

**JNAN VIKAS MANDAL'S**  
**MOHANLAL RAICHAND MEHTA DEGREE COLLEGE OF COMMERCE,**  
**DIWALIMAA MEHTA DEGREE COLLEGE OF SCIENCE,**  
**AMRITLAL RAICHAND MEHTA DEGREE COLLEGE OF ARTS,**  
**(DR.) R. T. DOSHI COLLEGE OF COMPUTER SCIENCE,**  
**AIROLI, NAVI MUMBAI-400 708**  
**DISTRICT THANE**  
**MAHARASHTRA STATE**



**The Annual Quality Assurance Report (AQAR) of the IQAC**  
**Academic Year 2011-12**

**Submitted to National Assessment and Accreditation Council, Bangalore**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

**AQAR for the year**

2011-12

### **1. Details of the Institution**

1.1 Name of the Institution

Jnan Vikas Mandal's

Mohanlal Raichand Mehta Degree College of Commerce,  
Diwalimaa Mehta Degree College of Science,  
Amritlal Raichand Mehta Degree College of Arts  
(Dr.) R. T. Doshi College of Computer Science,  
Airoli, Navi Mumbai-400708

1.2 Address Line 1

Plot No.09, Sector 19.

Address Line 2

-

City/Town

Airoli, Navi Mumbai

State

Maharashtra

Pin Code

400 708

Institution e-mail address

jvm\_collegeairoli@yahoo.co.in

Contact Nos.

022 - 27797245 (Office)  
022 - 27797215

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (*For ex. MHCOGN 18879*)

**OR**

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

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details:

1.7 Date of Establishment of IQAC:

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.

### 1.9 Institutional Status

University                      State  Central  Deemed  Private

Affiliated College              Yes  No

Constituent College            Yes  No

Autonomous college of UGC    Yes  No

Regulatory Agency approved Institution    Yes  No

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

Type of Institution            Co-education  Men  Women

Urban  Rural  Tribal

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

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

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

University of Mumbai

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	--	UGC-CPE	--
DST Star Scheme	--	UGC-CE	--
UGC-Special Assistance Programme	--	DST-FIST	--
UGC-Innovative PG programmes	--	Any other ( <i>Specify</i> )	--
UGC-COP Programmes	--		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	-
2.4 No. of Management representatives	03
2.5 No. of Alumni	-
2.6 No. of any other stakeholder and community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff / Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

*National:*

1. "Nuclear Technology: Creating pathways for Peace, Power and Progress"
2. Research Writing (in Accountancy, Commerce, Management and Economics)

*State:*

3. Unicode : use of Marathi in computer

*Institutional:*

4. First Aid training
5. Food and Milk Adulteration by Consumer Guidance Society Of India
6. Filling up of income tax returns form
7. Short Term Yoga course

2.14 Significant Activities and contributions made by IQAC

The IQAC has taken the following initiatives for the implementation of the vision and mission of the college

- a) Encourage the teaching staff to participate in workshops and conferences.
- b) Provide the opportunities to slow learners (those students who are allowed to keep the term for higher standards and have yet to clear few subjects) to attend the remedial lectures.
- c) Encourage faculty to publish research papers in journals.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the Outcome achieved by the end of the year \*

Plan of Action	Achievements
A) Guest Lecture Series to be organized for final year students	A) Special Guest Lectures in almost all subjects were arranged for final year students which had a positive effect on the examination results.
B) Organizing Inter collegiate cultural events	B) Number of cultural activities were organized during the academic year by all departments
C) Conduct of Remedial Lectures for slow learners and learners likely to drop out.	C) The remedial lectures had a positive effect on the performance of the slow learners and learners likely to be drop out.
D) Organizing Industrial Visits and Study tours.	D) Industrial Visits and study tours were arranged for imparting practical knowledge to the students.
E) Conducting of sports activities for the learners.	E) Students participated in the inter-collegiate and inter-class tournaments and bagged many prizes.
F) Improvement in enrolment in extension activities.	G) The number of students participating in N.S.S Activities increased.
G) Improvement in the annual examination results of different programmes.	H) The annual examination results of different programmes showed a positive effect.
H) Library Automation and addition of library books and journals.	I) The library was partially computerized. New books were added to the library.
I) Induction Programme	M) For the new entrants Induction/Orientation Programme was conducted

Academic Calendar for the academic year 2011-12 was prepared in the beginning of the academic year and was implemented. (Annexure-I)

2.16 Whether the AQAR was placed in statutory body

Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

In the beginning of the academic year the plan of action was placed before the management for approval. The management not only approved the proposal but also assured its support to the IQAC for effective implementation of the plan of action.



## Criterion – I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	<b>03</b>		<b>03</b>	--
UG	<b>08</b>		<b>08</b>	--
PG Diploma	--	--	--	<b>01</b>
Advanced Diploma	--	--	--	<b>02</b>
Diploma				<b>01</b>
Certificate				
Others	--	--	--	
<b>Total</b>	<b>11</b>	--	<b>11</b>	<b>04</b>

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<b>11</b>
Trimester	--
Annual	-

The institution adopts the pattern of programmes designed by the University. The learners have been given a number of options for exercising their choices of courses like B.Com, B.Sc., B.M.S, B.B.I, B.A.F etc.

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

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

Regular feedback has been taken from the stakeholders from time to time. Proper analysis of the same has been done and the outcome of such feedback has been utilized in various academic activities. (**Annexure- II**)

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

- Being an affiliated college, it follows the syllabus designed by University of Mumbai. As a part of curricular aspects, the faculty contributes through participation in various workshops, seminars and interaction with senior faculties of other institutions before and after the syllabus revision.
- The University has introduced an overall change in the syllabus as per the new semester system and a new marking scheme as per the new credit and grading system. The college has incorporated all of the above changes in all of its existing courses.

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

During the current academic year no new Department/Subject/Course has been introduced.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	43	01	--	01 [Librarian]

2.2 No. of permanent faculty with Ph.D.

4
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	--	--	--	--	--	--	--	5	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	1	--
----	---	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	02	04	16
Presented papers	-	-	-
Resource Persons	Nil	Nil	Nil

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

<p>The institution has adopted following innovative processes in teaching and learning:</p> <ul style="list-style-type: none"> <li>Question and Answer method has been adopted to ascertain the extent to which the learners have understood the lesson taught.</li> <li>Class Tests, Home Assignments, Projects etc have been taken.</li> <li>Special coaching for slow learners and students who are weak in the subject has been undertaken.</li> </ul>
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2.7 Total No. of actual teaching days during this academic year 180

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

- As an affiliated college, examination evaluation reforms are adopted as directed by the University. This includes supply of photo copy of the assessed answer books, revaluation etc.
- At the college level, providing question bank, giving assignments, class test, solving previous year's question papers, conducting of preliminary examination etc. have been followed for the benefit of students.
- Parents are called and the answer books of the students who have done very badly in the practice tests in the respective subjects shown to them and on the basis of the model answers the deficiencies of the students are communicated to them so that such errors will not be repeated.
- To avoid impersonation, examinations admit cards affixed with their photograph are issued to the students showing details of the subjects in which they are supposed to appear.
- Revaluation
- Photocopy of the answer books are given to the students to make them to understand the system of assessment, mistakes committed by them etc.

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

2.10 Average percentage of attendance of students 75

2.11 Course/Programme wise distribution of pass percentage:

Programmes	SEM	No. of Students Appeared	Distinction	First Class	Second Class	Pass Class	Pass %
T.Y.B.Com.	Yearly	285	-	196	20	1	76.14
T.Y.B.Sc. (Chem.)	Yearly	16	01	04	05	-	62.5
T.Y.B.Sc. (Phy.)	Yearly	10	01	-	02	-	30
T.Y.B.Sc. (C.S.)	Yearly	21	-	01	10	01	57.14
T.Y.B.A.	Yearly	22		01	10	07	81.81
T.Y.B.B.I	V	29	02	01	-	25	86.2
T.Y.B.B.I	VI	28	03	19	-	05	96.42
T.Y.B.M.S.	V	47	03	21	09	-	70
T.Y.B.M.S.	VI	46	19	03	04	04	65.21
T.Y. B.Sc I.T.	V	32	02	17	-	-	59.37
T.Y. B.Sc I.T.	VI	32	06	13	02	07	87.5
M.Com.	Part I	06	-	-	03	01	66.66
M.Com.	Part II	04			03	01	100
M.Sc Chem.	Part I	15	-	-	11	-	73.33
M.Sc.Chem	Part II	12	-	03	05	-	66.66

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

The IQAC plays a dominant role in monitoring, evaluating the teaching and learning process.

- Class Teachers/Academic Advisors are appointed to furnish the details of the classes under them to the IQAC periodically.
- Class Mentors have been appointed to look after the academic and personal problems of the learners. The Mentors submit their reports to the IQAC for suggestions and guidance
- The Time-Table Committee working under IQAC monitors the lectures, faculty-wise completion of syllabus etc.
- The IQAC analyzes subject-wise / faculty-wise examination results for further progress.
- Students' feedback is taken regarding the teaching by the faculty members.
- Projects are assigned and surveys are arranged by the IQAC.
- Under its guidance, periodical class tests, group discussions, question and answer method of teaching etc. are conducted.
- Feedback from the parents and the alumni is obtained for further progress.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD Programmes	-
Orientation Programmes	-
Faculty exchange Programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	22
Others	-

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	27	-	-	02
Technical Staff	01	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- The Research Committee constituted for promoting research climate in the institution held meetings of the faculty periodically to share their research findings and experiences at seminars.
- Faculty members are encouraged to adopt research projects.
- Lecture remission and necessary infra-structure is provided for researchers.
- Attainment of Ph.D. degree in service helps the faculty to get his/her employment regularized.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

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

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	2	1	-	4
Sponsoring agencies	-	self funded	self funded	-	self funded



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

3.13 No. of collaborations  International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management /University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="05"/>	Any other	<input type="text" value="26"/>

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

### **NSS EXTENSION ACTIVITIES**

1. Book binding workshop.
2. Tree plantation drive.
3. Blood donation camp.
4. Aids Awareness rally on World's AIDS Day.
5. Thalassemia Check- up.
6. Annual special camp at Dhavale Pada to inculcate
  - Awareness against superstition for village inmates
  - Awareness towards Environment
  - Value of education to rural people
  - Students' awareness of rural socio-economic condition (through survey)
  - Value of health awareness to natives of village

## **WOMEN DEVELOPMENT CELL ACTIVITIES**

- One day workshop on 'Gender Sensitization' including skit on Female feticide by NGO MAVA ( Males Against Violence and Abuse) and TISS (Tata Institution of Social Sciences)
- Monologue based on life and work of Savitribai Phule organized in association with Department of Marathi on occasion of Savitribai Phule birth anniversary.

## **COUNSELING CELL**

- Professional counselor Mrs. Bharati Shah regularly conducted counseling sessions to the students.
- Group counseling to each class.
- Special counseling session to release examination stress.
- Personal counseling sessions once a week.

## **ECO CLUB**

- Photography exhibition in association with department of Zoology.
- Medicinal plant exhibition

## **COMMERCE FORUM**

- Friendship day celebrated by giving charity to orphanage home.
- Essay and poster competitions were conducted for students on the topic :**India Against Corruption**
- “**Consumer Awareness Programme**” was held in association with Rotary Club

## **SCIENCE ASSOCIATION**

- Intercollegiate science oriented competition was hosted by the college under **SCI-TECH FAIR**
- Physics department organized project exhibition.
- Chemistry department celebrated Chemistry Day with different activities for student such as Chem-Housie, Poster competition, Aptitude Test etc.

- Zoology department organized photography competition cum exhibition.
- Mathematics and Aptitude quiz competition was organized to prepare the students for different competitive examination in future.
- Study tour was organized for the students to expose them to practical knowledge and recent development in science and technology.

### **HINDI SAHITYA MANDAL**

- Hindi drama competition was organized to celebrate Hindi Diwas.
- Essay writing competition was organized to enhance literary skill.
- Visit at Pridrishya Prakashan

### **MARATHI BHASHA-VANGMAY MANDAL**

- Workshop on Unicode : use of Marathi in computer in association with Marathi Abhyas Parishad, Pune.
- Monologue based on life and work of Savitribai Phule organized in association with WDC on occasion of Savitribai Phule birth anniversary.

### **CULTURAL**

- Students participated in Youth Festival organized by University of Mumbai.
- Number of Students participated and won prizes in intercollegiate competitions at zonal level.
- Intercollegiate cultural festival '**PANORAMA**' hosted by the college in the month of December.
- Performing arts, literary arts and fine arts competitions organized by Students' Council during Annual cultural **STRING** festival in December.

### **MISCELLANEOUS**

- A certificate course in "functional English"
- History quiz was organized for Arts students.

- Arts students participated in 2 day workshop organized by Marathi Abhyas Kendra.
- Rally was organized for the movement of Team Anna Hazare.
- Department of Psychology conducted Workshop on Examination Stress Management for BMS students.
- Department of Chemistry conducted workshop on the topic Chemical hazards and laboratory management for F.Y.B.M.S. students.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.5 Acres	---	Management	1.5 Acres
Class rooms	32	---		32
Laboratories	6	---		7
Seminar Halls	1	---		1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	1	---		1
Value of the equipment purchased during the year (Rs. in Lakhs)	62,14,423	8,18,193		70,32,616
Others				

#### 4.2 Computerization of administration and library

- The college has well equipped computer laboratories and other ICT enabled learning resources, which are extensively used for academic and administrative purposes.
- The college has two computer laboratories used by students.
- The college library is equipped with facilities like computers, printers and internet facility.
- The library is fully computerized.
- All the departments and laboratories have computers with internet access.
- The examination department has an independent room with computers with internet facility and printers.
- The College administrative office is comfortably furnished with computers and printers.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Books	779	68,173	771	1,09,170	1550	1,77,343
Reference Books	200	82,630	149	76,914	349	1,59,544
Journals	20	19,875	28	66,480	48	86,355
e-Journals *						
Magazines	15	1,610	17	1,930	32	3,540
CD & Video	155	55,695	2	1,000	157	56,695
Others (specify)Maps	24	3,680	-	-	24	3,680

\* Library subscribed to NLIST programme under INFLIBNET. Access to more than 6000 journals.

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	92	62	02	02	-	11	19	-
Added	-	-	-	-	-	-	-	-
Total	92	62	02	02	-	11	19	-

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

Nil

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

1,37,000

ii) Campus Infrastructure and facilities

91,380

iii) Equipments

1,27,000

iv) Others

1,01,528

**Total :**

4,56,908

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Updated Prospectus –Giving details of various support services.
- Notice Boards- Placed at prominent places, giving details of support services.
- Social Media- College website furnished and up-to-dated information provided regarding student support services.
- Letters- issued to the students about various students support services provided by the college.
- Special lectures- arranged to create awareness.
- PTA meeting- information are given to the parents and the students.
- Notices - circulated during the regular lectures for creating awareness regarding the student support services available.

#### 5.2 Efforts made by the institution for tracking the progression

- Alumni association meets at least two times in an academic year in which information is obtained regarding the students' progression.
- During the year 2011-12, many students from our college, secured admission for post-graduation.
- Students' performance and attendance is communicated to the students and parents through Parents' Teacher meeting.
- College results are compared with University results. Efforts are made to improve wherever it is required.
- Record of Transfer Certificate is maintained of students who have secured admission for PG Course in other institutions.
- Feedback is taken from college alumni regarding students progression.
- Transcript certificate issued to students pursuing higher education outside India

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1599	49	-	-

(b) No. of students outside the state

12

(c) No. of international students

-



Men	No	%	Women	No	%
	906	55		742	45

2010-11						2011-12					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1140	173	11	312	02	1638	1357	162	08	119	02	1648

Demand ratio- 1:19

Dropout % - less than 1%

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

- The faculty guided and encouraged students to prepare for competitive examination after their graduation.
- Mathematics and Statistics department organized aptitude and quiz competition for students. Winners were felicitated with cash prize.
- Coaching was conducted for final year students for quantitative aptitude, general English and Mathematics.
- The college library is well stocked with books and journals for competitive examinations.
- Lectures are arranged to create awareness among the students regarding the various examinations conducted by the State/Central Govt. from time to time.
- Lecture was arranged on the topic “Educational opportunities abroad”
- Workshops on ‘Career options in Hindi’

No. of students beneficiaries

Not known

#### 5.5 No. of students qualified in these examinations

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

#### 5.6 Details of student counseling and career guidance

- College has appointed visiting professionals for regular counselling.
- Counselling is provided to the students who are identified by the teachers during their regular lectures.
- Necessary follow up is done to achieve desired results.
- Lectures on career guidance have been arranged by different departments.
- Sessions on Career Guidance and on students’ counselling have been taken.

No. of students benefitted

178

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	94	16	5

### 5.8 Details of gender sensitization programmes

- Awareness camp was conducted for female students.
- Women's Day was celebrated under the supervision of Women Development Cell (WDC) of the college.
- One day workshop on 'Gender Sensitization' including skit on Female foeticide by NGO MAVA ( Males Against Violence and Abuse) and TISS (Tata Institution of Social Sciences)
- Monologue based on life and work of Savitribai Phule organized in association with Department of Marathi on occasion of Savitribai Phule birth anniversary.

### 5.9 Students Activities

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

State/ University level

93

National level

-

International level

-

#### No. of students participated in cultural events

State/ University level

-

National level

-

International level

-

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

Sports: State/ University level

-

National level

-

International level

-

Cultural: State/ University level

-

National level

-

International level

-

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	05	17,000
Financial support from government	95	10,94,197
Financial support from other sources CIDCO	31	52,000
Number of students who received International/ National recognitions	-	-
Fees waived by the Management	42	3,08,030.00

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

### 5.12 No. of social initiatives undertaken by the students

The students actively participated in all events as volunteers and helped the faculty in organizing various activities. Students have participated in social activities arranged by the college and outside agencies.

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

In this academic year no major grievances were recorded. However minor grievances were redressed by the College Grievance Cell.

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

<p style="text-align: center;"><b>Vision</b></p> <p style="text-align: center;"><b>To make the institution a centre of academic excellence</b></p> <p style="text-align: center;"><b>To ensure quality education accessible to all</b></p> <p style="text-align: center;"><b>To tune –in the minds of youth for an ever changing world</b></p> <p style="text-align: center;"><b>Mission</b></p> <p style="text-align: center;"><b>To empower students with knowledge and skill</b></p> <p style="text-align: center;"><b>To develop competence for gainful employment</b></p> <p style="text-align: center;"><b>To inculcate discipline, commitment and sensitivity</b></p>
--

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

- Faculty members regularly attend the workshops and seminars on syllabus restructuring.
- Heads of the Departments hold meeting of faculty members and get feedback from them.
- Teachers get feedback from the students.

### 6.3.2 Teaching and Learning

Efforts were made to improve the Teaching and Learning process through the following means :

- Guest lecture series and seminars were organized to address the students on various subjects to make them understand the subject matter clearly.
- Staff meeting and departmental meetings were held frequently to find out the issues faced in the teaching and learning process and to solve problems satisfactorily.
- Orientation programmes are conducted by the Principal for the First Year students to familiarize them with the infrastructure available in the college.
- Industrial visits and field trips were organized for the students to make them understand practical knowledge.
- Students were encouraged to participate in the inter-collegiate events conducted by our college and other colleges.

### 6.3.3 Examination and Evaluation

- Our Institute is affiliated to the University of Mumbai, the college follows the examination system set out by the University of Mumbai.
- The examination committee of the college prepares schedule of the first and second year examination. Faculty completes the syllabus on time for the students prepare for examination.
- Revaluation and moderation of the examination papers were done as per the university rules and regulations.
- The students are informed about the type of punishment well in advance and the consequences of using unfair means so that they are discouraged to use the same in examination.
- College examination results are declared within 30 days of the last day of the examination.
- Examination schedule programme-wise is informed to all stakeholders like students, parents, alumni etc. The dates of declaration of results of various programmes are informed to all stakeholders.

#### 6.3.4 Research and Development

- The Head of the Department of Commerce is pursuing Ph.D. degree in the relevant subject.
- The Head of the Department of Marathi is pursuing the Ph.D. degree in the relevant subject.
- Faculty Members who are already registered for Ph.D. program are encouraged to complete the same as early as possible.
- Other faculty members are encouraged to register themselves for Ph.D. degree in their respective subjects.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library has been equipped with books for the benefit of the stud
- e-books are made available for the faculty and students by the library.
- Required number of tables, chairs and other infra-structure has been provided for students and faculty members.

#### 6.3.6 Human Resource Management

- The college authority holds the meeting of the staff to plan the academic activities and its proper implementation.
- Many committees were formed to organize the activities of the college smoothly.
- Many activities were organized such as cultural, sports, academic, field tours etc. for the students to get practical knowledge.
- The college is administered through a system of work assignment and periodical monitoring system.
- Performance Appraisal Report is taken from the faculty and non-teaching staff for every six months. The progress of the same is monitored.

#### 6.3.7 Faculty and Staff recruitment

- All recruitments of faculty and the staff is done following the university statutes.
- Candidates interviews are taken, selection is done on merit basis.
- Oral interviews, demonstration lectures are taken to select the best candidates for teaching posts.

### 6.3.8 Industry Interaction / Collaboration

- Industrial visits are organized every year by the college. Students are taken to the Industries and they interact with the technical experts and the managers.
- Industrial visit reports are prepared and the copy of the same is kept in the department.

### 6.3.9 Admission of Students

- Admission process is done as per the norms specified by the university.
- For financially poor students, admission fees are collected in instalments on their request.
- Admission of the students is done on merit basis. Merit list is displayed programme-wise.
- Admission reservation policy is adopted as per government norms.

### 6.4 Welfare schemes for

Teaching	Employees provident fund, gratuity, group insurance etc have been adopted
Non teaching	<ul style="list-style-type: none"><li>• Uniform and monsoon wear for Class IV employees.</li><li>• Advance against salary is given in case of emergency.</li><li>• Medical help is provided in special cases.</li><li>• Encouragement is given for further studies.</li></ul>
Students	<ul style="list-style-type: none"><li>• Group insurance policy for the students is taken.</li><li>• First Aid Training is given to them.</li><li>• Placement Services, Counselling, Medical Care is extended to them.</li></ul>

6.5 Total corpus fund generated

7,29,000

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	No	-
Administrative	No	-	No	-

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

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

NOT APPLICABLE

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

NOT APPLICABLE

6.11 Activities and support from the Alumni Association

- Our college Alumni Association participate in the Flag Hoisting ceremony on Independence Day, Republic Day and other entertainment programmes.
- The Alumni interacts with the faculty members.
- The feedback from the Alumni regarding the various constituents of the institution helps in framing the academic and administrative policies of the institution.

6.12 Activities and support from the Parent – Teacher Association

- The college has parents-teachers' association which periodically holds parents-teachers' meet where the parents are informed about their ward's attendance in classes.
- Faculty and the parents interact on every 4<sup>th</sup> Saturday of the month to discuss the progress of the learners.



### 6.13 Development programmes for support staff

- The Department of Accountancy conducts session on how to fill up tax returns on the taxable income
- Class III and Class IV Employees are encouraged to enhance their academic qualification
- First Aid training programme, Short term Yoga course and workshop were arranged.

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

- Every year NSS cell organizes tree plantation programme.
- Plastic cups are avoided for consumption of tea and coffee
- Lectures are arranged for the students regarding the importance of cleanliness, tree plantation etc.

## Criterion – VII

### 7. Innovations and Best Practices

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

- 1) **Students Satisfaction Survey:** To understand and assess the level of satisfaction of the learners, for the first time the college has introduced this survey through which deficiencies are identified and necessary positive steps are taken to enhance the satisfaction of the learners. Questionnaires are prepared and answers are taken from the students in “Yes” or “No”. Based on such answers, the institution has identified the areas in which its efforts are required to satisfy the learners.
- 2) **Orientation Lecture for Parents and Guardians:** It is observed that large number of parents do not involve themselves in the area of studies of their wards. The institution realised that there is a need to hold a orientation lecture for the parents so as to enable them to involve themselves in the academic activities of their wards like, regular attendance in the college, timely submission of projects and assignments, Interaction with the teachers, Participation in sports and extension activities etc. In the beginning of the current academic year the orientation lecture of two hours duration was arranged in the college Seminar Hall exclusively for the parents to make them to understand the need for their involvement in the holistic development of their wards.

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

Plan of Action	Action taken report
A) Guest lecture series to be organized for final year students	A) Special Guest Lectures in almost all subjects were arranged for final year students which had a positive effect on the examination results.
B) To organize inter collegiate cultural events	B) Number of cultural activities were organized during the academic year by all departments.
C) To conduct remedial lectures for slow learners and others likely to drop out.	C) The remedial lectures had a positive effect on the slow learners.
D) To organize industrial visits and study tours.	D) Industrial Visits were conducted and study tours were also arranged for the benefit of the students.
E) To conduct sports activities for the learners.	E) Students participated in inter-collegiate and inter-class tournaments and bagged many prizes.
F) Introduction of examination reforms	F) The system of coding of answer books was introduced.
G) Improvement in enrollment in extension activities.	G) The number of students participating in N.S.S activities increased.
H) Improvement in the annual examination results of all programmes.	H) The annual examination results of all programmes showed a positive impact.
I) Library Automation and addition of	I) The library was computerized. Additional books

library books and journals.	were supplied to the library.
J) Induction Programme	N) For the new entrants Induction/Orientation Programme was conducted.

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

1. Intensive training in the evaluation system
2. Faculty development programmes

Details of these best practices are given in annexure III to AQAR 2011-12.

7.4 Contribution to environmental awareness / protection

1. Medicinal plant exhibition organized.
2. Documentary show 'Story of Stuff' on Natural Resource consumption.
3. Lecture on awareness about savings snakes on occasion of 'Nag Panchami'.
4. Environmental days were celebrated in the campus like Earth day, Ozone day, Environment day, on 22<sup>nd</sup> April, 16<sup>th</sup> September and 5<sup>th</sup> June respectively.
5. Tree plantation program was undertaken in and outside the college campus.
6. Indoor plants are installed in the college buildings.
7. The students persuaded the public to use eco-friendly Ganpati idols made out of clay.
8. Health awareness programmes at camp site.

7.5 Whether environmental audit was conducted?      Yes       No

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

**Nil**

**8. Plans of institution for next year**

1. Special lectures for weak students: The students failing in one or more than one subjects who are allowed to keep the terms for higher standards, will be given special coaching to enable them to pass in their respective subjects.
2. Examination Grievance Cell: the institution intends to form an examination grievance cell consisting of senior faculty members to attend and redress the grievances of the students connected with conducting of examination and examination results.
3. Library Users Feedback: To enhance the quality of services provided to the library users, the institution plans to introduce the feedback system.

4. Mock Interview: The students studying in final year degree course and post graduate course are given necessary guidance to face the interviews for employment. The institution intends to hold mock interviews by some specialized personnel during the next academic year.

Name *Dr. (Mrs.) Leena Sarkar*

*Leena*

Signature of the Coordinator, IQAC

Name *Dr. (Mrs.) Bhagyashri Dabke*

*Bhagyashri*

Signature of the Chairperson, IQAC

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## ANNEXURE I -AQAR 2011-12

### Academic Calendar 2011-12

**13<sup>th</sup> June 2011: Reopening of college after summer vacation. Staff meeting, Meeting of Head of Departments. Display of time table for second and third year classes on notice board. Classes for third year and second year courses begin. Meeting of various committees with principal.**

Students Council Cell	14 <sup>th</sup> June 2011
I.Q.A.C	14 <sup>th</sup> June 2011
Exam Committee	14 <sup>th</sup> June 2011
Students Grievance Cell	14 <sup>th</sup> June 2011
Admission Committee	15 <sup>th</sup> June 2011
PTA meeting	15 <sup>th</sup> June 2011
Alumni Members Meet	15 <sup>th</sup> June 2011
Library Advisory meeting	16 <sup>th</sup> June 2011
Research Committee	16 <sup>th</sup> June 2011
Time-table committee	17 <sup>th</sup> June 2011
Women Development Cell	18 <sup>th</sup> June 2011
5 <sup>th</sup> June World Environment Observation day	18 <sup>th</sup> June 2011
N.S.S. Meet	18 <sup>th</sup> June 2011
Counseling Cell meet	20 <sup>th</sup> June 2011
Industrial Visit Meet	20 <sup>th</sup> June 2011
Cultural committee	20 <sup>th</sup> June 2011
L.M.C.	
Orientation for fresher's	1 <sup>st</sup> July 2011
Commencement of lectures for all 1 <sup>st</sup> year classes	2 <sup>nd</sup> July 2011
Remedial lectures before ATKT Exams.(Additional exams)	1 <sup>st</sup> July to 13 <sup>th</sup> August 2011
Guidance lectures on current psychological issues by counseling cell.	28 <sup>th</sup> July 2011
Lecture on Women's rights –WDC	2 <sup>nd</sup> August 2011
Parent-teacher meeting	4 <sup>th</sup> August 2011
Holiday- Raksha Bandhan	13 <sup>th</sup> August 2011
Independence Day- Flag Hoisting	15 <sup>th</sup> August 2011
Holiday – Pateti	19 <sup>th</sup> August 2011
ATKT examination for all FY and SY classes	23 <sup>rd</sup> August 2011
Sci-Tech Fair	4 <sup>th</sup> week of August 2011
Lecture by Counselling cell	27 <sup>th</sup> August 2011
Ramzan Eid	31 <sup>st</sup> August 2011
Holiday – Ganesh Chaturthi	1 <sup>st</sup> September 2011
Teachers Day Celebration	5 <sup>th</sup> September 2011
Gowri Visarjan	6 <sup>th</sup> September 2011
PTA meeting	10 <sup>th</sup> September 2011

Guest lecture for TY IT	20 <sup>th</sup> September 2011
I.Q.A.C. Meeting	24 <sup>th</sup> September 2011
First Semester Exam	1 <sup>st</sup> Oct. 2011
Holiday – Dussera	6 <sup>th</sup> October 2011
Result declaration	22 <sup>nd</sup> October 2011
<b>Diwali vacation</b>	<b>23<sup>th</sup> October to 13<sup>th</sup> November 2011</b>

### II<sup>nd</sup> semester 2011-12

**14<sup>th</sup> November College reopens after Diwali vacation, Lectures resumes as per time table result analysis, meeting of Head of the Departments.**

Time-table committee	14 <sup>th</sup> November 2011
Students Council Cell	14 <sup>th</sup> November 2011
I.Q.A.C	14 <sup>th</sup> November 2011
Exam Committee	14 <sup>th</sup> November 2011
Additional Examination	18 <sup>th</sup> November 2011
Students Grievance Cell	19 <sup>th</sup> November 2011
Alumni Meeting	19 <sup>th</sup> November 2011
Library Advisory meeting	21 <sup>st</sup> November 2011
Research Committee	21 <sup>st</sup> November 2011
PTA meeting	26 <sup>th</sup> November 2011
N.S.S. Meet	26 <sup>th</sup> November 2011
Women Development Cell	26 <sup>th</sup> November 2011
Counseling Cell meet	26 <sup>th</sup> November 2011
Cultural committee	26 <sup>th</sup> November 2011
L.M.C	26 <sup>th</sup> November 2011
Interview for best student of the college	3 <sup>rd</sup> December 2011
Moharam	6 <sup>th</sup> December 2011
Chemistry Day	10 <sup>th</sup> Dec 2011
Talent Show	12 <sup>th</sup> December 2011
String Festival	19 <sup>th</sup> to 22 <sup>nd</sup> December 2011
Annual Prize Distribution Function	23 <sup>rd</sup> Dec 2011
Winter Break	24 <sup>th</sup> Dec 2011 to 1 <sup>st</sup> Jan 2012
<b>College reopens after winter break. Lectures resume as per time table. 2<sup>nd</sup> Jan. 2012.</b>	
Panorama Intercollegiate Festivals	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> Jan 2012
Workshop by Counseling Cell	13 <sup>th</sup> January 2012
WDC programme by Askhara Foundation	16 <sup>th</sup> January 2012
Republic Day- Flag Hosting	26 <sup>th</sup> Jan 2013
Guidance lectures for all third year Classes	Second Week of Feb 2012
Mahashivatri	20 <sup>th</sup> February 2012
Preliminary Examination for TY Students	21 <sup>st</sup> February 2012
Second semester commences	7 <sup>th</sup> March 2012
Holiday – Holi	8 <sup>th</sup> March 2012

Result declaration	31 <sup>st</sup> March 2012
Holiday -Good Friday	5 <sup>th</sup> April 2012
Additional Exams commences	16 <sup>th</sup> April 2012
Admission Committee	30 <sup>th</sup> April 2012
Staff Meeting Last working Day	30 <sup>th</sup> April 2012

**Summer vacation begins from 1<sup>st</sup> May 2012 to 12<sup>th</sup> June 2012**

# ANNEXURE II A -AQAR 2011-12

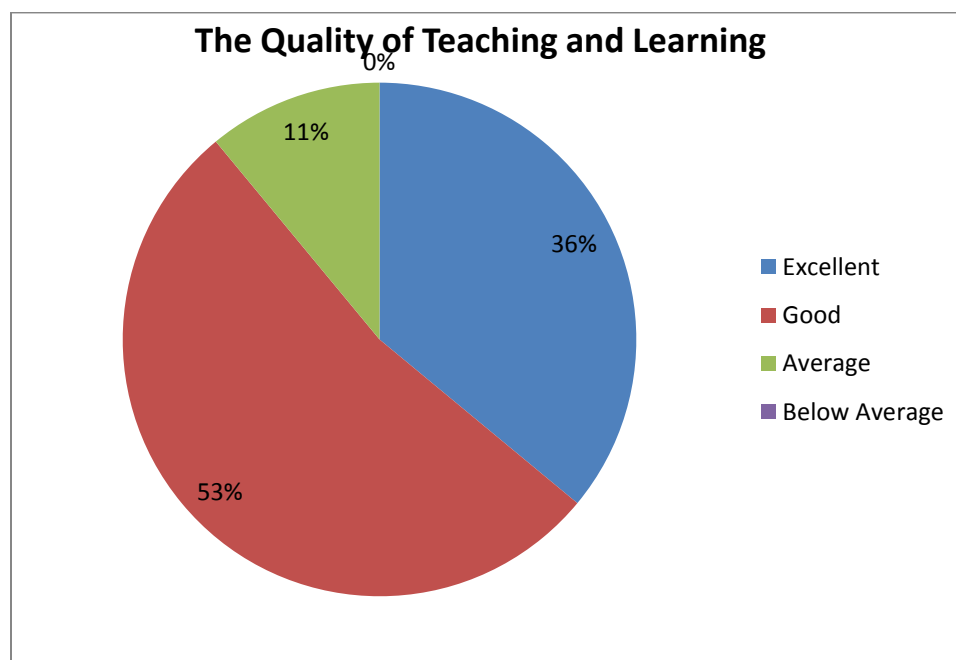
## ANALYSIS OF ALUMNI FEEDBACK

Feedback was taken from the 36 College Alumni. They were asked to rate 10 parameters on a 4 point scale – Excellent (4), Good (3), Average (2), Below Average (1).

Parameter No.1 –The quality of teaching and learning

Q.1 The quality of teaching and learning:

Observation	Excellent	Good	Average	Below Average
Percentage	36	53	11	0



**36% of the Alumni are of the opinion that the quality of teaching and learning is excellent.**

**53% say that the quality of teaching and learning is good.**

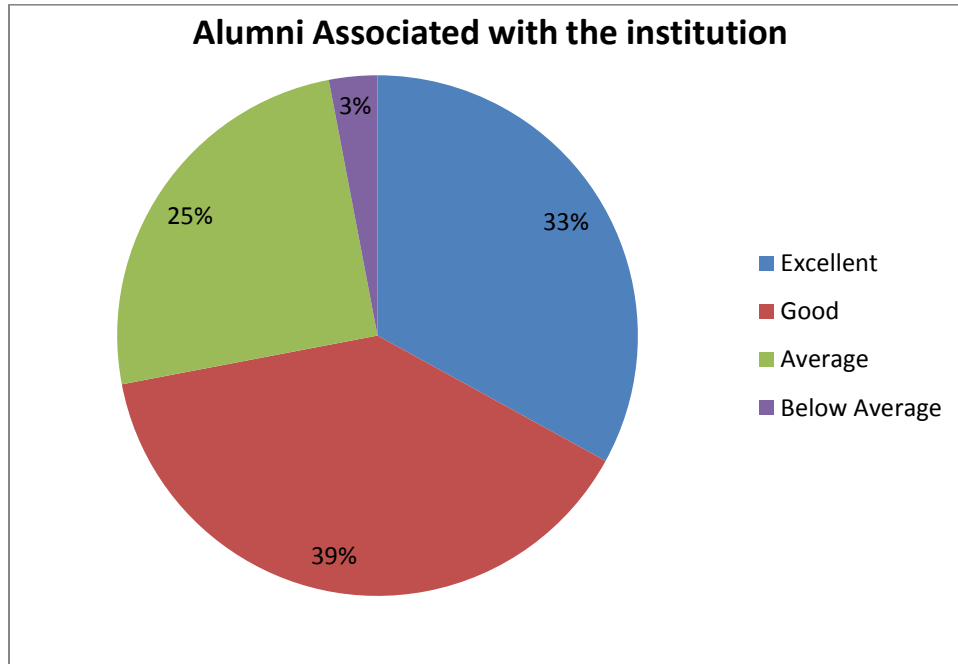
**11% are of the opinion that the quality of teaching and learning is average.**

**Only 0% say that the quality of teaching and learning is below average.**



Q.2. Role of the institution in the holistic development of the students:

Observation	Excellent	Good	Average	Below Average
Percentage	33	39	25	3



**33% of the students are of the opinion that the desire of the Alumni to remain associated with the Institution is excellent.**

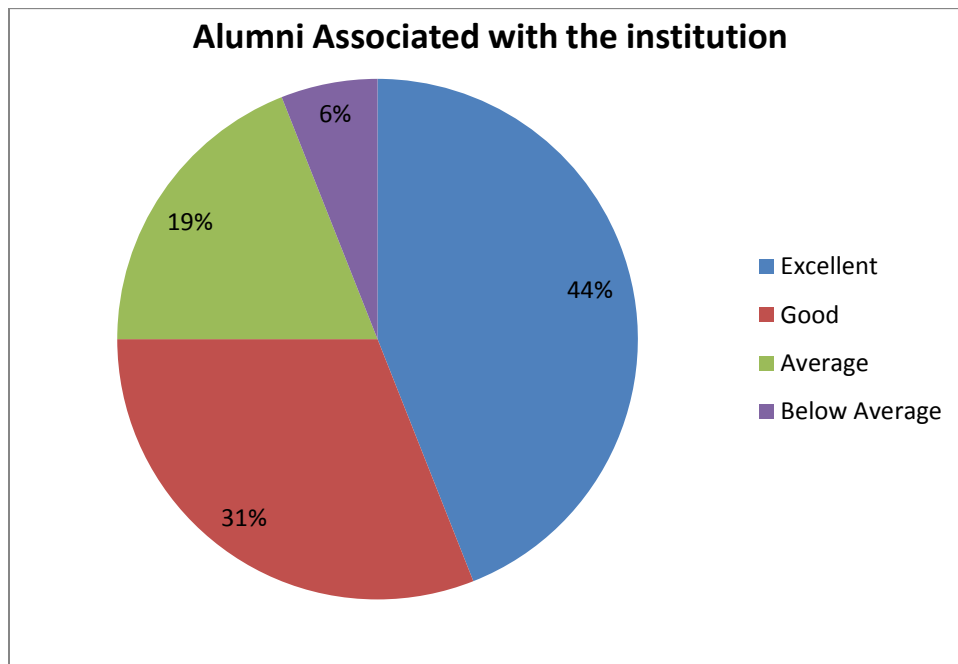
**39% say that the desire of the Alumni to remain associated with the Institution is good.**

**25% are of the opinion that the desire of the Alumni to remain associated with the Institution is average.**

**Only 3% say that the desire of the Alumni to remain associated with the Institution requires improvement.**

**Q.3 Encouragement for further studies:**

Observation	Excellent	Good	Average	Below Average
Percentage	44	31	19	6



**44% of the Alumni are of the opinion that the encouragement given to the students for further studies is excellent.**

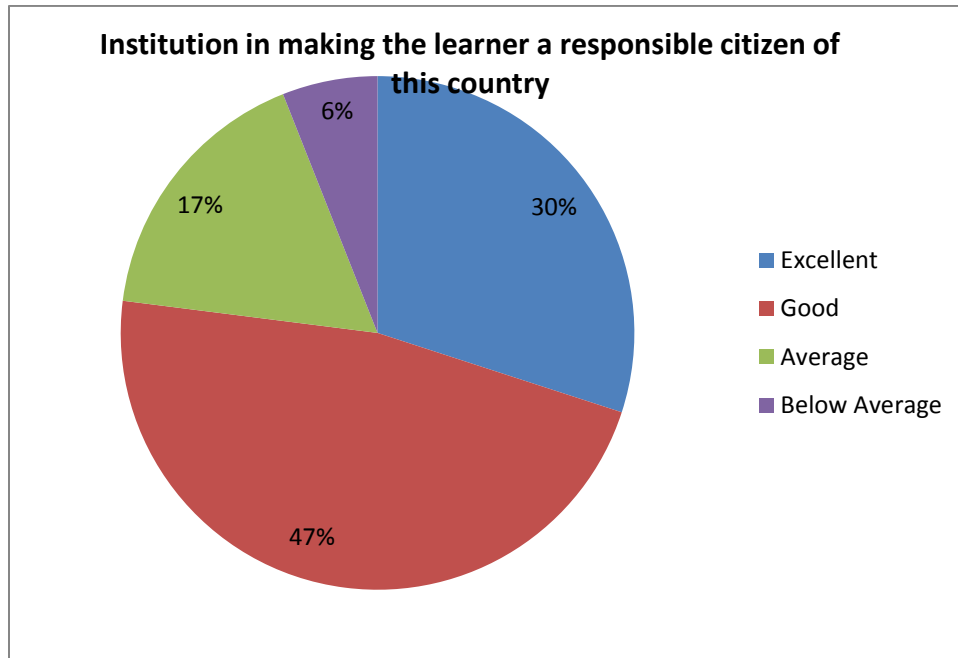
**31% say that the encouragement given to the students for further studies is good.**

**19% are of the opinion that the encouragement given to them for further studies is average.**

**Only 6% of the Alumni is of the opinion that the encouragement given to the students for further studies is below average.**

**Q.4 Institution in making the learner a responsible citizen of this country:**

Observation	Excellent	Good	Average	Below Average
Percentage	30	47	17	6



**30% of the Alumni are of the opinion that the role of institution in making learners a responsible citizen is excellent.**

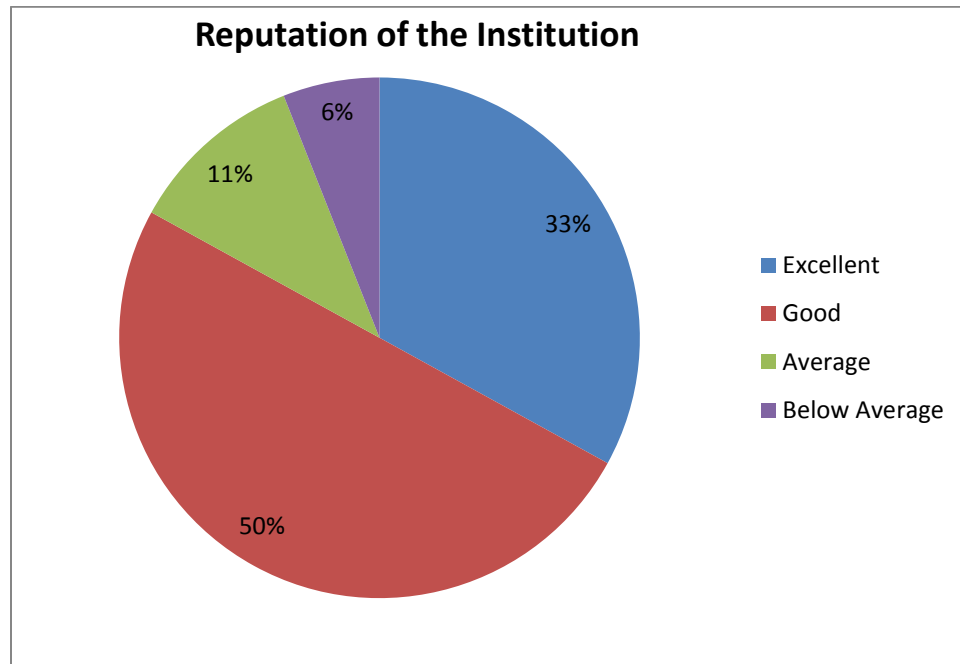
**47% say that the quality of the role of institution in making learners a responsible citizen is good.**

**17% are of the opinion that the role of institution in making learners a responsible citizen is average.**

**3% of the Alumni is of the opinion that the role of institution in making learners a responsible citizen is below average.**

### Q.5 Reputation of the Institution:

Observation	Excellent	Good	Average	Below Average
Percentage	33	50	11	6



**33% of the Alumni are of the opinion that the quality of teaching and learning is excellent.**

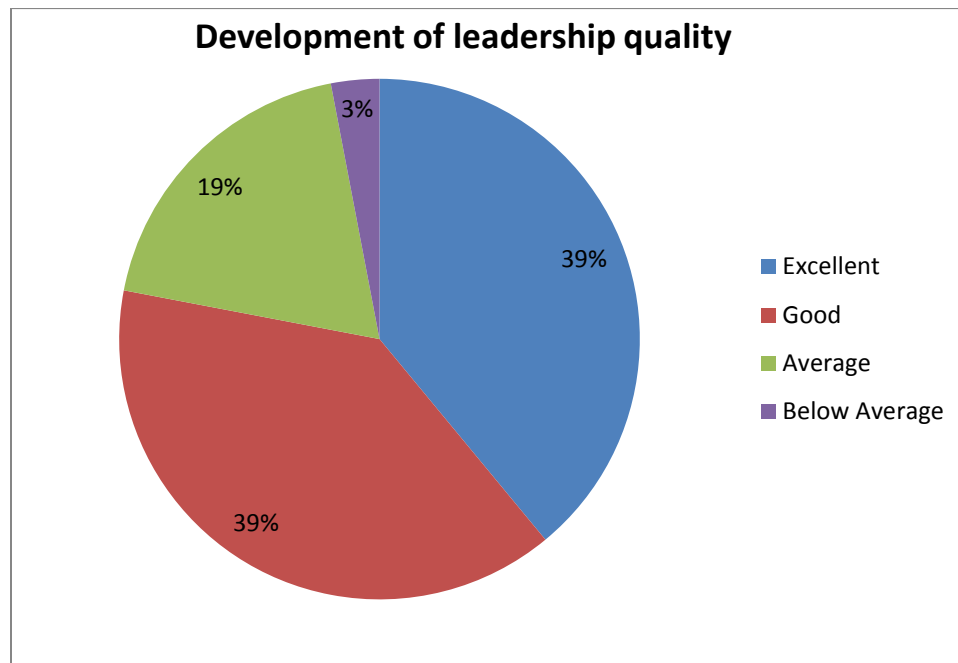
**50% say that the quality of teaching and learning is good.**

**11% are of the opinion that the quality of teaching and learning is average.**

**Only 6% say that the quality of teaching and learning is below average.**

### Q.6 Development of leadership quality:

Observation	Excellent	Good	Average	Below Average
Percentage	39	39	19	3



**39% of the Alumni are of the opinion that the quality of teaching and learning is excellent.**

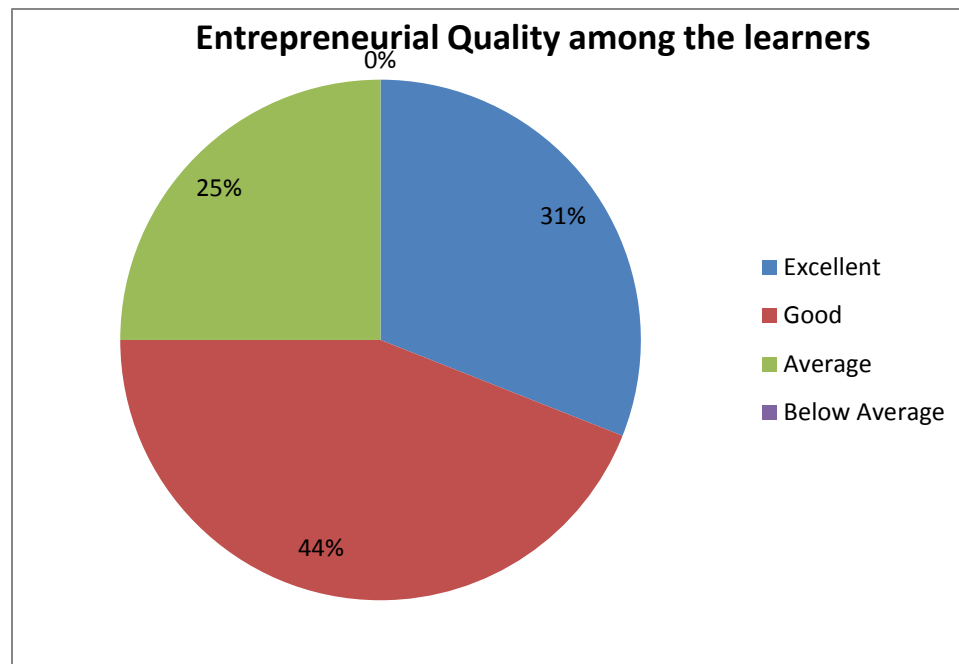
**39% say that the quality of teaching and learning is good.**

**19% are of the opinion that the quality of teaching and learning is average.**

**Only 3% say that the quality of teaching and learning is below average.**

### Q.7. Entrepreneurial quality among the learners

Observation	Excellent	Good	Average	Below Average
Percentage	31	44	25	0



**31% of the Alumni are of the opinion that the role of the institution in developing the entrepreneurial quality among the learners is excellent.**

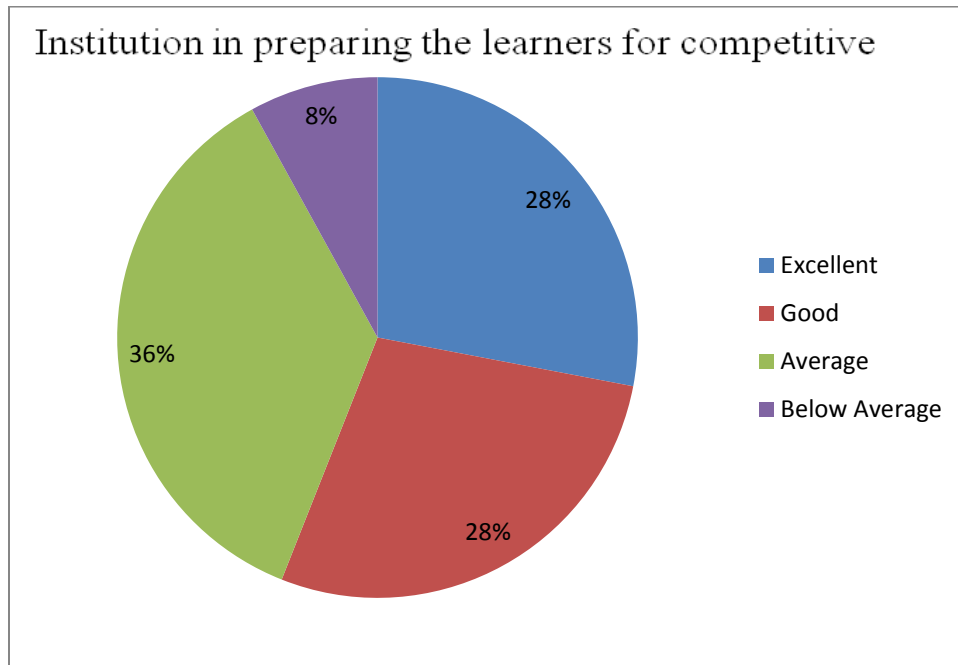
**44% say that the role of the institution in developing the entrepreneurial quality among the learners is good.**

**25% are of the opinion that the role of the institution in developing the entrepreneurial quality among the learners is average.**

**Only 0% say that the role of the institution in developing the entrepreneurial quality among the learners is below average.**

Q.8. Institution in preparing the learners for competitive examinations.

Observation	Excellent	Good	Average	Below Average
Percentage	28	28	36	8



**28% of the Alumni are of the opinion that the role of the institution in preparing learners for competitive examinations is excellent.**

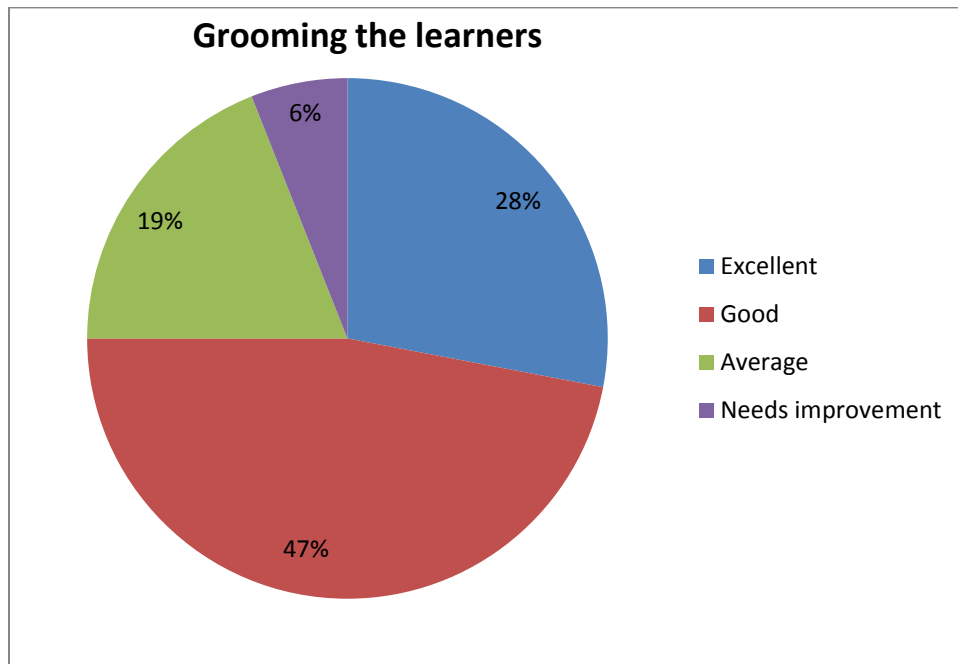
**28% say that the role of the institution in preparing learners for competitive examinations is good.**

**36% are of the opinion that the role of the institution in preparing learners for competitive examinations is average.**

**Only 8% Alumni say that the role of the institution in preparing learners for competitive examinations requires improvement.**

Q.9 Grooming the learners in making them successful professional:

Observation	Excellent	Good	Average	Needs improvement
Percentage	28	47	19	6



**28% of the students are of the opinion that the role of the institution in grooming the learners in making them successful professionals is excellent.**

**47% say that t the role of the institution in grooming the learners in making them successful professionals is good.**

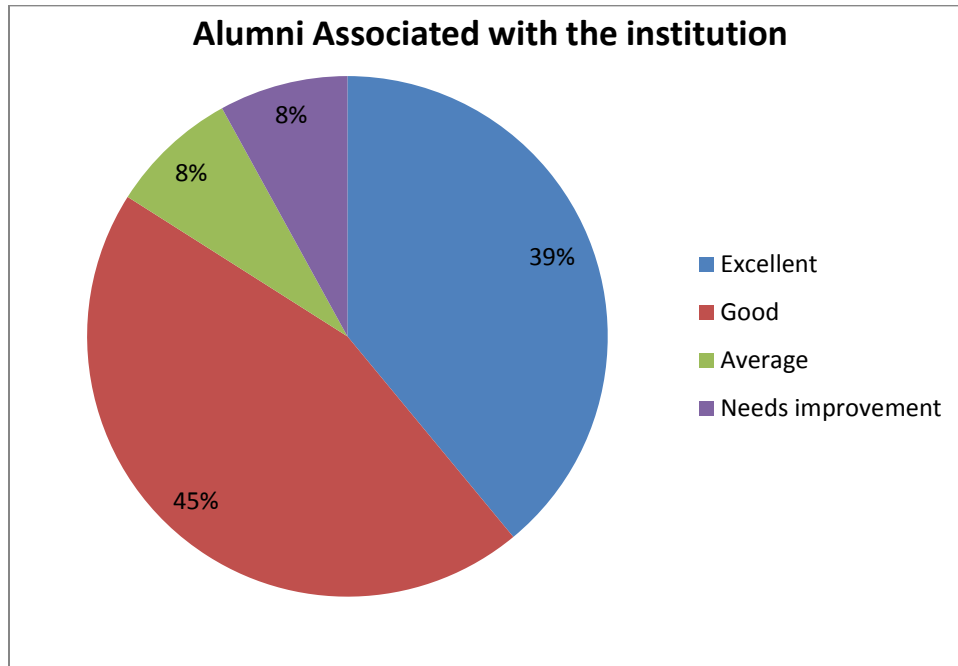
**19% are of the opinion that the role of the institution in grooming the learners in making them successful professionals is average.**

**Only 6% of the alumni are of the opinion that the role of the institution in grooming the learners in making them successful professionals is below average remark.**



Q.10. Alumni Associated with the institution :

Observation	Excellent	Good	Average	Needs improvement
Percentage	39	45	8	8



**39% of the students are of the opinion that the desire of the Alumni to remain associated with the Institution is excellent.**

**45% say that the desire of the Alumni to remain associated with the Institution is good.**

**8% are of the opinion that the desire of the Alumni to remain associated with the Institution is average.**

**Only 8% say that the desire of the Alumni to remain associated with the Institution requires improvement.**

# ANNEXURE II B -AQAR 2011-12

## Students Feedback

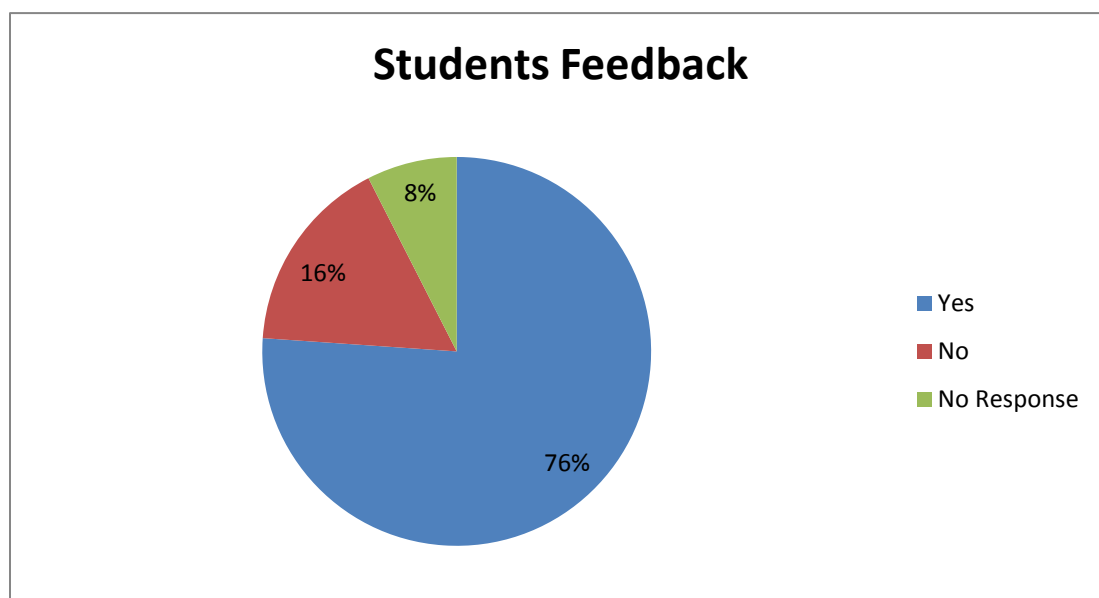
Feedback is taken from the learners regarding various services provided by the College which includes academics , extra curricular activities, sports, extension activities, sports services, placement, library services, infra structure facilities, evaluation, administration etc. 100 students were given questionnaires consisting of 46 questions each. They were expected to give their response in Yes or No.

Out of the total questions of 4600, 3500 were answered in Yes and 755 in No, 345 questions were not answered.

This feedback indicates 76% of total questions are answered in positive and 16% are in negative. However 8% are unanswered.

This exercise helped the institution to put more efforts in those areas in which students have given answer in negative (16%).

<b>Students Feedback (2011-12)</b>			
<b>NO. of Questions</b>	<b>Yes</b>	<b>No</b>	<b>No Response</b>
<b>4600</b>	<b>3500</b>	<b>755</b>	<b>345</b>
<b>Percentage</b>	<b>76%</b>	<b>16%</b>	<b>8%</b>



# ANNEXURE III - AQAR 2011-12

## BEST PRACTICES-1

### **Introduction:**

Teaching and learning is an integral part of the holistic development of learners. The system of evaluation plays a dominant role in determining the extent of learning. Therefore this institution has proposed to provide intensive training to the faculty members and the learners in the area of evaluation. This is a unique practice adopted by this institution to have an excellent and effective teaching, learning and evaluative system.

### **Title of the Practice:**

Intensive training in the new evaluative system adopted by the University of Mumbai was provided for the faculty members. The semester based credit and grading system is implemented by the institution from this academic year.

### **Context:**

The vision and mission of the institution speaks about making the institution a centre of academic excellence and prepare the learners for an ever changing world. The institution believes that a thorough knowledge of the evaluation system enables the learners to have a systematic preparation for the examination and show better performance.

### **Objectives:**

- To enable the faculty members to understand the newly introduced semester based credit and grading system.
- To make the learners well acquainted with the new evaluative system.
- To make suggestion through feedback to the university examination section.

- To hold special sessions for the learners regarding the new evaluation system.
- To enhance the performance of the learners in the examination.

### **The Practice:**

The University of Mumbai has introduced the new semester based credit and grading system of evaluation in which the learners are evaluated throughout the duration of the programme. This is a new system of evaluation introduced by the University for the first time. Under this system the credit earned by the learners determine the grade to be awarded. In the earlier system student's performance was determined only on the basis of the performance at the third year (of the programme) as first and second year examinations performance was not considered for grading and awarding the class.

Looking at the importance of new credit based evaluation system, the institution has decided to train almost all faculty members so as to enable them to hold informative sessions for the learners.

During the year 2011-12 twenty six faculty members were deputed to attend the workshops conducted by the University and other affiliated colleges on the new evaluation system. The Heads of Department and senior faculty members arranged orientation programmes (subject-wise) for the learners in the college pertaining to the new system. This is a unique practice where large number of faculty members were trained in the new system of evaluation.

### **Constraint and Limitations:**

- Though large numbers of faculty members were trained, all members could not be sent for such training/ workshops.
- As the faculty members are deputed to attend the workshops while on duty, their regular teaching assignments get disturbed.
- When faculty members attend the workshop on evaluation, student's regular teaching get affected.
- The faculty members are given TA and DA to attend the workshops conducted at different places involving large amount of money leading to financial implications on the

institution. Since this institution is permanently unaided, bearing such expenses become difficult

- In some subjects, teachers could not attend the workshops due to their personal problems thereby depriving the students from having orientation sessions on evaluation.

### **Evidence of Success:**

- The departmental heads and senior faculty members of the institution are well trained in the new evaluative system based on credit points and grading.
- The orientation lectures on evaluation arranged for the students have trained the students in the new evaluation system.
- This system has made the students to give equal weightage to all the academic years of the programme.
- The training in the field of evaluation helped the faculty members to give their suggestions/feedback to the university.

### **Problems encountered and Resource required:**

- Teacher's deputation for attending the workshop has disturbed their regular teaching plans.
- All teachers could not be sent for training as it disturbed the regular functioning of the college.
- Teacher's attendance at the workshops involves financial implications as they are paid TA and DA.
- Deputation of teachers for evaluation related workshops are deprives them of attending /participating in seminars and other subject\_ related meetings.
- Student's regular lectures get disturbed when teachers proceed on duty leave to attend the workshops on evaluation.

**Conclusion:**

This practice of deputing large number of faculty members for training / workshops on the newly introduced evaluative system has helped the institution in conducting the examination, preparation of results and timely declaration of the same as per University norms. At the same time the learners understood the new evaluation system and are prepared for the new semester wise continuous evaluation and grading system.

## **BEST PRACTICES-2**

### **Introduction:**

Every institution intends to achieve progress year by year. For such progress the teaching faculty and non-teaching staff should have an updated knowledge and teaching skill and administrative skills. Institutional policy on faculty development programme plays a dominant role in the progress of the institution.

### **Title of the Practice:**

Faculty Development Programme for teaching and non-teaching staff.

### **Objectives:**

- To update the subject knowledge of the teaching faculty.
- To enhance the teaching skill of the teaching staff.
- To update the administrative knowledge of non-teaching staff.
- To improve the administrative skill of non-teaching staff.
- To conduct seminars to enhance the subject knowledge and the quality of paper presentation on the topics related to theirs with their subjects.
- To enhance the subject knowledge of learners.
- To induce the faculty members to undertake research activities.
- To conduct workshop on research writing.
- To conduct short term sessions on Yoga, Adulteration, Filling of IT Returns etc.
- To get PG recognition to teach PG students.
- To start and run short term certificate courses.

### **Context:**

To prepare the learners to face the challenges in different fields, there is need for the faculty members to upgrade their knowledge and skills in their respective fields and also to develop certain skills among the learners. The faculty development policy of the institution is complementary to the vision and mission of the institution. Effective administration by the non-teaching staff is the requirement for the progress of the institution.

### **The Practice:**

This institution is committed to the holistic development of the learners. This objective is attained by providing quality education to the learners along with faculty development of both teaching and non-teaching staff.

In the academic year 2011-12 twenty teaching staff members attended seminars and workshops in their respective subjects to enhance their subject knowledge and to develop their teaching skills. Non-teaching staff members attended workshops on administration, library management, examination system etc. The teaching faculty members organized two national seminars, five minor sessions on Yoga, Adulteration, use of Marathi language in computers etc. A certificate course in Functional English was also organized during the year.

### **Problems encountered and Resources required:**

This practice adopted by the institution encountered a number of problems:-

- Faculty members engaged in attending seminars and workshops as a part of faculty development could not attend their regular teaching duty at the college.
- Inconvenience was caused to the learners as the faculty members remained absent for their lectures.
- Faculty members are given TA and DA to attend various faculty development programmes throughout the year which has caused financial burden on the institution.
- As the college is permanently unaided, the expenses incurred in conducting workshops and seminars falls on the institution creating a financial problem.

### **Evidences of Success:**

- During the year 2011-12 under the policy of faculty development, fifteen faculty members were deputed to attend the workshops and sixteen members to attend seminars in their respective subjects and related topics.
- The non-teaching staff members were deputed to attend seven workshops during the year related to administration, library, laboratory, examination, student support etc.
- Two seminars and one workshop were conducted in the campus connected with Development of Indian states, Nuclear Technology for Peace, Power and Progress and Research writing.



- Large number of delegates from different affiliated colleges attended these seminars and workshops along with in-house faculty members and students.
- Minors programmes like First Aid training, Yoga Course, Food and Milk Adulteration, Use of Marathi language in computers and Filing of IT returns were arranged by the college and was attended by large number of delegates, faculty members and students.
- The Faculty development programme of the institution induced 4 teachers to apply for PG recognition and the University granted the same.

Conclusion: In spite of a number of problems encountered and shortage of funds, the institution successfully conducted various faculty development programmes for both teaching and non teaching staff during the year. It intends to hold such programmes in the coming years for the benefit of the students, teaching and non teaching staff.