departmental heads through the process of counseling identify the outstanding students and understand their needs pertaining to higher education.

* * The college arranges intensive extra coaching for learners who wants to go for higher education in the field of their choice.

* * Such deserving students are deputed to take part in the inter collegiate competitions connected with their subjects and are taught power point presentation.

* * Lectures on personality development, how to face interviews etc. are arranged for easy vertical mobility

* * Guest lectures by resource persons in the respective streams have been arranged for the advanced learners and their future careers.

* Various examiners and moderators in the respective subjects are invited to guide the students regarding how to score higher marks in different subjects in the University examination.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

* The examination committee holds different examinations both internal and external from time to time over the entire duration of the programme. (Sem I to Sem VI) It maintains all records of marks obtained by the learners in the semester examinations.

* The result sheets of different examinations provide the data of pass, fail, ATKT(allow to keep terms) etc. Such data is analyzed semester wise year wise for the remedial measures.

* The data available with the examination committee pertaining to drop outs are properly analyzed and students are identified for necessary action to that effect.

* The students who are at risk of drop out, are given special attention by the faculty members. Special remedial lectures have been arranged

* The institutes maintains a separate register for the students falling under the category of slow learners, economically weak, physically challenged etc. and analyze the information for the introduction of necessary measures for such students. The Institution also prepares the details of students pertaining to academic performance who are likely to fail in the respective programmes.

2.3   Teaching learning process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

* In the beginning of every academic year, the institution prepares the academic calendar which include various programmes like admission, meetings, examination, declaration of result, competitions, sports, cultural programmes etc. and implement the same strictly.

* The faculty members prepare weekly, monthly, semester wise teaching plan of their respective subjects and implement the same.

* Proper monitoring of the same has been done by the departmental heads.

* Semester end examination, additional examinations have been conducted as

per the university norms.

* Under the new credit based evaluation system, proper planning of subject wise project, class test, assignments etc. is done.

* The planning of extra lectures (if necessary) has been done incase the curriculum could not be completed as per the schedule due to some un avoidable circumstances.

* The faculty member were deputed to deliver special lectures on curricular to other institution.

* Schedule of the date of the declaration of the result, date of applying for verification of marks, date of applying for photo copy of the assessed answer books, date of applying for reassessment of the answer books.etc. has been shown in the academic calendar.

* The calendar also includes the date of the meeting of unfair mean committee to resolve the issues connected with the use of unfair means in the examination and the final date of disposal of such cases.

2.3.2   How does IQAC contribute to improve the teaching –learning   process?

The IQAC plays a dominant role in the improvement of teaching and learning process. In the beginning of the academic year the IQAC plans various ways and means to improve the teaching-learning process based on;

1. Suggestions from the teaching staff received in the staff meeting are forwarded to the IQAC for their implementation.

2. The student's feedback is taken by the IQAC to improve the teaching learning process.

3. The feedback from the parents is taken by the IQAC.

4. Appointment of the faculty members is done after taking demonstration lecture.

5. Suggestions to the new faculty are given for effective teaching.

6. Faculty members are encouraged to attend seminars and workshops to update their knowledge.

7. IQAC also suggest the use of audio-visual technology for teaching and learning process.

8. It also plans the various new methods of teaching, evaluation, class tests, projects, intensive coaching, remedial coaching etc.

2.3.3   *How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?*

* The institution has made the learning process student-centric.

* The teachers have been provided with electronic devices for better teaching. LCD projectors, OHP have been used.

* In the first lecture of each subject, orientation programme has been arranged.

* Students are given the syllabus, the teaching plan in the beginning of the academic year.

* Lecture time table, examination schedule, schedule of project submission, class tests etc. have been given.

* Attendance of the students is taken in every lecture and details of lecture attended, percentage of attendance is made known to them by the week end, month end so as to enable them to compensate for the loss of attendance.(if any)

* Model question papers are given to the students prior to the examination.

* Industrial visits are arranged to supplement the curriculum.

* Faculty members are encouraged to attend seminars and workshops to up date their knowledge.

* Group discussion, home assignment, answering old question papers etc have been given to the students.

2.3.4   *How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?*

* The institution develops the habit of critical thinking among the students by making them to understand the subject critically.

* By way of arranging debates on different topics, home assignment and projects,

* Arranging competitions on various themes including environment, poster

making competition, power point presentation etc.

* In the class room students are allowed to ask the questions on the subject and teachers are expected to answer them.

* Participations in debates on different topics, providing opportunity to participate in various competitions, experiments, the quality of creativity has been developed.

* Students are allowed to conduct experiments in Physics, Chemistry labs to create the element of creativity and scientific temper.

2.3.5   *What are the technologies and facilities available and used by the faculty for effective teaching? E.g.: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.*

* Along with the traditional method of teaching, the faculty members adopt the new technology of teaching through the electronic devices.

* LCD projectors, OHP are used for teaching.

* Power point presentation is done for effective teaching. And audio –visual room has been made available to the faculty.

* The college library provides E-journals for the learners.

* In the subjects like Information technology, computer science, latest technology of teaching through computers has been adopted.

2.3.6   *How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?*

The students and the faculty get advanced knowledge and skills by:-

* Attending seminars, workshops conducted by University department, affiliated colleges and other organizations.

* Through Industrial visits they get advanced knowledge and skills.

* Guest lectures by the experts on current issues help the staff and the student to get advanced knowledge.

* The staff and the students are encouraged to attend and present papers in the seminars and workshops.

* The expenses incurred by the students and the staff for attending seminar and workshops are taken care by the institution.

2.3.7   Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

* 12 students were benefited from the academic, personal and guidance services provided by the various organizations during the academic year 2012-13.

2.3.8   Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

* The teaching faculty has been adopting innovative teaching methods from time to time.

* Teachers have been provided training to use Electronic equipments, OHP in the class room for the students.

* In the academic year 2010-11 10% of teachers were using Electronic equipments for teaching. In 2011-12 the percentage increased to 15. In 2012-13 it was 30 and in this academic year 50% of the teachers use electronic teaching methods.

* By using electronic methods of teaching, the presentation skill of the students and the faculty has improved.

* Teacher are encouraged to make more use of computers, software to enhance their skills.

* Internet facilities in the staff room, library, computer lab helps the staff to make intensive use of the internet facilities which in turn will be used for the benefit of the student.

* Teachers are given lap-tops, department wise for their intensive use.

* Such use of electronic method of teaching has helped the students in preparing their home assignments, projects etc.

* A faculty was awarded for using innovative teaching method.

2.3.9   How are library resources used to augment the teaching-learning process?

* It provides resource material (Reference books, Journals, Magazines, News papers etc.) to the faculty and the   same resources are made available for the learners.

* The books and journals of the library are purchased on the recommendation of faculty members and are made available to the students for their regular study.

* The internet facility provided at the library helps the students in their learning process.

* Teachers are allowed to borrow any number of books from the library for preparing their lecture notes.

* The reading room facility extended by the library helps the students and the staff.

* The library has E-journals for the benefit of the students and the staff.

2.3.10 *Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.*

* Generally the institution does not face any difficulty / challenges in completing the curriculum.

* However due to some reasons, the curriculum remains to be completed.

* When the faculty member leaves the institution in the middle of the academic year, completing curriculum becomes difficult.

* When the appointment of the faculty get delayed, the curriculum completion becomes difficult.

* The challenges in completing the curriculum are overcome by:-

* Taking extra lectures by the existing faculty on Sundays and holidays.

* By appointing new faculty.

* All efforts are taken to complete the curriculum as per the teaching plan under proper monitoring system.

2.3.11 *How does the institute monitor and evaluate the quality of teaching learning?*

* The institution monitors the quality of teaching.

* The head of institution takes the students feedback from time to time and guide the teachers to put more efforts in those directions where the efforts are required.

* The subject wise result is analyzed and the teachers are asked to put more efforts, better quality teaching to enhance the result.

* The head of the department monitors the topics, sub topics taught by the teachers periodically.

* The class wise number of lectures taken, topics taught etc. are monitored by the HOD.

* The HOD verifies the teaching notes of the members of the departments and give necessary suggestions if any to that effect.

* In the Regular departmental meetings proper monitoring of the quality of teaching has been discussed.

* Feed back from the parents is taken to monitor the progress of teaching and to enhance the quality of teaching.

2.4   **Teacher Quality**

2.4.1   *Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.*

* The following details indicate the qualification of permanent, temporary and part time teachers which reflects institutional strategy in Human Resource Management.

* The institution prepares and plans its human resource requirement (teaching staff) by the end of each academic year for the next academic year.

* Advertisement is published in the leading newspapers inviting applications from qualified, experienced teachers.

* Qualified and experienced teachers are called for interview. The management and the subject experts interview the candidates and recommend for their appointment.

* Recommended candidates are expected to give demonstration lectures to show the method of teaching, communication skill, command over language, teaching techniques, class control etc. Students feed back is taken to that effect. The faculty will be appointed only if is found suitable.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.							
M.Phil.							
PG							
Temporary teachers							
Ph.D.					---	2	2
M.Phil.					1	3	4
PG					8	17	25
Part-time teachers							
Ph.D.					--	----	---
M.Phil.					---	----	---
PG					1	2	3

* To meet the changing requirement of the curriculum, the faculty members both (new and existing) are sent for workshops and seminars to update their knowledge. Subject experts are also invited to guide the faculty in connection with change in the curriculum.

* The faculty is encouraged to go for research, further studies to get advance knowledge so as to enable them to meet the requirement of the curriculum.

2.4.2   How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

* The institution has introduced new programmes like Management Studies, Computer Science, and Information Technology etc. for catering the growing demand for such programmes.

* For appointing the faculty members, advertisement is given in leading news papers inviting application from qualified teachers. Such advertisements are given every year through which new competent faculty members are appointed.

* For the new faculty members appointed, necessary arrangements have been made to get specialized knowledge in their respective subjects by deputing them to participate   in various workshops, seminars, training programmes.

* Existing senior faculty members teaching the new programmes are induced to continue their services by giving necessary incentives to that effect.

2.4.3   Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

A) Nomination to Self Development programme.

Academic Staff Development Programmes	Number of faculty Nominated.			
	Year			
	2010-11	2011-12	2012-13	2013-14
Refresher courses	1	-	1	-
HRD programmes	-	-	-	-
Orientation programmes	-	1	-	-
Staff training conducted by the university	8	22	11	16
Staff training conducted by other institutions	----	-----	-----	---
Summer / winter schools, workshops, etc.	12	11	8	6

B) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching learning

* The institution organizes training programmes for the faculty to enable them to use new methods/technology for the improvement of teaching-learning.

* The faculty members use new teaching methods like group discussion, question and answer session, use of projectors etc. they have been trained to use new methods

   When a new curriculum is introduced, the faculty members are made to participate/attend the workshops organized by specialized departments or affiliated colleges.

* The faculty is trained to use audio-visual aids/multimedia for improved teaching learning process.

* The faculty is trained to prepare study material and use the same for better learning.

* New teachers are trained by the head of the department for effective teaching

* Subject experts are invited to guide the faculty in connection with the use of various methods and technology to improve teaching and learning.

C) The faculty members of this institution are invited as a resource person in the seminars and workshops by external agencies/colleges:

* 6% of the total faculty members were invited as resource person for seminar and workshops.

* 60% of the faculty participated in the workshops and the seminars.

* 10% have presented papers in the workshops and the seminar

2.4.4 *What policies/systems are in place to recharge teachers? (E.g.: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)*

* The institution has a separate policy to recharge the teachers for the enhancement academic activities:-

* Teachers are given duty leave to attend or to present the papers in the seminar.

* The expenses incurred for traveling, seminar registration fees, daily allowances etc. are reimbursed by the college .

* Teachers are felicitated by the institution for attaining higher education like, MBA, CA & PhD to encourage them.

* Teachers are encouraged to take up minor and major research projects of the University to create interest among them for research activity.

2.4.5 *Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty. Faculty members received award for excellence in teaching.*

* Prof Ajay pillai of Commerce department was awarded "best teacher" award by Paul foundation for his excellent teaching quality.

2.4.6 *Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?*

* The institution has a system of evaluating the teachers by the students and by the head of the institution.

* Such evaluation is done on a five point scale.

* The average points allotted to the teachers under different heads are communicated to the teachers.

* The teachers are expected to put more efforts in those direction were they have scored less.   Such system improves the quality of teaching and learning process.

*   A group of academicians, administrators and managers conduct academic audit of the institution periodically. The suggestions of the audit will be used for framing academic and administrative policies of the institution by the IQAC.

2.5   Evaluation process and Reforms

2.5.1   How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

 * The general evaluation system of the college is framed by the University. At the same time college also follow certain evaluation system at the college level.

* Whenever there is any change in the evaluation system, the college is communicated to that effect by the university.

*   The stakeholders of the institution especially the students are informed through the prospectus of the college, the nature of the evaluation system.

* The faculty members are informed by circulating the directives issued by the University pertaining to the evaluation system.   Further the system of evaluation is discussed in the teaching staff meeting.

* The faculty members attend workshops arranged by the university and the colleges to understand the new evaluation system.

* In the parents meet, the new evaluation system is also discussed for their knowledge.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

* The University of Mumbai has introduced the Credit based internal assessment system from the academic year 2011-12 for under graduate courses, semesters wise.

* The institution has adopted this reform. However as an affiliated college, the college can not have its own evaluation system. The evaluation reforms are strictly/effectively followed by the institution. However other evaluation system like question and answer, home assignment, group discussion etc. has been followed at the college level.

* Under this system there is continuous evaluation of the learners throughout the academic year.

* The candidate is examined internally for 40% marks which include class tests, projects, conduct etc. and 60% includes the theory examination of two hours duration.

* Under this Semester and Choice based credit system, the performance of the learners for all VI semesters are taken into account while awarding him the final grade.

* The performance of the learner is judged on 7 point ranking system based on the percentage of marks obtained in the examination. (Both internal & external)

* This institution has adopted the examination reform introduced by the university in Toto. As an affiliated college, the college cannot have its own evaluation system. The evaluation reforms are strictly/ effectively followed by the institution.

2.5.3 *How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?*

* The institution ensures effective implementation of the evaluation reforms introduced by the university-

* The new evaluation system in all respect is brought to the notice of all faculty members in the staff meeting.   Every faculty member get full knowledge about reform.

* The copy of the circular giving the detail information regarding new evaluation system is given to all faculty members for their reference.

* In the meeting of the examination committee the new evaluation system is intensively discussed and proper planning for its implementation is done.

* In the academic calendar, the time table of class test, semester end examination, dates of declaration of result, time table of additional examination etc. is included.

* A special software is used for the preparation of the result of semester examination including both internal and external.

* Rules pertaining to allowed to keep terms (ATKT) for higher standard, gracing system etc have been followed.

2.5.4   *Provide details on the formative and summative evaluation approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system.*

* The new credit based evaluation system evaluate the learners under two heads namely formative and summative.

* Under formative evolution system 40% marks are allotted divided into three groups:

> A. Projects, assignments, case study-   10 marks
> Class test   20 marks
> General performance/ conduct   10 marks

* Under Summative evolution system 60% marks are allotted for term and theory examination and 60% marks for term end and practical examination.

* The new evaluation system has created positive impact on the learners and the overall performance of the institution which is clearly visible under the following heads:-

* General attendance of the students in the class has increased.

* Learners involvement in the academic activity has increased.

* The learner is made to study the entire syllabus without any option.

* The knowledge of the subject, teacher learner relation, students discipline etc. have improved.

2.5.5   *Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.*

* The institution constantly monitors the performance of the students throughout the duration of the programme.

* Students performance in the assignment/.projects are displayed on the notice board of the college.

* Student performance in the class test is also displayed on the notice board.

* A consolidated mark sheet showing both internal and theory marks are issued to the learners by the end of each semester.

* Such exercise is done during the entire duration of the programme.

The following table indicates the details of the result of the students programme wise for the last four years

Programme	Pass % of the students			
	2009-10	2010-11	2011-12	2012-13
Bachelor of Arts (B.A)	65	68.5	72.7	72.5
Bachelor of Commerce (B.Com)	59	80	83	71
Bachelor of Commerce (Account and Finance)	---	98	100	100
Bachelor of Commerce (Banking and Insurance)	---	100	100	100
Bachelor of Management Studies	---	75	50	60
Bachelor of Mass Media	---	85	87	92
Bachelor of Science (B.Sc.)	20	85	85	70
Bachelor of Science with Computer Science	46	44	70.5	42
Bachelor of Science Information Technology	32	42	57.6	28

* The detail shown above indicates that there is a progress in terms of student's results over the period of the introduction of the new evaluation system.

* The Introduction of internal assessment system since last year has brought changes in the overall development/performance of the students. Student's attendance in the class, discipline, behavior has been improved and the system of project has developed independent working ability of the students.

2.5.6 *Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weight ages assigned for the overall development of students (weight age for behavioral aspects, independent learning, communication skills etc.*

* The introduction of internal assessment system since last year has brought changes in the overall development/ performance of the student.

* Student's attendance in the class discipline, behavior has been improved.

* The system of project has developed Independent learning spirit among the students.

* This system has developed the leadership quality among the students and the element of self reliance is visible.

* 40% weightage has been given for the learners to show their talents, ability and involvement which has resulted in the overall development of the learners.

* Since the new evaluation system is transparent in nature, the learner's confidence in the evaluation system has increased.

2.5.7 *Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.*

* The institution and the faculty also believe that evaluation is an indicator of the achievement of learning objectives and planning.

* The result of various semester examination indicate the general performance and the individual performance of the students.

* The details of 1st class, 2nd class, pass class and failures is taken to assess the performance of the student.

* Such details give the information of outstanding students, moderate learner and drop outs. It is an indicator of achievement of learning objective.

* Such information is used by the faculty and the student for future planning like remedial intensive coaching for slow learners, additional coaching for moderate learners and advanced coaching for the learners with excellent performance.

2.5.8 *What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?*

* There is a special mechanism for redressal of grievances with reference to evaluation both at the college level and at the University level.

College level:-

* At the college there is a student grievance cell consisting of senior faculty members and the head of the institution.

* Student can register their grievances with the cell pertaining to all matters including evaluation.

* The cell will hear the candidate in person pertaining to his/her grievance.

* The chair person of the examination committee will be asked to look into the matter and report to the cell. The cell then finally settles the grievance.

* Student are allowed to get the photo copy of their assets answer books and are allowed to point out mistake in the assessment (if any)

* Students can have revaluation of their answer books by another examiner.

* If grievance is not redressed at the college level, the student can approach the University Student Grievance Cell.

* There is a centralized assessment system in every college under the supervision of the head of the institution. Since the preparation of the result is computerized, there is 100% transparency.

University level:-

* There is a student grievance cell at the University for the redressal of grievances of the students.

* Students can have photocopy of the University Examination assessed answer books.

* There is a provision for revaluation of answer books of the University examination.

2.6 Students Performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

* The college clearly indicates the learning outcomes in the Mission and vision of the Institution. It is also shown in the objectives of the institution.

* The learning outcomes are made known to the staff in the staff meeting which is held in the beginning of the academic year.

* During the orientation lectures arranged for the students in the beginning of the year, learning outcomes are made known to them.

* Institution's Vision and Mission are displayed inside the college premises for the students and the staff which indicates the learning outcomes.

* The academic calendar also indicate the learning outcomes for the reference of the staff.

* Other stake holders like parents are also informed the learning outcomes in the parents meet.

2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

* The strategies of the Institution regarding teaching learning and assessment help the institution to achieve the intended learning outcomes.

Teaching:-

* Teaching plan, time table of the teacher, distribution of work load of the teachers is done as per norms and the feed back from the students and the teachers, number of daily working hours, number of working days in a semester etc. are fixed to attain the learning outcomes.

Learning:-

* Better learning environment, excellent infrastructure, use of projectors and laptops for teaching, good library services, use of question and answer method, group discussion and students feed back help in attaining the learning outcomes.

Evaluation:-

* Internal assessment system, home assignments, projects, transparent evaluation system, theory examination, feed back from the students etc. helps in attaining learning outcomes.

* Apart from this, regular monitored attendance system, industrial visit, attending workshops and seminars, guidance pertaining to the development of soft skills, personality development, participation in NSS, sports and cultural activities, career guidance etc. helps to achieve the learning outcomes.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

* The Institution has been taking various measures to enhance social and economic relevance of the course offered.

Quality jobs:-

* The professional courses like BMS, B Sc IT, B Sc CS, B com with B/I, Account and Finance taught at the college are job orientated. The learners get the placement after completing these courses.

* Specialized persons from the industry are invited to guide the students regarding the placements. The placement cell of the college arranges various lectures regarding the scope of employment.

Entrepreneurship:-

* Industrial visits arranged for the students of managements (BMS) helps the learners to understand industrial activities and developed entrepreneurial ability.

 * Special lectures are arranged at the college by the managers of different organizations to help the students to improve the managerial quality.

* The participation of the students in various seminars arranged by the institution develops leadership quality among the students.

Innovation and research:-

* The institution promotes various seminars and conferences to develop innovative ideas among the students.
* Students participation in the inter class, inter collegiate competitions also develops innovative aptitude among them.

* Students participation in the research promotion lectures arranged by the college for the teaching staff help them to go for research activity.

* Home assignments, projects etc induce the students to go for independent activity and develop research aptitude among them.

2.6.4   *How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?*

* The institution collects and analyzes the information on students learning outcomes. Such information is used for planning of the system of learning and also solve the problems arising during the course of learning.

* Students performance in various examinations (both internal and external) is taken from examination results. After proper analyzing of the result class wise, subject wise, exam wise, the institution find out the areas in which efforts are required and plan for rectification of deficiencies for progress.

* The results of various examination helps in identifying poor learners, slow learners, advanced learners, moderate learners. Such information is used for

arranging remedial coaching, advance coaching etc. it also helps in framing policies like issuing question banks, model question papers etc. for weak students.

* Students attendance data is taken from the attendance register. Subject wise, class wise attendance is analyzed and the effect of attendance on learning outcomes is also analyzed. Such information is used for framing the policy connected with the student's attendance.

* The institution identifies barriers of learning and adopt necessary steps to overcome them. Barriers like family problems, financial problems, residential problems etc are identified and suitable steps like providing them free ships and scholar ships, counseling, guidance for paying guest accommodation etc.

2.6.5 *How does the institution monitor and ensure the achievement of learning outcomes?*

* The institution monitors and analyzes the learning outcomes.

* The examination results of semester, class tests etc. are properly monitored and analyzed through which it insures the achievement of learning outcomes.

* The college maintains the records of the student's attending jobs after completion of their studies.

* Details are also maintained pertaining to students placement, services under self employment scheme, further studies etc. through college alumni.

* The awards won by the students in various inter colligate competitions were also recorded as achievement of learning outcomes.

2.6.6 *What are the graduates attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students? Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include*

* The graduate attributes of college and university are properly specified and efforts are made to attain those attributes.

The graduate attributes of this college are:-

* The student of this college should be able to face the challenges of the competitive world.

* They should have specialized knowledge in the field of their choice.

* They should be able to take timely wise decisions as per the requirement.

 * They should have the spirit of cooperation and believe in ethical and moral values.
* They should have the leadership quality and sense of responsibility.

* They should have a long term vision with necessary objectives and the courage and ability to attain them.

* Above all they should be a good citizen of this country contributing towards progress and peace.

The college ensures the attainment of these attributes by following necessary measures:-

1. Providing knowledge in different areas specified in the syllabus.

2. Motivating the students to participate in various competitions.

2. Organizing various programmes, activities, competitions in the college to develop the quality of leadership.

3. Constant guidance by the faculty members to face the challenges of the competitive world.

5. Arranging yoga camps, spiritual lectures to strengthen their self confidence and to develop the spirit of cooperation.

3 CRITERION III–RESEARCH CONSULTANCY AND EXTENSION

3.1 Promotion and research:

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization? The institution does not have a recognized research center.

* The college has no recognized Research Centre by the University of Mumbai

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

* The College has a Research Committee to monitor and address the issue of Research.

The College Research Committee consists of:-

* Principal, HOD of Commerce Department , HOD of Arts Department, HOD of Economics Department, HOD of Department of IT , Chairperson of Examination Committee and the Coordinator of Professional Courses.

* The Research Committee meets twice in year and makes the recommendations.

* The Committee induce the senior faculty members to go for Research Activities.

* The Committee also induces the faculty members to undertake minor or major Research projects of the University.

* The Committee has recommended the college to invite Research Scholars , Research Guides to hold meetings with the staff members to encourage them to pursue Research Activities and also guide them in attaining PhD degree and writing Research papers etc.

* These recommendations helped two faculty members to register for PhD degree.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

* The Institution facilitates for the smooth progress and implementation of Research Activities.

* Infrastructure along with necessary man power has been made available.

* Necessary concession in the work load has been given to the faculty engaged in research and are given flexible timings.

* Financial help has been extended as when required to the Researchers.

 * The Faculty members are encouraged to register themselves for PhD.

 *   The Institution invites Research Scholars, Research Guides to hold meetings with the staff members to encourage them to pursue Research Activities and also guide them to register for PhD degree and write Research papers etc.

3.1.4   *What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?*

* As the College undertakes only Under Graduate programme.   There is less scope for developing scientific temper, Research culture and aptitude among the students. However the institution has been inducing the students for Research activities.

* Students have been given guidance by the faculty while preparing the projects which enables them to have an independent work culture.

* The Library provides internet facilities to the students to create Research aptitude among them.

* The college organizes Industrial visit for the students.

3.1.5   *Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.*

Name of Faculty	Subject	Nature of Research Activities
Mr. Ajay Pillai	Commerce	Registered for PhD. Research is in progress
Mis. Kavita Mate	History	Registered for PhD. Research is in progress

3.1.6   *Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.*

*   The College has arranged two inducement programmes in the college for encouraging the staff to undertake research activity.

3.1.7 *Provide details of prioritized research areas and the expertise available with the institution.*

* Both faculty members involved in Research (PhD.) belong to the Department of Economics.

3.1.8 *Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?*

* The institution has invited Research Scholars , Research Guides to hold meetings with the staff members to encourage them to pursue Research Activities and also guide them in PhD registration and write Research papers etc.

3.1.9 *What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?*

* As the two staff members engaged in Research Activities during their regular duty at the college, no sabbatical leave has been sanctioned to them. However they have been given necessary concession with regard to their duty at the college.

3.1.10 *Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)*

* As the Research activity of two faculty members is in progress, there is no scope for the institution in creating awareness, advocating, transfer relative findings of the research to the student and community.

3.2 Resource Mobilization for Research:-

3.2.1 *What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.*

* There is no percentage of the total Budget year marked for Research. The college is on 100% non-grant basis.

* As and when the faculty requires financial assistance for T.A and D.A, necessary assistance has been given.

3.2.2 *Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?*

* There is no provision for providing seed money to the faculty for research.

*   As and when the faculty requires financial assistance for T.A and D.A, necessary assistance has been given.

3.2.3   What are the financial provisions made available to support student research projects by students?

* There is no special financial provision made available to support student research projects.

* As per the University rules project fee is collected from the student and has been spend on them.

3.2.4   How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of

* There is no inter disciplinary research activity at the college, however such inter disciplinary research will be conducted in future.

3.2.5   How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

* The research activity undertaken by two faculty members does not require any equipments, however necessary facilities have been extended to the researchers.

3.2.6   Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

* The institution has not received any special grants or finance from industries or other agencies for developing research facilities.

3.2.7   Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

Name of the project	Duration Year From to	Title of the Project	Name of the funding agency	Total grant		Total grant received till date
				Sanctioned	Received	
Minor projects	NIL	NIL	NIL	NIL	NIL	NIL
Major projects	NIL	NIL	NIL	NIL	NIL	NIL
Interdisciplinary projects	NIL	NIL	NIL	NIL	NIL	NIL

* As the faculty does not require research funds from various funding agencies, no effort have been taken in that direction.

Name of the project	Duration Year From to	Title of the Project	Name of the funding agency	Total grant		Total grant received till date
				Sanctioned	Received	
Industry sponsored	NIL	NIL	NIL	NIL	NIL	NIL
Students' research projects	NIL	NIL	NIL	NIL	NIL	NIL
Any other (Specify)	NIL	NIL	NIL	NIL	NIL	NIL

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

* The faculty engaged in doing PhD. have been provided a separate cabin inside the library and a computer with internet connectivity.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

* The institution plans for upgrading and creating new infrastructural facilities in future.

* More inducement will be given to the faculty to conduct research activity.

* Upgradation of library with necessary books and Journals , E Journals, and internet facility.

* Encourage the faculty to undertake minor and major projects.

* Extend financial help for the researchers for research activities.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/ facilities created during the last four years.

* The institution has not received any special grants from the industries or other agencies for developing research facilities. As and when such grants are received ,the same will be fully utilized for developing research facilities.

3.3.4   What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

* No research facilities are made available to the students and research scholars outside the campus / other research laboratories. They have been given financial help, concession in the work load etc.

3.3.5   Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

* The college library has been equipped with 35 Journals which will be made available to the faculty doing research activity.

* Computer with Internet facility.

* A separate cell has been provided with man power.

3.3.6   What are the collaborative researches facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

* No collaborative facilities developed /created by the Research Institutes in the college. However in future such collaborative Research facilities will be developed.

3.4   Research Publications and Awards

3.4.1   Highlight the major research achievements of the staff and students in terms of

Patents obtained and filed (process and product)
Original research contributing to product improvement
Research studies or surveys benefiting the community or improving the services
Research input contributing to new initiatives and social development

* No major Research achievement of the staff and students in terms of patents obtained and filed, research contributing to product improvement have been achieved.

3.4.2   Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database

* No. The institution does not publish or partners in publication of Research Journals.

3.4.3   Give details of publications by the faculty and students:

Publication per faculty
Number of papers published by faculty and students in peer reviewed

journals (national / international)

Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

Monographs

Chapter in Books

Books Edited

Books with ISBN/ISSN numbers with details of publishers

Citation Index

SNIP

SJR

Impact factor

h-index

* There is no publication by the faculty and the students .

3.4.4 Provide details (if any) of

research awards received by the faculty

recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally

incentives given to faculty for receiving state, national and international recognitions for research contributions.

* The faculty of this institution has not received research awards , research recognition by Professional bodies, agencies, National and International organizations. The faculty has not received recognition for research contributions.

3.5   Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

* The faculty members provide necessary consultancy to the industry as and when opportunity arises.

* The faculty participates in the seminars, conferences organized by the industries from time to time.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized

* The faculty members are encouraged to provide consultancy in the field of law, accountancy etc.

* Participation of the faculty in seminars and workshops publicizes their expert knowledge.

3.5.3   How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

*   The institution encourages the staff to utilize their expert knowledge for consultancy services. In the field of law, accountancy, management, IT etc. They are given necessary concession from the duty at the college for providing consultancy services to the public.

3.5.4   List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

*   The institution only encourages the faculty to provide consultancy services.

*   The revenue generated for consultancy cannot be given as the data to that effect is not available.

3.5.5   What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

*   The institution does not share the income generated through consultancy by its staff (if any)

3.6   Extension Activities and Institutional Social Responsibility (ISR)

3.6.1   How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

*   The college undertakes extension activity to promote institution – neighborhood- Community network leading to student's involvement in contributing to good citizenship, service orientation and holistic development of the students.

*   The NSS Unit of the college undertakes Blood donation drive, slum cleaning programme etc. for the community development.

*   The college Annual magazine indicates the activities conducted during the previous year.

*   Students completing 120 hrs of social service are awarded 10 grace marks in the examination.

*   Tree plantation, Vriksha Dindi gives message to the community for clean environment.

*   Faculty members participate in various activities conducted under NSS as a part of social service and for the holistic development of the students.

* The NSS wing of the college organizes various intercollegiate competitions through which it gives a message of student's involvement in various social activities.

* The students participating in the extension activities are taught proper discipline and social awareness.

* The women development cell also undertakes activities for women empowerment.

3.6.2   *What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?*

* The Institution encourages the students to involve in various social activities to promote better citizenship.

* Vidyarthi Dattak Yojana programme the college has given a message to the neighboring communities to adopt needy students and help them.

* The camp organized by the NSS unit in the remote village area creates the sense of responsibility among the students and help them to become responsible citizen of the country.

3.6.3   *How does the institution solicit stakeholder perception on the overall performance and quality of the institution?*

* The institution makes the stakeholders aware of the overall performance and the quality of the institution through:-

* The Annual Examination results showing an upward movement over a period of time.

* Improvement in the overall discipline of the institution.

* Addition of better infrastructure every year.

* Increase in the number of books and journals in the library.

* Better teaching methods especially the use of electronic equipments in the teaching process.

* Implementation of extension activities and undertake social responsibility.

* Involvement of alumni and parents in the activities of the institution.

* Adaptation of best practices to maintain friendly environment in the institution

3.6.4   How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

*   The NSS wing of the college organizes extension and outreach programme every year.

*   Outreach programme like street play, AIDS Awareness are conducted every year to have impact on the students.

*   Programmes on tree plantation, Vriksha Dindi etc. help the students in maintaining good environment.

*   Blood donation camp, lectures on yoga also contribute towards the development of the students.

*   The institution has spent funds for NSS activities details of which is given below for the last four academic years.

Year	2009-10	2010-11	2011-12	2012-13
Amount	20850	25655	32250	26500

3.6.5   How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

*   The institution is committed to promote extension activities through NSS, NCC etc.

*   The activities done under NSS has been listed along with photographs in the college magazine.

*   The prospectus and college website also give clear picture about extension activities.

*   To promote extension activities like NCC, NSS the college awards 10 grace marks in the annual examination which will help the students to get ATKT / promotion /grade in the examination. The information regarding grace marks are given to all students through NSS orientation programme, conducted in the beginning of every academic year.

*   Similar motivation is given to the students joining NCC

3.6.6   Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from underprivileged and vulnerable sections of society?

* NSS volunteers conduct different surveys to understand the extent of under privileged and vulnerable section of the society. They conduct street plays at some common places for the benefit of under privileged people.

* The women development cell of the college helps the women staying in the vicinity of college to resolve their problems.

3.6.7 *Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.*

* The extension activities compliment students academic learning experience and inculcate values and skills.

* The NSS activities of the college make the students.

> Self dependable
> Self confident
> To develop the sense of Social responsibility
> To develop the sense of co-operation and team work
> To develop the quality of leadership and face emergencies
> To develop discipline and sense of obedience

3.6.8 *How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?*

* The institution ensures the involvement of the community in its activities and contributes to the community development.

* The NSS unit of the college conducts various community development activities and encourages the community to participate in the activities of the institution. Every year more than 30 students take a village out of the city under adaptation. Students undertake cleanliness drive in the said village. They also distributes note books, dictionary to the needy school going children. The villagers extend their full corporation to enable the volunteers to stay in the village for 10 days. Both villagers and NSS volunteers participate in the common activities.

3.6.9 *Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.*

* The institution involves other institution of the locality in its extension activities.

* The Vriksha Dindi programme arranged by the college was a grand success. Students of neighboring colleges, police personals, local social workers and

well wishers joined the procession to give the message to the people in connection with environment.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

* The institution gets award for its extension activities.

* The village panchayat has issued appreciation letters for student's participation in the activities in their village.

* The institution also gets the appreciation letter from the blood bank for donating maximum unit of blood under the extension programme.

3.7   Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

* The institution is yet to start collaboration and interact research laboratories, institutes and industries for research activities.

3.7.2 Provide details on the Mouse /collaborative arrangements (if any) wit institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.
* As the institution is yet to go for MoUs/ collaborative arrangement with the institution of national importance , Universities , industries , corporate etc. The details of their contribution to the development of the institution yet to be furnished.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

* Banks and other organizations approach the institution for placement of final year students. Every year large number of students get the placements. Institution also invites different organizations for placement.

3.7.4 Highlighting the names of eminent scientists/participants, who contributed to the events, provides details of national and international conferences organized by the college during the last four years.

* The institution as not arranged National or International conferences during the last four years. . However our faculty and students have participated in various national and international seminars conducted by other colleges.

3.7.5   How many of the linkages/collaborations have actually resulted in formal Mouse and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –

a) Curriculum development/enrichment
b) Internship/ On-the-job training
c) Summer placement
d) Faculty exchange and professional development
e) Research
f) Consultancy
g) Extension
h) Publication
i) Student Placement
j) Twinning programmes
k) Introduction of new courses
l) Student exchange
m) Any other

* The College is yet to develop the linkages / collaborations for MoUs and agreements. In the coming years institution intends to establish linkages and collaborations.

3.7.6   Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations

* As the institution is planning to establish and implement the initiatives of linkages /collaborations, details are yet to be furnished.

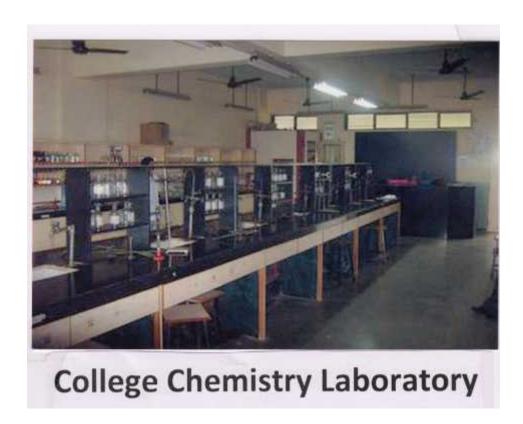# CRITERION 4

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical facilities

4.1.1   *What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?*

  *   The institution aims at the creation of good Infrastructure to facilitate effective teaching and learning.
  *   The institution plans the requirement of infrastructure in the beginning of every academic year. As the strength of the students increases every year, more lecture halls, benches, fans, lab equipments etc are required. The management prepares the list of items required and make necessary provision for the purchase of the same.

4.1.2   *Detail the facilities available for*

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

* The institution has enough infrastructures for the academic activities

* Curricular and co-curricular activity:-

* The college has 25 lecture halls well equipped with furniture, lights and fans etc. It has an audio-visual air conditioned lecture hall. The college has also a good library with sufficient number of books.

* Four big laboratories with full infrastructure. Physics, Chemistry, Zoology and IT Lab.

* Tutorial rooms with necessary infrastructure.

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

* A big playground for sports activity.

* A Gymkhana with gymnasium for indoor games.

* A big auditorium with sound system, furniture and a stage for the students to conduct cultural activities and to develop public speaking, self confidence

* Space and infrastructure are also provided for NSS activities, conducting seminars, space for tutorials, space for visitors, well equipped laboratories – physics, chemistry, Zoology, Botany, IT etc.

College Chemistry Laboratory

College Biology Laboratory

College Physics Laboratory

4.1.3   How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four Years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

*   The available infrastructure has been optimally utilized.   The college remains open from morning 7 a. m till 4. 30 p. m. The Gymkhana also remains open for the same period.

* All lecture halls are fully utilized for academic activities.

* The details of amount spend during last four years on infrastructure is given below:-

Details of expenditure	Year-2009-10	Year-2010-11	Year-2011-12	Year-2012-13
Building	91,686	78,947	53,985	46,900
Furniture	5,23112	5,49352	5,49,352	669250
Equipments	1,35,513	1,90,191	79,911	49,913
Electrical fitting	21,400	13,500	13,370	19305

*   The master plan of the institution is enclosed showing future plans of the institution concerned with the research activity, infrastructure, library, building etc.

4.1.4   *How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?*

* Students with physical disability have been provided with special facilities.

* A wheel chair has been made available.

* Ramp at the entrance at the college.

* Western style toilet has been provided.

* Lecture hall is arranged at the ground floor.

4.1.5   *Give details on the residential facility and various provisions available within them:*

   • *Hostel Facility – Accommodation available*
   • *Recreational facilities, gymnasium, yoga center, etc.*
   • *Computer facility including access to internet in hostel*
   • *Facilities for medical emergencies*
   • *Library facility in the hostels*
   • *Internet and Wi-Fi facility*
   • *Recreational facility-common room with audio-visual equipments*

• *Available residential facility for the staff and occupancy Constant supply of safe drinking water*
• *Security*

* Hostel facility: - At the movement no hostel facility has been provided.

* The management has the plans to construct the hostel for the benefit of the out station students with all amenities.

4.1.6 *What are the provisions made available to students and staff in terms of health care on the campus and off the campus?*
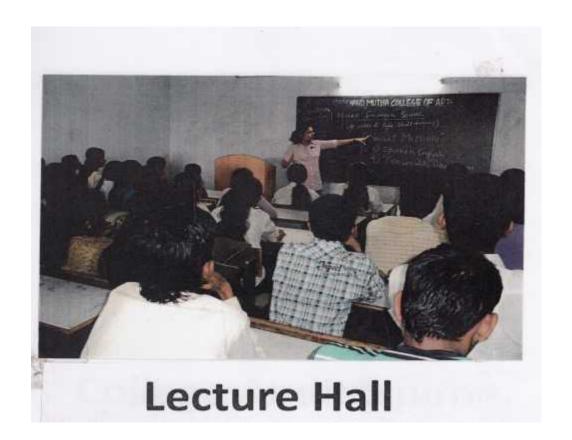*The institution has been providing medical care to the students through the License Medical Practitioner.*

The institution has made the necessary provision to take care of the health of the students and the staff:-

* A first aid box has been kept ready with medicine and other requirements to provide first aid to the student in case of accident and other emergencies.

* A licensed medical practitioner has been appointed by the management to treat the students and staff in case of emergencies.

* A wheel chair is made available.

* Periodical medical checkup and dental checkup of the students and the staff is done.

* Ambulance facility on call is available for staff and the student in case of emergency.

* Group Insurance facility has been implemented for all students.

4.1.7 *Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.*

Common facilities for staff and students are made available:-

* Special cabin for IQAC members for their meetings and other activities.

* A cabin for student/staff grievance cell.

* A special cabin for women development cell.

* A separate building for canteen facilities.

* Clean filtered, cold drinking water is supplied to the students.

* An auditorium with all facilities like light, fans, stage, amplifier etc.

* A big playground for sports activities.

* A big gymkhana for indoor games.

Lecture Hall

Lecture Hall

4.2 Library as a learning resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

* The college has a library Advisory Committee consisting of following members:-

    1. Mr. John D'Mello- Principal.

    2. Mrs. Aruna Gharat- Librarian.

    3. Mrs. Seema Ramchandani- Teaching staff.

    4. Ms. Mallika Hegde- Teaching Staff.

    5. Ms. Kavita Bhagwat- Teaching Staff.

    6. Mr. Ganesh Rawal- Member of the student.

    7. Ms. Varsha Karbhari- Member of the student.

*   The library advisory committee meets at least twice a year. Matters connected with purchasing of books and journal, furniture, E- resources, services to the users etc. are discussed.

The library has been made user friendly due to implementation of the initiatives taken by the library committee:-

- Timings of the library from morning to 7. 30 am the 5. pm.
- During examination it remains open even on Sundays and holidays.
- During vacation it remains open as usual (7. 30 to 5. pm)
- For the benefit of the faculty, a reference cell is made available inside the library.
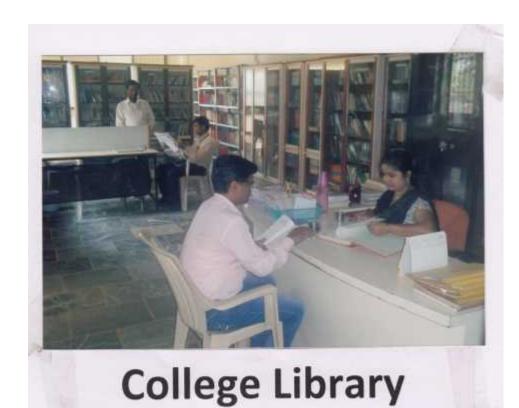- Library attached with reading room facility.

4.2.2 Provide details of the following:

* Total area of the library (1200 Sq. Ft.)-

* Total seating capacity- 50 users

* Working hours: - 7. 30 to 5 pm

* Holidays –remain closed

* Before examination days-7. 30 to 5. 30

* During examination days- 7. 30 to 5. 30 and remain open on Sundays and holidays.

* During vacation-7. 30 to 5.PM

* Layout of the library:-

* Librarians office: - The institution has appointed a qualified and experienced librarian. Her office includes a big table, revolving chair, a computer with internet, a printer etc.

* Books issuing counter:- Students are issued text books, reference books, magazines etc through the issuing counter by the concerned clerk assisted by library attendant.

* Faculty reference cell with computer, Internet:- A separate reference cell has been made available with computer, internet for the use of the faculty members.

* Students reading room:-An independent students reading room has been made available for the students equipped with necessary furniture, lights, fans etc.

4.2.3   How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years

* The library purchases the necessary requirement like current titles, print and E-journals and other reading materials based on the recommendation of the library committee from time to time.

* The following table indicates the details of amount spent on books, journals, E-resources during the last four years.

Library holdings	2010-2011		2011-2012		2012-2013		2013-2014	
	Number	Total Cost	Number	Total Cost	Number	Total cost	Number	Total Cost
Journals/ Periodicals	31	9760	31	9760	31	9760	31	5250
e-resources	1	9000	1		1		2	3200
Any other (specify)								

Library holdings	2010-2011		2011-2012		2012-2013		2013-2014	
	Number	Total Cost	Number	Total Cost	Number	Total cost	Number	Total Cost
Text books	535	62616	375	44626	508	43423	406	54727
Reference books	107	32280	89	30285	102	35407	90	19562

College Library

Student Reading Room

4.2.4   Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

   * Library web site: - In the college web site the details of college library is given for the library user.

   * Total number of computers for the students: - One.

   * Total number of computers for the staff: - Two

   * Total number of printer:-One

   * Internet bank width/speed-2 mb 2 mbs.

4.2.5   Provide details on the following items:

   * Average number of walk-ins-60 per day

   * Average number of books issued/returned-35

   * Ratio of library books to student's enrolled-1:7.6

   * Average number of books added during last three years-1716

   * Average number of login to opac (OPAC)-

   * Average number of login to e-resources- 3 per day

   *   Average number of e-resources downloaded/printed-2

   * Number of information literacy trainings organized-NIL

   * Details of "weeding out" of books and other materials-NIL

4.2.6   *Give details of the specialized* services provided by the library

   * *Manuscripts*-No

   * *Reference books*-Are supplied.

   * *Reprography-Xerox machine*-Made available.

   * *ILL (Inter Library Loan Service)*-Yet to start.

* *Information deployment and notification (Information Deployment and Notification)*-A library notice board exclusively for the library is made available. Library notices are circulated among the students and the staff as and when required.

* *Download-downloading from internet*-Facility available

* *Printing*- One printer is available

* *Reading list/ Bibliography compilation*-List of books and journals are available.

* *In-house/remote access to e-resources*- Yet to provide remote excess.

User Orientation and awareness-Details are given in the prospectus and periodical notices have been issued.

Assistance in searching Databases-Yet to provide.
INFLIBNET/IUC facilities- Yet to provide.

4.2.7   *Enumerate on the support provided by the Library staff to the students and teachers of the college.*

* The college library provides references books connected with the subject taught in the college.

* It provides computers and printers for the users.

* The library staff provides the books and Journals to the students as and when required.

* Students can get the Xerox copies of documents.

* The users can download the matter and print the same.

* Services like issuing of identity cards roll number, college magazine.

* Issue of question paper booklets for exam preparation.

* News paper cutting services.

4.2.8   *What are the special facilities offered by the library to the visually/physically challenged persons? Give details.*

* For the benefit of visually/physically challenged learners, special seating arrangement has been made in the library.

4.2.9   *Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)*

* The college library gets feedback from the users periodically.

* The library users are given questionnaires and get the feedback pertaining to library services.

* Feed back from the student is taken during the parents meet.

* Complaint/suggestion box has been installed in the library.

* The suggestions and feedback are forwarded to the library advisory committee every month implementing necessary policies to that effect.

4.3   IT Infrastructure

4.3.1.   *Give details on the computing facility available (hardware and software) at the institution.*

Number of computers with Configuration (provide actual number with exact configuration of each available system)-30 computers all of them are of dual core.
Computer-student ratio-1:30
Stand alone facility-5 computers.
LAN facility-25 computers.
Wi-*Fi facility*- inside the computer lab Wi-Fi facility provided.
Licensed software-7
Number of nodes/ computers with Internet facility-30
Any other- The college has window 7-17, windows xp-7, office 2007-7, sql server-1, sql clinte-7, visual studio 2008.

4.3.2   *Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?*

* Wi-Fi facility is made available inside the computer lab.

* Students can access internet facility in all computers.

* The computer in the staff room and in the library are connected with the Internet facility.

* BSNL broad band connection is extended to the computer science and the IT department.

Computer lab

4.3.3   *What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?*

* The institution intends to add ten more computers with I 7.

* Expansion of Wi-Fi facility inside the entire campus including canteen, gymkhana etc.

* Installation of one more broad band connection.

* upgrading of existing computers and their configuration.

* Renewal of licensed softwares.

4.3.4   *Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)*

* The following table indicates the provision made in the Annual budget for the procurement, up gradation, deployment and maintenance of the computers for the last four years.

Year	2010-11	2011-12	2012-13	2013-14
Budget Provision in Rupees	50,000	200000	80,000	200000

4.3.5 *How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?*

* The institution has an audio visual classroom with LCD, Projector, Amplifier, fully air-conditioned.
  .
* Seminars are held in the college auditorium in which LCD projector, Amplifier computers, Lap-tops are used.

* When guest lectures are held, power point presentation has been done by using ICT resources.

4.3.6 *Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.*

* 50% of teaching staff use Lap-tops, projectors for effective teaching.

* Power point presentation is done by the teachers during lectures and seminars.

4.3.7 *Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?*

* The institution has not availed the National Knowledge Network Connectivity directly or through the affiliating University.

4.4 Maintenance of Campus Facility

4.4.1 *How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?*

The institution ensures the optimum utilization of funds allocated for the maintenance of---

A) Building- periodical repairing and maintenance of the building has been done every year and/or as and when required which includes painting, masonry work, electrical, plumbing work etc. The college building plinth has been fully ensured. RCC consultant has been appointed to advise the management regarding the safety and security of the building and a structural consultant has been appointed to advise the management pertaining to the college building from time to time.

B) Furniture- Regular maintenance and repairing of existing furniture has been done and additional furniture has been bought as per the requirement.

C) Equipments-Laboratory equipments of Physics, Biology, and Chemistry & Botany have been bought from time to time as per the requirement.

D) Computers-Regular maintenance contract for all computers have been given to the specialized agency.

E) Vehicles–The college buses have been properly maintained from time to time.

The following table indicates the expenditure incurred during the last four years.

Details of expenditure	Year-2009-10	Year-2010-11	Year-2011-12	Year-2012-13
Building	91,686	78,947	53,985	46,900
Furniture	5,23112	5,49352	5,49,352	669250
Equipments	1,35,513	1,90,191	79,911	49,913
Computers	25850	17551	91860	189448
Vehicles	-------	14335	17526	29505
Any other				

4.4.2   What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

* The Institution maintenance Daily Infrastructural Report and periodical meetings are held for its repairing and maintenance. Similar reports are maintained for various equipments used in the college.

* The institution maintains the playground every year after the monsoon to make it fit for various sports activities.

4.4.3   How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?
* The institution takes up calibration and maintenance of the equipments during the vacation every year two times (Oct/Nov and April/May).

4.4.4   What are the major steps taken for location, upkeep and maintenance of Sensitive equipment (voltage fluctuations, constant supply of water etc.)?

*   For the continues supply of water a big underground water tank has been maintained.

*   Both under ground and overhead water tanks cleaned once in three months.

*   The institution gets continues supply of electricity. A 50 kv generator has been provided.

*   Computers are connected with UPS system.

*   Invertors have been used in computer lab, college office and other important places.

*   Efforts have been taken to save the energy by using CFL bulbs and tube lights with electronic chokes.

*   All sensitive equipments are maintained through annual contract.

Any other relevant information which the college would like to include-NIL

CRITERION 5

Student Support and Progression

5.1.1   Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

* The college publishes prospectus every year.

* Through the prospectus the students are provided with necessary information.

* The Vision and the Mission of the institution.

* The details of LMC which is responsible for the day to day management of the college.

* Eligibility for the admission for different courses.

* Details of the subject offered and the syllabus.

* Details of the certificates issued by the college for the students along with the fees structure and fees charged there of.

* Rules pertaining to admission to different programmes.

* Rules pertaining to evaluation system.

* The college also publishes the college magazines "Kshitij" every year reflecting the various activities of the college.

* Rules of discipline

* The institution is committed to follow the prospectus in all respects. All office bearers and the management is accountable for its effective implementation.

5.1.2   Specify the type, number and amount of institutional scholarships / free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

* The college is yet to start institutional frees ship/ scholar ship for the student of this college. However students have been given concession in their college fees whenever they are in financial crises.

* The applications of the students for free ships and scholar ships are forwarded to the concerned government department for its sanction. As soon as the sanction order and the amount are received by the college, it will be distributed to the students immediately. Since 2012-13, the amount of free ship and scholar ships is directly credited to the student's individual SB account.

5.1.3   What percentage of students receive financial assistance from state

government, central government and other national agencies?

The applications of the students for free ships and scholar ships are forwarding to the concerned government department for its sanction. As soon as the sanction order and the amount are received by the college, it will be distributed to the students immediately. Since 2012-13, the amount of free ship and scholar ships is directly credited to the student's individual SB account.

* The following table indicates the Scholarships/ Free ships given to the students during the last four years by the Government.

Nature of	2010-2011	2011-2012	2012-2013	2013-2014
1) Free ship	56	07	14	Under process
2) Scholarship	102	83	90	
3)Shahu Maharaj	-	-	5	

Percentage of the total students of this college receive financial assistance from the State, Central Government and other agencies.

Nature of	2010-2011	2011-2012	2012-2013	2013-2014
1) Free ship	8.3%	1.19%	2.2%	-
2) Scholarship	15%	14%	14.2%	-
3)Shahu Maharaj	--	--	0.5%	-

5.1.4   What are the specific support services/facilities available for:-

* The college provides different services to the students to fulfill its Mission and Vision.

* *Students from SC/ST, OBC and economically weaker sections:-*

* Every year as soon as the admission of students is over, a notice is circulated informing the students belonging to the above referred category to fill up the free ship/scholar ship forms along with the necessary documents and submit the same to the office. Accordingly all application forms are collected and

forwarded to the concerned department for necessary sanction. As soon as the department sanctions free ship and scholar ship, the amount will be directly credited student's individual account.

Students with physical disabilities:-

* For Physically disabled students ram at the entry of the college is provided.

* Their regular lectures are arranged on the ground floor.

* They are provided with western type washroom.

* During examination writers are provided and seating arrangement is done on the ground floor.

* A wheel chair has been made available for physically disabled students.

* Separate seating arrangement is done in the library.

Overseas students:-

* No overseas students have been admitted in the college for this academic year.

Students to participate in various competitions/National and International:-

* The cultural committee of the college encourages the students to participate in various competitions arranged by the college and other institutions. They are given TA/DA for such participation along with registration fee (if any)
The winning students are felicitated by the college and the same is printed in the college magazine. Their names are also displayed on the college notice board.

Medical assistance to students: health centre, health insurance etc:-

* All Degree college students are brought under Group Insurance Scheme.

* A licensed medical practitioner has been appointed by the management to attend the emergency cases (if any)at the college.

* A first aid box has been kept ready with medicines and other materials to be used in case of emergency.

* Parents are informed about the health of their children in case they fall sick in the college during the regular lecture hours.

Organizing coaching classes for competitive exams:-

* College has arranged a seminar on competitive examination like UPSC/MPSC by outside experts.

Skill development (spoken English, computer literacy, etc):-

* The institution has started computer classes free of cost to the students.

 * Spoken English classes have been arranged in the college free of cost for the students who have done their schooling in vernacular medium.

Support for "slow learners":-

* Support for slow learners:- extra coaching will be given to the slow learners. Since no slow learners have admitted in this institution in the current academic year, no special arrangement have been made.

Exposures of students to other institution of higher learning:-

* Students are encouraged to participate in various institutions in the inter collegiate tournaments, competitions etc. so as to give them a wide exposure.
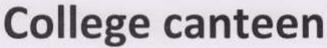

Publication of student magazines:-

* The college magazine "Kshitij" is published every year by the students. Students and staff publish their articles, poems, short stories etc.

* Students articles of high standard are displayed on the college notice board.

5.1.5   *Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts*

* The students of management studies have been given special attention towards their managerial abilities. Special lectures have been arranged in the college by the managers of Banks, Industrial organizations to groom the managerial qualities of the students.

* The industrial visits help the students to interact with the managers of different organizations and also help them in developing the entrepreneurial skill.

5.1.6   *Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.*

Students participating in extra curricular and co-curricular activities have been given extra support by the institution:-

* Exemption/concession has been given regarding regular attendance at the college.

 * They are allowed to appear for re-examination in case they could not appear for regular examination due to co-curricular activity.

* The are given flexible dates for the submission of projects and assignments.

* Grace marks have been awarded in the annual examination as per University norms.

* The institution spends on the registration fees, travelling expenses for participation of the students in various competitions, sports etc.

* Students who have shown outstanding performance in different activities are felicitated by the college and their names are displayed on the notice board of the college.

* Students participating in the inter collegiate sports tournament like cricket, volleyball, kho-kho, running etc are given sports material, track suits, sports uniform etc.

* During the college annual sports meet, no lectures are held in the college, so that large number of students can participate in the sports activity.

5.1.7   *Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIRNET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.*

* The college has arranged the lectures on competitive examination like, MPSC/UPSC etc. The institution is not in the position to give the number of students appeared and qualified for various examinations.

College canteen

5.1.8 *What type of counseling services are made available to the students(academic,
personal, career, psycho-social etc.)*

* The institution provides counseling services to the students.

Academic:-

* Subject like business communication and foundation course in the B com programme, communication skill in the BMS programme enable the students for better letter writing, presentation skill and self confidence. Over and above this, they are also given guidance to face the interviews for jobs.

* Seminars and lectures are arranged on personality development for the students.

* The orientation lectures arranged by the subject teacher in the beginning of the academic year help them in understanding the subject, syllabus etc.

* Admission guidance cell help the students in selecting the right optional subjects at the final year of the programme.

* The principal visits the class once in a week to give counseling services to the students through which students get their problems solved**.**

Personal:-

* The college has a counseling cell for the students consisting of the senior faculty members to council the students on various personal matters.

* The women development cell of the college also does counseling for girl students on various issues connected with women.

* The Anti-ragging cell of the college does counseling of the students who become the victim of ragging.

Career:-

* Lectures on career selection are held for the students to select the right career after the graduation.

* The placement cell invites different organization and banks to conduct the seminar in the college for the benefit of the student.

* The brochures/notices of recruitment agencies are displayed on the notice board to enable the students to get employment through recruitment agencies.

Psycho-social:-

* The college counseling cell invites psychiatrists to council the students whenever need arises. Social workers are also invited to guide the students to make them to understand their social responsibilities.

5.1.9   *Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and*

the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

* The college has a career guidance/placement cell which invites banks and other organizations for the placement of the students. However very few students have been placed by different organizations over a period of time. the college has not maintained any record as to how many students have been placed by different organization over a period of time.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

* The college has a student grievance cell consisting of the principal, Head of the department and faculty members. The cell meets as and when the case of grievance is registered.

* Following table indicates the number of grievances and their redressal during the last four years.

Year	Number of Case Registered	Number of Case Redressed
2009-10	5	5
2010-11	6	6
2011-12	3	3
2012-13	2	2

* A suggestion box is placed inside the college premises for the students to give suggestions in all matters. Such suggestions are discussed by the college officials and faculty members and take appropriate steps.

* The BC cell which has been formed specifically for the students belonging to backward classes. The cell redresses the grievances of the students belonging to backward classes.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

* The college has a women development cell consisting of the senior lady faculty members and the Principal as the chairman.

* The committee meets as and when any case of sexual harassment is registered.

* The cell go back to the complaint on sexual harassment and assess the gravity of the issue pertaining sexual harassment and resolves the same.

* The college has been provided 24x7 security services to give necessary protection for the lady teachers and girl students.

* The following table shows the number of cases of sexual harassment registered and resolved.

Year	Number of Case Registered	Number of Case Resolved
2009-10	2	2
2010-11	1	1
2011-12	3	3
2012-13	1	1

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

* The institution has an Anti-ragging committee consisting of Principal and departmental head and senior faculty members.

* A board has been displayed regarding the Anti-ragging act, the content of the Act prohibiting the students from ragging.

* The board also indicates the nature of punishment for ragging for the information of the students, parents and the outsiders.

* The following table indicates the number of ragging cases registered and resolved.

Year	Number of Case Registered	Details of Action taken
2009-10	2	2
2010-11	1	1
2011-12	Nil	Nil
2012-13	1	1

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The institution has been providing various welfare schemes for the students:-

* The students of this college have been provided free bus services from the college to the railway station and other prominent places of Kalyan.

* All students have been ensured against accident/death etc. by the college to the tune of Rs.100000/-

* The college canteen has been providing delicious food and snacks at reasonable rates to the students and the staff.

* Seminars have been arranged for placement, career guidance, and personality development etc. from time to time.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and Infrastructure development?

* The college has an alumni association dully constituted as per its constitution.

   Objectives of the Association:-

* To enhance the quality of Higher Education.

* To maintain constant relation with the institution in its progress.
* To guide the institution in various Academic, Administrative, Sports and Cultural activities.

* To help the needy deserving students financially.

* To provide career guidance to the students.

* To maintain healthy practices by organizing various programmes.

* To enhance the general knowledge of the students by conducting various tests, examinations.

Achievements:-

* Participation in the tree plantation and Vriksha Dindi programme.

* Participation in Blood donation programme.

* Participation the Teachers days celebration.

* Organization of a seminar on career guidance.

* Organization of a lecture of a Union Budget.

* Participation in Independence day and a Republic day celebration.

* Organizing and participating in the Cricket match- college students VS College alumni.

* The college intends to register the alumni association in due course.

5.2   Student progression

5.2.1   Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

The following table indicates the percentage of students progressing to high education and employment for the last four batches.

	Percentage			
	Year 2009-10	Year 2010-11	Year 2011-12	Year 2012-13
Student Progression				31
UG to PG	12	34	57	91
Employed Campus Selection	2	3	4	3
------------------------	-------------	-------	-------	-------
Other than Campus Selection	20	26	58	59

5.2.2   Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)?

The following table indicates programme wise pass percentage of the students in the University Examination for the last four years.

Programme	Mutha College % Year wise Passing				Birla College % Year wise Passing				Sonawane College % Year wise Passing				Agarwal College % year wise Passing				University % year wise passing			
	2009-10	2010-11	2011-12	2012-13	2009-10	2010-11	2011-12	2012-13	2009-10	2010-11	2011-12	2012-13	2009-10	2010-11	2011-12	2012-13	2009-10	2010-11	2011-12	2012-13
B A		68.5	72.7	72.5		96.3	96.28	95.45	82.54	70.15	72.31	74.75	82.21	79.48	---	---	75.12	73.75	----	76.05
B COM		80	83	71		92.8	81.53	81.13	62	53.67	66.75	73	64.2	56.61	---	---	60.47	56.41	81.53	81.13
B SC		85	85	70		80.9	72.40	66.67	----	----	----	---	64.20	56.61	---	---	60.47	56.41	---	47.41
B SC Information Technology		42	57.6	28		92.31	87.23	70												47.70
B SC Computer Science		44	70.5	42		-	-	-												---
B COM Banking Insurance		100	100	100		100	100	96.23												84.40
B COM Account Finance		98	100	100		96.36	96.72	98.49												92.41
Bachelor of Management study		75	50	60		88.13	89.92	80.53												66.14
Bachelor of Mass Media		85	87	92		98.8	95.13	95.60												92.34

5.2.3   How does the institution facilitate student progression to higher level of education and/or towards employment?

*   The institution arranges special lectures for the students intending for higher education by prominent academicians dealing with Management, Accounts, IT, Low, Commerce, etc.

*   Special lectures are also arranged in connection with employment opportunities in different fields by the experts from the corporate sector.

The faculty members belonging to different departments induce the students of their department to pursue higher education.

5.2.4   Enumerate the special support provided to students who are at risk of failure and drop out?

* The Institution arranges special support for the students who are at the risk of failure and drop out. Such students are identified by conducting Preliminary Examination after completing the syllabus.

* Intensive Extra Coaching lectures are arranged for weak students.

* Second, Third Preliminary Examinations are conducted for their benefit.

* They are made to solve previous University examination question papers and the same are assessed by the concerned faculty members.   Necessary guidance lectures are also arranged.

*   Parents of the students who are likely to fail in the examination are informed regarding the academic performance of their ward and are given necessary guidance so as to enable them to make their ward to work hard.

* Such students who are at the risk of drop out are called for the meeting with the faculty for necessary counseling.

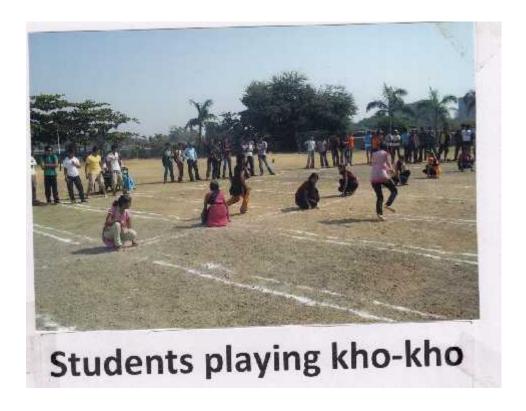**5.3   Student's Participation and Activity**

5.3.1   List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

* This institution encourages the students to participate in indoor and outdoor games, cultural activities, extra curricular activities etc. every year.

Indoor games: - Carom, Chess, Table tennis.

Outdoor games: - Cricket, Volley ball, Basket ball, high jump, Long jump, Foot ball, Kabaddi, Kho-kho, Wrestling.

Cultural activities/competitions: - Traditional day celebration, Annual day celebration, Rangoli competition, Inter class dance competitions, Drawing etc.

The academic calendar of the institution indicates the details of Annual sports meet, Cultural activities and other activities of the college.

Students playing kho-kho

Students playing Volleyball

5.3.2   *Furnish the details of major student achievements in co-curricular,
extracurricular and cultural activities at different levels: University / State /Zonal /
National / International, etc. for the previous four years.*

The following table indicates participation of the students in co-curricular
and sports activities at State/University, Zonal, and National level for last four years.

Activities	Level	Year	No. of Participant
1 Weight lifting	State	2009-10	1
2 Yoga	National	2009-10	1
3 Table Tennis	State	2009-10	1
4 Roller Skating	Dist	2009-10	2
5 Carom	State	2009-10	1
6 Wrestling	Dist	2009-10	2
7 Swimming	State	2009-10	1
8 Squash	State	2009-10	--
9 Judo	State		1

Activities	Level	Year	No. of Participant
1 Weight lifting	State	2010-11	1
2 Yoga	National	------II-----	1
3 Table Tennis	Dist	------II-----	1
4 Roller Skating	Dist	------II-----	2
5 Carom	Dist	------II-----	1
6 Wrestling	Dist	------II-----	2
7 Swimming	State	------II-----	1
8 Squash	State	------II-----	2
9 Judo	State	------II-----	1

Activities	Level	Year	No. of Participant
1 Weight lifting	State	2011-12	1
2 Wrestling	State	--------II--------	1
3 Wrestling	University	--------II--------	1
4 Squash	National	--------II--------	1

Activities	Level	Year	No. of Participant
1 Wrestling	Dist	2012-13	1
2 Wrestling	University	--------II------	2
3 Weight lifting	Dist	--------II-----	2
4 Running	State	--------II------	1
5 Rolling	National	--------II------	1

COLLEGE GYMKHANA

College playground

5.3.3   *How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional*

provisions?

* The institution collects the feedback from the college alumni, parents and employers form time to time which is used to improve the performance and quality of the students.

PARENTS MEETING

5.3.4   *How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.*

* Every year the college publishes the college magazine. The magazine reflects the various activities of the students carried out during the previous year.

*   Students are also encouraged to participate in various competitions held in the college like poster making, T- shirt painting, Rangoli etc.

* NSS students prepare banners, placards which are used in NSS activities like tree plantation, Vriksha dindi, blood donation etc.

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

 * The college every year forms a student council.
 *   The student's council of the college consists of the students who have shown outstanding performance in Academics, Sports, Cultural Activities, NSS during the previous year.

 *   The council also includes faculty members in charge of Administration, Sports, Cultural Activities, NSS, etc. and two female students belonging to reserve category.

 *   The Council deals with various problems of the college and students and solves them in consultation with the college authorities.

 * The Council is an advisory body and therefore no funding is involved.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

Almost all academic and administrative bodies of the college have student's representatives on them namely:-

* Cultural committee,
* Examination committee
* Sports committee
* NSS committee
* Students council
* Library committee
* Magazine committee
* Parent-teacher association
* Literary association
* BC cell,
* Nature environment club
* Women development cell
* Press club,
* Students grievance cell
* Alumni association
* Admission committee,
* Anti ragging committee,
* Counseling cell

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution Any other relevant information regarding Student Support and Progression which the college would like to include.

* The college maintains a continuous link with the alumni and former faculty members.

Ex faculty association:-

* Ex faculty members association has been formed. The association is in constant touch with the institution through telephone, e-mail, face book etc.

* They are invited for various competitions as judges, for participating in sports events and staff competitions.

* The members are invited to participate in the college annual day function.

College alumni association:-

* The members of this association are in constant touch with the institution. Through telephone, e-mail, face book etc.

* College alumni is invited to participate in the seminars, workshops etc held in the college.

* The alumni's guidance is taken for improvement in the teaching –learning process.

 * Alumni helps the college in placement programme, counseling, career selection etc,

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANGEMENT

6.1 Institutional Vision and Leadership

6.1.1 *State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?*

The Vision of the Institution

* To build an Esteem Education Institution Imparting Education from K.G.to P.G. in the city of Kalyan with a commitment to high quality 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 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 Mahatma Gandhi study centre, Dr. B. R. Ambedkar study centre and women's study centre.

* To build study centers to offer programmes offered by open Universities such as the Yashwantrao 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 neighboring villages particularly belonging to under privileged classes.

* To offer programmes in Engineering and Medical sciences and to bring the institution under the scheme "College with a potential for excellence".

Mission of the Institution –

* 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 only imparting education as a means of livelihood but also as a way of life.

* We are committed in striving to be the best center of Education under the University of Mumbai System and promote a culture of Research and Development in our Society.

* The Vision, mission and the objectives of the institution caters the needs of the society, students which reflects the institutions tradition and value.

* The vision of providing education form KG to PG is the need of the society and the people of Kalyan. The students and parents need not move from one institution to other for education. This vision helps them to have the entire education under one roof / management.

* The objective to have a multi storey building with all amenities for teaching and learning process address the needs of the society. Today this institution is known for the best infrastructure and excellent amenities for the students with the best environment of learning.

* Very few institutions in Kalyan impart education up to Post Graduation level. With the vision of expanding the horizons of academics by introducing Post Graduate programmes in Science, Commerce and Arts bridges the gap between demand and supply. This institution has applied for PG courses in Science and Commerce.

* The vision of introducing job oriented add-on courses enhances the employment opportunities for the students and enable them to meet the challenges by developing their skill. This institution is going to start add- on courses very shortly.

* This institution takes all efforts for maintaining clean environment in the vicinity of the college and educates the people /society pertaining to the need for a clean environment. The NSS wing of the college arranges tree plantation programme, Virksha Dindi every year and gives a message to the society regarding the need for plantation and good environment.

* The college is located in the Umbarde Gaon in the outskirt of the city of Kalyan. It is surrounded by a number of small villages where there is an acute need for educational institution particularly for girls. The vision and mission of the institution fulfills the requirement of these villages

* Improvement in the quality of education requires change in the technique of teaching, E- technology; E-learning is the requirement of the day. The vision and mission of this institution address the need of the modern society.

* The city of Kalyan with more than 20 lack population requires the institution of higher education imparting education in the field of medicine and technology. The vision of this institution helps for the aspirants seeking admission for medicine and technology.

6.1.2   *What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?*

The management, the Principal and the faculty members are committed for all round development of the institution and the students.

* The Top Management-The Chairman is concerned with quality education and improvement in the standard of the education. The Management and the Principal take keen interest in implementing various policies and plans concerned with quality education.

* In the beginning of every academic year a general meeting of the Management, Principal and faculty members is held to design and plan various academic activities of the institution in which quality of education is given prime importance.

* The Yearly Academic Calendar is prepared and presented before the meeting. The calenderer is discussed and finalized for it's effective implementation.

* The Local Managing Committee of the institution prepares the Annual Financial budget taking into account the needs and requirements of the institution and availability of resources. The decisions, policy designed and initiated by the committee are effectively implemented. The details of the implementation of the plans, policies of the institutions during the previous year is taken into consideration while preparing / designing the policy and plans for the current year.

* The departmental meetings headed by HOD with the Management and Principal designs/plans the line of action with respect to curriculum, its implementation to attain the desired academic goals.

* The element of co-operation and effective coordination of different departments, administrative heads, faculty members, the Principal and the Management enable the institution in the effective implementation of its plans and policies connected with maintaining and enhancement of the quality of teaching and learning process.

6.1.3   *What is the involvement of the leadership in ensuring:*
the policy statements and action plans for fulfillment of the stated mission
formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
Interaction with stakeholders
Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
Reinforcing the culture of excellence
Champion organizational change

The continuous, effective involvement of the leadership of the institution ensures the fulfillment of desired mission and vision of the institution.

the policy statements and action plans for fulfillment of the stated mission

* For the fulfillment of stated vision and mission, there is an effective leadership involvement. The management, the Principal, departmental heads, administrative heads together prepare the action plan and implement the same.

formulation of action plans for all operations and incorporation of the

same into the institutional strategic plan

* Advance planning right from the bottom for the entire institutional operation is an unique feature of this institution. Students are expected to prepare a study plan, teachers prepare their teaching plan, Departmental heads prepare the departmental plan, the Principal prepares the academic plan, the management prepares the overall institutional plan. These plans are incorporated in the institutional operational plan for implementation

Interaction with stakeholders

* There is a system of continuous interaction with the stakeholders by the leadership. Such interaction takes place in the meetings with college alumni, parents teachers meet, student's council meeting, teaching staff meeting etc. These meetings – date ,venue ,agenda etc. are planned well in advance and made known to the stake holders.

Proper support for policy and planning through needanalysis, research inputs and consultations with the stakeholders

* The leadership of the institution extends proper support for policy and planning based on the need of the institution in consultation with the stakeholders.

6.1.4   *What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?*

* The Institution monitors and evaluates the policies and plans of the Institution for its implementation and attaining improvement from time to time. The Process of Teaching, Learning and Evaluation has been properly monitored by a systematic method and evaluate the progress attained. The Top Management allows the faculty to select the subjects of teaching of their specialization. They will be also given liberty to arrange Class Test, Project Presentation, and Competition etc. and develop the leadership quality among the faculty.

6.1.5 *Give details of the academic leadership provided to the faculty by the top management*

The Institution grooms leadership quality among the students and the staff. Every class will have a class representative to look after the Academic and other activity of the class. Such representation by the students creates leadership quality in them. In case of the staff, they are designated as the chair person of different committees of the college and lead such committees to attain the objectives. Even non teaching staff has been given responsibility, accountability in the areas of their regular work so as to groom their leadership quality.

6.1.6   *How does the college groom leadership at various levels?*

* The institution has created a leadership grooming environment at all levels including all stake holders.

* At the student level-Class representatives have been elected from among themselves to look after the discipline, administration, progress of the class. The representative

also maintains student's attendance and other records of the students. He maintains liaisons with the concerned class teacher (academic advisor) regarding the various matters connected with the class. The notices to be given to the students are delivered and informed through the class representative. Any requirement, problems of the students are attended by the representative and the same are communicated to the academic advisor if it is not resolved at his level.

* Every faculty member has been allotted a particular class to look after the administration, discipline, academic progress and participation of the students in curricular and extra curricular activities. The faculty identifies slow learners, students who are weak in the subject and arrange remedial measures from time to time. Students are prepared and induced to take part in various competitions and lead them in such activities. The faculty conducts the election for the class representative pertaining to the class allotted to him/her. The leadership of the faculty is groomed by allotting the duties under the extension activities like NSS. He leads the students for various programmes including out station camps, street plays etc.

* For every department a Head of the department has been designated to look after the functioning and progress of the department. The Head of the department takes the lead in organizing various seminars, workshops, special lectures pertaining to his department. As he is accountable for the result of the students in various examinations, he allots the subjects to the teachers, take the feedback from the student, monitor the working of the teachers and lead the department in all aspects.

* All self-financing courses have been led by the faculty coordinator having a good leadership quality. The coordinator takes the responsibility of administration, discipline, progress of the programmes under him/her. Industrial visits, filed work, projects etc are conducted under the leadership of the coordinator. The coordinator has been given liberty to lead the students in all aspects.

* Faculty members are deputed to participate in various leadership training programmes arranged by different organizations.

* The IQAC of the institution helps the faculty in participating in the policy making process of the institution and its implementation.

* The teaching staff members elect/select the staff representative to look after the day to day administration, requirement, welfare, problems etc of the teaching staff. If the matter is not resolved at his level, it will be referred to the head of the institution for necessary action. This system grooms the leadership quality of the faculty.

* The institution grooms the quality of the leadership of non teaching staff in the area of their functioning. The senior most with high qualification has been designated as the Head Clerk. He is responsible and accountable for the regular functioning of the administrative office. Under his leadership fees collection, issue of various certificates, allotment of duties to the non-teaching staff etc. has been done. He also takes the responsibility of maintaining college accounts, college infrastructure and cleanliness of the college. He organizes training programme for non teaching staff on various administrative matters.

6.1.7 *How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?*

The institution has decentralized Governance System. Authority has been delegated to different departments for effective implementation.

* Faculty members are allowed to choose the subjects of their choice and allowed to prepare the teaching plan and its implementation.

* The subject taught at the principal level will have a head of the department to allocate the workload among the faculty of his department and monitor the progress of the department.

* The chair person of the examination committee executes various rules and regulations applicable under the evaluation system formulated by the university. The members of the committee undertake the implementation of the entire evaluation system under the guidance of the principal.

* The coordinator of the extension activity like National Social Service initiates and executes various programmes including the outstation camp under the guidance of the principal. Various activities of the college are conducted through a number of advisory committees headed by a chair person. These committees conduct activities like sports, cultural activities, inter collegiate competitions etc from time to time. They are at their liberty to frame the programmes in consultation with the principal and the students.

* The Head of the non teaching staff formulates the policies connected with the day to day administration of the college. Each employee has been given his duty chart. Proper monitoring of the duties is done by the Head clerk.

* The institution has the Principal, Vice-principal, Supervisor, Head of the Department, Coordinator, Head Clerk etc. to deal with the administration of the college as per the duties and rights allotted to them.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

The college promotes participative management at all levels right from admission of the students to the declaration of the result, evaluation system, discipline etc.

* The institution adopts democratic participatory management system. The various committees formed by the head of the institution will be made known to the teachers in the staff meeting held in the beginning of every academic year. Proper discussion is held on all issues connected with evaluation, teaching plan, conducting of various programmes, declaration of results etc. Suggestions from the faculty members are invited on all issues pertaining to the college. Institution believes in team work with full co-operation and co-ordination.

* There is a continuous link between the Principal and Vice Principal wherein discussions are held on various academic and administrative matters everyday.

* The head of the department holds departmental meetings vary often and involves all members of the department in the teaching and learning process.

* The master plan for every academic year is formulated by the IQAC in the beginning of every academic year. The plan is prepared in consultation with all the stake holders and involve them in its implementation. All stake holders participate actively in the effective implementation of the policies.

6.2   Strategy Development and Deployment.

6.2.1   Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

> * The institution identifies its weaknesses in the area of quality education, evaluation, administration, discipline, progress   through a mechanism of feed back and formulate the policy for enhancement of quality education.

> * The IQAC formulates the quality policy of the institution in the beginning of every academic year. After deliberate discussion on various issues of quality education, policies are framed. As the IQAC consist of the Management, the Principal, Vice Principal, HODs and outside educationalists, effective, deliberate, need based, quality policy is framed.

> * The Vision and the Mission of the institution also indicate the quality policy of the institution which has been displayed in the college premises at prominent places.

> * The quality policy of the institution is also mentioned in the academic calendar and the prospectus of the college.

> * Necessary feed back from the stake holders is taken to ascertain the effectiveness of the quality policy of the institution.

6.2.2   Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

> * The institution has a prospective plan for its development it includes:-

> * Enhancement of research activity by the faculty members.

> * Expansion of infrastructure by raising three more floors on the existing college building with all amenities.

> * Addition of new post graduate programmes in the filed of Science and Commerce.

> *   To strengthen teacher student's ratio by attracting more students through advertisement, offering transport facility etc.

> * Faculty participation in the Academic Staff Development Programme so as to enable them to update their academic knowledge.

> * To expand the library with more space, computers, books and journals, reprographic facilities and linkages.

> * Introduction of a study center of Institute of Distance Education and Open learning wing of the University of Mumbai.

> * To strengthen college alumni and parents association and their participation.

6.2.3   Describe the internal organizational structure and decision making processes.

> * The institution has an organizational structure which includes the Governing body, the Principal, the Vice Principal, the Head of the Departments, the faculty members, the students, the parents, the alumni and the Head Clerk, junior clerk and class forth employees.

* All policy decisions taken by the institution are based on the recommendation of the stake holders. Policy connected with administration is forwarded to the governing body through the principal to discuss and implement in the Local Managing Committee meeting.

* Students feed back works as a base for making the decisions pertaining to teaching, learning and evaluation process.

* Feed back from the parents and the alumni is used for taking decisions pertaining to the methods of teaching, students discipline, various facilities, students progress etc.

* The faculty members meeting held by the departmental head takes various decisions regarding the teaching, completion of curriculum, remedial measures for weak students, extra coaching for outstanding students etc. These decisions are conveyed to the Principal and Governing body for necessary approval.

* Periodical meeting with the student's council helps the principal and the management to take necessary decisions in connection with student's performance, attendance, discipline and problems.

* All stake holders directly or indirectly involve in decision making process.

6.2.4   *Give a broad description of the quality improvement strategies of the institution for each of the following*

Teaching & Learning:-

* The institution try to enhance the quality of teaching by deputing the faculty to attend workshops and seminars in their respective subjects. Teachers have been given necessary guidance by the respective departmental heads in connection with improvements in the methods of teaching. Teachers are encouraged to adopt question and answer method, group discussion, home assignments etc. to have a positive effect on learning.

* Teachers are encouraged to attend work shops on effective communication, personality development.

* The teachers are made available to the students after their regular lectures to solve their doubts.

* To enhance the quality of independent work, students are given home work, projects, assignments etc.

* Students are taken for a industrial visit to learn the actual functioning of the industry.

* Slow learners, weak learners are identified and through a special coaching system they are brought up on par with other students.

* Students with extraordinarily performance are given special training of high quality to enable them to give extra ordinary performance.

* Students belonging to reserve category are given financial help to improve their learning capabilities.

Research & Development:-

* Faculty members are encouraged to take up minor and major research projects extended by the concerned University department.

* Faculty members registered for PhD are given special concession in their workload at the college level. Sufficient space and infrastructure is made available for them as an inducement for research. Financial help is also given if need arises.

* Special lectures on research methodology and inducement for persuing research has been arranged in the college for the faculty members.

Community engagement:-

* The institution organizes various community development programmes through out the years in which the faculty members and students take active part.

Following activities are conducted under this programme by NSS.

* Street play on Aids awareness
* Tree plantation and Vriksha Dindi.
* NSS camp at a small village, near Murbad.
* Blood donation programme.
* service rendered during Ganpati festival.
* Free eye checkup and cataract operation.

Human resource management:-

* The institution has 32 full time faculty members and 6 non-teaching staff and 20 supporting staff.

* All faculty members have been given specific reporting and departure timings, number of lectures, tutorials to be taken, curriculum to be completed weekly/monthly etc.

* Feed back from the students is taken periodically to rectify the deficiencies and for improvement.

* Non teaching staff is appointed as per the staffing pattern of the government of Maharashtra based on merit. They are given their time schedule, allotment of duties etc.

* All appointments of teaching and non teaching staff are done through advertisement in the leading newspapers for attracting competent candidates.

* Supporting staff members have been given uniform, duty time schedule, nature of work to be done etc. majority of them are from local area.

* All employees have been given leave as per the government norms. The scheme of Provident Fund is made applicable to them. The service books of all employees have been maintained.

Industry interaction:-

* The institution arranges industrial visits to enable the students to have interaction with the industrial organizations and activities.

* Special lectures are arranged by the recruiting agencies for the benefit of the students.

Blood Donation (N.S.S)

*6.2.5   How does the Head of the institution ensure that adequate information (from
        feedback and personal contacts etc.) is available for the top management and
        the stakeholders, to review the activities of the institution?*

* The head of the institution always remain well aware of the day today working of the institution. He remains present in the institution for more than eight hours every day. He gets adequate information from:-

- The Vice Principal.

- Student's feedback.

- Personal contacts with the faculty members.

- Feed back from the parents and the alumni.

- The self appraisal report of the faculty members, meetings with the

- Meeting with the Head of the department regarding the completion of the curriculum.

- The information supplied by the head clerk regarding payment of fees, infrastructure, overall financial position etc.

- The information collected by the head of the institution will be presented in the Local Managing Committee (LMC) from time to time for further improvement.

6.2.6   *How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?*

*   The management plays a dominant role in encouraging the staff members in the various institutional processes :-

- The Chairman and Secretary visit the college everyday for a minimum period of two hours each. They interacts with the Vice Principal and the Principal in the effective implementation of various institutional activities.

- They guide the faculty members in various matters connected with teaching, learning, extra curricular activities, evaluation system, results etc.

- They hold departmental heads meeting to update their knowledge regarding the effective functioning of the institution and extend their support in all aspects.

- The infrastructure of the college, its maintenance is physically inspected by them every day.

6.2.7   *Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.*

*   The college Management meets at least once in two months to discuss various matter of the institution like admission, finance, infrastructure, introduction of new programmes and other matters. During the last year following resolutions were passed.

- Appointment of the Principal: - The governing body passed the resolution for the appointment of the principal. It was resolved that the draft advertisement be approved from the university and advertisement be published in the news paper. A competent, qualified and experienced principal be appointed.

- Status of Implementation: - The advertisement for the post of principal was published on 23rd December 2012 and a qualified Principal was appointed with effect from 12th February 2013.

- Introduction of Post Graduation programmes: - It was resolved in the meeting of the governing body to apply to the University for the permission to start post graduate programmes in Science and Commerce from the academic year 2013-14.

- Status of implementation: - Application for extension of affiliation to start the PG programme in Science and Commerce was forwarded to the University. The Local Inquiry Committee of the University visited the college for inspection and recommendation. Permission to that effect is awaited.

- The governing body passed the resolution for forwarding the application to the University for Permanent Affiliation.

- Status: - The Local Inquiry Committee for recommending permanent affiliation has visited the college for necessary recommendation to that effect.

- Bus Services: - The governing body passed the resolution of providing free bus services for the students and staff.

- Status: - This resolution has been implemented and about 100 students are staff are benefited from the free bus service.

6.2.8   *Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?*

   *   There is a provision for according the status of autonomy to the affiliated institution by the University. However this institution at this stage has no plans for applying for autonomy.

6.2.9   *How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship*?

   * The college has a grievance redressal cell consisting of senior faculty members to redress the grievances.

- The students, teaching and non teaching staff are allowed to register their grievances in writing with the grievance cell. Such grievances are properly analyzed and persons connected with the grievance will be heard in person and the grievances are solved at earliest.

- Students are allowed to meet the Principal, Vice Principal and the management and can orally express their grievances and get them redressed effectively.

- Suggestion box has been installed at a prominent place in the college premises for the students to give their complaints/suggestions. Such suggestions and complaints are attended periodically and necessary action is taken to that effect.

- On many occasion the class teacher resolves the issues arising among the students in the regular class it self.

- The departmental heads also deals with grievances of the students and the staff of his department.

- The departmental heads also deals with grievances of the students and the staff of his department.

- Full efforts have been taken to maintain better relationship of all stake holders.

6.2.10   *During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?*

  * There has been no Court case filed against the Institution during the last four years. Issues are amicably settled. (If any)

6.2.11   *Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?*

  * There is a system of students feedback on institutional performance consisting of various parameters.

- Teacher's performance: - Performance evaluation form is given to the students to evaluate teachers' performance on 5 point scale. The outcome or the deficiency is communicated to the teachers for necessary improvement.

- Infrastructural feedback: - Students and the staff are expected to give their feedback pertaining to the various facilities including the infrastructure provided by the college. Such feedback is used for necessary improvement.

- Students Feedback is taken on academic performance- the results of various examinations. Based on such feedback necessary remedial measures are taken to rectify the deficiencies.

6.3   Faculty Empowerment Strategies

6.3.1   *What are the efforts made by the institution to enhance the professional*

development of its teaching and non teaching staff?

* The institution believes in enhancing the professional qualification of both teaching and non teaching staff for better progress.

- The teaching staff are encouraged to register themselves for PhD and also encouraged to take admission to various diploma courses, short term certificate courses etc. for better performance. They are also encouraged to attend workshops and seminars by providing duty leave.

- In case of non teaching staff, encouragement is given to take admission in this institution for graduation course free of cost for under graduate clerks. Class fourth employees are encouraged to appear for SSC, HSC and graduation examination. Two class fourth employees are doing their graduation from this institution at present free of cost. They are given paid leave during the examination.

- There is a built in training system for the non teaching employees. The clerks knowing accounts, Tally etc. teach their assistants during the regular working hours so as to enable them to enhance their capability.

Teaching staff common Room

6.3.2 *What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?*

* The institution adopts various faculty empowerment programmes and motivate them to execute the same in discharging their responsibility.

- Faculty members are encouraged to participate in various seminars and workshops to enhance their knowledge which is used in discharging their duties as the teacher of the concerned subject.

- The faculty members are designated as the chairperson of different committees to take up the responsibility in different areas and enhance their quality of taking up the responsibility.

- The women development cell of the college spread the spirit of women empowerment among the staff and the students which will help them in taking up various responsibilities.

6.3.3   *Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.*

   * The institution has a performance appraisal system for the faculty members. Every year the faculty members are expected to submit the performance appraisal form to the head of the institution reflecting the academic performance and other activities performed by the faculty.

   * Such appraisal forms are properly analyzed and special efforts taken by the faculty is recorded and will be used for further progress.

   * The best teacher award of the institution is conferred on the faculty based on the performance appraisal report.

6.3.4   *What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?*

   * The performance appraisal report of the staff is evaluated by the management and necessary decisions are taken based on the same.

- The management constitutes the performance review committee consisting of the members of governing body and the outside educationalist to review the reports submitted by the staff. The committee analyzes the reports on various grounds.

- The committee prepares a report of each staff member pertaining to his/her performance and analyzes the areas of deficiencies. They will be given grade A, B, C, D, E.

- Individual performance review report will be delivered to each staff member along with the grade. Such grades enable the staff members to plan and execute future course of action for enhancement of their performance.

- If the performance is very bad and there is no chance for any improvement, the faculty's services will be discontinued. However maximum efforts will be taken to retain the staff and encourage him/her to perform better.
- The best teacher award of the institution is conferred on the faculty based on the performance appraisal report.
- The outcome of such performance appraisal report are also discussed in the staff meeting for the information of all members.

6.3.5 *What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?*

  * The management has been providing staff welfare schemes for teaching and non teaching staff.

- Free medical checkup for all employees of the college.

- Free bus services from the college to the prominent places of the city of Kalyan, like railway station, Prem auto etc.

- Free education for the employees to attain higher education and improve their qualification.

- Tea is provided to all employees twice a day to enhance their efficiency.

- Note books are given free of cost to the children of the non teaching staff.

- The management contributes some percentage of their medical expenses incurred by the teaching and non teaching staff.

- Teacher's day is celebrated in a grand manner. Teachers are felicitated and are taken for a picnic to the resort free of cost.

- On National days -15th August, 26th Jan after the flag hosting and programmes, all employees are offered snacks and Lunch.

- The institution is going to form a co-operative credit society and co-operative housing society for the benefit of teaching and non-teaching staff.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

   * The institution believes that the progress, name and fame of the institution basically depends on the quality of teaching faculty. Efforts are taken to attract and retain the eminent faculty members.

	Year 2010-11	Year 2011-12	Year 2012-13	Year 2013-14
Percentage of teaching and non teaching staff availed the benefit of staff welfare scheme	3%	5%	7%	10%

- Every year advertisement is given to attract qualified, experienced faculty members. Their appointment is done through a process of demonstration lecture.

- Though the institution is on permanently unaided basis, teachers are paid maximum salary every month. They are also given annual increment for better performance.

- Guest lectures are arranged by eminent teachers for the benefit of the student.

- Flexibility in timings is given to the needy teachers so as to enable them to look after their domestic affairs along with teaching in the institution.

- Free bus facility has been extended for the staff to attend the duties and back to their residence.

6.4   Financial Management and Resource Mobilization

6.4.1   What is the institutional mechanism to monitor effective and efficient use of available financial resources?

   * The main source of finance for the institution is the collection of the fees and donation.

- The Local Managing Committee consisting of the management, staff representatives and student representatives is mainly concerned with financial matters of the college. In the beginning of every financial year, the committee prepares the annual budget consisting of all items of income and expenditure. Proper allocation of resources is done and effectively the budget will be implemented. No resources are wasted.

- Special provision is made by the management in case of those expenses which are not budgeted.

- The treasurer of the governing body takes at most care for the effective utilization of the resources.

6.4.2   What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

* The financial transactions of the institutions are properly audited.

* Quarterly internal auditing is done by the college officials.

* Annual financial auditing is done by the auditor every year.

* Last audit was done for the financial year 2012-13.

* There are no major audit objections.

6.4.3   What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

*   As the institution is on hundred percent non grant basis, the major source of funding is the fees collected from the students. Whenever there is any deficit, the same will be filed in by the management. The audited statement of income and expenditure for the previous four years is given in the annexure.

6.4.4   Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

* The institution is on hundred percent unaided basis –no salary/non salary grant is received by the government. The college is not registered under 2F and 12B of the UGC act and therefore non eligible for any grant from UGC. The institution manages all expenses from its own resources without any outside funding.

6.5   Internal Quality Assurance System (IQAS)

6.5.1   Internal Quality Assurance Cell (IQAC)
a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

*   The college has an internal quality assurance cell.

- Established in February 2013.

- The institution has an independent policy with regard to quality assurance. The mission of the institution indicates that improving quality of education will be our

prime objective. Our main aim is to influence the complete spectrum of education with great enthusiasm for attaining excellence. The institution's goal is not only imparting education as a means of lively hood but also as a way of life.

- This institution is committed for quality improvement as a continuous process for the continuous all round development of the students.

- The IQAC of the college is mainly concerned with quality enhancement. It reviews the progress achieved and fix the target to be achieved in the field of quality education.

- The IQAC monitors the activities of all committees, teaching and learning process, evaluation system, students' involvement, quality of the faculty, infrastructure, resource mobilization etc and guide them towards the path of progress and quality enhancement.

- The IQAC has institutionalized the quality assurance process as it works complementary to the institutional progress.

b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

* The IQAC of this institution has suggested certain measures for the improvement in the functioning of the college.

- Biometric system to be adopted to monitor the timings of the employees.

- Addition of one more bus for the staff and the students to attend their lectures on time.

- Appointment of a specialized clerk for accounting purpose knowing Tally.

- Appointment of a strong male employee to maintain the discipline of the students.

- These measures have actually been implemented by the management. However other decisions like air-conditioning of the staff room, introduction of close circuit T.V system, a bore well for continuous supply of water etc are yet to be implemented.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

* IQAC has two external members. Both members are educationalist managing a number of educational institutions.

* In every seminars and programmes they address the students in the field of education, personality development, community services etc.

d. How do students and alumni contribute to the effective functioning of

the IQAC?

* Student council of the college plays a dominant role in feeding the IQAC in its active functioning. Any deficiency in teaching and learning process, evaluation, student's involvement, various activities conducted in the college, sports activities etc. are brought to the notice of IQAC so as to make necessary decisions to that effect. The suggestions from college alumni has been taken by the IQAC in all matters connected with quality enhancement.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

* The IQAC consist of the departmental heads, the Principal and the Management. All decisions taken by IQAC is communicated through the departmental heads. The departmental heads execute the decisions of the IQAC pertaining to organizing seminars, workshops, competitions and other activities.

6.5.2 *Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.*

* The institution has an integrated frame work to monitor the quality assurance of academic and administrative activities.

* The Institution has an integrated frame work for quality assurance of Academic and administrative activities. The frame work indicates the broad heads of quality improvement in teaching and learning process and in administrative activities. The Principal, the Vice Principal, departmental heads and coordinators look after the academic activities, its quality and work for quality enhancement. Similarly the principal, the vice principal and the head clerk, constitutes the quality assurance cell for the administrative activities. However the management looks after the overall quality assurance programme.

6.5.3 *Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.*

* The institution provides training to its staff for effective implementation of quality assurance procedures.

• When a teacher is appointed, he is expected to give a demonstration lecture. In the initial stage it self necessary guidance is given by the HOD, senior faculty members pertaining to teaching, evaluation and quality enhancement.

• The college provides training to the faculty in using projectors and OHP during teaching process.

• Research scholars are invited by the college to induce the faculty to undertake research activity and upgrade their qualification by attaining PhD degree.

• Teachers are deputed to attend workshops whenever there is a change in the syllabus and give feed back to that effect.

- Te head of the department holds departmental meetings and train the members regarding the various effective methods of teaching and monitor the same.

- Workshop is arranged to the non teaching staff regarding improvement in administrative system.

- All the above activities, training, have helped the institution in improving the performance of the college.

6.5.4   *Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?*

* The college has adopted the system of academic audit by senior academicians every year and submit their report.

* The institution accepts their report, understand its weaknesses. Accordingly necessary measures are taken to rectify the deficiencies.

6.5.5   *How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?*

* The deficiencies highlighted by the external quality agencies are used as input to the internal quality assurance cell IQAC and necessary measures are taken for improvement.

6.5.6   *What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?*

* The institution continuously reviews the teaching learning process under a systematic mechanism.

- Subject wise, class wise teaching plan is prepared and implemented. Periodical review of the completion of required curriculum is done by the head of the department.

- Under the credit based internal assessment system, a learner is evaluated continuously through out the year. The mark sheets issued to the student indicate the marks obtained under different heads. The review of such marks obtained by the learners enables the faculty members to advice the learners and inform their parents (if necessary) for improvement.

- The management, the principal and the head of the department discuss on the results of various examinations with a comparative study. Such review helps in identifying the reasons for low performance and take necessary steps for improvement.

- To improve the quality of teaching, student's feedback is taken from time to time and such feed back is used to frame necessary policies for the improvement in teaching.

- Periodical meeting of the student's council enables the college administration, faculty members to understand the deficiencies or the requirement of the students. Such feed back from the students helps in adopting necessary remedial measures.

- The faculty members give their feed back about the student's performance to their respective departmental heads who in tern take necessary steps for improvement.

- The feed back from college alumni also enable the institution to bring necessary changes for the enhancement of teaching learning process.

- The system of self appraisal report of the faculty members, help them to identify their weaknesses and enable them to bring necessary improvement to that effect.

- The parents of the students also play an important role to enable the institution to review the teaching learning process. Their suggestions are not only welcomed but also are implemented for the improvement of teaching standard.

6.5.7 How does the institution communicate its quality assurance policies,   mechanisms and outcomes to the various internal and external stakeholders?

   * The stake holders are well informed about the quality assurance policies, mechanism and outcome from time to time.

- The parents are informed during the parents meet.

- The alumni is informed in their meetings.

- The faculty members are communicated through University circular, directives, notifications and in the staff meeting.

- The learners are communicated in the beginning of the academic year during the orientation lectures by the faculty members.

- The academic calendar indicates the annual programme of various activities for the perusal of internal and external stake holders.

- The college prospectus indicates the programmes, evaluation, discipline etc. for the stake holders.

- The college general notice board and departmental notice boards communicate various institutional quality assurance policies.

- The college magazine which is published every year is a mirror of college activities and works as a communicating device to all stake holders.

- The college website also indicates the details of various programmes taught, infrastructure, discipline etc, for the information of the stake holders.

- The news articles published in the news papers pertaining to various activities of the college also inform the stake holders regarding the various activities of the college.

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College Auditorium

College corridor

Criterion VII

Innovations and best Practices

7.1   Environment Consciousness

*   Seth Hirachand Mutha College of Arts, Commerce & Science is located in the outskirt of the city of Kalyan with pollution free clean environment. It is surrounded by paddy fields, open green land and hills. Students and staff can breath non polluted fresh air as the area is less congested.

*   The college is blessed with a big play ground with full of greenery. Trees have been planted all along the boundary wall of the campus. This is really an ideal campus for teaching and learning. The college gardener maintains the ground and other plantation in the campus.

7.1.1   *Does the Institute conduct a Green Audit of its campus and facilities?*

*   The college conducts green audit of the campus from time to time. Proper monitoring of monthly energy bills have been done so as to put a check on energy wastage. Class fourth employees have been instructed to put off the lights and fans when not required. Traditional chokes have been replaced and energy saving electronic chokes have been affixed. Use of CFL bulbs have been increased in place of traditional bulbs. An electrical contractor of the college has been assigned the duty of periodical checkup of all electrical equipments, wiring and other electrical fittings so as to avoid loss of energy.

*   The college intends to install a solar energy unit for the college in near future.

7.1.2   *What are the initiatives taken by the college to make the campus eco-friendly?*

*   Energy conservation

- The college is committed for economical use of the electricity. As far as possible, the use of air conditioners has been avoided. Fans and lights are switched off when they are not required. Periodical electric connections have been checked to avoid the loss of energy. Efforts have been made to replace traditional bulbs by CFL bulbs with very low wattage. Electric motors, water pumps have been properly maintained from time to time to avoid the loss of energy.

- The college arranges special lectures for the students as to how the energy can be saved. (E.g. Cooking gas, electricity for cooking and other purpose)

- Student and the staff are encouraged to use bicycles and fuel efficient two wheelers to save the non renewable resources.

*   Use of renewable energy

- The college intends to install a Solar Energy plant for the college.

*   Water harvesting

- Water harvesting during rainy season: The rain water get accumulated inside the campus and is not allowed to flow out. It helps to increase the ground water level and helps during summer.

  * Check dam construction

- No efforts have been taken in this direction.

  * Efforts for Carbon neutrality

- The greenery developed by the college inside the campus helps in reducing the carbon dioxide.

  * Plantation

- Trees and plants have been planted all along the boundary wall of the campus.

- Every year the NSS department undertakes tree plantation programmes under which sapling are planted in the open areas near the college.

- The programme Vriksha Dindi has been arranged every year to create awareness among the people regarding the importance of plantation and clean environment.

  * Hazardous waste management

- The institution takes utmost care in managing the Hazardous waste coming out of from Chemistry and other labs. The gases are disposed off through exhaust fans out of the lab. In case of liquid waste, after proper treatment, in diluted form, they are disposed off. Periodical safety inspection has been undertaken.

  * E-waste management

- The computers and other related equipments, acid batteries etc. have been disposed off by taking at most care. Annual contract has been given to an outside agency to take away e-waste for disposal.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

  * The system of e-learning has been introduced in the college. LCD projectors, OHP have been used to make the learning process more effective.

  * From last academic year all University examination application forms have been forwarded through online. Transfer certificates have been issued through online.

  * Question papers of various examinations of the university have been generated in the college through online under close circuit camera.

*   Free bus facility has been provided for the staff and the students to attend the college as per the schedule.

*   It has been decided to install integrated circuit cameras for the safety of the students and the staff inside the college building.

*   24x7 security services with gunman have been provided for the safety and the security of students and the employees.

7.3   Best Practices

7.3.1   Elaborate on any two best practices as per the annexed format (see page …) which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

   * Best practices have been observed at all levels within the institution.

    * **Management:-**

*   Active involvement of the management in all matters of the institution like interaction with the staff, inspection of the infrastructure, requirement of the institution, day to day administration etc.

*   Friendly and family atmosphere has been maintained in the college.

*   Any problems arising in the functioning of the college are dealt with by the management effectively.

*   The management has permitted to pay the college fees in installments for the economically weak students.

*   The management has permitted to pay the college fees in installments for the economically weak students.

*   The management holds the meeting of Principal, Vice principal, HODs very often to understand the progress and to rectify the deficiencies if any.

*   Timely payment of salaries to all employees even though the college is on non grant basis.

*   Both the Chairman and the Secretary visit the college every day and remain at least for two hours each every day and participate in the administration and the functioning of the college.

*   To increase the efficiency of the employees tea has been supplied to all employees twice a day free of cost.

*   Employees pursuing for higher education in the college are exempted from paying the fees and during the examination they are given paid leaves.

- Note books are given to the school going children of the class fourth employees.

- Teachers are felicitated on teacher's day, gifts are distributed, games are held and they are taken for picnic at some prominent resort.

- Free bus services have been provided for the students and the staff to attend the lectures as per the schedule.

- The management shares the medical bills of the employees in case of accident, serious illness etc.

* Faculty:

- Faculty has been deputed to attend seminars and workshops to upgrade their knowledge and active participation.

- Leadership quality of the faculty have been developed by assigning the duties as chairperson of different committees.

- Inducement has been given to the teachers for research activities.

- Planned academic activities through the academic calendar.

- Social responsibility has been developed by assigning the responsibility under women development cell, anti-ragging cell etc.

- For quality enhancement and progress, IQAC has been formed consisting of senior faculty members.

* Students:

- Free bus services have been provided to attend the lectures.

- Good discipline has been maintained inside the classroom and in the campus.

- Excellent canteen facility has been provided.

- Merit based transparent admission process has been adopted.

- Counseling has been done for selecting the right subject.

- Needy students are allowed to pay their fees in three to four installments.

- Free ships and scholar ships are made available to the deserving students.

- Students showing outstanding performance in academics, sports, cultural activities are felicitated and prizes are given as inducement.

- Faculty performance has been enhanced through the system of students feedback.

- Student's feedback improves the library services.

- Suggestion/complaint box helps the students in solving their problems.

- Weak students have been given remedial coaching. Girl students have been given proper protection through women development cell.

- A number of preliminary examinations have been conducted free of cost for better results.

- Student's participation in the celebration of national days enhances their love for the country.

- Financial help is given to the needy students.

- Every year college Annual Day has been celebrated by the students with great enthusiasm.

- Efforts are made to introduce PG courses in Science and Commerce for the PG aspirants.

*Administration:

- Work distribution of the employees with periodical changes enable the office staff to undertake all official work as per the schedule.

- All class fourth employees have been given their work assignment to make them more responsible.

- Training programme has been arranged for administrative staff.

- Uniform has been given free of cost to the class fourth employees.

- Non teaching staff is encouraged to improve their qualification in the course of employment in this college.

7.3.2   * Best practices presentation: I

Title of the practice: - Free bus facility for the staff and the students.

* Goal -   The college is located at Umbarde gaon, about five kilometers away from the Kalyan Railway station and State Transport bus stand. There are a number of villages around the college where no transport facility is available.

Attending the lectures early in the morning for both teaching staff and students is very difficult. During rainy season the situation becomes worst, particularly for

females. There fore the Management of this college decided to provide bus facilities so as to enable the staff and the students to attend the college in time.

The staff and the students also are in need of the transport facility to go back to their residences after finishing the lectures at the college.

* The Context:

- When the decision of introducing free bus facility to the college students and the staff was taken, there was opposition from local people and local Auto Rickshaw drivers, as the bus facility brings down their daily earnings. The Institution managed to overcome such oppositions by taking the help of local social workers, Municipal Corporators and police personals.

* The Practice:

- The buses start from the college at 6.30 am and reach their destination at 6. 50 am and collect the students, bring them to the college at 7.20 am. so as to enable the staff and the students to attend the classes sharp at 7.30 am. The drivers and conductors have been instructed to adhere to the time schedule of the bus.

* Evidence of Success:

- Providing bus facility has improved the student's attendance in the college and the attendance of the staff. Good attendance recorded from time to time indicates the success of the system. The transport expenses which otherwise would have been spend on other means of transport has been saved both by the students and the staff as the bus facility is given on totally free of cost.

* Problems Encountered and Resources Required:-

- Providing of bus facility is an unique feature of this institution in the city of Kalyan. No institution of higher education provides such facility. However the effective working of the system some times get disturbed due to bad roads, traffic congestion etc. Further, absenteeism on the part of the drivers and the conductors also hinders the services. As the bus carries young, energetic students of the age group between 18 and 21, very often they damage the seats, wind screen of the bus. Such damages are identified and the cost of the same is recovered from the students.

- Free bus facility extended by the college has been facing the problems like expenses on regular maintenance, payment of road tax, insurance premium etc. There is regular demand for rise in wages both by drivers and conductors. Further, raise in fuel charges is another problem faced by the institution.

  The Management meets the expenses of the bus services out of its own   funds which goes around 20 Lacks per year.

At present three buses have been deployed for the services of the students and the staff. The Management intends to add two more buses covering two new routes so as to enable more number of students to take admission in this college.

Best practices II

Social Commitment-

* Introduction:-

One of the objectives of this institution is to promote higher education for the people of near by villages especially for females and to provide quality education as a social commitment.

* Goal:-

The college is located in the outskirt of the city of Kalyan, in the village of Umbarde surrounded by a number of other villages occupied by the natives of the villages. Though there are few schools imparting education up to higher secondary level, there is no opportunity for the people of these villages to have access to higher education.

The people of these villages, majority of them are illiterate do not send their children especially girls for higher education. The teaching faculty go around to these villages and identify the eligible candidates for the higher education.

* Context:-

The faculty members prepare a schedule of visit to different parts of each village to identify and encourage the eligible student to secure admission in this college for degree programme. There was hesitation on the part of the parent for sending their children for higher education because of a) Financial problem b) Social restriction of not sending the girls student out of a village. There was apposition for some local leaders also.

The parents of the candidates were convinced personally by the faculty members and were made to take admission in this college. The help of the local social workers was also taken for convincing the parents of girl students to take higher education in this college.

* The practice:-

- The faculty members approach the people of village Umbarde, Saparde, Kolivali, Padgha and other villages. These students were given the bus facility to attend their regular lectures at the college. They were also given the facility of installment in paying their fees. Some of them were exempted from fees payment to fulfill the social obligation of this institution.

* Evidence of Success:-

- The personal convincing activity of the faculty members to induce the students to take the admission was a great success. In this academic year, out of 502 students 184 students are from outside the city of Kalyan. 43 students of Umbarde village including 31 females have taken admission in the degree section of this college. 50

student of Padgha village have been admitted of which 30 students are girls. Among the girl students of both padgha and other villages, 40 percent belong in to minority community (Muslim).

* Problems Encountered and Resources Required:-

- The students admitted of these villages are weak in studies and are irregular in attending their lectures. Efforts have been taken by the faculty members to approach the students through telephone to attend the lectures. Additional coaching has been done for such students.

- The free bus facility extended to the students of the Padgha village costs about 5 to 7 lac per year, which includes fuel cost, maintenance cost, payment of wages to the employees etc. Such expenses have been done by the management out of its own resources.

- The management intends to depute the faculty members to some more new villages in the coming academic years to induced the students to go for higher education.

EVALUATIVE REPORT OF THE DEPARTMENT

EVALUATIVE REPORT OF DEPARTMENT

This Institution is a multi-faculty college teaching under graduate classes-B. A, B. com, B. sc programmes. As per University rule, the subject taught at the principal level and has more than one teaching faculty, will have a Head of the Department designated to look after the working and the progress of concerned department.

In this institution subjects-Commerce, Accountancy, Economics, Chemistry, Information technology, History are taught at the principal level (for 1st year, 2nd year and 3rd year). In every department, senior most faculties have been designated as the Head of the Department (HOD). However incase of Self Financing Courses, a Programme coordinator has been designated.

The HOD/coordinator will be responsible for –

a) Preparation of Time Table of your Department in consultation with the Time Table Committee.

b) Preparation of Teaching Plan subject wise of your Department and its implementation.

c) Distribution of Department work load to the teachers.

d) Allotment of the duty of setting of question papers to the subject teachers.

e) Allotment of Answer books for Assessment and submission of mark sheets.

f) Holding of Seminars, workshop in consultation with the Principal.

g) Holding of Internal Assessment/Exam as per the norms.

h) Prepare and submit the Annual Progress report to the Principal/Management.
The faculty profile with Name, Education Qualification, Designation, Specialization etc. is given below department wise.

Department of History

1. *Name of the department*
   * Department of History

2. *Year of Establishment*
   *2004-5

3. *Names of Programmers / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)*

   *Bachelor of Arts (B.A.) in History, under graduate course

4. *Names of Interdisciplinary courses and the departments/units involved*
   * Nil

5. *Annual/ semester/choice based credit system (programme wise)*
   *Semester wise credit based system – Six Semesters

6. *Participation of the department in the courses offered by other departments*
   *Nil

7. *Courses in collaboration with other universities, industries, foreign institutions, etc.*
   *Nil

8. *Details of courses/programmes discontinued (if any) with reasons*
   * Nil

9. *Number of Teaching posts*

	Sanctioned	Filled
Professors	---	----
Associate Professor	---	
Asst. Professors	04	04

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1. Kavita Mate	M. A. M. Phil	Asst. Professors	History	5 Years	Nil
2. Sunil Suryarao	M. A. B. Ed	Asst. Professors	History	6 Years	Nil
3. Kavita Bhagwat	M. A. B. Ed	Asst. Professors	Marathi	4 Years	Nil
4. Jagan Mirkute	M. A. B. Ed	Asst. Professors	Geography	4 Years	Nil

*11. List of senior visiting faculty -- * Nil*

12. Percentage of lectures delivered and practical classes handled (programme wise)

*By temporary faculty   -- * Nil*

*13...Student -Teacher Ratio (programme wise) -- * 1:24*

14. Number of academic support staff (technical) and administrative staff; sanctioned

And filled

* One administrative staff and one support staff are sanctioned and filled

15. Qualifications of teaching faculty with D Sc/ D. Lit/ Ph. D/ M Phil/PG.
* One Faculty member has M. Phil qualification.

16. Number of faculty with ongoing projects from a) National b) International funding

*Agencies and grand received   -- * Nil*

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total
*Grants received -- * Nil*

*18.   Research Centre /facility recognized by the University   -- * Nil*

19. Publications: Nil

a) Publication per faculty -- * Nil

Number of papers published in peer reviewed journals (national / international) by faculty and students

   * Nil

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

   * Nil

   Monographs -- * Nil

   Chapter in Book- * Nil

   Books Edited--- *Nil

   Books with ISBN/ISSN numbers with details of publishers

   Citation Index

   * Nil

   SNIP * Nil

   SJR

   * Nil

   Impact factor

   * Nil

   h-index

   * Nil

20. *Areas of consultancy and income generated*
    * Nil

21. *Faculty as members in*

   a) *National committees b) International Committees c) Editorial Boards....*
   * Assistant professor Mr. Suryarao and Kavita Mate has worked as the member of the Editorial Board of College magazine.

22. *Student projects*

   a) *Percentage of students who have done in-house projects including inter departmental/programme.*

   * As a part of regular curriculum, students are expected to submit the project in every subject of the programme. Therefore 100 percent students have done in-house projects.

   b) *Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies*

      * Nil

23. *Awards/ Recognitions received by faculty and students*
    * Yes. Kavita Mate was appointed as an external examiner and lecturer for YCMU University.
    * Guest lecture delivered by Mr. Sunil Suryrao sir at various colleges affiliated to Mumbai University.

24. *List of eminent academicians and scientists/ visitors to the department*
    * Nil

25. *Seminars/ Conferences/Workshops organized & the source of funding a)National*

    * Nil
    b)International
    * Nil

26. *Student profile programme/course wise:*

Name of the Course/programme (refer question no. 4)	Applications Received	Selected	Enrolled *M *F	Pass percentage
NIL	NIL	NIL	NIL	NIL

M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the Same State	% of students from other States	% of students from abroad
Bachelor of Arts	100 %	Nil	Nil

28. *How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?*
    * Nil

29. Student progression

Student progression	Against % enrolled
UG to PG	65%
PG to M. Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	25%
Entrepreneurship/Self-employment	10%

30. Details of Infrastructural facilities

a) Library
   * A departmental library has been installed in the department for the day today use of the faculty. A separate section has been functioning for the department of History in the College Library.

b) Internet facilities for Staff & Students
   * A Computer with an internet facility has been extended to the faculty and the student

c) Class rooms with ICT facility
   * ICT facility has been provided as and when required

d) Laboratories
   * Not applicable

31. Number of students receiving financial assistance from college, university, government or other agencies

   * Twenty One students get financial assistance from the Government of Maharashtra.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

   * Yes. Historical visits have been conducted. Workshop, Seminar, Autobiography on Mahatma Gandhi photo exhibition.

33. Teaching methods adopted to improve student learning
   * Extra lecture, home assignments, question and answer method have been adopted.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities
   * Students participate in the national social service under Extension   activities

35. SWOC analysis of the department and Future plans

* This department has been functioning for the last 8 years and has the following strength and weakness.

* Strength of the department:

1. This department caters more number of girl's students
2. Majority of the students of this department stay in the near by Villages
3. The subject is taught in regional language – Marathi.
4. In spite of low quality intake, the passing percentage at the IIIrd year university level is more than 95%.

* Weakness:

1. The number of students enrolled is less. There is excess capacity.
2. Since they stay in villages, during farming season, their attendance for the lecture falls.
3. Very often girls students discontinue there studies as soon as they get married.
4. No research activities like PhD by the faculty.
5. No minor or major research projects undertaken by the faculty.
6. No publications by the faculty, no seminars and workshops are arranged.

* Opportunities:

1. The department intends to increase the enrollment of the students and utilizes the access capacity.
2. Enhancement of the result at 3rd year University Examination
3. Induce the student who have passed SSC Examination to select Arts Streams so that more number of students will be made available for Arts stream in the Degree College for the subject History.
4. Induce the faculty to go for PHD and other research activity.
5. Induce the faculty for publications in journals and publish books with ISBN/ISSN numbers.
6. To hold seminars and conferences in the subject.
7. To undertake miner and major research projects from University/ National/International funding agencies.

* Challenges:-
1. The progress of this department has been hindered due to less enrollment and excess capacity.
2. Since the institution is on unaided basis, the amount of fees charged is more than the fees charged by the aided colleges.
3. The college is located on the outskirt of the City of Kalyan, the students of Kalyan and neighbouring areas prefer to take admission in the city colleges and therefore this college do not get sufficient students.
4. In the present scenario students prefer to go for professional courses rather than the traditional course like Arts. Even the existing established colleges have excess

5. capacity hence it is a challenge for us to get required number of students.

* Conclusion:-

In spite of these challenges the faculty members and the management try their level best for the progress of this department.

Department of Economics

1. *Name of the department*
   * Department of Economics.

2. *Year of Establishment*
   *2004-05

3. *Names of Programmers / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)*
   * Bachelor of Arts in Economics (B. A Economics   )

4. *Names of Interdisciplinary courses and the departments/units involved*
   * Nil.

5. *Annual/ semester/choice based credit system (programme wise)*

6. *Participation of the department in the courses offered by other departments*
   *Nil

7. *Courses in collaboration with other universities, industries, foreign institutions, etc.*
   *Nil

8. *Details of courses/programmes discontinued (if any) with reasons*
   * Nil

9. *Number of Teaching posts*

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	04	04

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1 Darshana Deshmukh	M A. B Ed	Asst. Prof.	Economics	03	-
2 Sapna Pardeshi	MA. B E d	Asst. Prof	Economics	01	-
3. Kavita Bhagwat	MA. B E d	Asst. Prof	Marathi	04	-
4. Jagan· Mirkute	MA. B E·d	Asst. Prof	Geography	04	-

*11. List of senior visiting faculty -- * Nil*

12. Percentage of lectures delivered and practical classes handled (programme wise)

*By temporary faculty   -- * Nil*
*13.Student -Teacher Ratio (programme wise) -- * 1:14*

14. Number of academic support staff (technical) and administrative staff; sanctioned

And filled

*One administrative staff and one support staff are sanctioned & filled.

15. Qualifications of teaching faculty with D Sc/ D. Lit/ Ph. D/ M Phil/PG.
*All faculty members with PG qualification.

16. Number of faculty with ongoing projects from a) National b) International funding

*Agencies and grand received   -- * Nil*

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total
*Grants received -- * Nil*

*18.   Research Centre /facility recognized by the University   -- * Nil*
19. Publications:

a) Publication per faculty -- Nil*

Number of papers published in peer reviewed journals (national / international) by faculty and students

* Nil

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
* Nil

Monographs –
* Nil

Chapter in Books   ---
* Nil

Books Edited *Nil

Books with ISBN/ISSN numbers with details of publishers   Citation Index
* Nil

SNIP
* Nil

SJR
* Nil

* *Impact factor*
* Nil

h-index
* Nil

20. *Areas of consultancy and income generated*
* Nil

21. *Faculty as members in*

a. *National committees b) International Committees c) Editorial Boards….*
* Nil

22. *Student projects*

a. *Percentage of students who have done in-house projects including inter departmental/programme*

* As a part of regular curriculum, students are expected to submit the project in every subject of the programme. Therefore 100 percent students have done in-*house projects.*

b. *Percentage of students placed for projects in organizations outside the institution. In Research laboratories/ Industry/ other agencies*
* Nil

23. *Awards/ Recognitions received by faculty and students*
* Nil

24. *List of eminent academicians and scientists/ visitors to the department*
* Nil

25. *Seminars/ Conferences/Workshops organized & the source of funding*

a)National

    * Nil

b)International

    * Nil

26. *Student profile programme/course wise:*

Name of the Course/programme (refer question no. 4)	Applications Received	Selected	Enrolled *M *F	Pass percentage
NIL	NIL	NIL	NIL	NIL

M=Male F=Female

27. *Diversity of Students*

Name of the Course	% of students from the Same State	% of students from other States	% of students from abroad
Bachelor of Arts	100 %	Nil	Nil

28. *How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?*

    * Nil

29. *Student progression*

Student progression	Against % enrolled
UG to PG	31.25%
PG to M. Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	50%
Entrepreneurship/Self-employment	18.75%

30. Details of Infrastructural facilities

a.   *Library*

* A departmental library has been installed in the department for the day today use of the faculty. A separate section has been functioning for the department of Science.

b. *Internet facilities for Staff & Students*
* A Computer with an internet facility has been extended to the faculty and the student

c. *Class rooms with ICT facility*
        * ICT facility has been provided as an when required

d. *Laboratories*
 * Nil

31. Number of students receiving financial assistance from college, university, government or other agencies

* Nine student get financial assistance from the government.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

* Nil

33. Teaching methods adopted to improve student learning
* Extra lecture, home assignments, question and answer method have been arranged.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities
* Students participate in the National Social Service (NSS) under Extension activities.

35. SWOC analysis of the department and Future plans
* This department has been functioning for the last 8 years and has the following strength and weakness.

* Strength of the department:

1. In spite of low percentage of intake, the annual result at the University level is more than 70%.
2. Majority of the students of this department stay near by villages.
3. This department caters more number of girls students.
4. The subject is taught in regional language-Marathi.

* Weakness:

1. The number of students enrolled is less in number. There is excess capacity.
2. Since they stay in villages, during farming season, there attendance for the

lecture falls.
3. The quality of intake is poor.
4. Lack of research activity by the faculty.
5. No publications and minor and major research projects by the faculty.
6. Very often girls students discontinue their studies as soon as they get married.

* Opportunities:

1. The department intends to increase the enrollment of the students and utilize the access capacity
2.   Enhancement of the result at 3rd year University Examination.
3. Induce the students who have passed SSC Examination to select Arts (B. A Streams so that more number of students will be made available for Arts stream in the Degree College for the subject Economics.
4. Induce the faculty to go for PHD & minor and major research projects under the University.
5. Induce the faculty for publications in journals and publish books with
     ISBN/ISSN numbers.
6. To hold seminars and conferences in the subject.

* Challenges:-
1. The progress of this department has been hindered due to less enrollment and excess capacity.
2. Since the institution is on unaided basis, the amount of fees charged is more than the fees charged by the aided colleges.
3. The college is located on the outskirt of the City of Kalyan, the students of Kalyan and neighbouring areas prefer to take admission in the city colleges and therefore this college do not get sufficient students.
4. In the present scenario students prefer to go for professional courses rather than the traditional course like Arts. Even the existing established colleges have excess capacity hence it is a challenge for us to get required number of students.

* Conclusion:-
     In spite of these challenges the faculty members and the management try their level best for the progress of this department.

Department of Chemistry

1. *Name of the department*
   * Department of Chemistry

2. *Year of Establishment*
   *2004-05

3. *Names of Programmers / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)*
   * Bachelor of science (B. Sc)

4. *Names of Interdisciplinary courses and the departments/units involved*
   * Nil

5. *Annual/ semester/choice based credit system (programme wise)*
   *Semester wise credit based system – Six Semesters

6. *Participation of the department in the courses offered by other departments*
   *Nil

7. *Courses in collaboration with other universities, industries, foreign institutions, etc.*
   *Nil

8. *Details of courses/programmes discontinued (if any) with reasons*
   * Nil

9. *Number of Teaching posts*

Sanctioned		Filled
Professors		
Associate		
Professors		
Asst. Professors	06	06

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1. Dr. Maya Joglekar	M. Sc Ph. D	Asst. Professor	Chemistry	3	Nil
2. Priya Bhagat	M. Sc .NET	Asst. Professor	Chemistry	1	Nil
3. Savita Sawant	M. Sc	Asst. Professor	Chemistry	Fresher	Nil
4. Dr. Vandana Vijayvargia	PhD, M. Sc B. Ed	Asst. Professor	Botany	2	Nil
5. Dr. Nidhi Rawat	B. V. Sc	Asst. Professor	Zoology	5	Nil
6. Mr. Kannan Krushna murthi	M. Sc B Ed	Asst. Professor	Physics	4	Nil

*11. List of senior visiting faculty -- * Nil*

12. Percentage of lectures delivered and practical classes handled (programme wise)
    *By temporary faculty   -- * Nil*
*13. Student -Teacher Ratio (programme wise) -- * 1:16*

14. Number of academic support staff (technical) and administrative staff; sanctioned
    And filled
    * Two administrative staff and Two support staff are sanctioned & filled.

15. Qualifications of teaching faculty with D. Sc/ D. Lit/ Ph. D/ M. Phil /PG.
     * One Faculty member has P. HD qualification; one member has passed NET and the last faculty with PG qualification.

16. Number of faculty with ongoing projects from a) National b) International funding

   Agencies and grand received -

   *- * Nil*

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total

   Grants received –

   * * Nil*

18. Research Centre /facility recognized by the University   --

 * * Nil*

19. Publications:

   a) Publication per faculty -- Nil*

   Number of papers published in peer reviewed journals (national / international) by faculty and students

   * Nil*

   Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

   * * Nil*

   *Monographs -- * Nil*

   *Chapter in Books   --- * Nil*

   *Books Edited *Nil*

   Books with ISBN/ISSN numbers with details of publishers   Citation Index

   * * Nil*

   *SNIP * Nil*

   SJR

  * * Nil*

* Impact factor*

   * * Nil*

   h-index

   * * Nil*

 20. Areas of consultancy and income generated
   * Nil

21. Faculty as members in

 a) National committees b) International Committees c) Editorial Boards….
   * Nil

22. Student projects

 a) Percentage of students who have done in-house projects including inter departmental/programme

   * As a part of regular curriculum, students are expected to submit the project in every subject of the programme. Therefore 100 percent students have done in-

house projects.

b) *Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies*
   * Nil

23. *Awards/ Recognitions received by faculty and students*
    * Nil

24. *List of eminent academicians and scientists/ visitors to the department*

   *Yes. Mr. Sharma.

25. *Seminars/ Conferences/Workshops organized & the source of funding*
    a)National- Vijay. S. Pingale sir, Dr. Kantilal Jain (Thane)

    * Nil
    b)International
       * Nil

26. *Student profile programme/course wise:*

Name of the Course/programme (refer question no. 4)	Applications Received	Selected	Enrolled *M *F	Pass percentage
NIL	NIL	NIL	NIL	NIL

*M=Male F=Female

27. Diversity of Students

Name of the Course	% of Students from the Same State	% of students from other States	% of students from abroad
Bachelor of Science	100 %	Nil	Nil

28. *How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.*

* Nil

29. Student progression

Student progression	Against % enrolled
UG to PG	*50%*
PG to M. Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • *Campus selection* • *Other than campus recruitment*	*30%*
Entrepreneurship/Self-employment	*20%*

30. Details of Infrastructural facilities

Library
* A departmental library has been installed in the department for the day today used of the faculty. A separate section has been functioning for the department of Science.

Internet facilities for Staff & Students
* A Computer with an internet facility has been extended to the faculty and the student

Class rooms with ICT facility
* ICT facility has been provided as and when required

Laboratories
The College is equipped with Chemistry, Biology, Physics laboratories with all infrastructures

31. *Number of students receiving financial assistance from college, university, government or other agencies*
   * Six students get financial assistance from the government.

32. *Details on student enrichment programmes (special lectures / workshops / seminar) with external experts*
   * Nil

33. *Teaching methods adopted to improve student learning*
   * Extra lecture, home assignments have been arranged.

34. *Participation in Institutional Social Responsibility (ISR) and Extension activities*
   * Students participate in the national social service under Extension   activities

35. *SWOC analysis of the department and Future plans*
   * This department has been functioning for the last 8 years and has the

following strength and weakness.

* Strength of the department:

1. This Department is blessed with huge laboratory for the students for conducting practicals.
2. Sufficient quantity of chemicals are made available for the students.
3. The Annual result of the University examination has been very high ranging from 70% to 80%.
4. In spite of low quality intake the college is successful in giving good results in the final year examination.

* Weakness:

1. The number of students enrolled is less in number there is excess
   capacity.
2. Low teachers student ratio.
3. The quality of intake is poor.
4. Research projects and research publications will have to be undertaken by faculty.
5. Seminars and conferences will have to be organized by the department.

* Opportunities:

1. The department intends to increase the enrollment of the students and
   utilizes the access capacity.
2. Enhancement of the result at 3rd year University Examination.
3. Induce the students who have passed SSC Examination to select Science (B. Sc) Streams so that more number of students will be made available for Science stream in the Degree College.
4. Induce the faculty to go for PHD & minor and major research projects under the University.
5. Induce the faculty for publications in journals and publish books with
   ISBN/ISSN numbers.
6. To hold seminars and conferences in the subject.

* Challenges:-

1. The progress of this department has been hindered due to less enrollment and excess capacity.
2. Since the institution is on unaided basis, the amount of fees charged is more than the fees charged by the aided colleges.
3. The college is located on the outskirt of the City of Kalyan, the students of Kalyan and neighbouring areas prefer to take admission in the city colleges and therefore this college do not get sufficient students.
4. In the present scenario students prefer to go for professional courses rather than the traditional course like Science (B. Sc). Even the existing established colleges have excess capacity hence it is a challenge for us to get required number of students.

Conclusion:-

   In spite of these challenges the faculty members and the management try their level best for the progress of this department.

Department of Commerce

1. *Name of the department*
   * Department of Commerce.

2. *Year of Establishment*
   *2004-05

3. *Names of Programmers / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)*
   * Bachelor of Commerce (B. Com) Under Graduate Course.

4. *Names of Interdisciplinary courses and the departments/units involved*
   * Nil.

5. *Annual/ semester/choice based credit system (programme wise)*
   *Semester wise credit based system – Six Semesters

6. *Participation of the department in the courses offered by other departments*
   *Nil

7. *Courses in collaboration with other universities, industries, foreign institutions, etc.*
   *Nil

8. *Details of courses/programmes discontinued (if any) with reasons*
   * Nil

9. *Number of Teaching posts*

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	12	12+1 visiting

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years Of Experience	No. of Ph.D. Students guided for the last 4 years
1 Ajay Pillai	M. Com, M.A, M. Phil	HOD/ Asst. Prof.	Economics & Commerce	8 years	-
2. .Bhagyashree Abhyankar	M. Com NET	Asst. Prof	Costing & Finance	10	-
3 Pranita Kesarwani	MBA	Asst. Prof	Management	03	-
4. Ajay Shelar	M. com B Ed	Asst. Prof	IT & Management	03	-
5. Manjush Pathak	M. Sc. B. Ed	Asst. Prof	Maths	10	-
6 Nisha Parekh	M. Com	Asst. Prof	Accounts	Fresher	-
7. Sameer Kanble	M. A. B Ed.	Asst. Prof	Business Communication	Fresher	-
8. Rohini Korde	MCA	Asst. Prof	IT	03	-
9 Rohit Zunjarrao	BLS/LLB	Asst. Prof	Law	Fresher	-
10 Subodh Patil	M. Com	Asst. Prof	Costing & Auditing	Fresher	-
11 Ranjita Bhandari	M. Com, B. Ed	Asst. Prof	Accounts	Fresher	-
12. Seema Ramchandani	M.com	Asst. Prof	FC, finance	05	-

*11. List of senior visiting faculty -- * 1) Jeetendra . H. Ramrakhyani*

12. Percentage of lectures delivered and practical classes handled (programme wise)

*By temporary faculty   -- * Nil*

*13. Student -Teacher Ratio (programme wise) -- * 1:17*

14. Number of academic support staff (technical) and administrative staff; sanctioned And filled

    * One administrative staff and one support staff are sanctioned and filled

15. Qualifications of teaching faculty with D Sc/ D. Lit/ Ph. D/ M Phil/PG.
    * One faculty member is with PG with NET qualification.

16. Number of faculty with ongoing projects from a) National b) International funding

    Agencies and grand received -- * Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total

    Grants received -- * Nil

18. Research Centre /facility recognized by the University -- * Nil
19. Publications:

    a) Publication per faculty --* Nil

Number of papers published in peer reviewed journals (national / international) by faculty and students
    * Faculty members published ---journal.

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
    * Nil

    Monographs -- * Nil

    Chapter in Books --- *   Nil
    Books Edited *Nil
    Books with ISBN/ISSN numbers with details of publishers   Citation Index
    * Nil

    SNIP * Nil
    SJR
    * Nil

* Impact factor
    * Nil
    h-index
    * Nil
20. Areas of consultancy and income generated
    * Nil

21. Faculty as members in

 a. National committees b) International Committees c) Editorial Boards….
    * Nil

22. *Student projects*

 a. *Percentage of students who have done in-house projects including inter departmental/programme*

   * As a part of regular curriculum, students are expected to submit the project in every subject of the programme. Therefore 100 percent students have done in-house projects.

 b. *Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies*

   * Yes

23. *Awards/ Recognitions received by faculty and students*
   * One faculty member has been awarded The Best Teacher Award.

24. *List of eminent academicians and scientists/ visitors to the department*
   * Yes

25. *Seminars/ Conferences/Workshops organized & the source of funding*

   a)National

   * Nil

   b) International
   * Nil

   C) This department has arranged Seminar on foreign direct investment FDI and Rupee Vs Dollar at the inter collegiate level. Budget discussion 2012-13, Study on Indian Agriculture since 1991.

26. *Student profile programme/course wise:*

Name of the Course/programme (refer question no. 4)	*Applications Received*	*Selected*	*Enrolled *M *F*	*Pass percentage*
NIL	NIL	NIL	NIL	NIL

 *M=Male F=Female

27. . Diversity of Students

Name of the Course	% of students from the Same State	% of students from other States	% of students From Abroad
Bachelor of Commerce	98.6	1.4	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

* Nil

29. Student progression

Student progression	Against % Enrolled
UG to PG	15%
PG to M. Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	65%
Entrepreneurship/Self-employment	20%

30. Details of Infrastructural facilities

Library
* A departmental library has been installed in the department for the day today used of the faculty. A separate section has been functioning for the department of Science.

Internet facilities for Staff & Students
* A Computer with an internet facility has been extended to the faculty and the student

Class rooms with ICT facility
* ICT facility has been provided as an when required

Laboratories
* Nil

31 Number of students receiving financial assistance from college, university,

175

government or other agencies.

Twenty seven students get financial assistance from the government.

32 *Details on student enrichment programmes (special lectures / workshops / seminar) with external experts*
   * Yes. Seminar on UPSC, MPSC, CPT & IPCC, MBA were held.

32. *Teaching methods adopted to improve student learning*
   * Extra lecture, home assignments have been arranged, LCD, debate, group discussion.

33. *Participation in Institutional Social Responsibility (ISR) and Extension activities*
   * Students participate in the national social service under Extension   activities.

34. *SWOC analysis of the department and Future plans*
   * This department has been functioning for the last 8 years and has the following strength and weakness.

   * Strength of the department:

   1. In spite of low percentage of intake, the annual result at the University level is more than 70%.
   2. In professional courses like B. Com with Account Finance, Banking and Insurance the result is 100%.
   3. Commerce students take part in extension activities like NSS.
   4. Students have undertaken projects in collaboration with industry.

   * Weakness:

   1. The number of students enrolled is less in number. There is excess Capacity.
   2. Though the passing percentage is high, the number of distinction and first class are less.
   3. The quality of intake is poor.
   4. Lack of research activity by the faculty.
   5. No publications and minor and major research projects by the faculty.

   Opportunities:

   1. The department intends to increase the enrollment of the students and utilizes the excess capacity.
   2.   Enhancement of the result at 3rd year University Examination.
   3. Induce the student who have passed SSC Examination to select Commerce (B. Com) Streams so that more number of students will be made available for Commerce stream in the Degree College.
   4. Induce the faculty to go for PHD & minor and major research projects under the University.
   5. Induce the faculty for publications in journals and publish books with
        ISBN/ISSN numbers.
   6. Inducement will be given to the students to pursue post graduation/charted accountancy.
   7. Workshops and seminars will be arranged to encourage them to pursue civil services and appear for public service commission examination.

8. We have already applied for PG programme in Commerce.

Challenges:-
1. The progress of this department has been hindered due to less enrollment and excess capacity.
2. Since the institution is on unaided basis, the amount of fees charged is more than the fees charged by the aided colleges.
3. The college is located on the outskirt of the City of Kalyan, the students of Kalyan and neighbouring areas prefer to take admission in the city colleges and therefore this college do not get sufficient students.

Conclusion:-
In spite of these challenges the faculty members and the management try their level best for the progress of this department.

Department of IT

1. *Name of the department*
   * Department of Information Technology.

2. *Year of Establishment*
   *2007-8

3. *Names of Programmers / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)*
   * Bachelor of Information Technology (UG)

4. *Names of Interdisciplinary courses and the departments/units involved*
   * Nil

5. *Annual/ semester/choice based credit system (programme wise)*
   *Semester wise credit based system – Six Semesters

6. *Participation of the department in the courses offered by other departments*
   *Nil

7. *Courses in collaboration with other universities, industries, foreign institutions, etc.*
   *Nil

8. *Details of courses/programmes discontinued (if any) with reasons*
   * Nil

9. *Number of Teaching posts*

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	08	08

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mrs. Anjali Pande (HOD)	M Sc (Comp.Sci)	Co-ordinate	Computer Science	10	Nil
Mrs. Vaishali Gokhale	M Sc (Maths) B.Ed, M.Phil	Asst. Prof	Mathematics	8	Nil
Mrs. Sima Mukharjee	B.E.(EXTC)	Asst. Prof	EXTC	3	Nil
Mrs. Mallika R. Hegde	B.E.(EXTC) MBA (IT)	Asst. Prof	TC/IT	6	Nil
Miss. Unnati M Dhavare	B. E. (Comp) MBA (IT) M. E. Appearing	Asst. Prof	Comp/IT	Fresher	Nil
Miss. Ashwini Deshmukh	BE(Computer Science)	Asst. Prof	Computer Science	Fresher	Nil
Miss. Kiran Dhandore	M. E. (Computer Science, BE com	Asst. Prof	Computer Science	2	Nil
Miss. Mugdha Kulkarni	B. E. (Comp)	Asst. Prof	Computer	Fresher	Nil

*11. List of senior visiting faculty -- * Nil*

12. Percentage of lectures delivered and practical classes handled (programme wise)

*By temporary faculty   -- * Nil*
*13. Student -Teacher Ratio (programme wise) -- * 1:5.5*

14. Number of academic support staff (technical) and administrative staff; sanctioned

And filled

 * One administrate staff and one support staff are sectioned and filed

15. Qualifications of teaching faculty with D Sc/ D. Lit/ Ph. D/ M Phil/PG.
 * One Faculty member has M. Phil qualification and remaining all faculty
members have PG qualification.

16. Number of faculty with ongoing projects from a) National b) International

funding

 Agencies and grand received -- * Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and

total

 Grants received -- * Nil

18. Research Centre /facility recognized by the University -- * Nil
19. Publications:

 a) Publication per faculty --* Nil

Number of papers published in peer reviewed journals (national / international)
by faculty and students
 * Nil

Number of publications listed in International Database (For Eg: Web of
Science, Scopus, Humanities International Complete, Dare Database -
International Social Sciences Directory, EBSCO host, etc.)
 * Nil

 Monographs –
 * Nil

Chapter in Books ---* Nil

Books Edited
   *Nil

Books with ISBN/ISSN numbers with details of publishers
 Citation Index
 * Nil

 *SNIP * Nil*

 SJR
 * Nil

 * Impact factor

180

* Nil

h-index
* Nil

20. *Areas of consultancy and income generated*
    * Nil

21. *Faculty as members in*

  a. *National committees b) International Committees c) Editorial Boards....*
     * Nil

22. *Student projects*

  a. *Percentage of students who have done in-house projects including inter departmental/programme*

    * As a part of regular curriculum, students are expected to submit the project in every subject of the programme. Therefore 100 percent students have done in-*house projects.*

  b. *Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies*
       * Nil

23. *Awards/ Recognitions received by faculty and students*
     * Yes. Results software were developed by IT students.

24. *List of eminent academicians and scientists/ visitors to the department*
      * Yes. Dr. P. K . Shrivastav of Central railway Mumbai visited the department of IT and CS.

25. *Seminars/ Conferences/Workshops organized & the source of funding*

    a)National

    * Nil

    b)International
         * Nil

26. *Student profile programme/course wise:*

Name of the Course/programme (refer question no. 4)	Applications Received	Selected	Enrolled *M *F	Pass Percentage
NIL	NIL	NIL	NIL	NIL

M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the Same State	% of students from other States	% of students from abroad
Bachelor of IT	100 %	Nil	Nil

28. *How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?*
* Nil

29. . *Student progression*

Student progression	Against % enrolled
UG to PG	10%
PG to M. Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	60%
Entrepreneurship/Self-employment	30%

30 . *Details of Infrastructural facilities*

a.   Library
   * A departmental library has been installed in the department for the day today used of the faculty. A separate section has been functioning for the department of Science.

b. Internet facilities for Staff & Students
   * All faculty and students are provided with computers with Internet facility.

c. Class rooms with ICT facility
      * ICT facility has been provided as an when required

d. Laboratories
   * The College is equipped with a big computer lab with 30 computers for the use of the students and faculty. They have been upgraded from time to time.

31 . Number of students receiving financial assistance from college, university, government or other agencies

* Seventeen students get financial assistance from the government.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

* Special lecture on Abacus was arranged by the internal faculty members to enhance the students knowledge.

33. Teaching methods adopted to improve student learning
   * Learning through computers, projectors, home-assignments, question and answer method etc have been adopted.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities
* Students participate in the national social service under Extension   activities

35. SWOC analysis of the department and Future plans
* This department has been functioning for the last 8 years and has the following strength and weakness.

* Strength of the department:

1. This Department is equipped with 30 computers, printers with internet facilities.
2. The number of computers have been increased as per the requirement and have been upgraded from time to time.
3. Since the subject is highly technical and students find difficult to understand, the faculty members through intensive coaching are trying their level best to enhance their result.
4. In spite of low quality intake the college is successful in giving satisfactory results in the final year examination.
5. The software which have been used are Licensed.

* Weakness:

1. The number of students enrolled is less. There is excess
   capacity.
2. In spite of putting highest efforts by the faculty members the results are not excellent. Both students and the staff should put additional efforts for better results.
3. The quality of intake is poor.
4. Lack of research and research publications.

* Opportunities:

1. The department intends to increase the enrollment of the students and
   utilizes the access capacity.
2. Enhancement of the result at 3rd year University Examination.
3. Induce the students who have passed SSC Examination to select IT subject at standard 11th and 12th so that more number of students will be made available for IT stream in the Degree College.
4. Induce the faculty to go for PHD & minor and major research projects under the University.
5. Induce the faculty for publications in journals and publish books with
   ISBN/ISSN numbers.
6. To hold seminars and conferences in the subject.
7. To increase the number of computers, printers and LCD projectors.

Challenges:-

1. The progress of this department has been hindered due to less enrollment and excess capacity.
2. The college is located on the outskirt of the City of Kalyan, the students of Kalyan and neighbouring areas prefer to take admission in the city colleges and therefore this college do not get sufficient students.

Conclusion:-

   In spite of these challenges the faculty members and the management try their level best for the progress of this department.

Department of Computer Science.

1. *Name of the department*
   * Department of Computer Science (CS).

2. *Year of Establishment*
   *2005.

3. *Names of Programmers / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)*
   * Bachelor of Computer Science (B. CS)

4. *Names of Interdisciplinary courses and the departments/units involved*
   * Nil.

5. *Annual/ semester/choice based credit system (programme wise)*
   *Semester wise credit based system – Six Semesters

6. *Participation of the department in the courses offered by other departments*
   *Nil

7. *Courses in collaboration with other universities, industries, foreign institutions, etc.*
   *Nil

8. *Details of courses/programmes discontinued (if any) with reasons*
   * Nil

9. *Number of Teaching posts*

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	08	08

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years Of Experience	No. of Ph.D. Students guided for the last 4 years
Mrs. Anjali Pande	M sc (Comp.Sci)	Asst. Prof. (HOD)	Computer Science	10	Nil
Mrs. Vaishali Gokhale	M sc (Maths) B. Ed, M. Phil M. Ed (Appear)	Asst. Prof.	Mathematics	8	Nil
Mrs. Sima Mukharjee	B.E.(EXTC)	Asst. Prof.	EXTC	3	Nil
Mrs. Mallika R. Hegde	B.E.(EXTC) MBA (IT)	Asst. Prof.	TC/IT	6	Nil
Miss. Unnati M Dhavare	B. E. (Comp) MBA (IT) M. E. (Comp appearing)	Asst. Prof.	Comp/IT	1	Nil
Miss. Ashwini Deshmukh	BE(Computer Science)	Asst. Prof.	Computer Science	1	Nil
Miss. Kiran Dhandore	B. E. (Computer Science, M. E comp. Appearing)	Asst. Prof.	Computer Science	2	Nil
Miss. Mugdha Kulkarni	B. E. (Comp)	Asst. Prof.	Computer	Fresher	Nil

11. *List of senior visiting faculty -- * Nil

12. *Percentage of lectures delivered and practical classes handled (programme wise)*

*By temporary faculty   -- * Nil*
*13. Student -Teacher Ratio (programme wise) -- * 1:2.5*

14. Number of academic support staff (technical) and administrative staff; sanctioned

 And filled

 * Same staff appointed for B. Sc IT is made available for computer Science also. Hence more additional staff not appointed.

15. Qualifications of teaching faculty with D Sc/ D. Lit/ Ph. D/ M Phil/PG.
 * All faculty members have PG qualification

16. Number of faculty with ongoing projects from a) National b) International funding

 *Agencies and grand received   -- * Nil*

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total

 *Grants received -- * Nil*

*18. Research Centre /facility recognized by the University   -- * Nil*
19. Publications:

 a) Publication per faculty -- Nil*

Number of papers published in peer reviewed journals (national / international) by faculty and students
  * Nil

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 * Nil

 *Monographs -- * Nil*

 *Chapter in Books   --- * Nil*
 *Books Edited *Nil*
 Books with ISBN/ISSN numbers with details of publishers Citation Index
 * Nil

 *SNIP * Nil*
 SJR
 * Nil

** Impact factor*
 * Nil

 h-index

* Nil

20. *Areas of consultancy and income generated*
   * Nil

21. *Faculty as members in*

   a. *National committees b) International Committees c) Editorial Boards....*
   * Nil

22. *Student projects*

   a. *Percentage of students who have done in-house projects including inter departmental/programme*

   * As a part of regular curriculum, students are expected to submit the project in every subject of the programme. Therefore 100 percent students have done in-house projects.

   b. *Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies*
   * Nil

23. *Awards/ Recognitions received by faculty and students*
   * Nil

24. *List of eminent academicians and scientists/ visitors to the department*
   * Nil

25. *Seminars/ Conferences/Workshops organized & the source of funding*
   a)National
   * Nil

   b)International
   * Nil

26. *Student profile programme/course wise:*

Name of the Course/programme (refer question no. 4)	*Applications Received*	*Selected*	*Enrolled* *M *F*	*Pass percentage*
NIL	NIL	NIL	NIL	NIL

M=Male F=Female

27. Diversity of Students

Name of the Course	*% of students from the Same State*	*% of students from other States*	*% of students from abroad*
Bachelor of Science	100 %	Nil	Nil

28. *How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?*
* Nil

29. *Student progression*

Student progression	*Against % enrolled*
UG to PG	11%
PG to M. Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • *Campus selection* • *Other than campus recruitment*	61%
Entrepreneurship/Self-employment	28%

30. Details of Infrastructural facilities

a.   *Library*
* A departmental library has been installed in the department for the day today used of the faculty. A separate section has been functioning for the department of Science.

b. *Internet facilities for Staff & Students*
* All faculty and students are provided with computers with Internet facility.
Class rooms with ICT facility
        * ICT facility has been provided as an when required

c. *Laboratories*
* * The College is equipped with a big computer lab with 30 computers for the use of the students and faculty. They have been upgraded from time to time.

31. Number of students receiving financial assistance from college, university, government or other agencies

* Ten students get financial assistance from the government.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

* Nil

33. Teaching methods adopted to improve student learning
* Learning through computers, projectors, home-assignments, question and answer method etc have been adopted.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities
* Students participate in the national social service under Extension   activities

35. SWOC analysis of the department and Future plans
* This department has been functioning for the last 8 years and has the following strength and weakness.

* Strength of the department:

1. This Department is blessed with huge Computer Lab for the students and faculty members.
2. The number of computers have been increased as per the requirement and have been upgraded from time to time.
3. Since the subject is highly technical and students find difficult to understand, the faculty members through intensive coaching are trying their level best to enhance their result.
4. In spite of low quality intake the college is successful in giving satisfactory results in the final year examination.

* Weakness:

1. The number of students enrolled is less in number. There is excess
   Capacity.
2. In spite of putting highest efforts by the faculty members the results are not excellent. Both students and the staff should put additional efforts for better results.
3. The quality of intake is poor.

* Opportunities:

1. The department intends to increase the enrollment of the students and
    utilizes the access capacity.
2.   Enhancement of the result at 3rd year University Examination.
3. Induce the students who have passed SSC Examination to select IT subject at standard 11th and 12th so that more number of students will be made available for IT stream in the Degree College.
4. Induce the faculty to go for PHD & minor and major research projects under the University.
5. Induce the faculty for publications in journals and publish books with
    ISBN/ISSN numbers.
6. To hold seminars and conferences in the subject.
7. To increase the number of computers, printers and LCD projectors.

Challenges:-

1. The progress of this department has been hindered due to less enrollment and excess capacity.
2. The college is located on the outskirt of the City of Kalyan, the students of Kalyan and neighbouring areas prefer to take admission in the city colleges and therefore this college do not get sufficient students.

Conclusion:-

In spite of these challenges the faculty members and the management try their level best for the progress of this department.

Department of Self Financing Course

1. *Name of the department*
    * Department of Self Financing Course.

2. *Year of Establishment*
    *2008/2009.

3. *Names of Programmers / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)*
    * Bachelor of Management Studies, Bachelor of Account & Finance, Bachelor of Banking Insurance and Bachelor of Mass Media-all courses are undergraduate courses.

4. *Names of Interdisciplinary courses and the departments/units involved*
    * Nil

5. *Annual/ semester/choice based credit system (programme wise)*
    *Semester wise credit based system – Six Semesters.

6. *Participation of the department in the courses offered by other departments*
    *Nil

7. *Courses in collaboration with other universities, industries, foreign institutions, etc.*
    *Nil

8. *Details of courses/programmes discontinued (if any) with reasons*
    * Nil

9. *Number of Teaching posts*

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	12	10 (6 visiting)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof.Meena Joshi	M. Com, M. Phil	Asst. Prof. HOD	HRM	5	
2.Bhagyashree Abyankar	M. com NET	Asst. Prof.	F. M	10	-
3. Prof. Ajay Pillai	M. A, M. Com, M.Phil	Asst. Prof.	Economics	8	-
4. Manjusha Pathak	M. Sc. B Ed	Asst. Prof.	Quantative Method	10	-
5. Vaishali Gokhale	M. Sc. B Ed	Asst. Prof.	Quantative Method	08	-
6 Harish Nambiar	M. Com	Asst. Prof.	Tax	Fesher	-
7 Ranjeeta Bhandary	M. com B Ed	Asst. Prof.	MA	Fresher	-
8 Nisha Pareek	M. com	Asst. Prof.	F. M	Fresher	-
9Pro. Ajay Shelar	M. Com, B. Ed	Asst. Prof.	Management	3	-
10.Rohini Korade	M. Sc	Asst. Prof.	IT	3	-
11. Joseph Fernandis	M. Com	Asst. Prof.	Management	3	-
12. Praneeta Kesarwani	MBA	Asst. Prof.	Economics	03	-
13. Seema Ramchandani	M. Com	Asst. Prof.	Finance	3	-
14 Sneha Malbari	MMM	Asst. Prof.	Mass Media	Fresher	-
15 Jitendra Ramkriplani	MBA	Asst. Prof.	Banking	03	-
16.Subhyoth Patil	M. Com	Asst. Prof	Tax	Fresher	-
17. Rajesh	BMM	Asst. Prof.	Photography & Journalism	Fresher	-

11. List of senior visiting faculty -- Sneha Malbari (Full time) Manjusha Pathak, Vaishali Gokhale, Jitendra Ramrakhyani (Visiting)

12. Percentage of lectures delivered and practical classes handled (programme wise)

By temporary faculty   -- 1
13. Student -Teacher Ratio (programme wise) -- * 1:9

14. Number of academic support staff (technical) and administrative staff; sanctioned And filled

   * One administrative staff and one support staff are sanctioned and filled

15. Qualifications of teaching faculty with D Sc/ D. Lit/ Ph. D/ M Phil/PG.
   * Three Faculty members have M. Phil qualification and remaining faculty have PG qualification.

16. Number of faculty with ongoing projects from a) National b) International funding

*Agencies and grand received   -- * Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total

*Grants received -- * Nil

*18.   Research Centre /facility recognized by the University   -- * Nil*
19. Publications:

   a) Publication per faculty –Ajay Pilli-3publications ,Meena Joshi-01publications.

Number of papers published in peer reviewed journals (national / international) by faculty and students
   * Nil

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  * Nil

*Monographs -- * Nil

*Chapter in Books   --- * Nil

*Books Edited *Nil

Books with ISBN/ISSN numbers with details of publishers   Citation Index

* Nil

SNIP * Nil

SJR
* Nil

* Impact factor
* Nil

h-index
* Nil

Areas of consultancy and income generated
* Nil

20. *Faculty as members in*

 a. *National committees b) International Committees c) Editorial Boards….*
   * Nil

21. *Student projects*

 a. *Percentage of students who have done in-house projects including inter departmental/programme*

 * As a part of regular curriculum, students are expected to submit the project in every subject of the programme. Therefore 100 percent students have done in-house projects.

 b. *Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies*

 * Yes. BMS student participated in Abacus math's teaching.

22. *Awards/ Recognitions received by faculty and students*
   * One faculty received Best Teacher award.

23. *List of eminent academicians and scientists/ visitors to the department*
   * Yes. Bhupendra Mistri sir, Madhav Dhole, Mahaveer Jain, Dr. Dhiraj Jain, C. A. Sameer Sarangdhar, Shri. Sharma sir, Sunil Jevdekar, Ms. Madhuri Vaidya, Khadamkar sir, Ramchandani sir.

24. *Seminars/ Conferences/Workshops organized & the source of funding a)National*
   * Nil

b)International
        * Nil

25. *Student profile programme/course wise:*

Name of the Course/programme (refer question no. 4)	*Applications Received*	*Selected*	*Enrolled *M *F*	*Pass percentage*
Nil	Nil	Nil	--	----

 *M=Male F=Female

26. . *Diversity of Students*

Name of the Course	*% of students from the Same State*	*% of students from other States*	*% of students from abroad*
Bachelor of Management studies, Mass media, Banking Insurance, Account & Finance.	100 %	Nil	Nil

Student progression	Against % enrolled
UG to PG	15%
PG to M. Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	65%
Entrepreneurship/Self-employment	20%

27 . Details of Infrastructural facilities

    d.   Library

* *A* departmental library has been installed in the department for the day today used of the faculty. A separate section has been functioning for the department of Self Financing courses.

e. *28 Internet facilities for Staff & Students*
* A Computer with an internet facility has been extended to the faculty and the student.

f. *29. Class rooms with ICT facility*
* ICT facility has been provided as an when required

g. *30. Laboratories*
* *Not applicable.*

31. Number of students receiving financial assistance from college, university, government or other agencies.

* Thirty Five students get financial assistance from the government.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

* Guest lectures have been arranged for student enrichment.

  33. Teaching methods adopted to improve student learning
* Extra lecture, home assignments, question & answer method have been adopted.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities
* Students participate in the national social service under Extension activities

35. SWOC analysis of the department and Future plans
* This department has been functioning for the last 6 years and has the following strength and weakness.

* Strength of the department:

1. Programmes like BMM, Bachelor of Account & finance, Bachelor of Banking Insurance bring 100% result in the University Examination. The result of other courses is also very high.
2. Professionalist with MBA, BE qualified faculty members have been appointed for excellent coaching.
3. Since the students in each programme are less, intensive coaching has been adopted.
4. As these courses are self financing with high fee structure, students maintain good attendance for regular lectures.

* Weakness:

1. The number of students enrolled is less in number. There is excess
     Capacity.
2. Due to the non utilization of full capacity, theses courses do not give any surplus funds for further growth.
3. The department do not get meritorious students, the number of students passing with distinction are few.
4. Research activity by the faculty will have to be increased.
5. Faculty members will have to go for minor and major research projects and publications.

* Opportunities:

1.   The Institution intends to utilize the full capacity of each programme, by adopting suitable measures.
2.   To increase the enrollment at the entry level of each programme, the faculty members visit the near by schools and approach the students of standard XII and hold seminars to induce the students to take admission in these self financing courses.
3. The management intends to introduce additional buses for the benefit of the students.
4.   Induce the faculty to go for PHD & minor and major research projects under the University.
5.   Induce the faculty for publications in journals and publish books with
     ISBN/ISSN numbers.
6.   To hold seminars and conferences to enhance the subject knowledge of the students.

Challenges:-

1. The progress of this department has been hindered due to less enrollment and excess capacity.
2. The college is located on the outskirt of the City of Kalyan, the students of Kalyan and neighbouring areas prefer to take admission in the city colleges and therefore this college do not get sufficient students.

Conclusion:-

In spite of these challenges the faculty members and the management try their level best for the progress of this department.

SETH HIRACHAND MUTHA COLLEGE

LIBRARY

Introduction:

The Library is the primary learning resource of every Institution. A good library with large collection of books and journal and efficient staff and effective administration make this learning resource rich. The college library was established in the year 2002 along with the birth of the college. It has been functioning very effectively, excellently to cater the needs of the faculty, learners and outsiders. Over a period of time there has been a change in the library resource. Online journals, computers with Internet, have transformed the traditional library into a modern E-resource library. It has a high growth potential and diversification.

Library Infrastructure:

The college library is housed in the ground floor of the college building, easily accessible to the learners of all categories including physically disabled. The library is attached with a reading room having a capacity of 40 users. The total area of the library including the reading room is 1200 sq foot. The library is also attached with a cabin for the faculty members for their use.

The library is well equipped with lighting, cooling and drinking water facilities for the users. It has necessary staff to provide services to the learners.

Library staff:

1. Librarian- A qualified librarian having more than five years experience in the field of library science.
2. Library assistant-To assist the librarian and to look after the efficient functioning of the library.
3. Library attendants –Three library attendants to issue the books and journals for the learners.
4. Sweeper- Appointed exclusively for the library.

Working hours:

The library remains open for the users from morning 7.30 am to evening 6.30 pm. During examination period, it remains open on Sundays and holidays. During vacation the library remains open as usual.

Library Collection:

1. books - 5000
2. Journals- 31
3. News papers-10
4. Magazines - 5

5. E-resources- 2

Library Function, Services and facility:

Following technical services are made available-

1. Acquisition.
2. Classification.
3. Accession.
4. Cataloguing.

Services to the readers:

1. Books lending services.
2. Reference services.
3. Reading room facility.
4. Internet facility.

Library Advisory Committee:

The college has a library advisory committee consisting of senior faculty members. Periodical meetings of the committee, discussions and suggestions improve the functioning of the library. The feedback system improves the library services.

Security measures:

1. Periodical pest control.
2. Fire extinguishers.
3. Library attendants.

Library Rules:

1. Every student will be issued one library card it is an entry pass to the library and book will be issue on the library card.
2. Library card is not transferable.
3. One book is issued for seven days.
4. A fine of rupee one is charged per day for over due books.
5. Duplicate library card will be issued against a payment of rupees ten only.
6. Students are forbidden from making any marking in the book.
7. The borrower should replace the book incase of loss/damage.
8. Use of mobile phones is prohibited inside the library.
9. Students should maintain silence in the library.
10. Internet facility should be used for academic purpose only.
11. The library visitor should write his name in the entry register.
12. Library users to give feedback as an when asked for.

Master plan of the Institution

Introduction:-

The Management of this institution has a long term Vision and has choked out a Master Plan for the next five to ten years. It includes academics, Infrastructure, Staff Development, New Programme, student enrollment, library, staff welfare etc. The details of the

Master Plan is furnish below:

1. **Research Activity**: - The Management intends to give more emphasis for research activities by the faculty members. During the next five years at least 50% of the faculty will not only complete their research but also guide the students for research activity.

2. **Infrastructure: -** It is planned to raise three more floors on the excising college building with all modern enmities.

3. **Academic staff development:-**The faculty members will be induced to attend Refresher Course, Oriental Course for time to time. So that in a next five years all faculties will attained at least two refresher course and two orientation course as a part of academic staff development programme.

4. **P. G. Programmes: -** Post Graduate programmes in Science and Commerce will be introduced very soon to cater the needs of post graduate aspirants.

5. **Teacher Student Ratio:-** The Management of this college has plans to increase the present teacher student ratio of 1:20 to at least 1:50 by the end of 2016-17 by expanding advertisement, offering inducements etc.

6. **E-learning:-**The management intends to expand the E-learning system in the college. An additional 50-60 computer will be added and all employees will be made computer literate. Use of paper will be minimized.

7. **Library:-**A new library covering an area of 3,500 sq. ft. will be made on the new floor to be raised. The library will have a mezzanine floor to accommodate the readers and books. For the benefit of the users, free access system will be used and the system of cubicles will be made available for the learners. The library will be equipped with computers / Internet, reprographic facilities. Books and journals will be arranged department wise for the learners. The number of books will be increased to 15,000 with more emphasis on references books. National, International links will be introduced and daily time duration of the working of the library will be increased. It will be kept open on Sundays and holidays.

8. Distance Education: - For the benefit of employed students, staying in the vicinity of the college, the Management intends to build a study center of theInstitute of Distance Education and Open Learning wing of the University of Mumbai. This master plan will be implemented over a period of five years to enable this institution to attain a higher standard.

Certificate of Compliance

This is to certify that- Seth Hirachand Mutha College of Arts,Commerce & Science, Kalyan, fulfils all norms.

1. Stipulated by the University of Mumbai.
2. Regulatory Council/Body [such as NCTE, AICTE, MCI, DCI, BCI,etc]
3. The affiliation and recognition is valid as on date.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once this institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by this institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 23 / 01 / 2013.   **Sd/**
                                                             Principal
Place: Kalyan

Declaration by the Head of the Institution

I Dr. John D'Mello certify that that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussion, and no part there of has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Sd/

Signature of the Head of the institution

Place: Kalyan.(Maharashtra)

Date: 23-01-2014.

Contact Details

Name of the Principal: - Dr. John D'mello

Name of the Institution: - Seth Hirachand Mutha College of Arts, Commerce & Science.

City: - Kalyan.

Pin Code: 421301

Accredited Status: - First Accreditation

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