

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2014-15

1. Details of the Institution

1.1 Name of the Institution

NES Ratnam College of Arts, Science & Commerce

1.2 Address Line 1

NES Complex, NHS Marg

Address Line 2

Bhandup -West

City/Town

Mumbai

State

Maharashtra

Pin Code

400 078

Institution e-mail address

ratnam_college@rediffmail.com

Contact Nos.

022- 25951381 Extn: 221

Name of the Head of the Institution:

Prin. (Mrs) Rina Saha

Tel. No. with STD Code:

022- 25951381

Mobile:

+91 9820300982

Name of the IQAC Co-ordinator:

Dr. Lata Swaminathan

Mobile:

+91 9223392255

IQAC e-mail address:

slata_p@nesism.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/54/RAR/026

1.5 Website address:

www.ratnamcollege.org

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A		Feb 2004	5yrs
2	2 nd Cycle	A	3.10	Jan 2011	5yrs
3	3 rd Cycle				
4	4 th Cycle				

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

14/06/2004

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

- i. AQAR for 2011-12 submitted on 8-11-2012
- ii. AQAR_for 2012-13 submitted on 19-12-2013
- iii. AQAR for 2013-14 submitted on 30-12-2014

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

Mumbai University

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

Not Applicable

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

-

2.4 No. of Management representatives

2

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and

1 (P of PTA)

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty Non Teaching
Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Contributed towards conduct of the national level Chemistry Conference.
- Arranged 3 tier training for students, parents and staff.
- Internal audits, taking feedback from different stakeholders and processing it for corrective measures and for better administration.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. To introduce new courses 2. To conduct training programs for staff, students and parents 3. To enhance Research & Consultancy 4. To conduct conferences/workshops/symposia 	<ol style="list-style-type: none"> 1. Permission to introduce Ph.D program in Botany received and process to register students initiated. 2. 4 training program was conducted for staff, 15 for students and 2 for parents. 3. 2 Consultancy projects received by the Botany and Chemistry departments. 7 minor research projects completed 23 papers were published in National/International journals, 7 books were co-authored and 4 chapters were written. 4. Conducted a National Conference in Chemistry and 1 revised syllabus related workshop in Chemistry (intra-collegiate)

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

The process for introducing PhD program in Botany was initiated and completed.

Faculty was encouraged to take up consultancy projects.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	01	01	-
PG	02	-	-	-
UG	06	-	03	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	06	-	06	-
Others	03	-	-	-
Total	17	01	10	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08
Trimester	nil
Annual	09

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

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

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

College is affiliated to the University of Mumbai, hence follows the syllabus prescribed by the University of Mumbai. During the academic year 2014-15, syllabus was revised for BCOM, BMS and BSC classes.

TYBCOM

Modification of syllabus has taken place in three courses - Export Marketing, Marketing Research, and Marketing & Human Resource Management

- In Export Marketing course, a topic on logistics and use of internet has been introduced to make the syllabus more in line with recent trends. The formats of commercial documents related to Export have been introduced to make the course more scoring.
- In Marketing & Human Resource Management course the latest trends in Marketing and Human Resource Management have been included to make the syllabus more in line with recent trends and there is moderate restructuring of the modules to give it a more logical flow.
- In Marketing Research course, latest concepts and fields of Marketing Research have been included in each module.

FYBMS

There were minor modifications in the syllabus of FYBMS (Semester I & Semester II) in the academic year 2014-15 in all the courses.

Modifications were made as per the changing trends in the subjects. New concepts were incorporated to equip students with practical skills and to enhance employability.

To name a few, in Principles of Management (POM) course planning, organizing, directing, staffing and controlling was added; in Introduction of Final Accounts, Vertical B/ S and Accounting standard were added.

FYBSC

Chemistry

New topics are included in the revised FYBSC syllabi so as to build a proper understanding of the subject in a systematic and sequential order as they progress from FY to TY class.

Analytical chemistry is included in the Paper I for the first time to provide basic knowledge of the instrumentation dealing with the concepts of qualitative and quantitative measurements, interpretations of the results and an overview of the applications of various methods of analysis. This helps students in better understanding of the subject so as to meet the challenges in industry and academic field.

Topic on '**Recent trends in Chemistry**' is included which gives an orientation towards many facets of research and aims to inculcate interest in research among students. The topic focuses mainly on Premier Research Institutes, Awardees in the research field and various Chemistry Journals and latest avenues in research.

Mathematics

The revised syllabi of FYBSC have a two semester course in Calculus (Analysis in 1st semester and calculus in 2nd semester) and Algebra (Basic algebra in 1st semester and Linear algebra in 2nd semester).

Everywhere in nature and technology one meets motions and processes which are characterized by functions. Hence the importance of study of functions and their inherent properties like limits continuity differentiability which has been included in the paper of Calculus.

Apart from including basic concepts of sets, relations, functions, induction hypothesis and study of integers a course in linear algebra has been included in Paper II in second semester. Linear algebra is basically study of linear equations and is vital in multiple areas of science. As practically every area of modern science contains models where equations are approximated by linear equation and solving the system helps to develop the theory.

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

Yes, Research Centre in Botany started.

Research Centre in Botany was set up and University of Mumbai after LIC visited & submitted its report granted permission for the five students to be registered for doctoral research in the centre. The process to register students under the guideship of Dr. Sunita Chahar has begun and the interview for selection of candidates is in process. Dr. Sunita Chahar is also working on one minor research project sanctioned by UGC, in the centre.

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
48	17	19	01	11

2.2 No. of permanent faculty with Ph.D.

12

10

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
17	0	19	0	1	0	11	0	48	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

09

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	07	-
Presented papers	07	09	04
Resource Persons	--	02	07

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

IQAC of N.E.S. Ratnam College has been actively involved in maintaining quality within the institution. This year the college has planned number of activities for the benefit of the students. Orientation programme for first year students was conducted. This was followed by parental workshops to make them aware about the examination related rules and regulations. IQAC helped in the conduct of National Conference organised by the Department of Chemistry. The Conference was sponsored by UGC and RCF. Teachers' training was conducted on 'Innovative Teaching Methods'. Periodical meetings were held with various departments and IQAC representatives to conduct various events. Students' feedback on various aspects of the college was collected, analysed and report was prepared. In general the students are of the view that all the facilities are good and canteen facility should be still better with more varieties of items being made available. Necessary steps are accordingly taken.

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

180

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

Photocopy of answer papers and Revaluation facility are being offered. Moderation of assessed answer books by experts invited from other colleges, collecting feedback from them, accordingly informing the paper setters, examiners for any remarks mentioned by them have been implemented.

2.9 No. of faculty members involved in curriculum

Restructuring /revision /syllabus development as member of Board

2

of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	64	-	52	31	13	95.4%
B Sc	100	-	44	31	11	86%
BCom	204	-	14	33	47	94.6%
BMS	52	-	10	67	-	76.92%
BBI	56	-	32	68	-	100%

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

- Lesson observation
- Use of ICT tools like internet, e-books, LCD projector, OHP etc are encouraged in the teaching learning process.
- Time table for departmental examinations announced in advance as per the norms.
- Declaration of results within the stipulated time.
- Collection of Feedback and analysis and take necessary measures.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	01
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	10
Staff training conducted by other institutions	06
Summer / Winter schools, Workshops, etc.	NIL
Others	03

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	01	01	-
Technical Staff	11	04	01	-

Criterion – III

3. Research, Consultancy and Extension

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

IQAC through the Research Committee promotes a research climate in the college. The Research Committee collects and disseminates minor and major research project related information to the staff, sets research targets for each department and motivates the staff to do research and publish papers. It encourages the departments to conduct academic conferences and seminars and also lends support for the same. The research temperament amongst the faculty is progressing with many of them pursuing Ph.D and actively involved in academic research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	7	1	3	7
Outlay in Rs. Lakhs		3,20,000	80,000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals		3	
Non-Peer Review Journals			
e-Journals	1		
Conference proceedings	3	16	

3.5 Details on Impact factor of publications: 2.1632(UIF) and 2.17

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014-15(one year)*	Mumbai University , UGC	80,000+3,20,000	80,000+2.85,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

*- Dr Sunita Chahar's minor research grant from UGC is for a project duration of 2 years

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy 20,000 per month for a year w.e.f. 1/3/2015 and Rs. 1200

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1		1	
Sponsoring agencies		UGC, RCF & ACT			

3.12 No. of faculty served as experts, chairpersons or resource persons 8

3.13 No. of collaborations International National 2 Any other

3.14 No. of linkages created during this year -

3.15 Total budget for research for current year in lakhs :

From funding agency Rs1,20,000 From Management of University/College Rs.5,00,000
 Total Rs.6, 20,000

3.16 No. of patents received this year- N A

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

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
		1	1			

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

3

6

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

-

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. Of Awards won in NSS:

University level State level

National level International level

3.24 No. Of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

NSS

- Voter awareness program was conducted by our volunteers.
- As a part of Swachh Bharat Abhyan Volunteers cleaned the adopted areas as well as vegetable market place at Bhattipada Road areas and carried out awareness campaign about cleanliness among the people of the adopted area
- Some volunteers were designated as Energy Auditors to monitor wastage of electricity in the college campus to spread awareness about their responsibility towards conservation of energy and also reducing carbon footprints.
- Our College celebrated YUVA DIVAS program along with the volunteers of L.T. Sonawane college, Kalyan on 12th Jan, 2015 to commemorate the birth anniversary of Swami Vivekanand and to spread his ideals amongst the youth. 27 students participated in it.
- Blood donation drive was conducted twice, one with Arpan Blood bank and the other with Bombay Hospital. Total of 137 bottles of blood were donated.
- Special Camp was held from 22nd December to 28th December, 2014

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3249 sq. mt.	-	-	-
Class rooms	15	-	-	15
Laboratories	9	-	-	9
Seminar Halls	1	-	-	1
No. of important equipments purchased (1-0 lakh) during the current year. (Details Enclosed)	1	2	UGC GRANT & LAPSED DEPOSIT	3
Value of the equipment purchased during the year (Rs. in Lakhs) (Details Enclosed)	1,38,600/-	2,68,325/-	UGC GRANT & LAPSED DEPOSIT	
Others(Details Enclosed)		2,85,188/-		

4.2 Computerization of administration and library

Office administration is computerized. Library is partially automated. Libsuite software is used for circulation and processing in the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9459	8,76,292.65	568	82,230.00	10027	9,58,522.65
Reference Books	10642	27,37,406.53	148	84,228.00	10790	28,21,634.53
e-Books	-	-	-	-	-	-
Journals	69	41,311	7	6,005	76	47,316.00
e-Journals	-	-	-	-	-	-
Digital Database	1	5,000.00	Renewed		1	5,000.00
CD & Video	189	43,451.15	-	-	189	43,451.15
Others (specify)						
Maps	11	2,500.00	6	1,300.00	17	3,800.00
Library Membership						
BCL	5,400.00	Renewed				5,400.00
American Library	3,000.00	Renewed				3,000.00
BNHS	2,500.00	Renewed				2,500.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	91+ 4 laptops+ 4 projectors	47	2MBPS 4 MBPS	2	-	10	16	16
Added (2014-15)	9 Computers	6	-	-	-	-	-	3
Total	100 Computers+ 4 laptops+ 4 projectors	53	2MBPS 4 MBPS	2	-	10	16	19

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

Internet access for staff is available in the Teacher's Resource Center in the library. Apart from this all departments have facility of internet through LAN. Students can access internet from computer labs.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1, 22,419.00
ii) Campus Infrastructure and facilities	13,97,267.00
iii) Equipments	28,000.00
iv) Others	10,000.00
Total:	15,57,686.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Every year the college provides the updated prospectus to the new entrants which contains informations on Admission Guidelines, Courses, Add on Courses , Examination System, Scheme of Evaluation, Fee Structure, Scholarships/Freeship related guidelines, Rules and Regulations of the college, Facilities available etc.
- Orientation program for New Entrants.
- The college website is also updated at regular intervals to inform students about new developments.
- The working system of the college is informed to the parents during orientation programmes and parental workshops.
- Mrs. Nutan Lokhande has been appointed as liaison officer to give informations about various schemes and financial support available from government for reserve category students(SC/ST/OBC etc)& for minority students.
- All circulars/notices related to students are sent to each class room to be read out by the teacher.
- Regular announcements are also made on the public address system to inform about student relevant matters.

5.2 Efforts made by the institution for tracking the progression

- Students' Information Register is maintained by each class- in-charge recording the progress of students.
- Class- in- charges also maintain Monthly / Daily attendance through MIS
- Class - in- charges mentor and counsel students regularly.
- Results are declared through open days calling parents to inform them about students' progress.
- Remedial teaching sessions for academically weak students especially of final year.
- Preliminary exams are conducted for third year students before their semester end examinations (V &VI) and follow up actions are also taken .

5.3 (a) Total Number of students 2014-15

UG	PG	Ph. D.	total
1625	128	-	1753

(b) No. of students outside the state

(c) No. of international students

	No	%		No	%
Men	638/1753	36.39	Women	1115/1753	63.60

Demand ratio 1587: 720 Dropout : 01 (Pol.Science)

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

Dr.Saraswati Unni, Head, Pol.Science dept., Mrs.Veena Bhakta,Head,Maths dept. & Dr.Akanksha Gawde , in-charge, Marathi dept. guide students for various competitive exams after graduation.

No. of students beneficiaries

5.5 No. of students qualified in these examinations: Information not available

NET	<input type="text"/>	ET/SLET	<input type="text"/>	TE	<input type="text"/>	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others <input style="width: 80px;" type="text"/>

5.6 Details of student counseling and career guidance

- Students' Council organizes Career related Seminars / Exhibitions.
- LLE organizes Career Exhibition every year.
- Guest Lectures by professionals are arranged.
- Class- in-charges /subject teachers counsel and guide students

5.7 Details of campus placement

<i>On Campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
06	164	20	Information not available

5.8 Details of gender sensitization programmes

NSS UNIT :
 Area based activities like Awareness campaign on Gender Justice & Women Empowerment and Save Girl Child were organized.

WOMEN'S DEVELOPMENT CELL :
 Napkin-Vending machine was installed for the female staff and students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	05	25,000
Financial support from government	25	1,45,765
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

Following activities are organized by students

Intercollegiate Festivals :

- MANTRA- Cultural Fest by Cultural Forum.
- MANZIL, Management Fest by BMS & B.COM (B&I) departments
- ZERO GRAVITY by Masterminds (Commerce Department).
- **SCI –TREK** by Faculty of Science
- TALENTEUEX - by Arts Faculty.

Celebration of Days of National / Regional Importance

- Independence Day (15th August).
- Republic Day (26th January)
- Shivaji Jayanti (19th February)
- Marathi Bhasha Diwas (27th February)
- Maharashtra Day (1st May)

Other Programmes

- Talent Search Competitions (Fine Arts)
- Talent Parade (Performing Arts)
- Annual Day& Prize Distribution Function
- Sports Day/Inter class tournaments
- NSS and LLE Programmes
- Ganesh Utsav.

LIFE LEARNING AND EXTENSION :

- LLE's SWS project- Survey of Women`s Status in the near by areas.

5.12 No. of social initiatives undertaken by the students

NSS Volunteers help in –

- Electricity conservation : by switching off lights & fans when not in use.
- They prepare paper bags & distribute to the neighbouring shopkeepers.
- They pick up national flags of paper lying on ground after Republic Day & Independence Day celebrations.

NSS UNIT : Number of volunteers enrolled-300

Following activities were carried out during the year 2014-15

1	Orientation Program	Orientation programme for the NSS volunteers was organized.
2	Tree Plantation	Volunteers from S.Y.B.Com attended the tree plantation program held at Murar Road Garden and saplings were prepared.
3	Avhaan Camp	Avhaan camp organized by Central NSS unit was held at Nagpur and two of our volunteers George D'souza and Dharmendra Upadhyay attended the

		same
4	Interview in Sahaydri Channel	Few volunteers and Program officer, Mr.Ashok Poojari attended the interview program held by Sahaydri Channel , Mumbai .
5	Road Safety program	More than 150 volunteers took part in Road safety program held in Mumbai suburb. Some of the volunteers have helped the RTOs also .
6	Help to Election Commission	Voter awareness program was conducted by our volunteers.
7	Dengue Awareness	Some of the volunteers participated in dengue awareness campaign in the adopted areas.
8	Swatch Bharat Abhiyan	Volunteers cleaned the adopted areas as well as vegetable market area at Bhattipada Road and created awareness among the people of the adopted area.
9	Save Electricity	Some volunteers were made leaders to check wastage of electricity in the college campus
10	Leadership Training Programme camp	Four of our volunteers attended the LTP camp held at Karjat.
11	Sustainable development workshop	One of our volunteers attended the sustainable development workshop at Don Bosco College,Vidyavihar
12	Ganesh Visarjan	Volunteers rendered their services to Police to control the crowd at Shivaji Talao, Tank Road.
13	Help to Senior Citizen	Our volunteers helped to collect the details about the senior citizen and turn by turn they visited the Bhandup Police Station to help the senior citizen
14	YUVA DIVAS	Our College celebrated YUVA DIVAS program along with the volunteers of Sonawane college , Kalyan
15	State level Camp	One of our volunteers attended the state level camp held at Kinvat Nanded(training camp)
16	Blood Donation Drive	Blood donation drive was conducted twice , one with Arpan Blood bank and the other with Bombay Hospital
17	Run For Unity	More than 70 volunteers of our college participated in the Run for Unity drive held at Churchgate
18	Bhajan Sandhya	More than 25 Volunteers attended the Bhajan Sandhya Program at The Gateway of India on 2.10.15
19	Science Congress at the University Campus	More than 20 Volunteers assisted the University authorities
20	Convocation Program	Nearly 20 volunteers helped during Convocation program held at Kalina Campus
21	Evaluation Session	Evaluation Session for 14 Colleges was held at our college
22	Special Camp	Special Camp was held from 22 nd December to 28 th December,2014

Best Program Officer and Best College Award for NSS	Our college has been judged as Best College for NSS at district level and Best Program Officer at District level was received by Mr.Ashok Poojari
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STUDENTS' COUNCIL :

- Students' Council takes lead in organizing Ganesh Utsav for the complex. This year the theme of the decoration was Space Science in line with our annual theme.
- The General Secretary of Students' Council along with the CRs help other committees in organizing various events in the college and also take part in National Day Celebrations.
- Various festivals like Onam / Christmas are celebrated in the college premises.
- Christmas was celebrated with enthusiasm in the college premises on 23rd December 2014. A crib was put up and Santa Claus distributed chocolates in all the classes.
- Ms. Divya Sharma of T.Y.B.A was nominated as the General Secretary of the Students' Council for the academic year 2014-15.
- A Career Fair was organized in collaboration with Energia Wellbeing Pvt Ltd, Mumbai on 22nd January 2015 where the students gathered information about various career opportunities.
- A seminar by Pearl Academy was organized for the TY students on careers in creative field. They also conducted an aptitude test for the students.
- TY Farewell Party was organized on 28.03.2015 to bid farewell to the current batch of students.
- Five students were selected for Ratnam Endowment Fund Scholarship for the academic year 2014-15.

LIFE LONG LEARNING AND EXTENSION (LLE) :

- Total No. of Students Registered : 96 (Male 24 + Female 72)
- Faculty Members :
 - 1) Dr(Mrs.) Aakanksha Gawde (Convenor & Field Co-Ordinator)
 - 2) Ms. Keerthi Menon (Member)
- Activities Undertaken :
 - SM – Student Manager
 - IOP – Industry Oriented Project
 - APY – Anna Purna Yojana
 - CP – Career Project
 - SWS – Survey of Women sSatus
- Dr(Mrs.) Aakanksha Gawde was appointed as a field co-ordinator by DLLE – University of Mumbai. This year also our college was one of the lead colleges.
- Under Mrs. Rina Saha (Principal of our college) & Dr(Mrs.) Aakanksha Gawde's Guidance following colleges worked smoothly :
 - KJSP College of Education (Vikroli)

- VPM College (Mulund)
- Vaze-Kelkar College (Mulund)
- V. K. Krishana Menon College (Bhandup)
- R. J. Thakur College (Thane)
- K. J. Somaiya College (Ghatkopar-Vidyavihar)
- Shri. Ram College (Bhandup)

This year our college hosted 'UDDAN' an Intercollegiate Festival of Lifelong Learning & Extension on behalf of University of Mumbai on Friday 23rd January 2015. Our college got 1st Prize in Poster & in Street Play competitions & special appreciation was given to Dr(Mrs.) Aakanksha Gawde for her work as field co-ordinator by DLLE, University of Mumbai. Dr(Mrs.) Aakanksha Gawde was invited as a 'Resource Person' in University for DLLE's activity presentation.

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To become an autonomous institution which will be a trend setter in the field of higher education having strong national and international linkages.

Mission: The College aims at the social, economic and cultural upliftment of the students largely belonging to economically backward sections of the society by providing quality education and strives to prepare them along with the institution for global challenges.

6.2 Does the Institution has a management Information System

Yes the institution has a MIS, which currently consolidates the data as regards attendance details of all students. However college is also sending all information related to staff, students, courses, etc through MIS to the University, Government as and when asked which is accessible to all in the college.

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

6.3.1 Curriculum Development

Encouraging staff to be associated with curriculum development as a member/chairperson of the Syllabus Committee of University of Mumbai.

6.3.2 Teaching and Learning

Conduct of workshops for staff to share best teaching practices, lesson observations, annual academic plan, lesson plan and handbook.

6.3.3 Examination and Evaluation

Well in advance announcement of time-table, thoughtfully drawn time-table, minute detailing related to conduct of examinations, moderation of assessed answer books as per the norm, invite feedback from moderators, declaration of result within the stipulated period through Open Day. Centralised Assessment of College Examinations at the premise.

6.3.4 Research and Development

Encouraging staff to carry out research by fixing some target for each department, Staff are also encouraged to make suggestions for development related to infrastructure, procurement of items in the laboratory, library etc to suit the growing diverse demand.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Regular up gradation of library and ICT resources as well as infrastructure.

6.3.6 Human Resource Management

Managing of students is done through the Class- teacher, Discipline committee, Unfair Means Inquiry Committee, Library Committee, Students' Council, Arrival Team, Recess Team, and Dispersal Team

Managing of staff is through Monthly reports, Periodic meetings, circulars, personal meetings, Muster/late Muster/Biometric attendance record.

6.3.7 Faculty and Staff recruitment

Vacancies in aided section are filled in after receiving NOC and by following the stipulated procedures. For filling unaided posts also required procedures are followed. Care is taken to fill up the vacancies at the

6.3.8 Industry Interaction / Collaboration

Attempts are being made but outcomes are not very encouraging. One collaborative research project is being carried out by a faculty. Industrial visits/ study tours are being arranged to help students to gain practical insight

6.3.9 Admission of Students

The College uses below the line promotional tools for enhancing students' admission like word of mouth and direct mails. Teachers from the Arts faculty go to nearby junior colleges to publicise the programmes and courses offered by the college in Humanities and Social Sciences in order to attract students. Reputation built in the years also contributes towards getting admission from students

6.4 Welfare schemes for

Teaching	Haldi Kumkum, felicitations at the Staff Council meeting for personal achievements
Non teaching	Felicitations at the Staff Council meeting for personal achievements, Satya Narayan puja and soft loan facility in times of need.
Students	Napkin vending machines for the girl students.

6.5 Total Corpus fund generated

Rs. 1, 48, 546

6.6 Whether annual financial audit has been done

Yes

✓

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Constituted Committee
Administrative			Yes	Constituted Committee

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

Alumni association is quite active in the college. The members assist and support current students in the conduct of various inter-collegiate events, conduct an annual DJ Nite for ex and current students, help in placement of students, participate in Independence Day, Republic Day and annual Day Celebrations.

6.12 Activities and support from the Parent – Teacher Association

The PT A is very supportive of the college in all its initiatives. By taking certain decisions during PTA meetings it has actually helped in maintaining discipline in college. College also conducts some activities for them to strengthen the bond. PTA has also helped in organising Medical Check up Camp for students.

6.13 Development programmes for support staff

Conducts intercollegiate training programmes for support staff. Encourages them to upgrade qualifications, wherever possible.

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

Towards promoting lesser use of plastic, students were encouraged to use rakhis and eco friendly colours during these festivals. Solid Waste management project for making biodegradable fertiliser and appointment NSS Volunteers as energy auditors to check the consumption of electricity.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- College Anthem was written & composed by Students & Staff .The College Anthem is now rendered at various functions. This exercise has resulted into lot of positive feeling amongst all stakeholders.
- The Library held 5 Thematic Display of Library Resources in various subjects with a view to enable the students and staff to get an overview of the resources available in the library.
 - On 18th December 2014, Library Staff arranged the celebration of “World Arabic Language Day.”
 - On the occasion of World Thesaurus Day 18th January, 2015, subject thesaurus and dictionaries were exhibited in the library.

*The College received the Best College Award in Urban Area for the academic year 13-14 from University of Mumbai. This award was received on January 26th 2015.

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

APPENDIX VII (i)

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

1. Parent Teacher Association (PTA).
2. Open Day to declare results.
3. Regular conduct of Training Programme for Students, Staff & Parents (3 Tier Training Programme).
4. Celebration of Days of State/National Importance
 - Independence Day
 - Republic Day
 - Marathi Bhasha Diwas
 - Maharashtra Day
 - Shivaji Jayanti
5. Effort to introduce innovative ideas. Eg College Anthem

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

7.4 Contribution to environmental awareness / protection

- NSS unit signed MOU with the NGO Stree Mukti Sanghatana to convert organic waste into compost. Under this the organization provided a Composting Unit, partly funded by United Nations Development Programme (UNDP) & Ministry of Environment & Forests (MOEF), and a Starter Liquid. The programme was started on 6th August, 2014 & in July 2015. Approximately 25kg of organic waste was harvested.
- Volunteers from S.Y.B.Com attended the tree plantation program held at Murar Road Garden, Mulund and saplings were made.
- Volunteers cleaned the adopted areas as well as vegetable market place at Bhattipada Road and spread awareness about the importance of Cleanliness.
- Volunteers were made 'Energy Auditors' to control wastage of electricity in the college campus
- 10 minute documentary on Ecosystem was shown to students of F.Y.B.com & S.Y.B.Com and Students were asked to read at least one case regarding NCSC/NCST/NCW.

7.5 Whether environmental audit was conducted? Yes

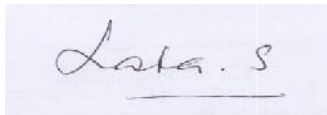
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

APPENDIX VII(ii)

8. Plans of institution for next year

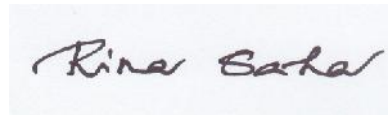
- New ICT tools to be added.
- Library Resources to be enhanced.
- International Conference to be organized by the Department of Physics to observe the International Year of Light-2015, as declared by United Nations.
- To involve more students in Research activities.

Name : **Dr. Lata Swaminathan**



Signature of the Coordinator, IQAC

Name: **Mrs. Rina Saha**



Signature of the Chairperson, IQAC