



**Jeeven Jyot Educational Charitable Trust's
Reena Mehta College of Commerce and Management Studies**

Opp.Maxus Mall, 150 Feet Road, Bhayandar (West), Thane – 401 101.

AFFILIATED TO UNIVERSITY OF MUMBAI

Estd:2003

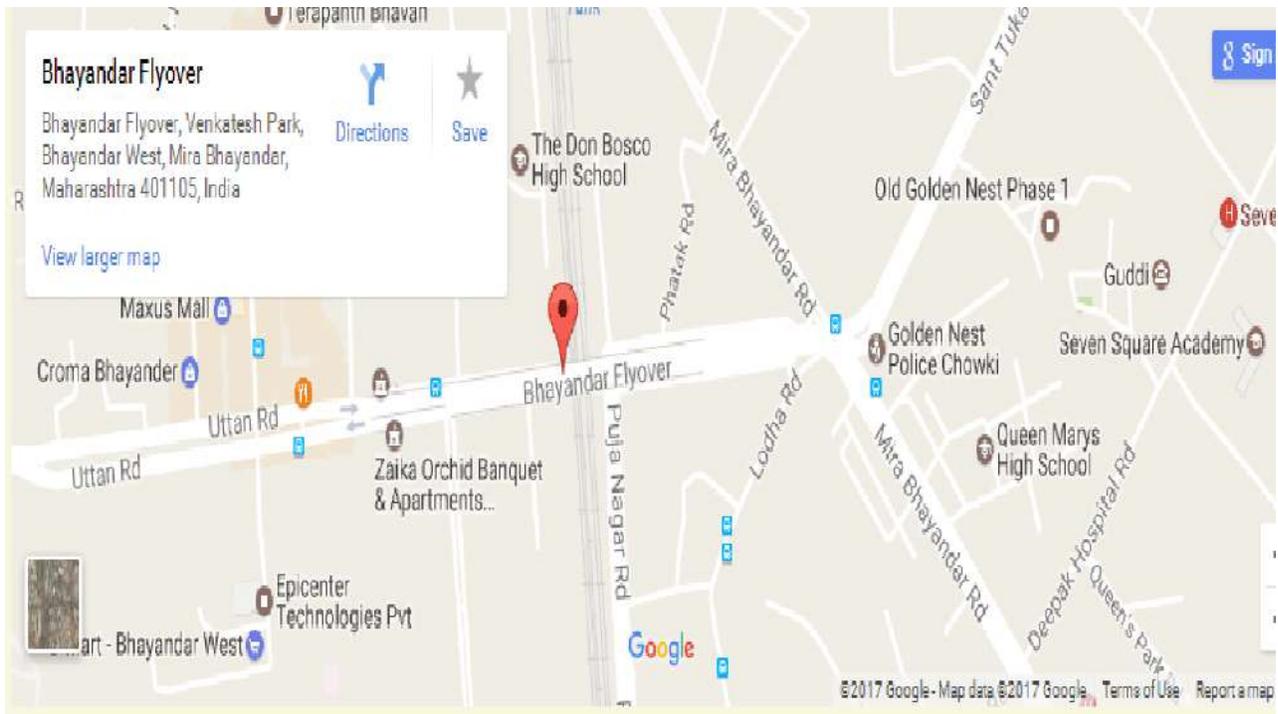
SELF STUDY REPORT

2016-2017

College Building



Location of;
**Jeeven Jyot Educational Charitable Trust's
Reena Mehta College of Commerce and Management Studies**
Opp. Maxus Mall, 150 Feet Road, Bhayandar (West), Thane – 401 101.



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Management's Message:-



The last year has seen a surge of thinking and development in RMC around our academic provision. The product of this at graduate level has significantly expanded.

Jeevan Jyot Educational Charitable Trust (JJECT) was established in the year 1997 and has been acting as a parent body to Reena Mehta College (RMC) started in 2003 & St Anne's high school and junior college, which are approved by education department and affiliated to the University of Mumbai respectively. It's a one roof educational institute.

The under graduate and junior college students particularly those with a real desire of success are highly valued, supported and rewarded at RMC. We have specialized academic staffs who are absolutely dedicated to their student's progress.

The learning environment offered to our students is an invitation to explore, analyze and build upon higher level ideas guided by expert academic staff.

For the RMC's ambitions this opportunity is taken firmly with an eye on the future. Most of our students have distinct career goals and we are working forward to drive these goals towards achievement.

Principal's Message:-



Reena Mehta Degree College was founded in 2003 by a dynamic personality Ms. Reena Mehta with the aim to provide value based education which help in creating progressive and positive citizens.”

Our College strongly adheres to the philosophy of its founder, Ms. Reena Mehta who believed that true education ought to focus primarily on disciplining the mind, body and the spirit.

I believe that in order to be successful in this competitive world and face the emerging challenges of the future” is of utmost importance and that is what Reena Mehta College intends to provide to the students.

Our committed faculty nurtures the aspirations of young students to excel academically and also lay the foundation learning. Regular lectures are supplemented with a number of guest lecturers from industry experts. Our attend various seminars and workshop in an effort to update their knowledge and skills. Modern Teaching aids like OHP and LCD are also used to make learning comprehensive and interesting for the students.

Various extra curricular and cultural activities such Yoga, Social Services, Commercial Club, Music and Dance etc. Take place in our college which are aimed at total personality development of the students.

Professional courses are need of the hour and hence we have got permission for professional courses like BMS, BMM, BSC-IT, and BAF. In the coming years, our institution will offer courses such as BSC (Computer Science), BSC (Hospitality) and 5 years Law.

We also understand that in this competitive world we need to upgrade and enhance the educational curriculum that we offer our students. Keeping this in mind, our college has started various add on certificate courses in Foreign Trade, Travel and Tourism, Retail Management & Tax Procures.

“My good wishes for all new entrants to Reena Mehta College”

Preface

With the firm conviction that the NAAC accreditation cycle offers a genuine opportunity for self-reflection to Institutes of Higher Education and enable them to measure their strengths and identify their weakness, the steering cell has toiled to prepare this self-study report with utmost sincerity and the involvement of all the stakeholders of the institution.

The report contains information about Reena Mehta College of commerce and management studies under two major heads mainly, Institutional Data and Evaluative Report. The first part includes Institutional and executive summary. The second part includes Criterion-wise Evaluative Report, Departmental Evaluative Report, and a Declaration by the head of the Institution and Annexure.

The institution is very much aware that the dimensions and quality of education keeps on changing with time and quality cannot be assessed by a single yard stick. Rather it can be monitored through the change in national and global trends in teaching and research. It is important for any center of higher education to know that true service lies in imparting education, inculcating moral values and motivating young minds towards research for the future not only of our country but of the entire world. The confidence of the local people is manifested in the ever growing numbers of the admission seekers that keeps on elevating every year. The NAAC has developed certain measures for continuous improvement of the quality of higher education. In the present report we tried our level best to meet the demands as laid down by NAAC. The college is committed to the core values of NAAC.

STEERING COMMITTEE

1. Chairperson :- Dr Satinder Kaur Gujral
2. Co-coordinator of IQAC:- Prof Vaishali Kothiya
3. Member - Prof Priyadarshini Singh
Prof. Reena Arbune
Prof. Bipin Sharma

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:

4. Chairman :- Mrs Reena Mehta
5. Secretary:- Dr Satinder Kaur Gujral
6. Educationalist :- Prof Jitendra Aherkar
7. Examination committee In charge:- Prof. Mahek Shaikh
8. IT –In charge :- Prof Reena A. Arbune
9. Co-coordinator of IQAC:- Prof Vaishali Kothiya
10. Member - Prof LaxmiVishwakarma
Prof. Shruti Upadhyay
Prof. Priyadarshani Singh

EXECUTIVE SUMMERY

Jeevan Jyot Educational Charitable trust was established by the Founder and Chairperson Mrs. Reena Mehta in the year 1997 with an aim to impart quality education to the students of suburban Mumbai, especially focusing on Mira Bhayander. Today Jeevan Jyot Educational Charitable trust is the parent body of Reena Mehta High School and Junior College of Commerce and Science, approved by the Maharashtra State Board of Secondary and Higher Education, pune and Reena Mehta College of Commerce and Management Studies which is affiliated to the University of Mumbai. Reena Mehta College has been offering wide range of programmes at graduate level, all of which are affiliated to University of Mumbai. Our programmes include Bachelors of Commerce (BCOM), Bachelors of Banking and Insurance (B & I), Bachelors of commerce in Accounting and finance (A & F), Bachelors of Management Studies (BMS), Bachelor of Mass Media (BMM), Bachelors of Science in Information Technology(Bsc. IT)

The institution has a system of centralize administration with decentralized responsibilities, thereby grooming leadership qualities at all levels. Institutional Academic planning is done from top to bottom and bottom to top with the collective participation of all stakeholders. A periodical review enhances the effectiveness of the policies that are formed on the basis of regular feedback and academic audits.

Active IQAC, effective LMC, the Vision and Mission statement and objectives that focuses on achieving all around development have made the institution one of the leading institutions of higher education catering to the diverse needs of the learners.

SWOC ANALYSIS OF THE INSTITUTION

Strength of the Institution:-

- * Well-equipped classrooms with ICT
- * Computer Lab ,Virtual Classrooms and Language Lab facilities
- * Good number of books and journals available along with E-series.
- * Effective Extension Unit of Students for outreach activities.
- * Adequate Campus.
- * Availability of professional courses like BAF,BBI,BMM,BMS

Weaknesses of the Institution:-

- * No revenue generated from external sources for Research & Development Projects.
- * No Post Graduate programmes.
- * Lack of Hostel Facilities.
- * Limited opportunities for Faculty and student from poor section.

Opportunities of the Institution

- * To provide e-governance training to teaching and Administration staff.
- * To train students in various Skill Development Programmes
- * To start Research study center.
- * Contribution to social courses.
- * To bring the Institution under 2F and 12B of UGC Act.

challenges of the Institution

- * Industry – Institute Interface.
- * Mobilizing resources from self-financing section.
- * Many students are first generation learners.
- * Falling Demand for certain programmes.

COLLEGE PROFILE

SECTION B: PREPARATION OF SELF STUDY REPORT

1. Profile of the Affiliated / Constituent College

1. .Name and address of the college:

Name:	• JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST REENA MEHTA COLLEGE OF COMMERCE AND MANAGEMENT STUDIES	
Address:	• NEAR FLY OVER , 150 FEET ROAD, OPP MAXUS MALL,	
City: BHAYANDAR(W), THANE	• Pin: 401101	• State: MAHARASHTRA
Website:	• www.rmc.edu.in	

2. Contact Detail :-

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr.(Mrs.)Satinder K. Gujral	28176264	9892240385		drgujral@rmc.edu.in
Steering Committee Coordinator	Prof. Vaishali Kothiya	28176264	9819960613		vaishalikothiya@rmc.edu.in

3. Status of the Institution: Affiliated College

4. Type of the Institution: a) By Gender: Co-Education

b) By Shift: Regular

5. Is it a recognized minority institution? Yes Gujarati Minority

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

6. Source of funding: Self –Financing.

7. a. Date of establishment of the college: **18/9/2003.**

b. University to which the college is affiliated. : **UNIVERSITY OF MUMBAI**

c. Details of UGC recognition:

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

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)?

Yes No

b. for its performance by any other governmental agency?

Yes No

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

Location	URBAN
Campus area in sq.mts.	1780
Built up area in sq. mts.	23500

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)

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 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 2015-16.

Sr No	Programme Level	Name of the Programme/course	Durati on	Entry Qualificati on	Medium of Instruction	Sanctioned/ approved students strength	No of student s admitt ed
1	Under Graduate	BCOM	3yrs	HSC	English	360*3	1080
2	Under Graduate	BMS	3yrs	HSC	English	60*3	180
3	Under Graduate	BMM	3yrs	HSC	English	60*3	180
4	Under Graduate	BAF	3yrs	HSC	English	60*3	180
5	Under Graduate	BBI	3yrs	HSC	English	60*3	180
6	Under Graduate	BSCIT	3yrs	HSC	English	40*3	120

- Additional intake capacity increase as per university Of Mumbai Guidelines.

13. Does the college offer self-financed Programmes?

Yes No

If yes, how many

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

Yes	-	No		Number	-
-----	---	----	--	--------	---

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
Arts	BMM		NIL
Commerce	BCOM		NIL
	BMS		NIL
	BAF		NIL
	BBI		NIL
Science	BSCIT		NIL

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

a. Annual System : NIL

b. Semester System:

17. Number of Programmes with

a. Choice Based Credit System 06

b. Inter/Multidisciplinary Approach NIL

c. Any other (specify and provide details) NIL

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

Yes No

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

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	-	-	-	-	-	-	-	-	-	-
Yet to recruit										
Sanctioned by the Management/society or other authorized Bodies Recruited		-	-	-	10	20	3	3	5	5
Yet to recruit					---	---	---	---	---	---

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.						02	02
M.Phil.						01	01
PG						01	01
Temporary teachers							
Ph.D.							
M.Phil.						02	
PG					10	20	
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty /Guest Faculty engaged with the College;- 10

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

Category	Year I 2012-13		Year II 2013-14		Year III 2014-15		Year IV 2015-16		Year V 2016-1	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
SC	-	-	03	-	10	04	13	10	16	10
ST	-	-	01	-	-	-	-	01	-	-
OBC	-	-	03	03	12	06	22	10	22	07
General	886	373	932	447	992	492	1306	585	1171	556
Other	-	-	01	-	03	05	04	-	06	02

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	37	NA	NA	NA	37
Students from other states of India	1754	NA	NA	NA	1754
NRI students	NA	NA	NA	NA	NA
Foreign students	NA	NA	NA	NA	NA
Total	1791	NA	NA	NA	NA

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

UG :

NEGLIGIBLE

PG:

NIL

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. 771770

(b) excluding the salary component

Rs. 5268.42

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

Yes

No

d) Programmes carry the recognition of the Distance Education Council

Yes

No

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
BCOM	13	396	1;60
BMS	10	192	1:30
BMM	10	161	1:25
BAF	10	169	1:25
BBI	10	92	1:25
BSCIT	10	136	1:25

29. Is the college applying for

Accreditation: Cycle Cycle 2 Cycle 3 Cycle 4

30. Date of accreditation:- NOT APPLICABLE AS FIRST CYCLE

31. Number of working days during the last academic year : 240

32. Number of teaching days during the last academic year: 180

33. Date of establishment of Internal Quality Assurance Cell: 15/8/2014.

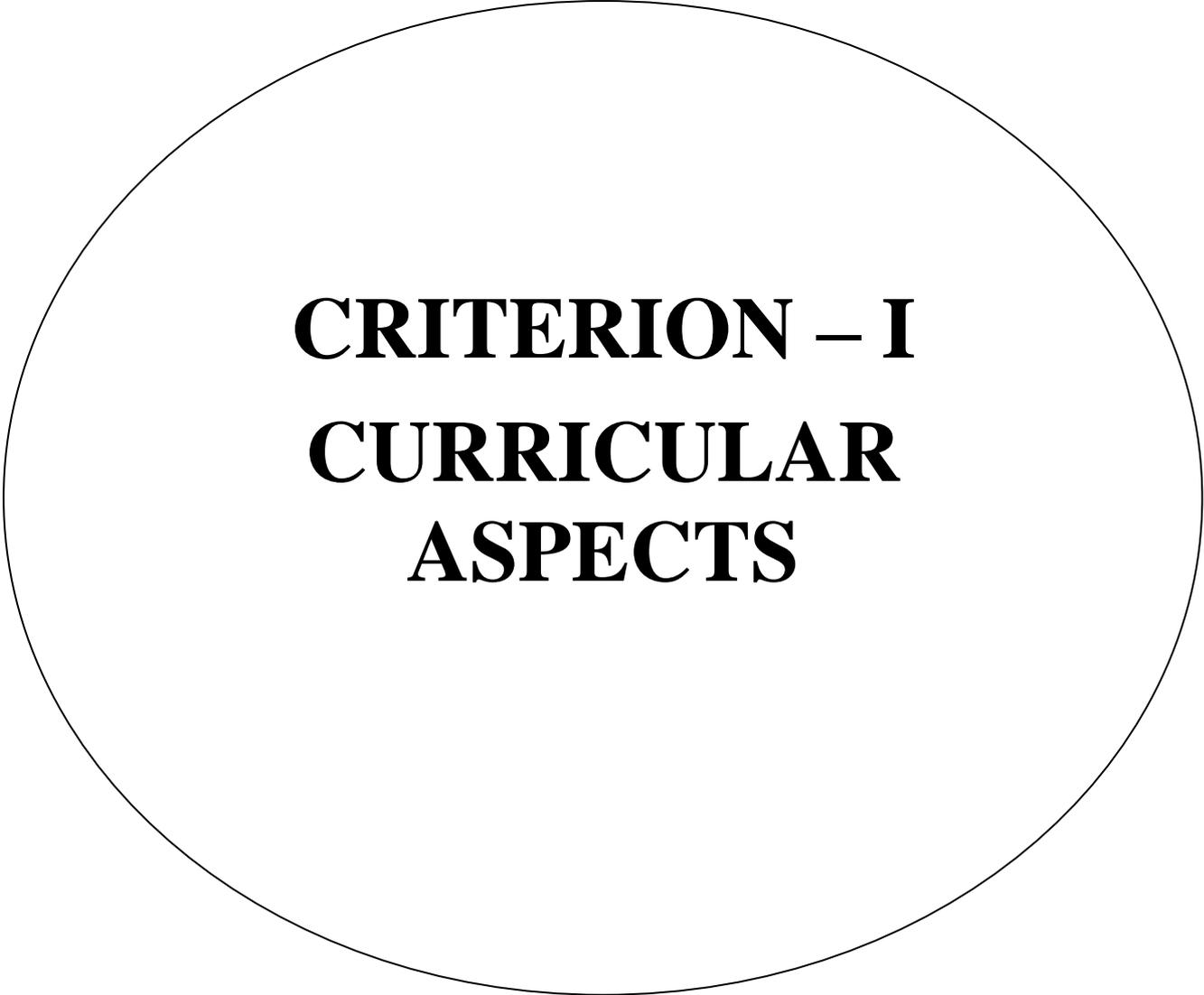
**34. Details regarding submission of Annual Quality Assurance Report (AQAR) to NAAC.
Not Applicable as first cycle.**

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

CRITERIA

WISE

INPUT



CRITERION – I
CURRICULAR
ASPECTS

Criterion no.1 –

Curricular aspects

1.1 Curriculum planning and implementation

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

vision of the institution:-

*our vision is to provide holistic education to students with special emphasis on deprived classes to tap the opportunities opened up in global scenario.

Mission of the institution –

* our mission is to build up ethical, academic and culture among students to serve the society.

* motivate the students for environmental and social harmony to enhance equality.

The vision, mission and objectives of our institution are communicated in the following manner: -

1. Printed in the prospectus, which is made available to all new students at the time of admission and through the college website.
2. Printed in the annual college magazine which is distributed to every student and faculty member every year.
4. Displayed on the college campus at strategic
4. At the orientation session conducted by management and staff at the beginning of every academic year

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

Each department meticulously plans various strategies for effective implementation of the curriculum during departmental meetings convened by the head of department (HOD). The HOD allots the course content to be taught by the respective teachers and encourages them to take measures for the effective implementation of the same and also to use teaching aids. Teaching plans are designed by the concerned teachers which are checked by hods and approved by the principal. Teachers are also encouraged to participate in seminars, workshops and conferences to keep themselves abreast of the recent developments in their subjects. Whenever the syllabus for a particular course is

restructured /revised by the university, extra effort is taken to ensure its effective implementation.

For example, the plan to design and implement the use of academic calendar and the academic dairy were framed based on the inputs from faculty members in the meetings of the academic cell, which was approved at the subsequent iqac meeting. The academic calendar is prepared at the beginning of every academic year, which provides a road map for effective delivery of the curriculum. Based on the academic calendar, every faculty member prepares a teaching plan for the courses taught by them. These two ensure timely completion of syllabus.

For making the curriculum learner centric, a participatory environment is created in the classroom, research assignments are given, presentations are made by learners and periodic industrial visits and field trips are also organized and learners are asked to submit a report after the visit

* The institution follows the special norms of the university. The following action plans are developed for the effective implementation of the curriculum.

- Orientation programmes are regularly conducted at the beginning of the academic year to make them familiar with the curriculum.
- Self-appraisal reports and suggestions from the faculty are considered by the head of the institution for effective implementation of the curriculum.
- Innovative teaching aids, assignments, study tours, industrial visits, dissertation works and project works are given priority.
- Special lectures and interdisciplinary talks are organized to expose the students to current trends, and to syllabus related subjects.

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?

Faculty members receive support from the university as well as the college for effectively for translating the curriculum and improving teaching practices. Support from university:

Circulars are sent by the university as and when there are any changes in the syllabi, exam pattern etc. Information is communicated by the university about the various workshops organized in other institutions.

Support from institution:

the college management wholeheartedly supports academic events like seminars, workshops and invited lectures by providing infrastructural facilities like auditorium, audio-visual room, ict, support staff, logistics, hospitality, and financial support. Faculty members are encouraged to attend workshops and seminars in other institutions related to syllabus revision. Faculty members are also encouraged to attend orientation, refresher and soft skill programmes to improve their teaching practices

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 slow learners are motivated through remedial and tutorial classes. All students are evaluated with their performance in internal assessment tests, interaction with resource persons and examinations.

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?

* Industrial tours for commerce and management students and study tours for arts students are arranged to provide them practical knowledge which is connected to the curriculum. Along with this, training and placement cell products campus selection for providing employment opportunities. The faculty members attend workshops and training programs on curriculum development and give suggestions or recommendations for effective implementation of the curriculum.

1.1.6 What are the contributions of the institutions 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's feedback provided, specific suggestions etc.

*though the college cannot modify the syllabus on its own, the university has a system to solicit recommendations from its affiliated colleges. The staff members are actively involved in the development of 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.

*since we are in affiliated system, the university does not permit freedom to develop curriculum. However, skill based courses are organized by some departments.

The main objectives of the curriculum are to enhance employability and knowledge in the areas of commerce and management. Faculty members make an effort to go beyond the syllabi and provide additional inputs to give a broader perspective of the course

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

* The continuous evaluation of students is made through unit test, internal assessment and semester exams. The college also analyses the feedback from the students and considers the opinions of the faculty.

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 college offers ug courses as per the norms of the university. The program focuses on overall development of students, skill development over and above regular academic program and employability of our students and keeps pace with the dynamic job market.

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

* as per the university of mumbai direction the institution encourages the students to obtain dual (one with regular and other with distance mode).

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.

- Choice based credit system and range of subject options
- Courses offered in modular form
- Credit transfer and accumulation facility
- Lateral and vertical mobility within and across programmes and courses.
- Enrichment courses.
- Students are provided lectures on skill development, including communication skills.

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 college offers the following self-financed programmes affiliated to university of mumbai:

Under graduate programmes:

- I. Bachelor of management studies (b.m.s.)
- ii. Bachelor of commerce in accounting and finance [b.com. (a &f)]
- iii. Bachelor of commerce in banking and insurance [b.com. (b&i)]
- iv. Bachelor of science in information technology [b.sc. (i.t.)]
- v. Bachelor of mass media (bmm)

Details pertaining to the above mentioned programmes:

A) admission procedure: the college follows the guidelines pertaining to admissions to self financing programmes prescribed by university of mumbai. b) curriculum: curriculum is framed by the university of mumbai. The faculty adopts contemporary pedagogy. Diverse teaching-learning methods are used, for example use of ict, case studies, industrial visits, role plays, group discussions, mock stock, management fest etc. The college facilitates interaction with and teaching by professionals, industry experts and senior academicians.

C) fee structure: fee structure is stipulated by the university of mumbai.

D) qualifications: the college makes all efforts to appoint faculty with the requisite qualifications.

e) salary: competitive and fair compensation packages have been designed and implemented for the core faculty. The faculty appointed on visiting basis are paid honorarium on hourly basis.

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.

* seminar on competitive exam and guidance centre. Project work at bachelor level. This promotes critical thinking and analytical capacity- which are useful when students take up research work after graduation. The college does not provide additional skill oriented programmes, relevant to regional and global employment markets

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 advantages of such provision for the benefit of students?

* The university does not 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.

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 college makes consistent efforts to supplement the university curriculum by organizing activities, which focus on integrating academic and general development of students.

Value education classes are held weekly to inculcate and nurture values in the students and also to make them independent in their thinking and to be systematic and methodical in their work.

An inter-collegiate students’ festival is held annually - various events allow different talents to be showcased. Students learn to conduct pr campaigns and collect sponsorships for the event.

* The following efforts are required to ensure the academic programmes in accordance with the university curriculum.

* Special lectures are organized by the various departments.

- * Soft skills, group discussion, seminars and assignments are assigned to the students for their improvement.
- * The students are facilitated with indian constitution, computer studies, interview skills and environmental science.
- * Sports activities and outreach programmes are organized with iqac.

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?

- * Various responses from the students, alumni, and peer groups are consolidated to enrich and organize the curriculum and teaching process. Periodical meetings are conducted, which cater the needs of the employment market.

Students are explained the scope of the subjects for employment as well as self-employment by the faculty during the time of admissions. During the course of the academic year the faculty handling the subject/ paper also brief the students about the scope of the subjects for progression.

The career counseling/guidance and placement cell also conducts talks and workshops by renowned industry experts on preparation for cat,cet.upsc and mpSC examinations.

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?

- * Under graduates students study computer subject, foundation course and environmental science as compulsory papers. In addition, they are exposed to computer basics and internet browsing.
- * Special lectures are organized on environmental awareness programmes, human rights, de-addiction programme and legal awareness programme.
- * Students are encouraged to bring out the hidden talents with different activities.
- * Renowned persons are invited to sensitize on gender issues.
- * Cultural committee organized debates and essay competition on current issues.

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

There is no specific course offered that help in inculcating moral and ethical values. However, all the undergraduate programmes offered by the college have courses that help in inculcating these values.

- * Birth anniversaries of prominent personalities and national festivals are celebrated in the college.
- * Placement and training cell impart various skills for the job opportunities and for the personality development of the students.

* Nss units conduct different activities to enhance moral values and community oriented programmes.

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

* Feedback from the students/alumni and responses from peer group are collected and communicated to bos.

* _for e.g. The students of the college had suggested electives in bms course. The suggestion was accepted and has been included in university course_

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

* The head of the institution and iqac evaluate the quality of education by conducting various programmes with different committees. They assess the self-appraisal report of teachers and students to improve the academic performance. In addition, the principal monitors curricular and co-curricular aspects to facilitate the students. Guidance and counseling cell works to address the personal and academic issues of the learners.

1.4 feedback system

1.4.1 What are the contribution of the institution in the design and development of the curriculum prepared by the university?

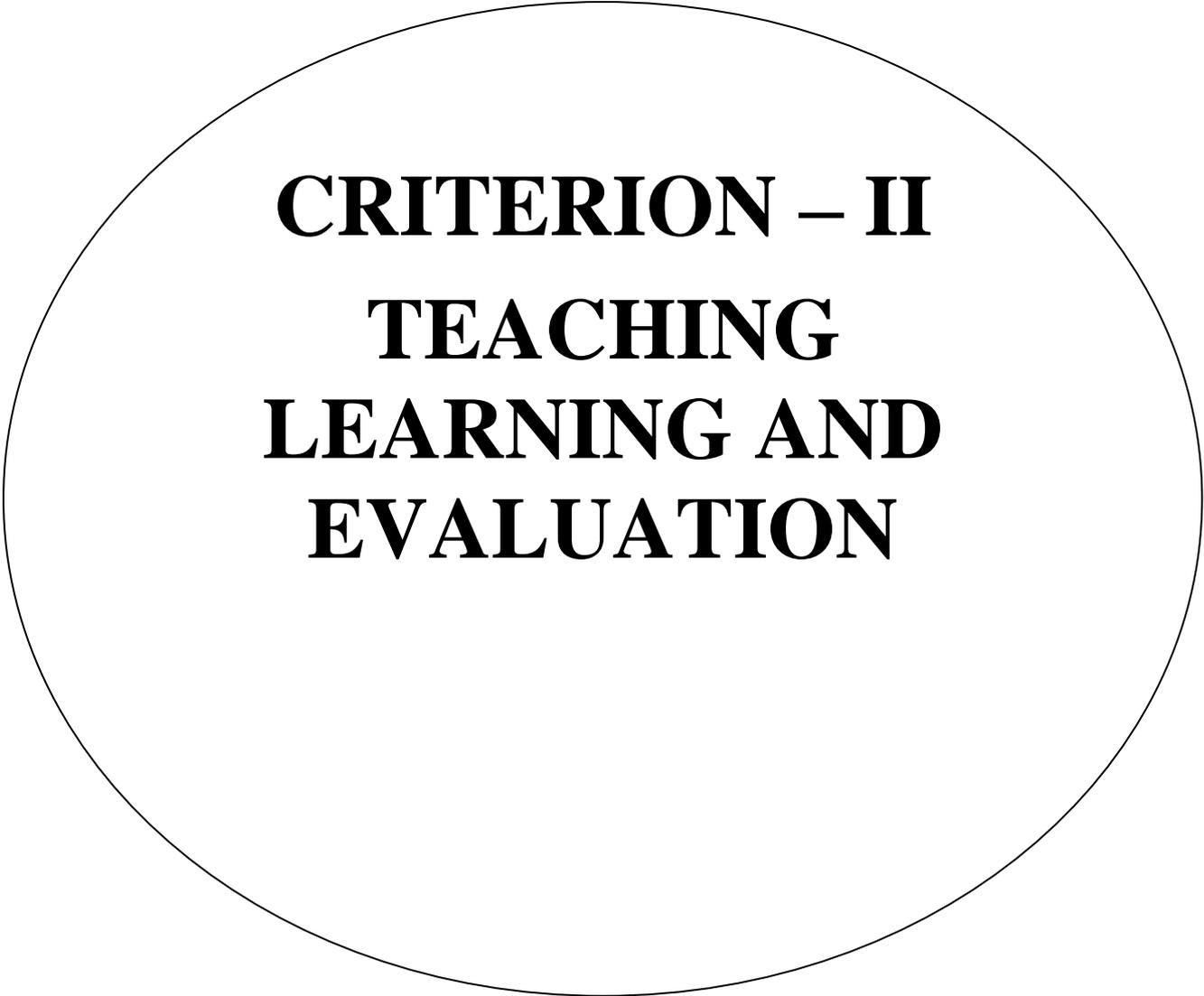
* the committees consider the feedback information from students, parents and faculty through parents teachers association (pta).

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 the internally for curriculum enrichment and introducing changes/new programmes?

* Responses are collected through manual feedback forms. Oral responses are also collected from students, alumni and stakeholders in meeting. The same is communicated to the boss.

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?

* **NIL**



CRITERION – II
TEACHING
LEARNING AND
EVALUATION

**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 is affiliated to Mumbai University. It offers BCom, BAF,BMS, BBI,BMM &BscIT. Admission is made on the basis of marks obtained in HSC examination.The college ensures publicity through its website(www.rmc.edu.in), prospectus, social media and facebook, home page (<https://www.facebook.com/reenamehtacollege>) Panel for admission is constituted with the Principal, chairperson and the heads of the various departments. Students get written information about courses and fee structure. They also get receipts for such payments. Admission notice will be announced in the regional newspapers and existing university norms are adopted in the process of admission.

2.1.2 Explain the details the criteria adopted an process of admission (Ex (i) merit (ii) common admission test conducted by state government 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.

* Students are admitted on the basis of merit and qualifying examination marks obtained in HSC. UG admissions are made as per the University norms.The date and time for admission and the details of cancellation of admission are displayed on the notice board as per directions of University of Mumbai. The Head of the institution and the Admission committee interact with the candidates and, if need then with the parents/guardians at the time of admission.

2.1.3 Give the minimum and maximum percentage of marks of 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 college announces the merit list and gives admission to all students. This institution also manages to provide admission to the backward students. Admission is given to the students as per norms of Mumbai University.

Programme	Min %	Max %
Bachelor of Commerce(BCOM)	35%	84.77%
Bachelor of Management Studies	45%	76.15%

(BMS)		
Bachelor of Commerce Accounting & Finance (BAF)	45%	84.00%
Bachelor of Commerce Banking & Insurance (BBI)	45%	84.15%
Bachelor of Mass Media (BMM)	35%	75.84%
Bachelor of Science (Information Technology)	45%	75.00%

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 administrative staff attends workshops on admission process organized by the University. The Principal, the Vice Principals, Admission Committee Members and the Registrar review and streamline the College admission process and strictly follow the rules and regulations stipulated by University of Mumbai and Government of Maharashtra.

* Admission committee scrutinizes the applications of the eligible students, headed by the Principal for UG courses. Mentors manage to monitor the profiles of all the students. New learning strategies are adopted in academic process to fulfill the basic requirement of the students.

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?

- **SC/ST**
- **OBC**
- **Women**
- **Differently abled**
- **Economically weaker sections**
- **Minority community**
- **Any other**

* The institution provides admission as per norms of the Mumbai University.

* Reservation policies of the Government of Maharashtra and the University of Mumbai guidelines are strictly adhered to. Merit lists are displayed category wise and the admission process is done as per University guidelines

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

* There is an increasing demand for the admission particularly for

UG students and the college offer admission according to the Mumbai University norms. Maximum strength is up to 100 per section. In particular, there is a good demand for all the courses and so the college has enhanced all sections, simultaneously.

Programmes	2010-11	2011-12	2012-13	2013-14	2014-15
Bachelor of Commerce(BCOM)	939	961	983	858	907
Bachelor of Management Studies (BMS)	74	120	160	157	164
Bachelor of Commerce Accounting & Finance (BAF)	44	67	111	129	176
Bachelor of Commerce Banking & Insurance (BBI)	19	12	7	0	27
Bachelor of Mass Media (BMM)	21	67	75	98	125
Bachelor of Science (Information Technology)	36	42	52	50	85

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?

* Admission and other requirements for disabled students are looked after by the staff and non teaching staff of the institution in the college campus.

Facilities like ramp, specially designed toilet, wheel chair and special seating arrangements in the library and canteen have been provided for the physically disabled learners. A separate block is provided for such students. The counseling cell of the college counsels such students, if need arises.

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.

* At the admission process, as part of the counseling, students' needs are evaluated. The students are also informed regarding the various support services available to enhance their learning process, such as the mentoring system, counseling service, sexual harassment committee, Right to Information, . Students weak in certain subjects are given special attention by the faculty. The various departments organize programs and talks that supplement students' learning.

* Yes, after the completion of the admission process, the institution conduct orientation programme. In this programme, students come to know about the various academic facilities and extracurricular programmes. Apart from teaching, students are made aware of ethical values also.

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.)

* Remedial /coaching/spoken English courses are organized for the students. Bridge courses are conducted for the students who have got admission from science and arts background for all courses like Accounts and other related areas.

Sr. no	Year	Enrichment Courses
1	2010	Taxation
2	2010	Retail management
3	2010	Foreign trade management
4	2010	Travel and tourism

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

*The College has a practice of organizing activities, workshops and talks to sensitize its staff and students on issues such as gender, inclusive practices, environment, etc. The college has a special cell-Women Development cell to look after the interests and safety of females at the workplace. Lectures on gender issues and women Empowerment help in sensitizing the students.

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

* Students are identified through response in the classroom, unit test and exams. With these strategies, these students are suggested to get extra library books and study materials to enhance their knowledge. They are also encouraged to participate in classroom presentations and inter collegiate activities.

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.)?

Learners at the risk of dropout can be identified on the basis of their attendance, classroom interaction, performance in internal tests and semester end examinations. The Principal and faculty members meet the parents/guardians of learners with less than requisite attendance. The results of the learners are distributed in the presence of their parents/guardians. Weak performers are identified, counseled and provided extra help in every respect possible.

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.)

* Calendar of events, teaching plans, staff meetings and orientation programme committee are included in the academic activities. Every academic year, calendar of events are planned in the beginning. Staff meetings are conducted periodically regarding test, students' performance and syllabus completion. Evaluation, internal assessment and examination schedule are done according to the academic calendar of the university.

Sr. no	Month	Events
1	jULY	Fresher's party
2	August	One day industrial visit to navneet book industries
3	September	Teacher's day celebration
4	October	Exams sem I & III regular and sem II & IV KT
5	November	T.Y. exam centre of Baf and Bms
6	December	Industrial visit to dharamshala and amritsar
7	January	The annual college festival "Mridang"
8	February	College days celebration viz. Saree day, traditional day etc International conference
9	March	Exams sem I & II KT and II & IV regular.

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

* The involvement of teachers in the activities of seminars/conference and publications are initiated by the Principal and IQAC committee. Self-Appraisal reports are collected from the faculty. Based on this report, necessary steps are taken by the Principal for the improvement. Innovative teaching methods are encouraged among the teaching staff by getting feedback from the students. Apart from curricular aspects, students are encouraged to participate in co-curricular activities. On the basis of the faculty, students, alumni and other stakeholders, the IQAC has begun preparing the annual academic plan for the institution which includes teaching and learning process as well.

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?

* According to the ability of the students, teaching methodology is adopted with the available facilities. Innovative teaching methods mould the students to face the competitive world.

- Seminars and lectures by subject experts.
- Use of innovative methods, LCD, OHP.
- Organizing study tours and field work.
- Counseling of students through women cell and student welfare cell.
- Conducting NSS activities to make them mentally and physically fit.
- Exploring the hidden talent of the students through the college magazine.
- Organizing sports activities.

- Providing Library facilities 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?

* Regular teaching along with critical analysis of the subject creates the habit of critical thinking among the students. Group discussion, debates are conducted on current topics to nurture students creative thinking and writing skills. Their other talents are exhibited in the annual magazine. The final year BMM, BMS, BBI students are exposed to the project work to acquire practical knowledge.

*

Sr. No	Class / course	Project Topic
1	BMM	Bioscope
2	Accounting and finance	BSE Model
3	Bsc IT	Website designs
4	BMS	Product ensemble and Marketing
5	Banking and insurance	Bank models

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.

* The institution provides modern technologies and better facilities to supplement regular class room teaching with chalk and duster and make the learning process effective. Computer lab, projector, audio visual and PPT are the facilities available in the college. Internet facility is provided to the students as well as faculty in the college. All these facilities are planned to uplift the student’s community. The library is equipped with internet facility for the benefits of faculty members and the students.

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

Internet–Wi-Fi facility-Students and teachers have access to internet facilities on campus. Library facility and e-journals- Our library houses books on various subjects. The library provides conducive environment for reading and learning. It is well organized and there is easy access to books. Students and teachers can access e-journals.

Participation and presentation of papers in seminars and conferences at national and international level-The teachers and students are encouraged to participate and present papers in state, national and international seminars and conferences.

The Principal and the management encourage the Staff to obtain higher degrees of research (M.Phil, PhD).

Resource persons and guest lecturers- some of our staff are invited as resource persons and guest speakers by various colleges and institutes.

a Psychological Counselor and a Career Counselor on retainer ship basis. The Psychological counselor is available once every week, whereas the Career counselor is available for students once a fortnight.

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

*Students have ample opportunities to get wide range of knowledge. All students get opportunity to update their knowledge with various workshops, seminars and special lectures. Faculties have updated with orientation programme, conferences, and refresher courses. Short term courses and training programmes are imparted for the overall development.

Sr. no	Year	Department	Nature of the event	Guest speaker
1	2010	BMS	Workshop	Karrtik Raichura, Endeavour MBA
2	2011	BAF	Seminar	Prof. Kazi
3	2012	BSC IT	Seminar	NIIT
4	2013	BMM	Workshop	Arvind Parulekar
5	2014	BMM	Workshop	Chetan mathur

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 advice) provided to students?

* The DLLE committee allows the students to have career guidance to face the competitive world. This committee also arranges counseling sessions to enhance the confidence of the students. Departments have a decentralized system wherein the faculty in charge-along with other other members of the department micro-manages the students concerns and demands. Need-based psycho-social support is provided in exceptional casa by a group of dedicated teachers under the banner of student counseling cell.

An academic advisor has been appointed has been appointed for each class from among the faculties. The academic advisor provides personal guidance and psycho-social support to the students as and when the need arises.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last five 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 aim of the college is to provide all round education that focuses on the intellectual , Social, Emotional , Aesthetic and Spiritual development of every student

so that they engage with the world as persons of substance .For this purpose there is an effort to constantly reinvent and adopt innovative pedagogical techniques. Under the Credit based Grading system, the students are expected to prepare projects on their own and give a presentation. Along with the conventional method, teaching learning method and innovative approaches like lectures from experts, outsourcing experts for teaching, computer technology classes are done. Seminars on reflective subjects are conducted. Industrial visits are done for BMM, BMS students to the practical study.

*

Sr.	Method	Department	Impact
1	Presentations through PPT	Self finance courses	Improves spoken skills and improved stage confidence
2	Interactive boards	Self finance courses	Improved technical skills of correctly using the internet
3	Field work	Self finance courses	Improved understanding of the industry mechanisms

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

* The library has adequate books to upgrade the faculties and students. Books on various topics are available to enhance the knowledge of the students. In reference section, daily newspapers, monthly magazines and fortnight weekly are available to enlighten the students .Reprographic facility is provided for use by students and staff. The available E-Journals are used by faculty and the students.

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.

* No. The academic calendar is followed according to the rules of the Mumbai University and continuously monitored by the Principal and heads of the departments. Academic dairy is maintained which shows daily completion of syllabus and is monitored monthly by HOD and the Principal.

When faculty members proceed on duty leave for short term courses the Head of the Institutions ensures the completion of syllabus by asking the concerned faculty to take some extra lectures for completion of syllabus.

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

*Students are evaluated through the process of conducting unit test, internal assessment and remedial classes test. Every academic year feedback is collected from the students to implement teaching methodologies. The Head of Institution takes rounds during the regular lectures to observe the teaching and learning process. The Head of Institution takes feedback from the students periodically to evaluate 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 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, and command over language, teaching techniques, class control etc. Students feedback is taken to that effect. The faculty will be appointed only if is found suitable.

* 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.

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

Highest Qualification	Professor		Total
	Male	Female	
Permanent teachers			
D.Sc./D.Litt.			
Ph.D.		01	01
M.Phil.		01	01
PG		03	05
Temporary teachers			
Ph.D.			
M.Phil.			
PG	05		
Part-time teachers			
Ph.D.			
M.Phil.			
PG			

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 requirements of the teachers in the college are fulfilled through the appointment. Qualified and competent teachers in all the departments cope up with the growing demands. The Principal and the department of collegiate education take initiative to appoint qualified guest faculty to the needs of the institution. Experts are also invited to guide the faculty and the students. Additionally, the faculty attends workshops on syllabus Revision and Content-related Seminars and Conferences to keep themselves up to date.

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

To enhance the quality of teaching the faculties are deputed to attend programs conducted by Academic Staff Colleges or other affiliated colleges whenever possible. Teachers are encouraged to attend seminars, workshops and conferences conducted by the University/other colleges and encouraged to present papers and reimburse the registration fees incurred by them.

A brief table is provided to show faculty participation in Workshop and paper presentations.

Sr no.	Faculty name	Title of paper	Organization/department
1	Reena A arbune		
2	Anita ghadigaonkar	Analysis of india and china population impact on Indian economy	audit
3	Laxmi vishwakarma	1) Microfinance and woman empowerment(internationalnational) 2) Co0perative in urban and rural development(national)	Accounts and tax advertising
4	Akanksha asar	1) trade vs aids 2) woman empowerment (international)	
5	Nadeem parve	Environmental pollution on life and its remedies	accountancy
6	Vishal Gangan	1) Role of infrastructure in urban and rural development 2) E-Commerce:illusion and reality 3) Human resourse management in 21 st century:issue and challenges and possible solution	accountancy

		to attend competitiveness	
7	Arpita Banerjee	1) Role of computer application in urban and rural development 2) Security in E-commerce	Computer science Environmental science
8	Sakshi kumar	1) Green Marketing need of the hour international level . 2) Role of education in Urban & Rural Development India. 3) Role of banking in economic development of india	
9	Shaikh shabina	1) International Research Paper on, “Mergers & Acquisitions : Competitive Edge of Indian Industry in Global Scenario.” 2) National Research Paper on, “Rural & Urban Women Entrepreneurs : A comparison of service needs and delivery methods priorities.” 3) International Research Paper on, “Rural Women 4) Entrepreneurs : Concerns & Importance.” 5) International Research Paper on, “Impact of leadership styles on global business.”	
10	Geeta pal	1) Scheme Of Indian government for rural and urban development 2) impact of social media on consumer behaviour	
11	Pradeep pal	1) Role of microfinance in urban and rural development of india 2) International business ethics	
12			

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

Support for Research and Academic Publications: The faculty members have workstations with internet connectivity. The library also has a dedicated research room and a multimedia section. The College also has subscribed to Pro Quest and NLIST

List, which can also be accessed by the faculty members from their homes. The faculty members are also encouraged to purchase books in areas of their research and interests. The necessary infrastructure for organizing conferences/seminars/workshops is provided. The conference proceedings are published.

* The faculty has given the opportunity to pursue higher studies. In addition, they are free to attend refresher courses, orientation programme and training programme in educational institutions and universities. The application fee for attending the same is paid by the college.

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 five years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty. Faculty members received award for excellence in teaching.

*

Sr No	Name	State Level	National Level
01	Dr Satinder Kaur Gujral		04
02	Prof Reena Arbune		01

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?

* Printed feedback forms are given to the students to evaluate the faculty. The teachers are also evaluated by the Principal regularly and he suggests for the improvement through counseling. The Principal of the college does regular rounds of the classrooms to elicit feedback from the students.

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 prospectus carries detailed information about the evaluation processes. The institution conducts orientation sessions for learners of the first year of undergraduate programmes and their parents at the beginning of the academic year, in which the evaluation process is explained. If any changes are mandated by the University during the academic year, learners are accordingly informed, the changes and their implications are explained by faculty members.

* Parents –teachers meetings, alumni association meeting and regular employed people in higher post visit to discuss the academic excellence. In orientation programme, the entire academic extracurricular activities are enlightened to the students framed by University of Mumbai guidelines.

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?

* Being an affiliated College, all the reforms initiated by the University of Mumbai are adopted.

* Regularly periodical tests are conducted. In addition to internal assessment, examinations are scheduled as per the instructions of the university. Particularly management students are assured by the project filed studies also. Industrial visits are arranged for the students.

Streams	Major reforms	outcome
Self –finance streams (BMM, BMS, BSC IT, BBI, BAF)	Remedial lectures, with paper solving sessions. After the college hours individual attention with the student and the professor focusing on the problem area.	The result improved by 25-35% in the consecutive exam and boosted self confidence of the learner.

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 institutions has its own arrangements like parents-teaches meeting and discussions with students regarding the examination and evaluation to ensure effective performance. Along with university procedure of conducting exams, the college conducts tests, assignments and internal assessment. Management students are also assessed on viva in the project work. The institution not only implements the evaluation reforms of the University but also ensures effective implementation.

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 evaluates the learners under two heads namely formative and summative.

*Under formative evaluation system 25% marks are allotted divided into two groups:

- A. Projects/assignments/ case study/-20 marks
- B. Active Class participation 5 marks

* Under Summative evolution system 75% marks are allotted for term and theory 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 'disciplines etc. have improved.

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

* The development aspects are fulfilled through assigning marks to punctuality (attendance), internal marks obtained, responses in the class room and behavioral aspects. It is also assessed on seminar, group discussions and viva voce performance of the students.

2.5.6 What are the graduates attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

* The students are assessed by internal assessments, attendance, semester examinations, behaviors, group discussions and interactions with the faculty members. The students are also assessed by communication and social skills and ICT.

* When projects are assigned, learners are encouraged to give their original perspectives and views for minimizing plagiarism. Strict vigilance by the invigilators during class test and theory examinations discourages learners from using unfair means.

* Our teacher goes beyond the classroom to ensure that no student suffers. The teachers even try to help students in case of extreme emergencies so that they get full support from the college and their studies do not suffer.

2.5.7 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.

* The Grievance Committee looks into the redressal of evaluation related grievances. This Committee helps students who are unsatisfied with the Semester End Examination (SEE) assessment. Such students have to apply for verification of the answer booklets. Verification is carried out in front of the student, subject teacher and Principal. The College has a Counselor to help students in need of counseling.

College level:-

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

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 vision, mission statement of the college is clearly stated. It is made known to staff and students by being displayed in the campus, website, prospectus and college academic calendar. The quality policy is put up in the individual departments. The learning outcome of each course features in the lesson plan. Core Values are known by all on campus

* Yes, the college has clearly stated learning outcomes and the students and the staff are made aware of the learning outcome by result analysis, regular meetings from time to time through annual college report and magazines.

2.6.2 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 student's results/achievements (Programme/course wise for last five years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

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

Programme	Pass % of the students				
	2010-11	2011-12	2012-13	2013-14	2014-15
Bachelor of Commerce (B.Com)	36%	84%	91%	48%	70%
Bachelor of Commerce (Account and Finance)	91%	50%	56%	31%	67%
Bachelor of Commerce (Banking and Insurance)	17%	57%	NA	14%	57%
Bachelor of Management Studies(BMS)	53%	48%	46%	29%	26%
Bachelor of Mass Media (B.M.M)	34%	28%	31%	27%	35%
Bachelor of Science Information Technology	64%	49%	62%	28%	63%

* 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.

2.6.3 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 feedback 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. Departmental meetings are held periodically to monitor teaching methods.

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 feedback help in attaining the learning outcomes.

Evaluation:-

*Internal assessment system, home assignments, projects, transparent evaluation system, theory examination, feedback 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.

2.6.4 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, BSc IT, BCom 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 coordinators of different departments 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.

* Faculty members are encouraged to participate in various seminars and conferences present and publish papers.

* Faculty members are also encouraged to pursue their PhD, minor and major research projects.

2.6.5 How does the institution collect and analyzes data on student learning outcomes and uses 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 solves 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.

2.6.6 How does the institution monitor and ensures 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.

Technology is used for enhancing students learning. Mentors use the results of students to monitor student's performance. At the end of the year, a departmental analysis is carried out to enable the faculty to review the achievements.

2.6.7 Does the institutions 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?

* We have evaluation process which is associated with students. The quality of teaching learning is enhanced by taking initiatives to create interest among the students regarding seminars, group discussions, mock interviews and extracurricular activities.

The Institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning. The performance of learners in the internal assessment and semester end examinations is analyzed to understand the courses in which each learner is finding it difficult to cope.



CRITERION – III
RESEARCH,
CONSULTANCY
AND
EXTENSION

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. But college has taken necessary steps to open research centre in our campus.

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 induces the senior faculty members to go for Research Activities.

*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 four 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?

A first mission of the college is to motivate students and teachers to adopt research for advancing their knowledge as well as refining their understanding.

* 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
DR SATINDER KAUR GUJRAL	Commerce	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 imbining research culture among the staff and students.

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

Sr No	Date	Department	Particulars of workshops/Training/sensitization programme
01	18/2/2016	Degree	FDP programme
02	12/8/2016	Degree	How to write research paper?
03	18/9/2015	Degree	How to go for NAAC
04	4-2-2017	Degree	FDP programme

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

* As the Institution does not have a recognized research center, no prioritized areas of research as such have been identified.

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

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. Since the college does not fall under 2f and 12b, the faculty is not eligible for sabbatical leave for research activity.

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)

The activities undertaken by DLLE committee which are based on a survey conducted by the learners with guidance from faculty to understand the demographic profile and problems of the community through status of women in society survey {SWS} project. The idea is to make the acquired knowledge available to maximum number of audience.

* As the Research activity of two faculty members is in progress, there is 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.

The College allocates a portion of non-salary grants received by the college towards funds for purchase of necessary equipment, subscription of subject based research journals, travel grants for participation in conferences and seminars. The management also provides grants to organize conferences and seminars in respective subjects. The details of major expenditure are as follows: (Office data)

Purchase of equipment; Management Grant; Subscription to Journals; Participating of faculty for Conferences/Seminars.

* 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 five 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.

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

The College organized two multi-disciplinary national conferences where the faculty members from different departments jointly presented papers, which were published in the conference proceedings/edited book. They also interact on a regular basis to share their research experiences. Details of the Conference

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 Institution organizes induction programme and orientation sessions for new faculty members and learners of first year undergraduate programmes respectively, during which information about the available equipment and research facilities are disseminated.

* The research activity undertaken by two faculty members does not require any equipment, 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 five years.

There is no such type of grant received during the last five years.

The institution has been trying to get status of 2fand 12(b) of the UGC act to become eligible for getting necessary funding for research activity.

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.

* Up gradation 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 five 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?

* The following efforts are made to avail to utilize Research facilities to students outside the campus:

- Industrial Visit
- The student can avail central district library for additional reference
- Field work
- Study tour

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)-NIL
- Original research contributing to product improvement-NIL
- Research studies or surveys benefiting the community or improving the services-DLLE

- Research inputs contributing to new initiatives and social development

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

The institution publish papers in Annual Research Journals of the college.

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) 50
- 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 -NIL
- Chapter in Books-NIL
- Books Edited-NIL
- Books with ISBN/ISSN numbers with details of publishers-YES 5 BOOKS PUBLISHED BY DR SATINDER KAUR GUJRAL
- Citation Index-NIL
- SNIP-NIL
- SJR-NIL
- Impact factor-YES
- H-index-NIL

All information is given in departmental report

3.4.4 Provide details (if any) of

- Research awards received by the faculty - YES
- Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally-YES
- Incentives given to faculty for receiving state, national and international recognitions for research contributions.-YES

3.5 Consultancy

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

* A strategy for establishing institute-industry interfaces one of the good systems. The institute-industry is much useful to the students to acquire new practical knowledge and develop new attitude for commerce and management students. Free consultancy is encouraged by management.

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. The institution encourages the staff to utilize their expertise and available facilities for consultancy services/visiting faculty by providing infrastructure and required facilities.

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 five 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.

3.5.6 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 receive any income through consultancy services.

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 institution promotes institution –neighborhood-community network and student engagement to good citizenship, service orientation and holistic development of students through the extension activities conducted by the institution. The NSS unit conducts weekend programmed and annual special camps every year. The students actively involved in community service.

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

- * Blood group checkup and blood donation camps
- * Pan Card Literacy Drive
- * Voter awareness programme
- * Women empowerment programme

- * HIV awareness programme
- * Free health checkups camps

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

* The institution solicits stakeholder perception by conducting parents meeting and taking feedback from students and alumni. In the staff meetings, faculty gives various suggestions for the improvement in the overall performance of the institution and improvement of the teaching-learning process.

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

* The NSS unit organizes extension and outreach programs every year. Tree plantation helps the students and the society in maintaining a good environment. Blood donation contributes towards better health consciousness.

Year	2011-12	2012-13	2013-14	2014-15	2015-16
Amount	35000	35000	46000	38000	40000

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?

* At the beginning of each academic year, the program officer(s) of NSS unit and officers brief the students about the aims and objectives of their activities and subsequently students are enrolled for these units. Academic and career benefits are also discussed with the students who wish to participate in these activities. The institution promotes the participation of staff and students in extension activities. Through NSS the volunteers are involved in the various social activities. The college faculty takes active participation in all these activities.

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.

* NSS volunteers conduct street plays at prominent places for benefit of under privileged people staying in slums.

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

- * Right to education.

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 institute ensures the involvement of the community in its outreach activities. The institution organizes the following outreach activities in NSS special camp.

- Cleaning streets, saplings
- Various awareness programmes like Aids, child marriage, Right to education.
- Blood group checkup and blood donation camp

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 institutions in the locality in its extension activities. The blood donation camp, the medical camp, tree plantation etc. are arranged by the college in which other college students also participate for its grand success.

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

* The blood banks which arrange the blood donation camp at the college under NSS issues certificate of appreciation for successful Blood Donation Camp. The students received award in DLLE festival UDAAN.

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.

* There is no collaborations or interaction with research laboratories, institutes and industry.

3.7.2 Provide details on the MOU/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

* The institution is yet to collaborate and interact with industry and institutes for research activities. The institution intends to go for collaborative research, Staff exchange, having facilities and equipment, research scholarships in future.

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.

* The institution has not entered into any Memorandum of Understanding, Collaborative arrangements with other institutions/industries etc.

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 five years.

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

Sr.no	Nature of the seminar	Guest speaker
1	Workshop (MAAC, Aptech)	Seetha Nair, Kalpesh.
2	Workshop & Internship	V Chat
3	workshop	Fly high aviation
4	workshop	Vaibhav Malhotra on Film Direction

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

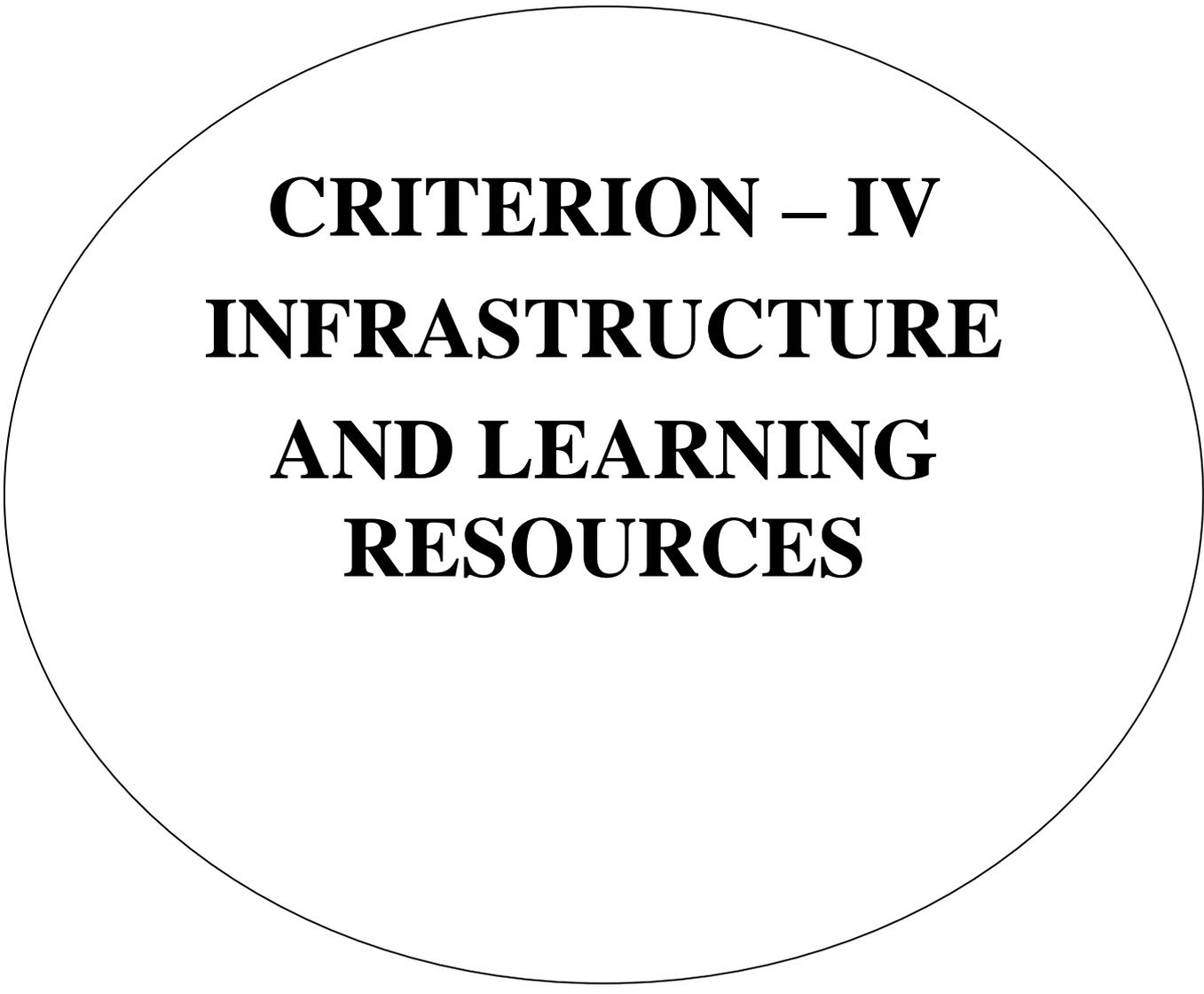
- a) Curriculum development/enrichment
- b) Internship/ On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy
- g) Extension
- h) Publication

- 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 – IV
INFRASTRUCTURE
AND LEARNING
RESOURCES**

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 equipment's, etc. are required. The management prepares the list of items required and makes 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, computers, specialized facilities and equipment for teaching-learning and research etc.

* The institution has enough infrastructures for the academic activities

* The college has 19 lecture halls well equipped with furniture, lights and fans etc. It has an audio-visual air conditioned lecture hall. The college also has a good library with sufficient number of books.

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

* A playground is hired for outdoor sports activity.

* A Gymkhana 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.

* A mini open auditorium for Yoga and cultural activities.

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 five 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 five years on infrastructure is given below:-

Details of expenditure	Year 2011-12	Year 2012-13	Year 2013-14	Year 2014-15	Year 2015-16
Building	90,921/-	1,627/-	5,55,491/-	7,56,300/-	7,03,146/-
Furniture	1,54,750/-	15,880/-	78,400/-	82,200/-	25,69,714/-
Equipment		2,41,142/-	32,000/-	24,750/-	2,80,000/-
Electrical fitting	3,84,380/-	7,63,474/-	6,36,801/-	10,33,822/-	13,41,475/-

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.

* 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 –NIL
- Recreational facilities, gymnasium, yoga center, etc.
- Computer facility including access to internet
- Facilities for medical emergencies
- Library facility
- Internet and Wi-Fi facility
- Recreational facility-common room with audio-visual equipments
- Security

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 special cabin for women development cell.

* A separate infrastructure 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 playground for sports activities is rented as and when required.

* A gymkhana for indoor games.

* A mini auditorium for Yoga.

Sr. no	Room no	Department/Cell	Area
1	Ground Floor	Library	250sq.ft
2	Ground Floor	Staffroom ground floor	150sq.ft
3	Ground Floor	Counseling room	100sq.ft
4	Ground Floor	Health care centre	100sq.ft

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. Dr. Satinder Kaur Gujral Principal.
2. Mrs. Riddhi Ambre Librarian.
3. Prof. MehakShaikh Teaching staff.
4. Prof. Vaishali Kothiya Teaching Staff.
5. Mr. Amir HamjaChauhan Member of the student.
6. Ms. Rahul Madhesiya 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 8.00 am the 5.00 pm.
- During examination it remains open even on Sundays and holidays.
- During vacation it remains open as usual (9.00 am to 3.00 pm)

4.2.2 Provide details of the following:

* Total area of the library (250 Sq. Ft.)-

* Total seating capacity- 50 students and 5 Teachers at a time

* Working hours: - 7. 30 to 5.00 pm

* Holidays –remains close

* 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 5.00 PM

* Layout of the library:-

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 five 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 book journals, E-resources during the last five years.

Library holdings	2011-2012		2012-2013		2013-2014		2014-2015		2015-16	
	No	Amt	No	Amt	No	Amt	No	Amt	No	Amt
Text Books	326	38236	48	5868	384	44918	993	122671	605	72918
Reference Books	53	255816	37	10967	18	6507	-	-	163	82189
Total No of Books	379	294052	85	16835	402	51425	-	-	768	155107
Journals/ Periodicals/ Magazines										
E-resources/ e-Journals	-	-	-	-	-	-	-	-	-	-
Any other (specify)	-	-	-	-	-	-	-	-	-	-
CDs/DVDs	-	-	-	-	-	-	-	-	-	-

Details of Library Holding

Text Books	4869
Reference Books	477
Total No of Books	5346
Journals/Magazines	10
Average No of books added in last 3 years	1000
CDs/DVDs	60
E-Journals	NA

* 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 student reading room has been made available for the students equipped with necessary furniture, lights, fans etc.

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

OPAC-NIL

Electronic Resource Management package for E-Journals

NIL

Federated searching tools to search articles in multiple databases NIL

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: - 04

* Total number of computers for the staff: - 04

* Total number of printer:- 01

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

4.2.5 Provide details on the following items:

* Average number of walk-ins-30 per day

* Average number of books issued/returned-30

* Ratio of library books to students enrolled-1:1

* Average number of books added during last three years-300

* Average number of login to opac (OPAC)-NIL

* Average number of login to e-resources- NIL

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

* 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-NIL

* Reference books-Are supplied.

* Reprography-Xerox machine-Made available (in college premises, next to college canteen).

* ILL (Inter Library Loan Service)-no.

* Information deployment and notification (Information Deployment and Notification)- A library notice board& display 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 library staff issues books to the staff and the students as per the requirement.

* They provide computer with internet facility to the users as per the availability.

* The faculty members have been provided with a computer and printer in the cabin.

* Students can avail the Photo copy facility in the college campus.

* The users can download articles, notes and other study material without plagiarizing.

* The library staff issues question papers of the University Examinations of .

* Issue of question paper booklets for exam preparation.

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.

* Feedback from the students 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.

* The college has computers facilities

Sr. no.	location	computer counts
1	management	4
2	fees counter	2
3	admin server	1
4	admin client	3
5	store room	1
6	principal	3
7	clerk	4
8	library	4
9	examination room	1
10	staff room	1
11	reception	1
12	IT lab 1	37
13	IT lab 2	20
	TOTAL	82

Configuration of computer LAB computers

Model	lenovo
Processor	intel core i3
RAM	8GB
Hard Disk	500GB
operating system	windows 7 professional
monitor	lenovo

Configuration of college staff computers

Model	intel
Processor	intel dual core
RAM	2GB
Hard Disk	320GB
operating system	windows 7 professional

* Computer Student ratio :1:25

- * Standalone facility : NIL
- * LAN facility : yes
- * WI-Fi facility : wi-fi is available in whole college
- * Licences software : Microsoft windows 7
- * Any other facilities : projectors facility, smart board

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

- The faculty members have been provided with provided computers, internet and printer facility.
- Students can use computers provided in the library with internet facility. They also use library computer for making projects and searching book title wise and author wise wi-fi facilities has been made available to the staff in the computer lab
- The college has 2 HATHWAY leased line connection

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

* upgrading of existing computers and their configuration.

* Renewal of licensed software.

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 five 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 five years.

Sr No	Year	Purchase of computers and Accessories	Up gradation (Rs)	Maintenance (Rs)	Total (Rs)
	2011-12	354900	154124	25725	534749
	2012-13	216233	141423	25725	383381
	2013-14	539433	455959	49250	1044642
	2014-15	994260	243267	49250	128677
	2015-16	1348284	272858	49250	1670392

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, and 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 five 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) Computers-Regular maintenance contract for all computers have been given to the specialized agency.

D) Vehicles–The college buses have been properly maintained from time to time.

The following table indicates the expenditure incurred during the last five years.

Details of expenditure	Year 2011-12	Year 2012-13	Year 2013-14	Year 2014-15	Year 2015-16
Building	90,921/-	1,627/-	5,55,494/-	7,56,300/-	7,03,146/-
Furniture	1,54,750/-	15,880/-	78,400/-	82,200/-	25,69,714/-
Equipments		2,41,142/-	32,000/-	24,750/-	,2,80,000/-
Computers	354900	2162331	537433	994260	13482841
Vehicles	-	-	-	-	-
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 equipment 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 continuous supply of water a big underground water tank has been maintained.

* Both underground and overhead water tanks cleaned once in three months.

* The institution gets continues supply of electricity.

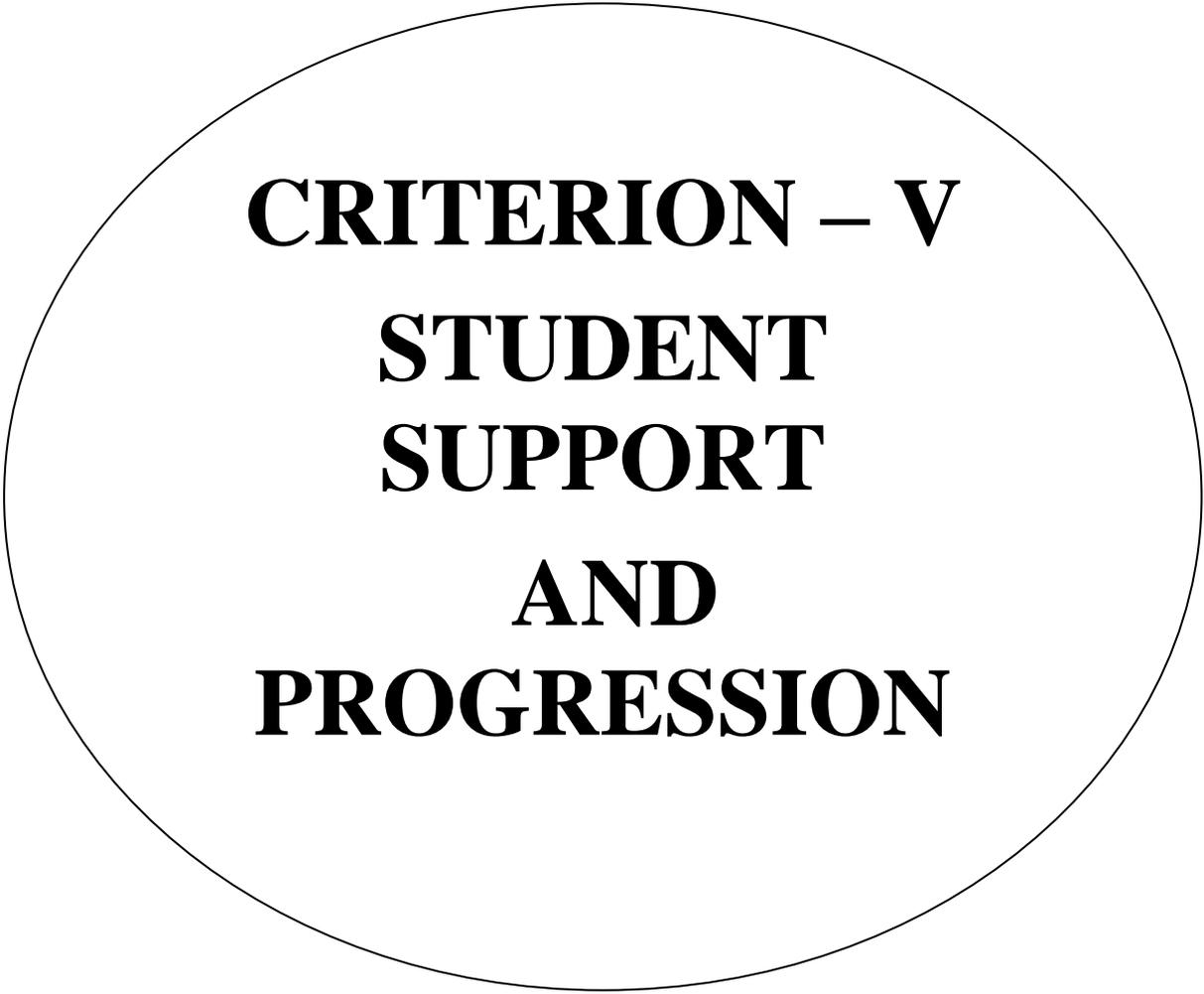
* Computers are connected with UPS system.

* 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 – V
STUDENT
SUPPORT
AND
PROGRESSION

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 thereof.
- * Rules pertaining to admission to different programmes.
- * Rules pertaining to evaluation system.
- * The college also publishes the college magazines “___” 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 five years and whether the financial aid was available and disbursed on time?

- * The college is yet to start institutional free 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.

5.1.3 What percentage of students receives 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 five years.

5.1.4 What are the specific support services / facilities available for

- **Students from SC/ST,OBC and economically weaker sections**
- **Students with physical disabilities**
- **Overseas students**
- **Students to participate in various competitions/National and International**
- **Medical Assistance to students: health Centre, health insurance etc.**
- **Organizing coaching classes for competitive exams**
- **Skill development (spoken English, computer literacy, etc.)**
- **Support for – slow learners**
- **Exposures of students to other institution of higher learning/corporate/business house etc.**
- **Publication of student magazines**

* The college provides different services to the students to fulfill its Mission and Vision .Book bank facilities are available to the students of SC/ST, OBC and economically weaker section.

* For Physically disabled students get the required facilities in the college.

* No overseas students have been admitted in the college for this academic year.

* 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.

* 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.

*College has arranged a seminar on competitive examination like UPSC/MPSC by outside experts.

* 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.

*Extra coaching will be given to the slow learners. They are trained through remedial classes.

*Students are encouraged to participate in various institutions in the inter collegiate tournaments, competitions etc. so as to give them a wide exposure.

* The college magazine 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.

* The impact of the above efforts is visible among the Alumni of this college. Many have taken up banking as their career, some have started their own small firms and many are on the top most positions.

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 extracurricular 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.

* They 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.

* 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.

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.

Sr. no	Year	Name of company	No. of students applied	selected
1	2012	Destructive production house, Channel V	3	1
2	2013	Air India, Jet	4	2
3	2014	SBI, Google	3	2
4	2015	Convergys communications professionally employed as a Marathi actress.	8	5

5.1.10 Does the institution has a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last five years.

The following measures are taken to redress grievances effectively: • The grievances of the students concerning examination-related matters are looked into and settled as per the guidelines of University of Mumbai. • A complaint/suggestion box is placed outside the Principal’s office. • Learners can communicate their suggestions and grievances on an anonymous basis. • The written suggestions and grievances of the learners are referred to the Cell and discussed with the concerned faculty or staff members. • The learners have the provision to submit their suggestions and grievances to the Principal

on the following email id principal@tcc.tolani.edu • The Principal meets the divisional/class representatives on a regular basis and the meetings are minute.

* 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.

* 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.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The institution follows a strict policy for the prevention of sexual harassment in the campus. The college prospectus gives the details of the policy against sexual harassment and the punishments there of.

* The college has set up a Women Development Cell (WDC) as per the guideline laid down by University 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 security services to give necessary protection for the lady teachers and girl students.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last five 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.

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

- * Students Aid Fund
- * Book Bank Scheme
- * Free waiver for students excellent in Sports & Cultural
- * Payment of fees on installment basis on request
- * 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 Vriksh 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 five batches) highlights the trends observed.

The following table indicates the percentage of students progressing to high education and employment for the last five batches.

Student Progression	Percentage				
	2011-12	2012-13	2013-14	2014-15	2015-16
UG to PG	Approximate 40% to 60%	45% to 65%	50% to 70%	50 % to 80%	70 % to 90%
PG to M.Phil	-	-	-	-	-
PG to PhD	-	-	-	-	-
Employed a) Campus Selection	45%	45%	55%	65%	75%
b)Other than Campus Selection	60%	45%	25%	15%	20%

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last five years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

The following table indicates programme wise pass percentage of the students in the University Examination for the last five years.(All Third Year)

Stream	2012-13	2013-14	2014-14	2015-16
BCOM	44.60	52.8	69.2	62.94
B SC Information Technology	62	28	63	63
B COM Banking Insurance	-	14	57	-
B COM Accounting Finance	56	31	67	71.73
BMS Bachelor of Management study	46	29	26	57.57
BMM Bachelor of Mass Media	3	27	35	60

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, Law, 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, extracurricular 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.

5.3.2Furnish 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 five years.

The following table indicates participation of the students in co-curricular and sports activities at State/University, Zonal, and National level for last five years.

Activities	Level	Year	No. of Participant
1 Weight lifting	University	2011-12	2
2 Yoga	University	2011-12	4
3 Table Tennis	University	2011-12	5
4 Roller Skating	-	-	-
5 Carom	University	2011-12	4
6 Wrestling	-	-	-
7 Swimming	University	2011-12	3
8 Squash	-	-	-
9 Judo	University	2011-12	2

Activities	Level	Year	No. of Participant
1 Weight lifting	University	2012-13	2
2 Yoga	University	2012-13	3
3 Table Tennis	University	2012-13	5
4 Roller Skating	University	2012-13	1
5 Carom	University	2012-13	4
6 Wrestling	-	-	-
7 Swimming	University	2012-13	4
8 Squash	-	-	-
9 Judo	University	2012-13	2

Activities	Level	Year	No. of Participant
1 Weight lifting	University	2013-14	1
2 Yoga	University	2013-14	4
3 Table Tennis	University	2013-14	5
4 Roller Skating	University	2013-14	3
5 Carom	University	2013-14	4
6 Wrestling	University	2013-14	1
7 Swimming	University	2013-14	5
8 Squash	-	-	-
9 Judo	University	2013-14	4

Activities	Level	Year	No. of Participant
1 Weight lifting	University	2014-15	2
2 Yoga	University	2014-15	4
3 Table Tennis	University	2014-15	5
4 Roller Skating	University	2014-15	4
5 Carom	University	2014-15	4
6 Wrestling			
7 Swimming	University	2014-15	5
8 Squash			
9 Judo	University	2014-15	4

Activities	Level	Year	No. of Participant
1 Weight lifting	University	2015-16	1
2 Yoga	University	2015-16	3
3 Table Tennis	University	2015-16	5
4 Roller Skating	University	2015-16	2
5 Carom	University	2015-16	4
6 Wrestling	University	2015-16	2
7 Swimming	University	2015-16	3
8 Squash	-	-	-
9 Judo	University	2015-16	4

Miss Poonam Padhihar (T.Y.B.M.S.)

Volleyball Rocball Championships

- 1) won 5 state levels
- 2) competed for 5 nationals
- 3) Completed & Won 1st Asian level which was held at Kathmandu, Nepal.
- 4) Participated in 4 marathons and won 1st place in two of the same and 2nd and 3rd in the rest two.
- 5) Selected for 2nd Asian championship which will be held in Sri Lanka.

Mr. Vishal Sharma (T.Y.B.A.F.)

- 1) Black belt in Karate
- 2) Won silver medal in mayor cup

5.3.3 How does the college seek and use data and feedback from its graduate's and employers, to improve the performance and quality of the institutional provisions?

* The institution collects the feedback from the college alumni, parents and employers from time to time which is used to improve the performance and quality of the students.

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 din, 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.

Yes, the institution has a Student Council which is a statutory body constituted as per the Maharashtra University Act, 1994. Selection and constitution of the student council is strictly as per the University of Mumbai guidelines. The constitution of the Student Council is as follows: • one of the divisional representatives of third year of UG program as the Chairperson • one lady representative • two divisional representatives from each class of the under graduate.

The Management frames the Vision & Mission statements, Goals and Perspective Plans of the College. The Management takes keen interest in identifying areas that need improvement and undertake measures to sustain and improve quality over time. Selection and appointment of right staff is ensured. Through the academic programmes and co-curricular activities we provide opportunities for the holistic development of the students

As the Head of the Institution, the Principal's role is to oversee the functioning on day to day basis, ensure that the vision of the Management is realized

* 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, and 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
- * BC cell,
- * Nature environment club
- * Women development cell
- * 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 help the college in placement programme, counseling, career selection etc,



**CRITERION – VI
GOVERNANCE
LEADERSHIP
AND
MANAGEMENT**

**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-

* Our vision is to develop the knowledge, skills and the character of our pupils which helps in creating & sustaining an environment conducive to academic and professional excellence.

Mission of the Institution –

* Our mission is to build up ethically, academically and culturally aware students to serve the society while motivating the students for bringing about environmental and social harmony to enhance equality and bring about a holistic development.

Objectives of the Institute --

- To provide holistic education in academic and extra circular activities.
- To provide excellence in commerce and business education at under graduate level.
- To give the learners the breadth of knowledge and the depth of experience.
- To equip learners with advance knowledge, latest skills and modern techniques in their chosen discipline.
- To prepare students for life and work in competitive, fast paced, environment of the present world.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

- The broad policies and plans for the institution are designed and implemented by the JeevanJyot Education Charitable Trusts' Management and Principal. The IQAC consisting of the Management, Principal, faculty and outside educational experts meet periodically to discuss, frame, implement and review the various plans, policies and quality enhancement for the entire year.
- The yearly academic calendar includes the policy decisions of IQAC. The Principal and the Head of the Department oversees the effective implementation of the academic calendar in all respects.
- The local managing committee prepares the annual budget and gives suggestions on the teaching workload, earmarking of funds for various activities and takes a review for effective implementation of policy decisions.

- The head of the institution and departmental heads implement the quality enhancement decisions by assigning duties to the faculty and by reviewing the process.
- The faculty members implement various policies related to teaching and learning process and evaluation process as per the university norms.
- There is coordination between different departments, faculty, administrative heads and the management in implementing the policies and plans if IQAC.

6.1.3 What is the involvement of the leadership in ensuring: the policy statements and action plans for fulfillment of the stated mission?

- The leadership of the institution actively involved in policies, plans determined in IQAC.
- The academic calendar is placed before the IQAC for its approval and implementation.
- The Local Managing Committee designs necessary policies and puts across plans with respect to financial allocation, introduction of new programs and improvement in academic performance etc.
- In staff meetings, presided by the Principal, policies connected with completion of syllabus, teaching methods, evaluation system, teacher's progression, faculty development programs etc. are decided and action plans prepared for implementation.
- In the departmental meetings, the Head of the Department discusses plans regarding the workload, internal assessment, students attendance and discipline etc.
- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan.
- All operations of the institution are done according to formulated action plans involving the students, faculty, departmental heads, non-teaching staff, the principal and the management.
- Teachers prepare teaching plan, departmental head prepares departmental plan, the Principal prepares the overall academic plan and the management has its institutional plan.
- All the plans are incorporated in the institution's overall operational plan.

- **Interaction with stakeholders**

- There is a system of continuous interaction with the stakeholders. 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 need analysis, research inputs and consultations with the stakeholders**

- The institutional leadership extends proper support for all policies and plans based on the requirement of the institution by establishing Research Cell.
- The research cell invites experts to give guidance to faculty and students regarding the research projects which can be undertaken in the field of commerce and management.

- The management provides timely financial assistance for better infrastructure. A separate space has been provided with requisite facilities and e-resources in the library.
- The management also supports initiatives like the introduction of new programs, methods of teaching etc. based on the recommendations of the stakeholders.

- **Champion organizational change**

- The management is dynamic, open minded and is committed for implementing necessary changes, as and when required.
- This is evidenced in the increase in expenditure for academic growth of faculty, change in library timings.

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?

* IQAC collects feedback from all stakeholders, alumni, parents and students. The constituted committees of the college are enabled to discuss and monitor the policies and plans for effective implementations. The Principal 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 students.

6.1.5 Give details of the academic leadership provided to the faculty by the top management

- * Principal and HODs with the instruction of collegiate education, monitor the staff and students to strive for academic relevance. HOD of all the departments and IQAC actively participate in the process.
- * Faculty members assess the performance of the faculty by conducting internal assessment comprising of class test, projects and assignments, presentation etc. and evaluating the semester end answer papers and guide the students.
- * Faculty is encouraged to attend seminars/workshops and present papers.
- * Faculty is allowed to take up extension activities like NSS, NCC, etc. and select the venue of industrial visits.
- * The faculty members are designated as the chairpersons of various committees who lead and guide the members and students to hold seminars, competition, sports ,inter and intra college level activities.

6.1.6 How does the college groom leadership at various levels?

- * 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 person of different committees of the college and lead such committees to attain the objectives.

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?

* According to the norms of Mumbai University, the Principal frames different committees headed by coordinators with action plans. And these works are carried out with the help of HOD and faculty members. The decentralization of work is done to a considerable extent. NSS coordinator organizes various camps and they are free to invite resource persons for special lectures. Even departments take decision to arrange special task.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

* Yes, the college involves all the teaching staff and non-teaching staff in decision making process. The view point of all the people is considered and the best one is implemented. The different committees work together to manage the activities of the college. Students are also taken into various committees as representatives.

6.2 Strategy Development and Deployment.

6.2.1 Does the Institution has a formally stated quality policy? How is it Developed, driven, deployed and reviewed?

* Yes, the institution has formulated quality policy. The college staff members commit themselves to provide education to all students and try to complete the syllabus. Evaluation process and development programmes are carried out by IQAC to impart qualitative education. Research culture, co-curricular and extra curricular activities in the college.

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 different aspects for the institutional growth.
- There are plans to construct one more floor on the existing building to accommodate more learners. Institution intends to expand the existing program adding more divisions.
- Effort will be made to include the college under 2(F) and 12(B) of the UGC Act and help in expanding the infrastructure, library and other learning resource.
- There are plans to focus on Faculty Development by deputing them to orientation refresher and short term courses and including them to take up research activities.
- The Library will be expanded with the addition of books and journals, learning resources and establishing linkage with other libraries.
- The institution intends to open a Study Centre of the Institution of Distance Educational Open Learning wing of the University of Mumbai for employed students.
- The Alumni Association will be strengthened with the active involvement of Parents and Alumni
- There are definite plans to set up an active Research Centre at the college.

6.2.3 Describe the internal organizational structure and decision making processes.

- The institution has a specific organizational structure for effective working and decision making.
- The internal organizational structure includes the Governing body of the college at the top, followed by the Principal and Faculty. The Administration comprises of the head clerk, senior clerks, junior clerks and class IV employees.
- Major policy decisions are taken in the Managing Committee meeting with the Principal.
- On the basis of recommendation of the stakeholders, decisions regarding administration, discipline and other academic matters are taken.
- Decisions on Faculty/Staff recruitment are taken by the Principal and Governing Body.
- In the staff meeting various decisions connecting with the syllabus, the teaching plan, academic calendar, evaluation, discipline etc. are taken. The HOD monitors and reviews the effective implementation of the various decision and reports to the principal under the intimation to the Management.
- Students, Faculty members, the Principal and the Management involve in the process of decision making. Sometimes the college Alumni and parents are also consulted and involved in decision making and implementation of all decisions.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- The institution adopts quality improvement strategies under following heads:

Teaching and Learning:

- The teaching faculty is deputed to attend seminars, workshops, orientation, refresher and short term courses to update the enrich their subject knowledge.
- The faculty is encouraged to undertake research activities and projects.
- Faculty is encouraged to adopt new teaching methods like use of ICT resources, group discussions, question answer methods etc. for improvement in teaching and learning.
- The faculty is available after lecture hours to solve the doubts and difficulties of learners.
- The learners are given project work in all subjects to enable them to carry out independent work and develop critical thinking skills.
- Learners are taken for industrial visits to enable them to have a direct link with industry and understand the system of management, marketing, production, finance etc.
- The faculty is expected to identify slow learners and the students who are weak in the subject at the beginning of the every academic year and conduct remedial teaching.
- The advanced learners are also identified and are given extra coaching.
- The learners belonging to reserve category, economically backward class are identified and suitable measures are adopted for their upliftment. Periodical tests are conducted and home assignments are given to understand the status of academic performance of the students. Based on such performance, necessary remedial measures are taken by faculty.

Research and Development:

- The institution induces the faculty members to undertake research activities which include Ph. D and Projects of the University and other organizations.

- They are induced to attend various seminars connected with research & development to enhance the aptitude for research. Special Lectures are arranged for the faculty and induce them to undertake research activities by the outside experts.
- The faculty members engaged in research activities have been given necessary concession in their workload.
- Faculty Members presenting research papers at various seminars are given financial assistance and duty leave to encourage their research output.

Community Engagement:

- The institution adopts various activities for the improvement of community engagement throughout the year.
- The NSS & DLLE Unit undertakes various community programs like;
 - Street play on Aids awareness
 - Tree plantation and Vriksha Dindi.
 - NSS camp.
 - Blood donation programme.
 - Service rendered during Ganpati festival.
 - Adhar card and PAN card campaign

Human Resource Management

- The institution believes that efficient human resource management leads to quality enhancement in all direction.
- All appointments of the staff and faculty are done through advertisements in leading newspapers to attract competent, qualified and experienced candidates. The candidates are interviewed by the selection committee as per the University/Government Norms.
- The selected candidates are appointed on probation for a period of 1 year during which periodical evaluation of their services is done and only competent, sincere and devoted candidates are continued and made permanent.
- In the beginning of every academic year, the total workload of the faculty members and non-teaching staff is calculated and as per University/Government Norms, faculty members and staff are appointed. No employee is over-burdened.
- Each faculty has been given the reporting time, departure time, lecture timetable etc. and assigned other duties. The supporting staff has been given the uniform, their reporting and departure time, work allotment etc. Majority of them are from the local area.
- As per the University / Government norms, employees are given casual leave, sick leave, maternity leave and earned leave from time to time as per requirement.

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 maintains an excellent network to get adequate information and forwards it to the management and stakeholders to review institutional activities.
- In the staff meeting, conducted at least two times in a semester, information pertaining to the teaching and learning process, the attendance and performance of the learners and other related matters are discussed.
- The head of the Institution gets feedback from the Students' Council, the faculty, parents and the Alumni on various aspects of the workings of the institution and forwards them to the Management for consideration and redressal.

- The head of the Institution takes rounds to observe the lectures of the faculty, working of the administrative office, cleanliness of the college, working of class IV employees. The same information is provided to the management for further progress action.
- His visit to the library and reading room enables him to get information regarding the function of the library, availability of books and journals etc.
- The self-appraisal report of the faculty and the meeting with the Head of the institution in briefing the management on faculty performance, completion of curriculum and other related matters.
- Since the Head of the institution signs the institution's cash book every day, he gets the information regarding the cash in hand and the balances in the college account. In other words, he has complete knowledge about the financial matters of the college. Such Information is helpful to the management to take necessary review of the income and expenditure of the institution.

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 takes keen interest in the day to day working of the institution and involves itself in improving the efficiency of the institutional activities.
- The Management interacts directly with the faculty during the staff meetings at least twice in a year. The feedback from the staff enables the Management to bring the necessary changes in the infrastructure from time to time.
- The Management encourages the staff to attend the orientation, refresher and short term courses and attend workshop and seminars to improve their academic standards.
- Staff is encouraged to take the learners on educational tours, industrial visits etc. which helps the students in their academic growth.
- By providing ICT resources to the faculty members, the Management increases their efficiency. Adequate software has been purchased for use in the library, admission process, preparation of result, attendance of the students etc.
- The Management encourages teachers by instituting the Best Teacher Award to the faculty to create more enthusiasm among them and improves their efficiency and effectiveness.
- The Management has introduced a group insurance scheme for the employees against accident/death/illness and provided emotional and financial support.
- The institution celebrates the birthday of all employees to create a family atmosphere.
- The institution develops leadership quality among the staff by allotting them various responsibilities.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

- The Managing Council of the college meets at least once in 2 months to discuss various matters like starting of new program, addition of infrastructure, admission, finance, academic performance of the students etc. following resolution where passed during last year and details of implementation of such resolutions are given below:

ACADEMIC

- “Resolved that due to increased number of applications 4th division for FYBCOM were proposed”
- “Resolved that additional division for BMS to be proposed”

LIBRARY

- “Resolved that additional reference books are to be purchased for degree and self-finance courses”

INFRASTRUCTURE

- “Resolved that extra gate to be provided so that students cannot move out without permission”

Implementation:

- Academic :- Under process
- Library :- Implemented
- Infrastructure :- Implemented

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?

- Yes, the affiliating University has a provision for according the status of autonomy to the college. This college is yet to apply for the status of 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 institution ensures that all grievances, complaints and suggestions are promptly attended to and resolved effectively.
- The grievance cell meets at least once a month to redress grievances. Any grievance of the student and the staff is placed before the cell. All concerned parties are called for resolving the grievances up to the satisfaction of the complainant, leading to better relations
- 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.
- A Separate register has been maintained in the college giving the details of all grievances and how they are resolved. The grievances are classified under different heads and after thorough study of such grievances efforts are taken to prevent any such grievances arising in future.

6.2.10 During the last five 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?

- No, there is no court cases filed by and against the institution.

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?

- The institution has a mechanism for analyzing student feedback on institutional performance.
- Questionnaires are given to the student asking them to give their feedback on institutional performance which includes academics infrastructure, governance, research, sports, cultural and extension activities etc.

- The feedback forms for institutional performance are given and collected from the students by the end of every academic year. It helps in identifying the weakness of the institution and requirements of the students.
- On the basis of student feedback, the management has brought in the following:
 - Cafeteria and gymkhana has been started.
 - Library has started issuing previous years question papers with solution to the students for preparing for the examinations.
 - Library timings have been changed from 9.00am to 5.00pm.
 - The lobby has been covered to prevent leakages during rainy season.
 - A power generator was purchased last year for the continuous electric supply.
 - Arrangements are made for payment of fees, issue of certificates and other office work.

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 is committed to enhancing the professional growth of teaching and non-teaching staff.

Teaching Staff:

- Faculty, including the librarian, is deputed to the orientation, refresher and short term courses to attend the seminars and conferences to enhance their knowledge and professional qualifications. The teachers are induced to write articles in journals and magazines and also induced to write books or chapters in the books from time to time. They are given duty leave and the registration charges incurred on seminars and reimbursed by the institution.
- They are encouraged to register themselves for PhD and other diploma/certificate courses.
- The faculty members are deputed to attend the workshops conducted by the University on New evaluation system to enhance their knowledge in evaluation.

Non-Teaching Staff:

- Non-teaching staff is deputed to attend workshops and conferences arranged by the University, Joint director and other such organizations.
- The institution offers increment every year based on their productivity which boosts their professional development.
- Class IV employees have been given uniforms to maintain their professional dignity.
- Non-teaching staff is induced to pursue higher education either in this institution or through distance education like MBA, M.Com etc.

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 faculty empowerment through training and motivation. The faculty members play a dominant role in the preparation of academic calendar and its implementation.
- Faculty members are deputed to attend refresher course and orientation course from time to time to enhance their knowledge in their respective subjects.

- The employees are motivated to discharge the responsibilities and show better performance. They are given annual increment as per norms and a proper working environment has been created for effective discharge of their duties and responsibilities.
- Best teacher award is given every year to encourage the faculty to teach effectively and discharge their duties.
- Best non-teaching staff award is given for the non-teaching staff that has shown outstanding performance in not only discharging their duties and responsibilities but also motivating other employees to work more efficiently and effectively.
- Every year an orientation program is arranged for non-teaching staff to train them.

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 of the employees to evaluate their performance.
- By the end of every academic year, the faculty is expected to submit their academic performance appraisal report to the head of the institution.
- The appraisal report indicates the progress, achievements and work done by the faculty members during the entire year. The HOD after verifying appraisal report forwards the same to the principal with the necessary remarks (If any)
- The Principal after going through the appraisal report forwards the same to the Management/ University with necessary remarks. Since the performance appraisal report includes all matters, the Management assesses the general performance of the teacher based on such appraisals.
- The Self-appraisal report helps the principal and Management to take appropriate steps for the further improvement of the performance in those areas where progress is required.

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 reports indicate the general performance of the employee and based on such report, decisions are taken on the continuation of employee.
- The Management and the Principal issue necessary orders/guidelines/suggestions to the employee to perform better in those areas where a better performance is required.
- The performance appraisal also helps the management in determining the annual increment to be given to the faculty members. The major decisions decision taken by the Management is communicated to the teachers and employees in writing and it helps the faculty to take appropriate steps for improving his/her performance.

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 five years?

- The institution provides free medical advice to the employees.
- The school fees for class IV employees' children are paid by the institution/ Management.

- If an employee meets with an accident/ falls sick, the employees of the college and the management contributes same percentage of the medical bill.
- Employees' group insurance scheme has been introduced for the employees to the tune of Rs. 1 lakh.

	2010-11	2011-12	2012-13	2013-14	2014-15
Percentage of teaching and non-teaching staff availed the benefit of staff welfare scheme	3%	5%	7%	10%	12%

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

- The institution believes that efficient, good faculty helps it perform better. So it is committed to appoint and retain eminent faculty.
- Every year institution publishes advertisement in leading newspapers attracting eminent faculty members. The applications are properly scrutinized and qualified, experienced candidates are called for the interview and right candidates are appointed.
- The efforts are made to retain the eminent faculty from leaving the institution by providing necessary facilities, extra allowances and a good position in the college administration.

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 financial resources of the institution are effectively used in the most economical way without wasting the resources.
- Before the beginning of every financial year, the estimated budget for the institution is prepared taking into account all available resources and the estimated expenditure.
- The estimated budget is discussed in the LMC Meeting.
- The expenditure on various areas is done as per the budget by the head of the Institution. The expenditure connected with different areas are identified and forwarded to the management for their approval through the Principal. Once the approval is granted, payment is made.
- The internal auditor of the college monitors the expenditure from time to time. And suggests various measures for effective expenditure.
- The Head of the institution maintains 100% control on the day to day expenses of the college.

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 institution has an internal audit system. The auditor audits the college accounts.
- The external auditor is appointed as per the university rules.
- The last audit was on 31st March 2015 by the internal auditor.
- There are no major audit objections raised by the auditor.

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 five years and the reserve fund/corpus available with Institutions, if any.

- The institution receives the income from fees of the students.
- The college accepts fees from the students in two installments and if necessary it goes up to 3 or 4 installments. The institution spends entire amount of fees on various head of expenditure as per norms.
- The college receives funds from the government department as salary grant every month. In case of any deficiency, the same is fulfilled by the management as and when required.
- The audited income and expenditure statement of the academic and administrative activities for the previous 4 years will be shown to the peer team during their visit.
- 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 five 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).

- As the institution is affiliated to the University of Mumbai and abides by the rules and regulations of the University and the Government of Maharashtra, the institution cannot raise funds by increasing the fees and accepting the capitation fees.
- 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 not 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)?

- Yes, the institution has established an Internal Quality Assessment Cell (IQAC). The Management and the Principal are committed to the implementation of the policy decisions taken by IQAC from time to time.
- IQAC meets at least once in three months to discuss various policies to be adopted and implemented for quality enhancement. Necessary policies are framed in the teaching and learning process like adoption of new method of teaching and evaluation and research.
- The IQAC has made the following contributions which have been accepted by the management:
 - Provide improved infrastructure, books, journals and e-resources in the library.
 - A separated cabin, with computer, internet and printer has been provided for the faculty, the differently able and the researchers.
 - Review student progression and provide support in the form of bridge and remedial coaching.

- There is reimbursement of the registration fees paid by the paper presenters in the national/international conferences and seminars.
- Quality enhancement process includes the major parameters of quality assurance which includes teaching and learning and evaluation process, research, consultancy and extension activities, infrastructure and learning resources, student support and governance leadership, management, innovations and best practices.

b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

- All decisions taken by IQAC have been approved by the Management and are implemented in true spirit.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

1. The IQAC has external members in its committee and they are experts from the field of education. The contributions of the external members have been as follows:
 - The suggested the starting of BMS, M.com and BAF courses.
 - The idea of Rain Water Harvesting was given by them.
2. Students' council is informed about the IQAC decisions and they help by providing feedback on library resources, the programs and competitions to be conducted etc.
3. The Alumni is informed about the quality initiative introduced by the IQAC and they give support in the form of recruitment/placements of the students in their agencies/firms and provide career guidance lectures free of cost. They also provide financial support when required.

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 have 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 policy decisions of IQAC are communicated to the students, the faculty and non-teaching staff by the Principal in the respective meetings held in the beginning of every semester. The librarian and library staff is made aware of the policy decisions of IQAC in their meetings by the Head of the institution.

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.

- Yes, the institution has an integrated frame work for quality assurance pertaining to academic and administrative activities.

Academics:

- In the field of academics the quality assurance is adopted by the Principal, departmental heads, coordinators and faculty members.
- In the staff meeting, the teachers are asked to prepare their subject teaching plan and the departmental heads monitors the implementation of the teaching plan. The faculty adopts new methods like use of ICT resources, projectors, etc. The faculty prepares various time schedules for class test, projects, assignments etc.
- The institution prepares an academic calendar for the systematic and timely implementation of various policies
- A built in monitoring system helps in the completion of the curriculum.

College Administrative Office:

Administration:

- The Head of the institution and the Head clerk allot work to the non-teaching staff based on their designation/s.
- All employees are given reporting and departure time and proper implementation of such timings are done through the biometric system. The employees working in the office are expected to give their daily returns to the Principal through the Head clerk.
- The principal monitors overall working of the non-teaching staff. Other administrative matters like cleanliness, security, discipline etc. are looked after by the class IV employees.
- The feedback received from the students and employees working in the office and the class IV employees are used to improve the general administrative system.
- There is a constant and continuous interaction between the management and the Principal. The Management is made aware about the various academics and administrative matters every day. Under their guidance the administrative and academic decisions/policies are made.
- The student council enables the Head of the institution to take appropriate step for the holistic development of the students and the problems related with the students.
- The Local Managing Committee decides about the financial matters of the college, new appointments, introduction of new courses, etc. in which the management, faculty members and non-teaching staff representatives take part.

6.5.3 Does the institution provides training to its staff for effective implementation of the Quality assurance procedures? If ‘yes’, give details enumerating its impact.

- The institution informs of all stakeholders regarding the quality assurance procedures and their implementation.
- Through specific training to the staff is not provided, they are given timely advice and guidance for the effective implementation of quality assurance procedures.
- Introduction of quality assurance procedures have had a positive impact on the entire functioning of the college.
- The performance of the students over the last 3 years has been improving showing a direct relationship between quality assurance procedure and student performance.
- Policies connected with extension activities, infrastructure, student support and best practices have shown a positive impact.

6.5.4 Does the institution undertakes Academic Audit or other external review of the academic provisions? If ‘yes’, how are the outcomes used to improve the institutional activities?

- The institution has been undertaking the academic audit by external experts to review academic, administrative and other activities of the college. Such audit helps the audit report from time to time enable the institution to enhance the quality and overcome weaknesses.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

- The Institution is regulated by the University of Mumbai and the Joint Director of Higher Education. The quality assurance mechanism of the institution is properly aligned with the requirement of the University and the Joint Director.
- The appointment of the principal and the teaching staff is approved by the university taking into account their qualification, experience and other requirements.
- The Faculty members are assigned lectures and tutorials as per norms.
- The time schedule of the teaching staff is as per university norms and is subject to the biometric system.
- The academic calendar is prepared in the beginning of the academic year is followed to attain the required output.
- The local managing committee is responsible for the smooth functioning of the college and has representation of the teaching staff, the Principal and the management as per University norms.
- The student council is formed as per the University norms to look after the interest of the student and their progress.
- Better teaching methods including the use of ICT resources, question and answer method, projects, home assignment, etc. are followed to attain the desired goal.
- Evaluation system is strictly followed semester wise as per the university norms.
- Inducement for higher education, teacher participation in refresher courses, orientation course, paper presentation, attending seminar and workshops etc. are followed as per the University norms for faculty improvement.
- The Joint Director of Higher Education releases the salary grants for the Teaching and non-teaching staff from time to time. The Grants are utilized as per the directives.
- The local managing committee submits the annual report to the University giving the details of the work done for a particular academic year.

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 teaching learning process is continuously reviewed by the institution by time to time.

Teaching:

- The teaching plan for the academic year is effectively implemented as per the requirement. The teachers are expected to prepare their daily class teaching notes.
- The departmental heads monitors the progress of the implementation of teaching plan every day.
- Teachers maintain “Teachers log book” that is monitored and counter signed by the HOD and the Principal every day.
- Student feedback is taken pertaining to the teaching faculty periodically and the faculty is informed about the progress, deficiency and required efforts.

- The Head of the institution takes rounds and observes lectures delivered by the staff every day. They are informed of any changes or requirements to that effect by the head of the institution.
- Proper review is done regarding the use of the ICT resources by the teachers by the HOD and the principal.
- The HOD reviews the progress of the completion of the curriculum by the faculty in the departmental meetings periodically.
- Teachers are expected to conduct extra coaching for weak students and slow learners. They are supposed to maintain their records to that effect and get them counter signed by the HOD and the Principal.
- The Principal personally reviews the implementation of the academic calendar. Any discrepancy in the implementation will be taken very seriously.
- The result of various examination are properly analyzed –subject wise, class wise, teacher wise and necessary instructions are given to the faculty for improvement.
- Record of daily lectures delivered is maintained to analyze the lecture delivery system. Teachers daily attendance, reporting and departure time, number of lectures delivered, etc. are properly monitored by the Head of the institution every day. Through these measures, the teaching learning process and general discipline have improved.

Learning:

- The learning mechanism of the institution is reviewed by the Head of the Department and the principal.
- Student’ daily attendance is properly monitored by the departmental heads and also the principal and appropriate steps are taken against the defaulters.
- Class test, home assignment, etc. are reviewed by both Head of the department and Principal. Special care is taken regarding the absentees for internal assessment. The Semester End Examination Result are properly analyzed, class wise, subject wise etc. and proper monitoring is done. Necessary steps are taken to enhance the result of a particular subject/class if the progress is not up to the mark which includes extra coaching, special lectures etc.
- A comparative statement of result is prepared by the head of the Institution in which college result is compared with the result of other colleges in the same city to evaluate the progress of this college.
- Continuous monitoring is done by the Head of the institution pertaining to the infrastructure which facilitates better learning process.
- Constant monitoring is done pertaining to the students’ visiting the library, daily in and out, average number of books issued under lending scheme etc. to ascertain the use of library resources by the students in learning process.
- Periodically students’ feedback is taken regarding the library facilities, availability of books and other related matters. Such feedback is used by the librarian and the Principal for bringing required changes for the effective functioning of the library.
- Copy of the mark sheet is issued to the parents for their references .

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The institution communicates its quality assurance policy to the various stakeholders as follows:

Internal Stakeholders

Learners:

The college prospectus indicates various policies pertaining to quality assurance.

The college magazine is published every year gives the details of various colleges activities.

In the beginning of every academic year a Fresher's Party is arranged in which the Head of the Institution communicates various quality assurance policy mechanisms and the outcomes to the learners.

An 'induction Program' arranged at the beginning of every academic year enables the learners to get the details of quality assurance policies, mechanism of their implementation and outcomes.

The orientation lecture by the faculty member is delivered on the first day of the teaching days, the faculty members inform the learners regarding the various quality assurance policies of the institution and mechanism of its implementation.

The college notice board gives the details to the learners about various policies dealing with quality assurance and its implementation.

In the parents' meet, the Head of the Institution inform all parents about the quality assurance policy of the institution, the mechanism of the implementation etc. so that they can communicate the same ward more effectively,

Faculty :

In the staff meeting which holds twice in a semester, the Principal informs all faculty members regarding various policy matters for enhancement of the quality and the implementation and expected outcomes.

The teaching staff notice board helps the faculty in getting all required information pertaining to the policies of the institution leading to quality enhancement. The institution displays the details of the various policies, implementation and expected outcome on the on the staff notice board.

In the departmental meeting, the Principal and the Head of the Departmental meeting the details of the mechanism of implementation.

Parents:

In the parents' meet, the faculty members and the Principal explain to the parents regarding the policies and admissions, evaluation, results and eligibility to keep the terms to a higher standard, promotions, etc, They are also informed of the details of various examination results of their ward in the said meeting.

The parents are also informed about various schemes of free ships/scholarship and other financial aids which are made available to the students. In the said meeting, the parents are given details about the benefits offered by the institution to SC/ST candidates and the students belonging to the minority community.

Alumni:

The Alumni is informed about the quality assurance policies adopted and the mechanism of implementation in the Alumni meeting, held at least twice in a year.

The helps Alumni to invoice themselves in various college activities leading to improvement in quality.

Management:

The Management actively participates in the process of framing quality assurance policies under different cells like IQAC, LMC.

The Management informs its long term quality enhancing policies in the staff meeting in which the Principal, Librarian, faculty members and all non- teaching staff participate. The Head of the institution submits periodical compliance report to the Management.

External Stakeholders**University:**

The College informs the University regarding various activities conducted by the college during the entire academic year as per the norms. The Local Management Committee provides its report to the University every year.

The details of student performance are forwarded to the university whenever the college introduces a new Program.

Joint Director:

The financial position of the college and the balance sheet of the institution are forwarded to the Joint director every year.

During the assessment of grants, the joint director the informed about the various policies of the institution leading to quality enhancements.



**CRITERION – VII
INNOVATIONS
AND
BEST
PRACTICES**

CRITERIA VII:

INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

* The College is located in the outskirts of the city of Mira-Bhayandar with pollution free clean environment. Students and staff can breathe 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 has 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 equipment, 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 nonrenewable resources.

Use of renewable energy

* The college intends to install a Solar Energy plant for the college.

* Water harvesting

* 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 saplings are planted in the open areas near the college.

* The programme Vriksha Din has been arranged every year to create awareness among the people regarding the importance of plantation and clean environment.

* 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 equipment, acid batteries etc. have been disposed of 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 five 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.

* Integrated circuit cameras has been installed for the safety of the students and the staff inside the college building.

* 24x7 security services 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 holds the meeting of 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 has 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.
- * 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 student's 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 enables 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.
- * 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 Mira-Bhayandar, about 3.3km away from the Bhayandar Railway station.

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. Therefore 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 Cooperators and police personals.

*** The Practice:**

* The buses start from the college at 6.45 am and collect the students, bring them to the college at 7.15 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 spent 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 a unique feature of this institution in the city of Mira-Bhayandar. 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, windscreen 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.

At present one bus has 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 nearby villages especially for females and to provide quality education as a social commitment.

*** Goal :-**

The college is located in the city of Mira-Bhayandar, which is surrounded by a number of other villages occupied by the natives of the Mira-Bhayandar. Though there are few schools imparting education up to higher secondary level, there is less opportunity for the people of these villages to have access to higher education.

*** Context:-**

The faculty members prepare a schedule of visit to different parts of Mira-Bhayandar City 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.

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 parents of 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:-**

Good Governance always gives good results. Today the college has become one of the leading colleges in the vicinity of Bhayander.

Good administrative process has resulted in maximum utilization of Human resources in the teaching and learning process.

Active Management, quick decisions t the top has helped the institution in having good infrastructure and a high academic standard.

The quality of teaching has improved due to the use of ICT resources and up graduation of subject knowledge of the faculty from time to time.

More and more students involve themselves in academic activities and different committees indicating the success of this practice.

Co-operation and Co-ordination is visible at every stage in the administrative system has become smooth and effective.

The institution has developed a best work culture over the last 10 years leading to excellent governance. However the institution has to face problems in the effective implementation of this practice.

When employees proceed on leave or when there is absenteeism among supporting staff, there are minor disturbances. Such problems are dealt with by allotting additional work to other employees as to maintain a good administrative system.

**EVALUATIVE
REPORT OF
THE
DEPARTMENT**

EVALUATIVE REPORT OF THE DEPARTMENT OF COMMERCE

1. Name of the Department : **Department of Commerce.**
2. Year of establishment : 2003
3. Names of programmes offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., D.Sc. D.Litt., etc.) : UG
4. Interdisciplinary programmes and departments involved : B.Com, BAF, BBI, BMS, BSc IT
5. Annual/ semester/ choice based credit system (programme wise);- Choice based credit system.
6. Participation of the department in the courses offered by other departments : Nil
7. Courses in collaboration with other Universities , industries, foreign institutions ,etc
8. Details of courses/programmes discontinued (if any) with reasons: NA.
9. Number of teaching posts sanctioned, filled and actual (Professors/ Associate Professors/ Asst. Professors/others) – NIL

	SANCTIONED	
PROFESSOR	NA	NA
ASSOCIATE PROFESSOR	NA	NA
ASST PROFESSORS	NA	6
OTHERS	NA	4

10. Faculty profile with name, qualification, designation, area of specialization, experience and research under guidance

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. students guided for the last 4 years
Dr. Satinder K. Gujral	Ph.D, MBA, M.Com, B.Ed	Principal Incharge and Assistant Professor	MHRM	15 years	
Prof Vaishali P Kothiya	, M.Com, Phil SET	Asst. Professor	International Business	6 years	Pursuing Ph.D
Mrs. Laxmi Vishwakarma	M.Com, M.Phil	Asst. Professor	Advertisement	5 years	Pursuing Ph.D under Dr. Satinder K. Gujral
Prof Rupa Jaiswal	BBA, MHRMUGC NET	Asst. Professor	Commerce	1 year	
Prof Anita Ghadigaonkar	Mcom	Asst Professor	Commerce	2 Years	
Prof Reena Arbune	MCA.MBA	Asst Professor	IT	5 year	Pursuing Ph.D under Dr. Satinder K. Gujral

11) List of senior Visiting Faculty

Name of faculty	Qualification	Designation	Specialization	No of years of experience
Dr Chetana Chhedda	PhD, Mcom, CA	I/C Principal	Commerce	12
Prof Panicker Dhanya	Mcom, SET	Asst Professor	Commerce	14
Dr Uttam Kadam	PhD Mcom	Principal	Commerce	25

12 Percentage of lectures delivered and practical classes handled – (programme-wise information) by temporary faculty: NA

13. Programme-wise Student Teacher Ratio

FYBCOM	1:60
SYBCOM	1:60
TYBCOM	1:60

14. Number of academic support staff (technical) and administrative staff: sanctioned and filled.

	Sanctioned	Filled
AcademicSupport Staff (Technical)	Nil	04
Administrative Staff	Nil	04

15. Qualifications of teaching faculty with DSc/D.Litt/PhD/MPhil/PG.

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. students guided for the last 4 years
Dr. Satinder K. Gujral	Ph.D, MBA,M.Com, B.Ed	Principal Incharge and Assistant Professor	MHRM	15 years	8
Prof Vaishali P Kothiya	, M.Com, Phil SET	Asst. Professor	International Business	6 years	Pursuing Ph.D
Mrs. LaxmiVis hwakarma	M.Com, M.Phil	Asst. Professor	Advertisement	5 years	Pursuing Ph.D under Dr. Satinder K. Gujral
Prof Rupa Jaiswal	BBA, MHRMUGC NET	Asst. Professor	Commerce	1year	
Prof Anita Ghadigoan kar	Mcom	Asst Professor	Commerce	2 Years	

16. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc and total grants received: NA

18. Research facility /Centre recognized by the University;-

- state recognition NA
- national recognition NA
- international recognition NA

19 Publications:-

• Number of papers published in peer reviewed journals (national / international)- 55

- Monographs NA
- Chapters in Books NA
- Edited Books NA
- Books with ISBN with details of publishers NA
- Number listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) NA
- Citation Index – range / average
- SNIP NA
- SJR NA
- Impact Factor – range / average NA
- h-index NA

20. Areas of consultancy and income generated: No

21. Faculty as members in

a) National committees b) International committees c) Editorial Boards d) any other (please specify) :

Yes, Dr. Satinder K. Gujral serving as member on Editorial Board of International Journal of Management and Social Science

22. Student projects : No

• percentage of students who have done in-house projects including inter-departmental projects :- As per University direction 100%

• percentage of students doing projects in collaboration with other universities

/ industry / institute NIL

23. Awards / recognitions received at the national and international level by

- o Faculty YES
- o Doctoral / post doctoral fellows : NA
 - Dr. Satinder K. Gujral was awarded with National Level Rashtria Shiksha Rattan Award on 25 –Aug-2013
 - Dr. Satinder K. Gujral was awarded with Nelson Mandela Peace Award on 19- April - 2014.

24. List of eminent academicians and scientists/ visitors to the department. NA

25. Seminars/ Conference/Workshops organized and the source of funding :

- a) National NA
- b) International NA

26. Student profile programme-wise:

Name of the Programme (refer to question no. 4)	Applications received	Selected	
		Male	Female
FYBCOM	500	251	118
SYBCOM	350	186	51
TYBCOM	300	172	99

27. Diversity of students :-

Name of the Programme (refer to question no. 4)	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries
FYBCOM	374	22	Nil	Nil
SYBCOM	273	-	Nil	Nil
TYCOM	271	-	Nil	Nil

28. How many students have cleared Civil Services and Defense Services examinations? NET, SET, GATE and other competitive examinations? Give details category-wise.

NIL

29. Student progression

Student progression	Percentage against enrolled
UG to PG	50%
PG to M.Phil.	10%
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed	
<input type="checkbox"/> Campus selection	55%
<input type="checkbox"/> Other than campus recruitment	25%
Entrepreneurs	10%

30 Details of infrastructural facilities :-

- a) Library – E- Library
- b) Internet facilities for staff and students - Yes
- c) Total number of class rooms- 20
- d) Class rooms with ICT facility - 4

31.Number of students receiving getting financial assistance from college, university, government or other agencies:- NA

32. Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.:- NA

33. Teaching methods adopted to improve student learning;-

Chalk and Talk

Power Point Presentations.

Tutorials

Assignments

You Tube learning

Case study method

34. Participation in Institutional Social Responsibility(ISR) and extension activity.

- Students participation in extension activities.

NSS

TREE PLANTATION
BLOOD DONATION CAMP
DLLE

- Faculty participates in all activity of extension work.

35. Detail any five strengths, Weaknesses, Opportunities and Challenges (SWOC) of the Department.

- STRENGTH:
 - ✓ A democratic and open two way dialogue in the student teacher interaction is our forte.
 - ✓ Student enrichment programs.
 - ✓ Experienced and dedicated staff.
- WEAKNESS;
 - ✓ Less industry institute interface.
 - ✓ Research related activities with financial assistance should be permitted.
- OPPORTUNITY;-
 - ✓ To start add on and value added courses.
 - ✓ To increase industry institute interface.
- CHALLENGES;-
 - ✓ Placement of UG students.
 - ✓ To upgrade students skills in hands on learning for professional prospects.

Future plan of the department.

Process of PG program.
To secure research centre.
Collaboration with other colleges/institutions for recently/ seminars and workshops.

EVALUATIVE REPORT OF THE DEPARTMENT OF ACCOUNTANCY

1. Name of the Department: Department of Accountancy.
2. Year of establishment : 2003
3. Names of programmes offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., D.Sc. D.Litt., etc.) : UG
4. Interdisciplinary programmes and departments involved : B.Com, BAF, BBI, BMS, BSc IT
5. Annual/ semester/ choice based credit system (programme wise):- Choice based credit system.
6. Participation of the department in the courses offered by other departments : Nil
7. Courses in collaboration with other Universities , industries, foreign institutions ,etc
8. Details of courses/programmes discontinued (if any) with reasons: NA.
9. Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/Asst. Professors/others) – NIL

	SANCTIONED	
PROFESSOR	NA	NA
ASSOCIATE PROFESSOR	NA	NA
ASST PROFESSORS	NA	6
OTHERS	NA	4

10. Faculty profile with name, qualification, designation, area of specialization, experience and research under guidance

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. students guided for the last 4 years
Prof Pratik Waghela	Mcom NET	AssT Professor	Financial Accounting	01 year	Nil
Prof Prashant Pendhari	, M.Com, NET	Asst. Professor	Management Accounting	2 years	Nil
Mrs. Laxmi Vishwakarma	M.Com, M.Phil	Asst. Professor	Taxation	5 years	Pursuing Ph.D under Dr. Satinder K. Gujral
Prof santosh Walke	Mcom	Asst. Professor	Commerce	1 year	Nil
Prof Mahek Shaikh	Mcom	Asst Professor	Commerce	2 Years	Nil

11) List of senior Visiting Faculty

Name of faculty	Qualification	Designation	Specialization	No of years of experience
Dr Chetana Chhedda	PhD, Mcom, CA	I/C Principal	Commerce	12
Prof Panicker Dhanya	Mcom, SET	Asst Professor	Commerce	14
Prof Sunita Sherifani	Mcom	Professor	Accountancy	25

12. Percentage of lectures delivered and practical classes handled – (programme-wise information) by temporary faculty: NA

13. Programme-wise Student Teacher Ratio

FYBCOM	1:60
SYBCOM	1:60
TYBCOM	1:60

14. Number of academic support staff (technical) and administrative staff: sanctioned and filled.

	Sanctioned	Filled
Academic Support Staff (Technical)	Nil	04
Administrative Staff	Nil	04

15. Qualifications of teaching faculty with DSc/D.Litt/PhD/MPhil/PG.

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. students guided for the last 4 years
Prof Pratik Waghela	Mcom NET	AssT Professor	Financial Accounting	01 year	Nil
Prof Prashant Pendhari	, M.Com, NET	Asst. Professor	Management Accounting	2 years	Nil
Mrs. Laxmi Vishwakarma	M.Com, M.Phil	Asst. Professor	Taxation	5 years	Pursuing Ph.D under Dr. Satinder K. Gujral
Prof santosh Walke	Mcom	Asst. Professor	Commerce	1 year	Nil
Prof Mahek Shaikh	Mcom	Asst Professor	Commerce	2 Years	Nil

16. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc and total grants received: NA

18. Research facility /Centre recognized by the University;-

- state recognition NA
□□□□□
- national recognition NA
- international recognition NA

19. Publications:-

• Number of papers published in peer reviewed journals (national / international)-
55

- Monographs NA
- Chapters in Books NA
- Edited Books NA
- Books with ISBN with details of publishers NA
- Number listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) NA
- Citation Index – range / average
- SNIP NA
- SJR NA
- Impact Factor – range / average NA
- h-index NA

21. Faculty as members in

a)National committees b) International committees

c) Editorial Boards d) any other (please specify) :

Yes, Dr. Satinder K. Gujral serving as member on Editorial Board of International Journal of Management and Social Science

22 Student projects :

No

- percentage of students who have done in-house projects including inter-departmental projects :- As per University direction 100%
- percentage of students doing projects in collaboration with other universities /industry / institute NIL

23. Awards / recognitions received at the national and international level by

- Faculty YES

- o Doctoral / post doctoral fellows : NA

Dr. Satinder K. Gujral was awarded with National Level Rashtria Shiksha Rattan Award on 25 –Aug-2013

Dr. Satinder K. Gujral was awarded with Nelson Mandela Peace Award on 19- April -2014.

24 List of eminent academicians and scientists/ visitors to the department. NA

25. Seminars/ Conference/Workshops organized and the source of funding :

- a) National NA
b) International NA

26. Student profile programme-wise:

Name of the Programme (refer to question no. 4)	Applications received	Selected	
		Male	Female
FYBCOM	500	278	118
SYBCOM	350	186	51
TYBCOM	300	172	99

.27.Diversity of students :-

Name of the Programme (refer to question no. 4)	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries
FYBCOM	373	23	NIL	NIL
SYBCOM	273	NIL	NIL	NIL
TYCOM	271	NIL	NIL	NIL

28. How many students have cleared Civil Services and Defense Services examinations? NET, SET, GATE and other competitive examinations? Give details category-wise.

NIL

29. Student progression

Student progression	Percentage against enrolled
UG to PG	50%
	10%
PG to M.Phil.	10%
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed	
<input type="checkbox"/> Campus selection	55%
<input type="checkbox"/> Other than campus recruitment	25%
Entrepreneurs	10%

30 Details of infrastructural facilities :-

- a)Library – E- Library
- b)Internet facilities for staff and students - Yes
- c)Total number of class rooms- 20
- d)Class rooms with ICT facility - 4

31.Number of students receiving getting financial assistance from college, university, government or other agencies:- NA

32. Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.:- NA

33. Teaching methods adopted to improve student learning;-

- Chalk and Talk
- Power Point Presentations.
- Tutorials
- Assignments
- You Tube learning
- Case study method

34. Participation in Institutional Social Responsibility(ISR) and extension activity.

- Students participation in extension activities.
- **NSS**
- **TREE PLANTATION**
- **BLOOD DONATION CAMP**
- **DLLE**
- Faculty participates in all activity of extension work.

35. Detail any five strengths, Weaknesses, Opportunities and Challenges (SWOC) of the Department.

- **STRENGTH:**
 - ✓ A democratic and open two way dialogue in the student teacher interaction is our forte.
 - ✓ Student enrichment programs.
 - ✓ Experienced and dedicated staff.
- **WEAKNESS;**
 - ✓ Less industry institute interface.
 - ✓ Research related activities with financial assistance should be permitted.
- **OPPORTUNITY;-**
 - ✓ To start add on and value added courses.
 - ✓ To increase industry institute interface.
- **CHALLENGES;-**
 - ✓ Placement of UG students.
 - ✓ To upgrade students skills in hands on learning for professional prospects.

Future plan of the department.

Process of PG program.

To secure research centre.

Collaboration with other colleges/institutions for recently/ seminars and workshops.

EVALUATIVE REPORT OF THE DEPARTMENT OF MATHS, EVS & FC

01. Name of the Department: Department of Maths, EVS and Fc.
02. Year of establishment : 2003
03. Names of programmes offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., D.Sc. D.Litt., etc.) : UG
04. Interdisciplinary programmes and departments involved : B.Com, BAF, BBI, BMS, BSc IT
05. Annual/ semester/ choice based credit system (programme wise);- Choice based credit system.
06. Participation of the department in the courses offered by other departments : Nil
07. Courses in collaboration with other Universities , industries, foreign institutions ,etc
08. Details of courses/programmes discontinued (if any) with reasons: NA.
09. Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/Asst. Professors/others) – NIL

	SANCTIONED	
PROFESSOR	NA	NA
ASSOCIATE PROFESSOR	NA	NA
ASST PROFESSORS	NA	6
OTHERS	NA	4

10. Faculty profile with name, qualification, designation, area of specialization, experience and research under guidance

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. students guided for the last 4 years
Prof Rupam Mehra	MSc	Asst Professor	Maths	01 year	Nil
Prof Bipin Sharma	, M.A	Asst. Professor	Economics	2 years	Nil
Prof Suresh Rokadkatti	M.Com,	Asst. Professor	EVS	5 years	Nil
Prof Pratiksha Amin	Mcom	Asst. Professor	BC	1 year	Nil
Prof Mahek Shaikh	Mcom	Asst Professor	Commerce /Fc	2 Years	Nil

11) List of senior Visiting Faculty

Name of faculty	Qualification	Designation	Specialization	No of years of experience
Dr Chetana chhedda	PhD, Mcom, CA	I/C Principal	Commerce	12
Prof Panicker Dhanya	Mcom, SET	Asst Professor	Commerce	14
Prof Sunita Sherifani	Mcom	Professor	Accountancy	25

12. Percentage of lectures delivered and practical classes handled – (programme-wise information) by temporary faculty: NA

13. Programme-wise Student Teacher Ratio

FYBCOM	1:60
SYBCOM	1:60
TYBCOM	1:60

14. Number of academic support staff (technical) and administrative staff: sanctioned and filled.

	Sanctioned	Filled
Academic Support Staff (Technical)	Nil	04
Administrative Staff	Nil	04

15. Qualifications of teaching faculty with DSc/D.Litt/PhD/MPhil/PG.

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. students guided for the last 4 years
Prof Rupam Mehra	MSc	Asst Professor	Maths	01 year	Nil
Prof Bipin Sharma	, M.A	Asst. Professor	Economics	2 years	Nil
Prof Suresh Rokadkatti	M.Com,	Asst. Professor	EVS	5 years	Nil
Prof Pratiksha Amin	Mcom	Asst. Professor	BC	1year	Nil
Prof Mahek Shaikh	Mcom	Asst Professor	Commerce /Fc	2 Years	Nil

16. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc and total grants received: NA

18. Research facility /Centre recognized by the University;-

- state recognition NA
- national recognition NA
- international recognition NA

19. Publications:-

- Number of papers published in peer reviewed journals (national / international) 55
- Chapters in Books NA
- Edited Books NA
- Books with ISBN with details of publishers NA
- Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) NA
- Citation Index – range / average
- SNIP NA
- SJR NA
- Impact Factor – range / average NA
- h-index NA

20. Areas of consultancy and income generated: No

21. Faculty as members in

a) National committees b) International committees
 c) Editorial Boards d) any other (please specify) : Yes,
 Dr. Satinder K. Gujral serving as member on Editorial Board of International Journal of Management and Social Science

22 Student projects : No

- percentage of students who have done in-house projects including inter-departmental projects :- As per University direction 100%

- percentage of students doing projects in collaboration with other universities industry / institute NIL

23. Awards / recognitions received at the national and international level by

- a) Faculty YES
- b) Doctoral / post doctoral fellows : NA

Dr. Satinder K. Gujral was awarded with National Level Rashtria Shiksha Rattan Award on 25 –Aug-2013

Dr. Satinder K. Gujral was awarded with Nelson Mandela Peace Award on 19- April -2014.

24. List of eminent academicians and scientists/ visitors to the department. NA

25. Seminars/ Conference/Workshops organized and the source of funding :

- c) National NA
- d) International NA

26. Student profile programme-wise:

Name of the Programme (refer to question no. 4)	Applications received	Selected	
		Male	Female
FYBCOM	500	251	118
SYBCOM	350	186	51
TYBCOM	300	172	99

27. Diversity of students :-

Name of the Programme (refer to question no. 4)	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries
FYBCOM	373	23	NIL	NIL
SYBCOM	273	NIL	NIL	NIL
TYCOM	271	NIL	NIL	NIL

28. How many students have cleared Civil Services and Defense Services examinations? NET, SET, GATE and other competitive examinations? Give details category-wise.

29. Student progression

Student progression	Percentage against enrolled
UG to PG	50%
PG to M.Phil.	10%
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed	
<input type="checkbox"/> Campus selection	55%
<input type="checkbox"/> Other than campus recruitment	25%
Entrepreneurs	10%

30 . Details of infrastructural facilities :-

- a)Library – E- Library
- b)Internet facilities for staff and students - Yes
- c)Total number of class rooms- 20
- d)Class rooms with ICT facility - 4

31.Number of students receiving getting financial assistance from college, university, government or other agencies:- NA

32.Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.:- NA

33. Teaching methods adopted to improve student learning;-

Chalk and Talk

Power Point Presentations.

Tutorials

Assignments

You Tube learning

Case study method

34. Participation in Institutional Social Responsibility(ISR) and extension activity.

- Students participation in extension activities.

NSS

TREE PLANTATION

BLOOD DONATION CAMP

DLLE

- Faculty participates in all activity of extension work.

35. Detail any five strengths, Weaknesses, Opportunities and Challenges (SWOC) of the Department.

- STRENGTH:

✓ A democratic and open two way dialogue in the student teacher interaction is our forte.

✓ Student enrichment programs.

✓ Experienced and dedicated staff.

- WEAKNESS;

✓ Less industry institute interface.

✓ Research related activities with financial assistance should be permitted.

- OPPORTUNITY;-

✓ To start add on and value added courses.

✓ To increase industry institute interface.

- CHALLENGES;-

✓ Placement of UG students.

✓ To upgrade students skills in hands on learning for professional prospects.

Future plan of the department.

Process of PG program.

To secure research centre.

Collaboration with other colleges/institutions for recently/ seminars and workshops.

EVALUATIVE REPORT OF THE DEPARTMENT OF BMS

1. Name of the Department : Department of BMS.
2. Year of establishment : 2008
3. Names of programmes offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., D.Sc. D.Litt., etc.) : UG
4. Interdisciplinary programmes and departments involved : B.Com, BAF, BBI, BMS, BSc IT
5. Annual/ semester/ choice based credit system (programme wise);- Choice based credit system.
6. Participation of the department in the courses offered by other departments : Nil
7. Courses in collaboration with other Universities , industries, foreign institutions ,etc
8. Details of courses/programmes discontinued (if any) with reasons:

BBI: started in 2010-13; discontinued in 2013-14; re-started in 2014-15.

The one year gap was due to the increasing demand of BMS which effected bbi's intake but it got leveled up again in 2014-15 where in we got approx 32 admissions and then in the year 2015-16 the demand again raised and we got 72 admissions in first year BBI

9. Number of teaching posts sanctioned, filled and actual (Professors/Associate

Professors/Asst. Professors/others) – NIL

	SANCTIONED	
PROFESSOR	NA	NA
ASSOCIATE PROFESSOR	NA	NA
ASST PROFESSORS	NA	3
OTHERS	NA	2

10. Faculty profile with name, qualification, designation, area of specialization, experience and research under guidance

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. Students guided for the last 4 Years
Prof Vaishali P Kothiyar	SET, M. Phil, M.Com	Co-ordinator	International Business	6 years	Pursuing Ph.D
Prof Ninushka D'silva	B com, M Com	Asst. Professor	Commerce	1 year	
Prof Reena arbune	MCA, MBA	Asst Professor	Commerce	2 Years	Pursuing Ph.D
Prof .Arun Thanvi	MBA, B.com. IPC C	Asst Professor	Finance	5 Years	-
Prof Tehseen Shaikh	BFM, M Com	Asst Professor	Commerce	2 Years	-

11) List of senior Visiting Faculty

Sr. no	Nature of the event	Guest speaker
1	Workshop	Karrtik Raichura, Endeavour MBA
2	Seminar	Prof. Kazi
3	Seminar	NIIT
4	Workshop	Arvind Parulekar
5	Workshop	Chetanmathur

12. Percentage of lectures delivered and practical classes handled – (programme-wise information) by temporary faculty: NA

13. Programme-wise Student Teacher Ratio

FYBMS	1:30
SYBMS	1:30
TYBMS	1:30

14. Number of academic support staff (technical) and administrative staff: sanctioned and filled.

	Sanctioned	Filled
Academic Support Staff (Technical)	Nil	02
Administrative Staff	Nil	02

15. Qualifications of teaching faculty with DSc/D.Litt/PhD/MPhil/PG.

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. Students guided for the last 4 years
Prof Vaishali P Kothiyar	SET, M. Phil, M.Com	Co-ordinator	International Business	6 years	Pursuing Ph.D
Prof Ninushka D'silva	B com, M Com	Asst. Professor	Commerce	1 year	
Prof Reena arbune	MCA, MBA	Asst Professor	Commerce	2 Years	Pursuing Ph. D
Prof .Arun Thanvi	MBA, B.com, IPCC	Asst Professor	Finance	5 Years	
Prof TehseenS haikh	BFM, M Com	Asst Professor	Commerce	2 Years	

16. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc and total grants received: NA

18. Research facility /Centre recognized by the University;-

- state recognition NA
- national recognition NA
- international recognition NA

19. Publications:-

- Number of papers published in peer reviewed journals (national / international)
55

- Monographs NA
- Chapters in Books NA
- Edited Books NA
- Books with ISBN with details of publishers NA
- Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) NA
- Citation Index – range / average
- SNIP NA
- SJR NA
- Impact Factor – range / average NA
- h-index NA

20. Areas of consultancy and income generated: No

21. Faculty as members in

a) National committees b) International committees

c) Editorial Boards d) any other (please specify) :

Yes, Dr. Satinder K. Gujral serving as member on Editorial Board of International Journal of Management and Social Science

22. Student projects : No

- percentage of students who have done in-house projects including inter-departmental projects :- As per University direction 100%
- percentage of students doing projects in collaboration with other universities /industry / institute
NIL

23. Awards / recognitions received at the national and international level by

- Faculty YES
- Doctoral / post doctoral fellows : NA
Dr. Satinder K. Gujral was awarded with National Level Rashtria Shiksha Rattan Award on 25 –Aug-2013
Dr. Satinder K. Gujral was awarded with Nelson Mandela Peace Award on 19- April -2014.

24. List of eminent academicians and scientists/ visitors to the department. NA

25. Seminars/ Conference/Workshops organized and the source of funding :

- a) National NA

b) international NA

26. Student profile programme-wise:

Name of the Programme (refer to question no. 4)	Applications received	Selected	
		Male	Female
FYBMS	175	51	21
SYBMS	67	42	25
TYBMS	58	44	14

27. Diversity of students :-

Name of the Programme (refer to question no. 4)	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries
FYBMS	70	2	Nil	Nil
SYBMS	67	-	Nil	Nil
TYBMS	50	-	Nil	Nil

28. How many students have cleared Civil Services and Defense Services examinations? NET, SET, GATE and other competitive examinations? Give details category-wise.

NIL

29. Student progression

Student progression	Percentage against enrolled
UG to PG	50%
PG to M.Phil.	10%
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed	
<input type="checkbox"/> Campus selection	55%
<input type="checkbox"/> Other than campus recruitment	25%
Entrepreneurs	10%

30 . Details of infrastructural facilities :-

- a)Library – E- Library
- b)Internet facilities for staff and students - Yes
- c)Total number of class rooms- 20
- d)Class rooms with ICT facility - 4

31 Number of students receiving getting financial assistance from college, university, government or other agencies:- NA

32. Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.:-

Sr. no	Enrichment Courses
1	Taxation
2	Retail management
3	Foreign trade management
4	Travel and tourism

33. Teaching methods adopted to improve student learning;-

Sr.no	Method	Department	Impact
1	Presentations through PPT	Self finance courses	Improve spoken skills and improved stage confidence
2	Interactive boards	Self finance courses	Improved technical skills of correctly using the internet
3	Field work	Self finance courses	Improved understanding of the industry mechanisms

34. Participation in Institutional Social Responsibility(ISR) and extension activity.

Sr. No	Project Topic
1	Bioscope
2	BSE Model
3	Website designs
4	Product ensemble and Marketing
5	Bank models

35. Detail any five strengths, Weaknesses, Opportunities and Challenges (SWOC) of the Department.

- **STRENGTH:**
- ✓ A democratic and open two way dialogue in the student teacher interaction is our forte.
- ✓ Student enrichment programs.
- ✓ Experienced and dedicated staff.
- **WEAKNESS;**
- ✓ Less industry institute interface.
- ✓ Research related activities with financial assistance should be permitted.
- **OPPORTUNITY;-**
- ✓ To start add on and value added courses.
- ✓ To increase industry institute interface.
- **CHALLENGES;-**
- ✓ Placement of UG students.
- ✓ To upgrade students skills in hands on learning for professional prospects.

Future plan of the department.

Process of PG program.

To secure research centre.

Collaboration with other colleges/institutions for recently/ seminars and workshops

EVALUATIVE REPORT OF THE DEPARTMENT OF BAF

1. Name of the Department : Department of BAF.
2. Year of establishment : 2008
3. Names of programmes offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., D.Sc. D.Litt., etc.) : UG
4. Interdisciplinary programmes and departments involved : B.Com, BAF, BBI, BMS, BSc IT
5. Annual/ semester/ choice based credit system (programme wise);- Choice based credit system.
6. Participation of the department in the courses offered by other departments : Nil
7. Courses in collaboration with other Universities , industries, foreign institutions ,etc
- 8.Details of courses/programmes discontinued (if any) with reasons:
BBI started in 2010-13; discontinued in 2013-14; re-started in 2014-15.

The one year gap was due to the increasing demand of BMS which effected BBI's intake but it got leveled up again in 2014-15 where in we got approx 32 admissions and then in the year 2015-16 the demand again raised and we got 72 admissions in first year BBI
- 9.Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/Asst. Professors/others) – NIL

	SANCTIONED	
PROFESSOR	NA	NA
ASSOCIATE PROFESSOR	NA	NA
ASST PROFESSORS	NA	6
OTHERS	NA	4

10. Faculty profile with name, qualification, designation, area of specialization, experience and research under guidance

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. students guided for the last 4 years
Prof Priyadarshini Singh	BA, MA, B.ed	Co-ordinator		6 years	Pursuing Ph.D
Prof Khoj Agarwal	BAF, CA final, IPCC, MCOM II, MBA II.	Asst Professor	Fin Mgmt	3 year	
Prof Dilip Jadeja	Bcom Mcom, B.ed	Asst Professor	commerce	2 Years	
Prof Sushama yadav	BCOM, CS, LLB, MCOM PART II	Asst Professor	Law	2 Years	

11) List of senior Visiting Faculty

Sr. no	Nature of the event	Guest speaker
1	Workshop	Karrtik Raichura, Endeavour MBA
2	Seminar	Prof. Kazi
3	Seminar	NIIT
4	Workshop	Arvind Parulekar
5	Workshop	Chetan mathur

12. Percentage of lectures delivered and practical classes handled – (programme-wise information) by temporary faculty: NA

13. Programme-wise Student Teacher Ratio

FYBAF	1:30
SYBAF	1:30
TYBAF	1:30

14. Number of academic support staff (technical) and administrative staff: sanctioned and filled.

	Sanctioned	Filled
Academic Support Staff (Technical)	Nil	02
Administrative Staff	Nil	02

15. Qualifications of teaching faculty with DSc/D.Litt/PhD/MPhil/PG.

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. students guided for the last 4 years
Prof Priyadarshini Singh	BA, MA, B.ed	Co-ordinator		6 years	Pursuing Ph.D
Prof Khoj Agarwal	BAF, CA final, IPCC, MCOM II, MBA II.	Asst Professor	Fin Mgmt	3 year	
Prof Dilip Jadeja	Bcom Mcom, B.ed	Asst Professor	commerce	2 Years	

16. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc and total grants received: NA

18. Research facility /Centre recognized by the University;-

- state recognition NA
- national recognition NA
- international recognition NA

19. Publications:-

- Number of papers published in peer reviewed journals (national / international) 55

- Monographs NA
- Chapters in Books NA
- Edited Books NA
- Books with ISBN with details of publishers NA
- Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) NA
- Citation Index – range / average
- SNIP NA
- SJR NA
- Impact Factor – range / average NA
- h-index NA

20. Areas of consultancy and income generated: No

21. Faculty as members in

a) National committees b) International committees c) Editorial Boards d) any other (please specify) :

Yes, Dr. Satinder K. Gujral serving as member on Editorial Board of International Journal of Management and Social Science

22. Student projects : No

- percentage of students who have done in-house projects including inter-departmental projects :- As per University direction 100%

- percentage of students doing projects in collaboration with other universities industry / institute - NIL

23. Awards / recognitions received at the national and international level by

a) Faculty - YES

b) Doctoral / post doctoral fellows : NA

Dr. Satinder K. Gujral was awarded with National Level Rashtria Shiksha Rattan Award on 25 –Aug-2013

Dr. Satinder K. Gujral was awarded with Nelson Mandela Peace Award on 19-April -2014.

24. List of eminent academicians and scientists/ visitors to the department. NA

25. Seminars/ Conference/Workshops organized and the source of funding:

a) National NA

b) International NA

26. Student profile programme-wise:

Name of the Programme (refer to question no. 4)	Applications received	Selected	
		Male	Female
FYBAF	160	36	32
SYBAF	62	34	28
TYBAF	50	29	21

27. Diversity of students :-

Name of the Programme (refer to question no. 4)	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries
FYBAF	67	1	Nil	Nil
SYBAF	62	-	Nil	Nil
TYBAF	50	-	Nil	Nil

28. How many students have cleared Civil Services and Defense Services examinations?

NET, SET, GATE and other competitive examinations? Give details category-wise.

29. Student progression

Student progression	Percentage against enrolled
UG to PG	50%
PG to M.Phil.	10%
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed <input type="checkbox"/> Campus selection <input type="checkbox"/> Other than campus recruitment	55% 25%
Entrepreneurs	10%

30 Details of infrastructural facilities :-

a)Library –	E- Library
b)Internet facilities for staff and students -	Yes
c)Total number of class rooms-	20
d)Class rooms with ICT facility	- 4

31. Number of students receiving getting financial assistance from college, university, government or other agencies:- NA

32.Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.:-

Sr. no	Enrichment Courses
1	Taxation
2	Retail management
3	Foreign trade management
4	Travel and tourism

33.Teaching methods adopted to improve student learning;-

Sr.no	Method	Department	Impact
1	Presentations through PPT	Self finance courses	Improven spoken skills and improved stage confidence
2	Interactive boards	Self finance courses	Improved technical skills of correctly using the internet
3	Field work	Self finance courses	Improved understanding of the industry mechanisms

34.Participation in Institutional Social Responsibility(ISR) and extension activity.

Sr. No	Project Topic
1	Bioscope
2	BSE Model
3	Website designs
4	Product ensemble and Marketing
5	Bank models

35.Detail any five strengths, Weaknesses, Opportunities and Challenges (SWOC) of the Department.

- STRENGTH:

- ✓ A democratic and open two way dialogue in the student teacher interaction is our forte.
- ✓ Student enrichment programs.
- ✓ Experienced and dedicated staff.
- WEAKNESS;
- ✓ Less industry institute interface.
- ✓ Research related activities with financial assistance should be permitted.

- OPPORTUNITY;-
- ✓ To start add on and value added courses.
- ✓ To increase industry institute interface.
- CHALLENGES;-
- ✓ Placement of UG students.
- ✓ To upgrade students skills in hands on learning for professional prospects.

Future plan of the department.

Process of PG program.

To secure research centre.

Collaboration with other colleges/institutions for recently/ seminars and workshops.

EVALUATIVE REPORT OF THE DEPARTMENT OF BBI

1. Name of the Department : Department of BBI.
2. Year of establishment : 2009
3. Names of programmes offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., D.Sc. D.Litt., etc.) : UG
4. Interdisciplinary programmes and departments involved : B.Com, BAF, BBI, BMS, BSc IT
5. Annual/ semester/ choice based credit system (programme wise);- Choice based credit system.
6. Participation of the department in the courses offered by other departments : Nil
7. Courses in collaboration with other Universities , industries, foreign institutions ,etc
8. Details of courses/programmes discontinued (if any) with reasons: BBI started in 2010-13; discontinued in 2013-14; re-started in 2014-15.
The one year gap was due to the increasing demand of BMS which effected BBI's intake but it got leveled up again in 2014-15 where in we got approx 32 admissions and then in the year 2015-16 the demand again raised and we got 72 admissions in first year BBI
9. Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/Asst. Professors/others) – NIL

	SANCTIONED	
PROFESSOR	NA	NA
ASSOCIATE PROFESSOR	NA	NA
ASST PROFESSORS	NA	3
OTHERS	NA	1

10. Faculty profile with name, qualification, designation, area of specialization, experience and research under guidance

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. Students guided for the last 4 Years
Prof Vaishali P. Kothiyar	M.Com, Phil SET	Co-ordinator	International Business	6 years	Pursuing Ph.D
Prof Seema Bhalerao	P.hd ,B com, M Com	Asst. Professor	Commerce	10year	
Prof Rahul Mukharji	MBA, M Com	Asst Professor	Acconts ,Finance	5 Years	
Prof Sunil Vishwakrama	M Com,PGDFM	Asst Professor	Acconts ,Finance	5 Years	

11) List of senior Visiting Faculty

Sr. no	Nature of the event	Guest speaker
1	Workshop	Karrrtik Raichura, Endeavour MBA
2	Seminar	Prof. Kazi
3	Seminar	NIIT
4	Workshop	ArvindParulekar
5	Workshop	Chetanmathur

12. Percentage of lectures delivered and practical classes handled – (programme-wise information) by temporary faculty: NA

13. Programme-wise Student Teacher Ratio

FY BBI	1:30
SY BBI	1:30

TY BBI	1:30
--------	------

14. Number of academic support staff (technical) and administrative staff: sanctioned and filled.

	Sanctioned	Filled
Academic Support Staff (Technical)	Nil	02
Administrative Staff	Nil	02

15. Qualifications of teaching faculty with DSc/D.Litt/PhD/MPhil/PG.

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. Students guided for the last 4 Years
Prof Vaishali P. Kothiyar	M.Com, Phil SET	Co-ordinator	International Business	6 years	Pursuing Ph.D
Prof Seema Bhalerao	P.hd ,B com, M Com	Asst. Professor	Commerce	10year	
Prof Rahul Mukharji	MBA, M Com	Asst Professor	Acconts ,Finance	5 Years	
Prof Sunil Vishwakrama	M Com,PGDFM	Asst Professor	Acconts	5 Year	

16. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc and total grants received: NA

18. Research facility /Centre recognized by the University;-

- state recognition NA
- national recognition NA
- international recognition NA

19. Publications:-

• Number of papers published in peer reviewed journals (national / international) 55

- Monographs NA
- Chapters in Books NA
- Edited Books NA
- Books with ISBN with details of publishers NA
- Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) NA
- Citation Index – range / average
- SNIP NA
- SJR NA
- Impact Factor – range / average NA
- h-index NA

20. Areas of consultancy and income generated: No

21. Faculty as members in

a) National committees b) International committees

c) Editorial Boards d) any other (please specify) :

Yes, Dr. Satinder K. Gujral serving as member on Editorial Board of International Journal of Management and Social Science

22. Student projects : No

• percentage of students who have done in-house projects including inter-departmental projects :- As per University direction 100%

• percentage of students doing projects in collaboration with other universities /industry / institute NIL

23. Awards / recognitions received at the national and international level by

a) Faculty YES

b) Doctoral / post doctoral fellows : NA

Dr. Satinder K. Gujral was awarded with National Level RashtriaShiksha Rattan Award on 25 –Aug-2013

Dr. Satinder K. Gujral was awarded with Nelson Mandela Peace Award on 19-April -2014.

24. List of eminent academicians and scientists/ visitors to the department. NA

25. Seminars/ Conference/Workshops organized and the source of funding :

a) National NA

b) International NA

26. Student profile programme-wise:

Name of the Programme (refer to question no. 4)	Applications received	Selected	
		Male	Female
FYBBI	125	38	30
SYBBI	59	41	18
TYBBI	18	9	9

27.. Diversity of students :-

Name of the Programme (refer to question no. 4)	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries
FYBBI	374	22	Nil	Nil
SYBBI			Nil	Nil
TYBBI			Nil	Nil

28.. How many students have cleared Civil Services and Defense Services examinations? NET, SET, GATE and other competitive examinations? Give details category-wise.

29.. Student progression

Student progression	Percentage against enrolled
UG to PG	50%
PG to M.Phil.	10%
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed	
<input type="checkbox"/> Campus selection	55%
<input type="checkbox"/> Other than campus recruitment	25%
Entrepreneurs	10%

30. Details of infrastructural facilities :-

a)Library – E- Library

b)Internet facilities for staff and students - Yes

c)Total number of class rooms- 20

d)Class rooms with ICT facility - 4

31.. Number of students receiving getting financial assistance from college university, government or other agencies:- NA

32.Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.:-

Sr. no	Enrichment Courses
1	Taxation
2	Retail management
3	Foreign trade management
4	Travel and tourism

33.Teaching methods adopted to improve student learning;-

Sr.no	Method	Department	Impact
1	Presentations through PPT	Self finance courses	Improven spoken skills and improved stage confidence
2	Interactive boards	Self finance courses	Improved technical skills of correctly using the internet
3	Field work	Self finance courses	Improved understanding of the industry mechanisms

34. Participation in Institutional Social Responsibility(ISR) and extension activity.

Sr. No	Project Topic
1	Bioscope
2	BSE Model
3	Website designs
4	Product ensemble and Marketing
5	Bank models

35.Detail any five strengths, Weaknesses, Opportunities and Challenges (SWOC) of the Department.

- STRENGTH:
 - ✓ A democratic and open two way dialogue in the student teacher interaction is our forte.
 - ✓ Student enrichment programs.
 - ✓ Experienced and dedicated staff.
- WEAKNESS;
 - ✓ Less industry institute interface.
 - ✓ Research related activities with financial assistance should be permitted.
- OPPORTUNITY;-
 - ✓ To start add on and value added courses.
 - ✓ To increase industry institute interface.
- CHALLENGES;-
 - ✓ Placement of UG students.
 - ✓ To upgrade students skills in hands on learning for professional prospects.

Future plan of the department.

Process of PG program.

To secure research centre.

Collaboration with other colleges/institutions for recently/ seminars and workshops.

EVALUATIVE REPORT OF THE DEPARTMENT OF BMM

1. Name of the Department : Department of BMM.
2. Year of establishment : 2008
3. Names of programmes offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., D.Sc. D.Litt., etc.) : UG
4. Interdisciplinary programmes and departments involved : B.Com, BAF, BBI, BMS, BSc IT
5. Annual/ semester/ choice based credit system (programme wise);- Choice based credit system.
6. Participation of the department in the courses offered by other departments : Nil
7. Courses in collaboration with other Universities , industries, foreign institutions ,etc
8. Details of courses/programmes discontinued (if any) with reasons:

BBI started in 2010-13; discontinued in 2013-14; re-started in 2014-15.

The one year gap was due to the increasing demand of BMS which effected BBI's intake but it got leveled up again in 2014-15 where in we got approx 32 admissions and then in the year 2015-16 the demand again raised and we got 72 admissions in first year BBI

9. Number of teaching posts sanctioned, filled and actual (Professors/Associate

Professors/Asst. Professors/others) – NIL

	SANCTIONED	
PROFESSOR	NA	NA
ASSOCIATE PROFESSOR	NA	NA
ASST PROFESSORS	NA	3
OTHERS	NA	4

10. Faculty profile with name, qualification, designation, area of specialization, experience and research under guidance

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. students guided for the last 4 years
Prof Priyadarshini Singh	BA, MA, B.ed	Co-ordinator		6 years	Pursuing Ph.D
Prof Shruti Upadhaya	BMM, PGDBM,	Asst Professor		3 year	
Prof Bushra Chisty	BMM, MMS, PET 2016	Asst Professor		3 Years	

11) List of senior Visiting Faculty

Sr. no	Nature of the event	Guest speaker
1	Workshop	Karrtik Raichura, Endeavour MBA
2	Seminar	Prof. Kazi
3	Seminar	NIIT
4	Workshop	Arvind Parulekar
5	Workshop	Chetan Mathur

12. Percentage of lectures delivered and practical classes handled – (programme-wise information) by temporary faculty: NA

13. Programme-wise Student Teacher Ratio

FYBMM	1:30
SYBMM	1:30
TYBMM	1:30

14. Number of academic support staff (technical) and administrative staff: sanctioned and filled.

	Sanctioned	Filled
Academic Support Staff (Technical)	Nil	02
Administrative Staff	Nil	02

15. Qualifications of teaching faculty with DSc/D.Litt/PhD/MPhil/PG.

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. students guided for the last 4 years
Prof Priyadarshini Singh	BA, MA, B.ed	Co-ordinator	Literature	6 years	Pursuing Ph.D
Prof Shruti Upadhaya	BMM, PGDBM,	Asst Professor	Advertising	3 year	
Prof Bushra Chisty	BMM, MMS, PET 2016	Asst Professor	Advertising	3 Years	

16. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc and total grants received: NA

18. Research facility /Centre recognized by the University;-

- state recognition NA
- national recognition NA
- international recognition NA

19. Publications:-

- Number of papers published in peer reviewed journals (national / international) 55

- Monographs NA
- Chapters in Books NA
- Edited Books NA
- Books with ISBN with details of publishers NA
- Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) NA
- Citation Index – range / average
- SNIP NA
- SJR NA
- Impact Factor – range / average NA
- h-index NA

20. Areas of consultancy and income generated: No

21. Faculty as members in

a) National committees b) International committees

c) Editorial Boards d) any other (please specify) :

Yes, Dr. Satinder K. Gujral serving as member on Editorial Board of International Journal of Management and Social Science

22. Student projects : No

- percentage of students who have done in-house projects including inter-departmental projects :- As per University direction 100%

- percentage of students doing projects in collaboration with other universities /industry / institute NIL

23. Awards / recognitions received at the national and international level by

- Faculty YES
- Doctoral / post doctoral fellows : NA

Dr. Satinder K. Gujral was awarded with National Level Rashtriya Shiksha Rattan Award on 25 –Aug-2013

Dr. Satinder K. Gujral was awarded with Nelson Mandela Peace Award on 19-April -2014.

24. List of eminent academicians and scientists/ visitors to the department. NA

25. Seminars/ Conference/Workshops organized and the source of funding :

a) National NA

b)International NA

26.Student profile programme-wise:

Name of the Programme (refer to question no. 4)	Applications received	Selected	
		Male	Female
FYBMM	175	48	19
SYBMM	59	42	17
TYBMM	49	33	16

..27.Diversity of students :-

Name of the Programme (refer to question no. 4)	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries
FYBMM	63	4	Nil	Nil
SYBMM	59	-	Nil	Nil
TYBMM	48	-	Nil	1

28. How many students have cleared Civil Services and Defense Services examinations?

NET, SET, GATE and other competitive examinations? Give details category-wise.

NIL

29. Student progression

Student progression	Percentage against enrolled
UG to PG	50%
PG to M.Phil.	10%
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed	
<input type="checkbox"/> Campus selection	55%
<input type="checkbox"/> Other than campus recruitment	25%
Entrepreneurs	10%

30 Details of infrastructural facilities :-

- a) Library – E- Library
- b) Internet facilities for staff and students - Yes
- c) Total number of class rooms- 20
- d) Class rooms with ICT facility - 4

31. Number of students receiving getting financial assistance from college, university, government or other agencies:- NA

32. Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.-

Sr. no	Enrichment Courses
1	Taxation
2	Retail management
3	Foreign trade management
4	Travel and tourism

33. Teaching methods adopted to improve student learning;-

Sr.no	Method	Department	Impact
1	Presentations through PPT	Self finance courses	Improve spoken skills and improved stage confidence
2	Interactive boards	Self finance courses	Improved technical skills of correctly using the internet
3	Field work	Self finance courses	Improved understanding of the industry mechanisms

34.Participation in Institutional Social Responsibility(ISR) and extension activity.

Sr. No	Project Topic
1	Bioscope
2	BSE Model
3	Website designs
4	Product ensemble and Marketing
5	Bank models

35.Detail any five strengths, Weaknesses, Opportunities and Challenges (SWOC) of the Department.

- **STRENGTH:**
 - ✓ A democratic and open two way dialogue in the student teacher interaction is our forte.
 - ✓ Student enrichment programs.
 - ✓ Experienced and dedicated staff.
 - **WEAKNESS;**
 - ✓ Less industry institute interface.
 - ✓ Research related activities with financial assistance should be permitted.
 - **OPPORTUNITY;-**
 - ✓ To start add on and value added courses.
 - ✓ To increase industry institute interface.
 - **CHALLENGES;-**
 - ✓ Placement of UG students.
 - ✓ To upgrade students skills in hands on learning for professional prospects.
- Future plan of the department.
 Process of PG program.
 To secure research centre.
 Collaboration with other colleges/institutions for recently/ seminars and workshops.

EVALUATIVE REPORT OF THE DEPARTMENT OF BSCIT

1. Name of the Department : Department of BSC IT.
2. Year of establishment : 2008
3. Names of programmes offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., D.Sc. D.Litt., etc.) : UG
4. Interdisciplinary programmes and departments involved : B.Com, BAF, BBI, BMS, BSc IT
5. Annual/ semester/ choice based credit system (programme wise);- Choice based credit system.
6. Participation of the department in the courses offered by other departments : Nil
7. Courses in collaboration with other Universities , industries, foreign institutions ,etc
8. Details of courses/programmes discontinued (if any) with reasons:

BBI: started in 2010-13; discontinued in 2013-14; re-started in 2014-15.

The one year gap was due to the increasing demand of BMS which effected BBI's intake but it got leveled up again in 2014-15 where in we got approx 32 admissions and then in the present year 2015-16 the demand again raised and we got 72 admissions in first year BBI

9.Number of teaching posts sanctioned, filled and actual (Professors/Associate

Professors/Asst. Professors/others) – NIL

	SANCTIONED	
PROFESSOR	NA	NA
ASSOCIATE PROFESSOR	NA	NA
ASST PROFESSORS	NA	3
OTHERS	NA	2

10. Faculty profile with name, qualification, designation, area of specialization, experience and research under guidance

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. students guided for the last 4 years
Prof Priyadarshini Singh	BA, MA, B.ed	Co-ordinator	Literature	6 years	Pursuing Ph.D
Prof Shivdevi Pal	BSC, MCA	Asst Professor	IT	3 year	
Prof NiyatiKalyanpur	BSC IT, MSC IT	Asst Professor	IT	3 Years	

11. List of senior Visiting Faculty

Sr. no	Nature of the event	Guest speaker
1	Workshop	KarrtikRaichura, Endeavour MBA
2	Seminar	Prof. Kazi
3	Seminar	NIIT
4	Workshop	ArvindParulekar
5	Workshop	Chetanmathur

12. Percentage of lectures delivered and practical classes handled – (programme-wise information) by temporary faculty: NA

13. Programme-wise Student Teacher Ratio

FY BSC IT	1:30
SY BSC IT	1:30
TY BSC IT	1:30

14.Number of academic support staff (technical) and administrative staff: sanctioned and filled.

	Sanctioned	Filled
AcademicSupport Staff (Technical)	Nil	02
Administrative Staff	Nil	02

15.Qualifications of teaching faculty with DSc/D.Litt/PhD/MPhil/PG.

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. students guided for the last 4 years
Prof Priyadarshini Singh	BA, MA, B.ed	Co-ordinator	Literature	6 years	Pursuing Ph.D
Prof Shivdevi Pal	BSC, MCA	Asst Professor	IT	3 year	
Prof NiyatiKalyanpur	BSC IT, MSC IT	Asst Professor	IT	3 Years	

16.Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Nil

17.Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc and total grants received: NA

18.Research facility /Centre recognized by the University;-

- state recognition NA
- national recognition NA
- international recognition NA

19. Publications:-

• Number of papers published in peer reviewed journals (national / international) 55

- Monographs NA
- Chapters in Books NA
- Edited Books NA
- Books with ISBN with details of publishers NA
- Number listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) NA
- Citation Index – range / average
- SNIP NA
- SJR NA
- Impact Factor – range / average NA
- h-index NA

20. Areas of consultancy and income generated: No

21. Faculty as members in

a) National committees b) International committees

c) Editorial Boards d) any other (please specify) :

Yes, Dr. Satinder K. Gujral serving as member on Editorial Board of International Journal of Management and Social Science

22 Student projects : No

• percentage of students who have done in-house projects including inter-departmental projects :- As per University direction 100%

• percentage of students doing projects in collaboration with other universities /industry / institute NIL

23. Awards / recognitions received at the national and international level by

○ Faculty YES

○ Doctoral / post doctoral fellows : NA

Dr. Satinder K. Gujral was awarded with National Level RashtriaShiksha Rattan Award on 25 –Aug-2013

Dr. Satinder K. Gujral was awarded with Nelson Mandela Peace Award on 19-April -2014.

24. List of eminent academicians and scientists/ visitors to the department. NA

25 .Seminars/ Conference/Workshops organized and the source of funding :

a) National NA

b) International NA

26. Student profile programme-wise:

Name of the Programme (refer to question no. 4)	Applications received	Selected	
		Male	Female
FYBSC-IT	160	56	13
SYBSC-IT	60	49	11
TYBSC-IT	49	34	15

27. Diversity of students :-

Name of the Programme (refer to question no. 4)	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries
FYBSC-IT			Nil	Nil
SYBSC-IT			Nil	Nil
TYBSC-IT			Nil	Nil

28. How many students have cleared Civil Services and Defense Services examinations?

NET, SET, GATE and other competitive examinations? Give details category-wise.

NIL

29. Student progression

Student progression	Percentage against enrolled
UG to PG	50%
PG to M.Phil.	10%
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed	
<input type="checkbox"/> Campus selection	55%
<input type="checkbox"/> Other than campus recruitment	25%
Entrepreneurs	10%

30 Details of infrastructural facilities :-

- Library – E- Library
- Internet facilities for staff and students - Yes
- Total number of class rooms- 20
- Class rooms with ICT facility - 4

31. Number of students receiving getting financial assistance from college, university, government or other agencies:- NA

32. Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.:-

Sr. no	Enrichment Courses
1	Taxation
2	Retail management
3	Foreign trade management
4	Travel and tourism

33. Teaching methods adopted to improve student learning;-

Sr.no	Method	Department	Impact
1	Presentations through PPT	Self finance courses	Improved spoken skills and improved stage confidence
2	Interactive boards	Self finance courses	Improved technical skills of correctly using the internet
3	Field work	Self finance courses	Improved understanding of the industry mechanisms

34. Participation in Institutional Social Responsibility (ISR) and extension activity.

Sr. No	Project Topic
1	Bioscope
2	BSE Model
3	Website designs
4	Product ensemble and Marketing
5	Bank models

35. Detail any five strengths, Weaknesses, Opportunities and Challenges (SWOC) of the Department.

- **STRENGTH:**
 - ✓ A democratic and open two way dialogue in the student teacher interaction is our forte.
 - ✓ Student enrichment programs.
 - ✓ Experienced and dedicated staff.
- **WEAKNESS;**
 - ✓ Less industry institute interface.
 - ✓ Research related activities with financial assistance should be permitted.
- **OPPORTUNITY;-**
 - ✓ To start add on and value added courses.
 - ✓ To increase industry institute interface.
- **CHALLENGES;-**
 - ✓ Placement of UG students.
 - ✓ To upgrade students skills in hands on learning for professional prospects.

Future plan of the department.

Process of PG program.

To secure research centre.

Collaboration with other colleges/institutions for recently/ seminars and workshops.

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 -
2. Journals-
3. News papers-
4. Magazines -
5. E-resources-

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 chocked 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 the Institute 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.



Jeevan Jyot Educational Charitable Trust (Regd.)

REENA MEHTA COLLEGE

of Commerce & Management Studies

(Affiliated to University of Mumbai)

REF. NO. RMC/391/16-17

DATE: 02/3/17

Declaration by the Head of the Institution

I certify 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 discussions, and no part thereof has been outsourced.

I am aware that the peer team will validate the information provided in this SSR during the peer team visit.

Place: - Bhayander

Date: -2nd March, 2017



I/c Principal
Reena Mehta College of Commerce
& Mgt. Studies
Bhayandar (West),
Dist - Thane - 401 101.

Annexure

University of Mumbai



AFFILIATION SECTION

No.Aff.II/ICD-2015-16

4th July, 2015

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Jeevan Jyot Educational Charitable Trust, Reena Mehta College of Commerce & Management Studies, S. No. 574/5, Near Fly-over Bridge, 150 Feet Road, Opp Maxus Mall, Bhandar (W), Dist- Thane-401011 is affiliated to the University of Mumbai, and the following Courses are conducted in the said college.

Sr. No.	Courses	Affiliation (Permanent/ Temporary)	Validity period
1	B.Com.	Temporary	From 2003-2004 to 2015-2016
2	B.Com. (B&I)	Temporary	From 2008-2009 to 2015-2016
3	B.Com. (A&F)	Temporary	From 2009-2010 to 2015-2016
4	B.M.S.	Temporary	From 2009-2010 to 2015-2016
5	B.M.M.	Temporary	From 2009-2010 to 2015-2016
6	B.Sc. (IT)	Temporary	From 2009-2010 to 2015-2016

This Certificate is issued on the request of the Principal of the said College for submitting the same to the NAAC, Bangalore, accordingly.


(Dr. Ashok H. Farde)
Deputy Registrar
Affiliation Section

महाराष्ट्र शासन
सक्षम प्राधिकारी तथा उप सचिव
अल्पसंख्याक विकास विभाग
मंत्रालय, मुंबई-४०० ०३२.

४७८

क्रमांक:- अशैसं-२०१६/प्र.क्र.३०२/का-५,

दिनांक :- १४.१०.२०१६

अल्पसंख्याक दर्जाच्या मान्यतेचे प्रमाणपत्र

जीवन ज्योत एज्युकेशनल चॅरिटेबल ट्रस्ट, सर्व्हे नं. ५७४, न्यु प्लायओवर जवळ, १५० फुअ रोड, भाईंदर (प.), जि. ठाणे-४०१ १०१ या शैक्षणिक संस्थेने त्यांच्या संस्थेस भाषिक (गुजराती) अल्पसंख्याक शैक्षणिक संस्था म्हणून दर्जाच्या मान्यतेचे प्रमाणपत्र मिळण्यासाठी दि.०६.०८.२०१६ रोजी अर्ज सादर केला होता. दि. १४.१०.२०१६ रोजी माझ्या समक्ष संबंधित संस्थेसोबत झालेल्या सुनावणी दरम्यान संस्थेच्या पदाधिकाऱ्यांनी केलेल्या सादरी कर्णाच्या आधारे सदर संस्था ही अल्पसंख्याक विकास विभाग, शासन निर्णय, क्रमांक: अशैसं-२०१२/प्र.क्र.२१/का-५, दिनांक २७.०५.२०१३ अन्वये विहित करण्यात आलेल्या निकषांतर्गत राज्य शासनाने घोषित केलेल्या संस्थेस भाषिक (गुजराती) अल्पसंख्याकामधील व्यक्तीकडून अथवा व्यक्तीच्या समुदायाकडून स्थापित व संचालित करण्यात येत असल्याबाबत माझे समाधान झाले आहे. परिणामतः सदर संस्था ही भारतीय संविधानाच्या कलम ३० अन्वये अल्पसंख्याक शैक्षणिक संस्था असल्याचे याद्वारे घोषित करण्यात येत आहे.

हे प्रमाणपत्र केवळ महाराष्ट्र राज्यापुरते लागू असेल. सदर संस्थेस प्रदान करण्यात आलेला संस्थेस भाषिक (गुजराती) अल्पसंख्याक दर्जा ही संस्था संचालित करत असलेल्या सर्व शैक्षणिक शाखांना लागू राहील.

उपरोक्त शैक्षणिक संस्थेस याद्वारे प्रदान करण्यात आलेला भाषिक (गुजराती) अल्पसंख्याक दर्जा हा शैक्षणिक वर्ष २०१६-१७ पासून विधिवान्वये असेल. संबंधित संस्थेने अल्पसंख्याक विकास विभाग, शासन निर्णय, क्रमांक: अशैसं-२०१२/प्र.क्र.२१/का-५, दि. २७.०५.२०१३ अन्वये विहित करण्यात आलेल्या निकष व अटीची सातत्याने व विनिर्देशपूर्वक पूर्तता करणे बंधनकारक राहील.



(सं. छ. तडवी)

सक्षम प्राधिकारी तथा उप सचिव
अल्पसंख्याक विकास विभाग, महाराष्ट्र शासन
मंत्रालय, मुंबई-४०० ०३२.

ISO 9001:2015



Certificate Of Registration

WRG Certifications hereby certifies that the Quality Management System of:

REENA MEHTA COLLEGE OF COMMERCE & MANAGEMENT STUDIES

*Address - Plot No. 574/5, Near Fly Over, Opp. Maxus Mall, 150 Ft. Road, Bhayander
(West), Maharashtra, 401101, India.*

has been assessed and found to operate in compliance and meets the requirement of following standard

ISO 9001:2015

for the scope of

Imparting Good Education to the Society

Initial date of certification : Mar 18, 2016
Current date of certification : Mar 18, 2016
Date of expiry : Mar 17, 2019

(Subject to surveillance mark present)

1st Surveillance Date : Feb 2017



2nd Surveillance Date : Feb 2018



Certificate Number : GMS-XX-XVII-985
NACE Code : M-80.22

WRG Certifications

Authorized Signatory



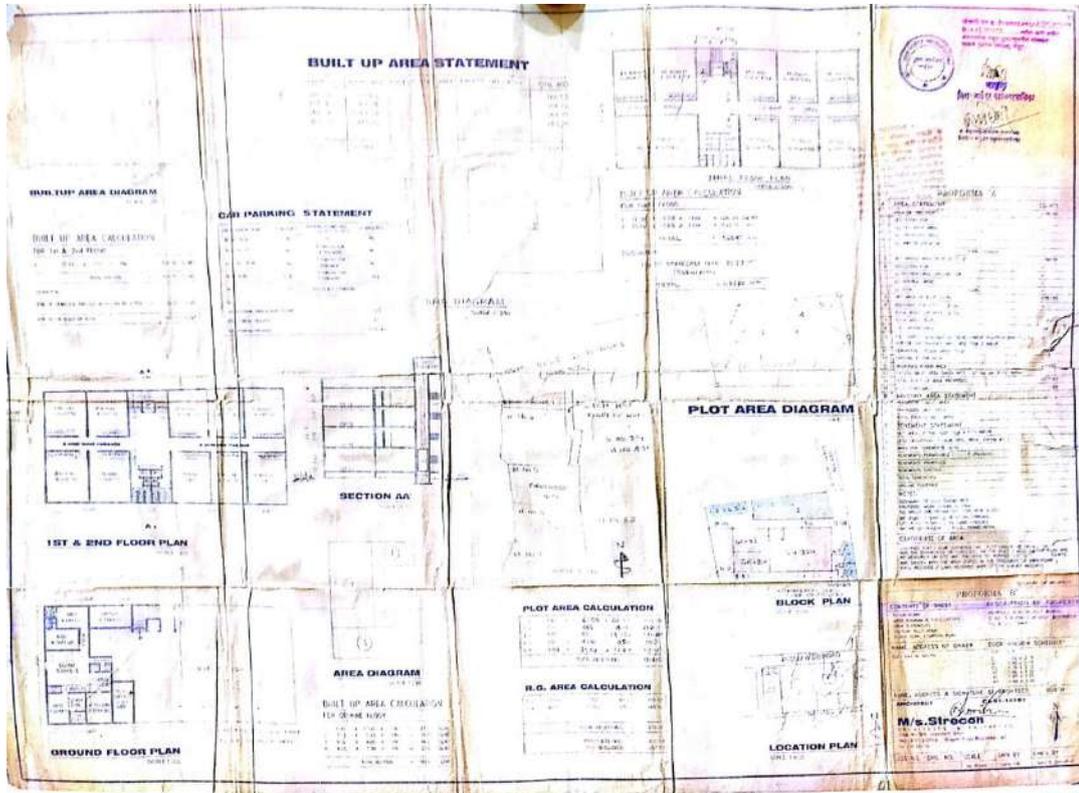
Registry Information can be found at: www.wrgcert.com/register

Website: www.wrgcert.com, Email: wrgcert@gmail.com



ISO 9001

This certificate remains the property of American International Accreditation Organization - Bureau of Accredited Registrars, (AIAO-BAR) & World Registrar Group Certifications (WRG Certifications). This certificate is valid for three years from the date of its issuance. Must be renewed. If certificate is withdrawn, Compliance & Accreditation by AIAO-BAR, www.aiao-bar.org. Registration No - AIAO-BAR-CD01217



The Bombay Public Trust, 1950

SCHEDULE - VIII
Vide Rule 17 (1)]

Name of the Trust:
Jeevan Jyot educational charitable trust
Balance Sheet as at 31st March, 2018

Registration No. E-1712/THANE

Merging

Fund & Liabilities	Rs.		Assets & Property	
			Rs.	Rs.
Trust Funds or Corpus		2,09,800	Immovable Properties:-(At cost)	
Balance as per last year	-	-	Balance as per Last B/S	-
Addition during the year	-	-	Additions during the year	-
			Less : Depreciation up to date	-
Development Fund		26,16,700	Sales during the Yr.	-
			Fixed Assets	
Loans (Unsecured or Secured)			Balance as per last Yr.	65,81,186
From Trustees		1,52,45,587	Additions during the year	88,34,274
			Less : Depreciation up to date	22,52,013
				1,31,63,447
Liabilities			Investments	
Provisions	12,4	604	Fixed Deposit	5,60,000
Sundry Credit Balance	24,5	431	New school deposit	7,00,000
Canteen Deposit	5,000	50,000		
			Current Assets	
Income and Expenditure A/c.			Fees Receivable	
Balance as per last year	6,40	821		12,42,346
Add: Surplus as per Income and Expenditure	17,40	557	Deposit	77,150
Less: Appropriation, if any				
		23,89,378	Cash and Bank Balances:	
			(a) Current Account with	
			The Shamrao Vithal Bank	2,17,297
			HDFC Bank Ltd	10,669
			(b) With the Trustees - Cash	82,39,590
				84,67,556
Total Rs.		2,42,10,500	Total Rs.	2,42,10,499

FOR MY REPORT OF EVEN DATE

(0)

(C. A. R. D. LUKAD)
CHARTERED ACCOUNTANT

C. A. R. D. LUKAD
CHARTERED ACCOUNTANT

Member No. 55117
Office No. 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

TRUSTEES

For JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST

Shamrao Vithal
Shamrao Vithal
Shamrao Vithal
TRUSTEE