JNAN VIKAS MANDAL'S

AMRITLAL RAICHAND MEHTA DEGREE COLLEGE OF ARTS,

MOHANLAL RAICHAND MEHTA DEGREE COLLEGE OF COMMERCE,

DIWALIMAA MEHTA DEGREE COLLEGE OF SCIENCE,

(DR.) R. T. DOSHI COLLEGE OF COMPUTER SCIENCE,

AIROLI, NAVI MUMBAI-400708

DISTRICT THANE

MAHARAHSTRA STATE

The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year 2012-2013

Submitted to National Assessment and Accreditation Council, Bangalore

Track ID: MHCOGN 13016

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)*

2012-2013

1. Details of the Institution

1.1 Name of the Institution

Jnan Vikas Mandal's M.R. Mehta Degree College of Commerce Diwali Maa Degree College of Science, A.R.Mehta Degree College of Arts, & Dr .R. T. Doshi College of Computer Science

1.2 Address Line 1

Plot No.09, Sector 19.

Address Line 2

City/Town

Airoli, Navi Mumbai

State

Maharashtra

Pin Code

400708

Institution e-mail address

jvm_collegeairoli@yahoo.co.in

Contact Nos.

022 - 27797245 (Office)

Name of the Head of the Institution:

Dr. Bhagyashri Dabke - Till 28/02/2013

Dr. Leena Sarkar   – From 01/03/2013

Tel. No. with STD Code: 022-27791470

Mobile: 9869054583

Name of the IQAC Co-ordinator: Dr. Surekha Verma

Mobile: 8097747192

IQAC e-mail address: iqacmehtacollege@gmail.com

1.3 NAAC Track ID *(For ex. MHCOGN 18879)* MHCOGN 13016

OR

1.4 NAAC Executive Committee No. & Date: EC/61/A&A/59 , Dt.15-09-2012
   (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: www.jnanvikasmandal.com

Web-link of the AQAR: www.jnanvikasmandal.com/College and Degree College Airoli/AQAR-2012-13.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.82	2012	15th Sept 2012 to 14th Sept 2017
2	2nd Cycle	--	--	--	--
3	3rd Cycle	--	--	--	--
4	4th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC : 20/04/2011

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

The AQAR for the year 2012-13 is submitted to NAAC on 29th March 2017

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

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Autonomy by State/Central Govt. / University | -- |

University with Potential for Excellence | -- | UGC-CPE | -- |

DST Star Scheme | -- | UGC-CE | -- |

UGC-Special Assistance Programme | -- | DST-FIST | -- |

UGC-Innovative PG programmes | -- | Any other (*Specify*) | -- |

UGC-COP Programmes | -- |

2. IQAC Composition and Activities

2.1 No. of Teachers | 06 |

2.2 No. of Administrative/Technical staff | 03 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 01 |

2.6 No. of any other stakeholder and

   community representatives | - |

2.7 No. of Employers/ Industrialists | - |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 13 |

2.10 No. of IQAC meetings held | 04 |

2.11 No. of meetings with various stakeholders: No 09   Faculty 04

Non-Teaching Staff /Students 02   Alumni 02   Others 01

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. 1 International - National 1 State - Institution Level -

(ii) Themes Cloud computing and management

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)To organized 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 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.

6

D) To Organized Industrial Visits and Study tours.	D) Industrial Visits and study tours were arranged for imparting practical knowledge to the students.
E) To conduct sports activities for the learners.	E) Students participated in the inter-collegiate and inter-class tournaments and bagged many prizes.
F) Introduction of examination reforms	F) The system of coding and masking of answer books were introduced.
G) Improvement in enrolment in extension activities.	G) The number of students participating in N.S.S Activities increased.
H) Improvement in the annual examination results of different programmes.	H) The annual examination results of different programmes showed a positive effect.
I) Library Automation and addition of library books and journals.	I) The library was partially computerized. New books were added to the library.
J) Infrastructural Inspection	J) Infrastructural Audit was conducted and deficiencies were identified, and necessary action was taken.
K) Academic Audit	K) Academic Audit was conducted and deficiencies were identified, and necessary action was taken.
L) Green Audit	L) Green Audit was conducted by an environmentalist to identify the deficiencies. Deficiencies were attended too.
M) Induction Programme	M) For the new entrants Induction/Orientation Programme was conducted
N) To expedite the application for 2/f and 12(b) Act of UGC	N) The institution was granted 2/f and 12/b status in August 2013

Academic Calendar for the academic year 2012-2013 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.

Part B
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	**04**		**04**	**--**
UG	**08**		**08**	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	
Diploma				
Certificate				
Others	--	--	--	
Total	**12**	**--**	**12**	**--**

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

Pattern	Number of programmes
Semester	**12**
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, B.M.M 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.

The University of Mumbai has revised the syllabus of the following under graduate and post graduate courses. The detail of changes in the syllabus is given below.

1. Department of Chemistry: a) M.Sc

Sem. 1 ,a)   Subject : Physical Chemistry : One unit on Phase Rule is newly introduced.

      b)   Subject: Organic Chemistry: FMO theory

      c)   Subject: Analytical Chemistry: Chemometrics, Quality in Analytical laboratory, High performance thin layer chromatography.

Sem II: a) Subject: Physical Chemistry: Introduced two units of Quantum Chemistry and two units of Chemical Kinetics with few new topics.

      b) Subject: Analytical Chemistry: Bioamperometric titrations, Electogravimetry,

      Coulometry.

2. Department of Computer Science: Sem III :   L.D.M.S.
                                               C++
                                             D.B.M.S..
                     Sem IV: C.G.
                                             Java
                                             Soft Engineering.

3. Department of Commerce : 1) Commerce II- F.Y.B.Com
                                      a) Service Sector-Recent Trends
                                      b) BPO/KPO/LPO
                                        c) FDI in Insurance Sector
                                        d) E-Commerce Transition

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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.

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2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	44	--	--	01 [Librarian]

2.2 No. of permanent faculty with Ph.D.

4

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	05	-
Presented papers	03	04	03
Resource Persons	Nil	Nil	Nil

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

> The institution has adopted following innovative processes in teaching and learning:
> - Question and Answer method has been adopted to ascertain the extent to which the learners have understood the lesson taught.
> - Class Tests, Home Assignments, Projects etc have been taken.
> - Special coaching for slow learners and students who are weak in the subject has been undertaken.

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

180

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

- As an affiliated college, examination evaluation reforms are adopted as directed by the University. This includes coding and masking of answer books, 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 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, examination admit cards affixed with their photograph are issued to the students showing details of the subjects in which they are supposed to appear.

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	299	5	100	103	5	72
T.Y.B.Sc.	Yearly	16	1	1	3	---	32
T.Y.B.Sc. C.S.	Yearly	10	--	1	5	-	60
T.Y.B.A.	Yearly	18	--	1	8	5	77
T.Y.B.B.I	V	29	--	9	2	5	54
T.Y.B.B.I	VI	29		6	4	5	52
T.Y.B.A.F.	V	19	2	12	1	--	79
T.Y.B.M.S.	V	57	--	22	11	33	57.89
T.Y.B.M.S.	VI	57	7	7	10	34	59.64
T.Y.B.A.F.	VI	19	2	12	3	--	82
T.Y. B.Sc I.T.	V	39	1	9	8	--	46
T.Y. B.Sc I.T.	VI	39	1	10	1	1	33
M.Sc. I.T.	III	-	-	-	-	-	-
M.Sc I.T.	IV	-	-	-	-	-	-
M.Com.	Part I	55	4	9	10	5	50.9
M.Com.	Part I1	48	1	7	15	6	60.4
M.Sc Chem.	Part I	11	1	2	--	--	28
M.Sc.Chem	Part II	14	---	---	9	--	65

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

Faculty / Staff Development Programmes	Number of faculty benefitted
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.	40
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	-	-	-

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.
- The faculty presented research papers which apart from enhancing their knowledge contributed to improve their Academic Performance Indicator scores.
- 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	-	01	-
e-Journals	-	-	-
Conference proceedings	-	03	-

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	-	1	-	-	-
Sponsoring agencies	-	self funded	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons [02]

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: | Nil |

From Funding agency | - | From Management of 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 | 40 | State level | - |

National level | - | International level | - |

3.22 No. of students participated in NCC events:

University level | - | State level | - |

National level | - | International level | - |

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	-		
NCC	-	NSS	13	Any other	03

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

NSS extension activities.

1. Lecture on Health and Nutrition by Rotary Club.
2. Lecture on awareness about endangered species in the world.
3. Book distribution and health survey.
4. Tree plantation drive.
5. Blood donation camp.
6. Teaching projects undertaken for village students at Vangani.
7. Celebration of 'Quaumi Ekta Week' to create awareness about women empowerment and girls' health.
8. Film festival to create awareness about violence against women.
9. Aids Awareness rally on World's AIDS Day.
10. Thalassemia Check- up.
11. Workshop on Disaster Management.
12. Organization of Road Safety Campaign.
13. Participation in the lectures on the First Aid, Rescue operations and use of Fire Extinguisher.
14. Participation in the pre SRD & NRD programme.
15. Participation at the Utkarsha festival at university.
16. Participation in the Enrollment Training Workshop.
17. Participation in the Leadership Training Programme.
18. Attended Auvhan camp.
19. Attended Maharashtra festival.
20. Participation in the National adventure camp.

21. Participation in the Yuvak Biradari programme.
22. Participation in the Anti-Andhashraddha campaign.

Women Development Cell Activities.
1. Organization of a Workshop on 'Women's well being initiative'.
2. Organization of a guest lecture on 'Crime against Women-Law and our Rights.'
3. Organization of Gender Sensitization.

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	8	---		8
Seminar Halls	1	---		1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	1	---		1
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others	6082466	1382472		74,64,938

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 three 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
Text Books	6510	7,21,533	657	63,558	7167	8,05,091
Reference Books	1550	11,14,339	137	81,540	1687	11,95,789
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video	155	55,695	-	-	155	55,695
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	Depart-ments	Others
Existing	123	03	03	02	--	11	19	---
Added	-----	---	----	------	------	-----	------	---
Total	123	03	03	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   2,06,235

ii) Campus Infrastructure and facilities   1,37,490

iii) Equipments   1,92,486

iv) Others   1,51,239

Total :   6,87,450

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 2012-13, 98 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.
- The students have continued education in PG is 86 and Ph.D.- Nil
- Transcript certificate issued to students pursing higher education outside India

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1850	98	-	-

(b) No. of students outside the state

10

(c) No. of international students   `-`

	No	%
Men	1099	56.41%

	No	%
Women	849	43.58%

2011-12						2012-13					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1357	162	08	119	02	1648	1553	182	07	203	03	1948

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 wass 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.

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 counselling 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

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	94	16	Details not known

5.8 Details of gender sensitization programmes

- Awareness camp were conducted for female students.
- Women's Day was celebrated under the supervision of Women Development Cell (WDC) of the college.
- Workshop on "Womens' well-being initiative" was organised by Women Development Cell.
- Guest lecture on "Crime Against Women And Law, Our Rights" was arranged by an eminent lawyer.
- Programme on Poster Making (Women's well-being initiative) was conducted.

5.9 Students Activities

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

State/ University level | 116 | 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	5	17,000
Financial support from government	83	9,71,582
Financial support from other sources CIDCO	7	Data not available
Number of students who received International/ National recognitions	-	-

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

Vision

To make the institution a centre of academic excellence

To ensure quality education accessible to all

To tune –in the minds of youth for an ever changing world

Mission

To empower students with knowledge and skill

To develop competence for gainful employment

To inculcate discipline, commitment and sensitivity

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 students.
- The college has installed CCTV cameras on all floors and entrance to monitor the discipline of the students.
- 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	- Uniform and monsoon wear for Class IV employees. - Advance against salary is given in case of emergency. - Medical help is provided in special cases. - Encouragement is given for further studies.
Students	- Lecture on Road Safety is arranged - Group insurance policy for the students is taken. - First Aid Training is given to them. - Placement Services, Counselling, Medical Care is extended to them.

6.5 Total corpus fund generated   67.00 lakhs

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	-	Yes	Principal
Administrative	No	-	Yes	Principal

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 a 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 4th 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

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
- Green Audit is conducted every year to make the campus eco-friendly.
- Lectures are arranged for the students regarding the importance of cleanliness, tree plantation etc.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

---

1. Academic audit : For the first time the academic audit was introduced. It is an internal audit to find out the deficiencies in various areas in the functioning of the college and take necessary steps to rectify them. The audit report indicates the weaknesses of the institutions regarding the academic activities which includes teaching and learning , evaluation system, infrastructure, administration, finance, leadership, research etc,. Necessary steps were undertaken in different areas and have created positive impact on the functioning of the college.

2. Induction program: An orientation/ induction program was introduced for the new entrants who are inducted in to the three years integrated degree course in Commerce, Science, Arts etc. The learners were given introductory knowledge about the institution, the subjects taught, infrastructure, evaluation system, students support, library as a learning resource, discipline etc. The program not only created positive impact on the functioning of the college but also created impact on academic progress.

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 organised 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 organizing 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 performance of 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 and masking of answer books were introduced.
G) Improvement in enrollment in extension activities.	G) The number of students participating in N.S.S Activities were multiplied.
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 library books and journals.	I) The library was computerized. Additional books were supplied to the library.
J) Infra Structural Audit	J) Infra Structural Audit was conducted, lapses

	were identified and necessary actions were taken.
K) Academic Audit	K) Academic Audit was conducted and lapses were identified and necessary actions were taken.
L) PTA Constitution	L) PTA Constitution was formed giving the details of the objectives of PTA, its membership, finance and annual progress report.
M) Green Audit	M) Green Audit was conducted by an environmentalist to identify the lacuna which was later rectified.
N) Induction Programme	N) For the new entrants Induction/Orientation Programme was conducted.
O) To expedite the application for 2/f and 12(b) Act of UGC	O) The institution was granted 2/f and 12/b status in August 2013

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

1. Feedback, audit and survey
2. Conducting certificate courses in music, yoga and meditation for the enhancement of self confidence and concentration. Details of these best practices are given in annexure III to AQAR 2012-13.

7.4 Contribution to environmental awareness / protection

1. Lectures on environmental protection were arranged in the college for creating awareness among the learners about the importance of pollution-free environment.
2. Endangered species of snakes are protected in the college campus by calling 'Sarpamitra'.
3. Lectures and seminars were conducted for the students to avoid the use of plastic bags. The students of NSS have taken efforts in the rural area of Thane District educating the rural people for the same.
4. Environmental days were celebrated in the campus like Earth day, Ozone day , Environment day, on 22nd April, 16th September and 5th 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.

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.
5. Special facilities for disabled students: It is planned to arrange a ramp at the entrance of the college for the benefit of disabled students. Special tables and chairs will be provided for such students in the classrooms and in the library.
6. Administrative Audit: To enhance the quality of administration of the college which includes teaching, non-teaching staff and the students, it is decided to conduct an administrative audit by specialized person to that effect.
7. Application for B.M.M. Course: It is observed by the institution that there is an acute need for mass media degree course in the vicinity of Airoli as many students have to travel a long distance to get the said course. The institution therefore intends to start the BMM course from the next academic year.

Name _Dr. (Mrs.)Surekha Verma_

Name _Dr.(Mrs.)Leena Sarkar_

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ *** _____

ANNEXURE I -AQAR 2012-13

Academic Calendar 2012-13

11th June 2012: 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	13th June 2012
I.Q.A.C	13th June 2012
Exam Committee	13th June 2012
Students Grievance Cell	13th June 2012
Admission Committee	15th June 2012
PTA meeting	15th June 2012
Alumni Members Meet	15th June 2012
Library Advisory meeting	16th June 2012
Research Committee	16th June 2012
Women Development Cell	18th June 2012
5th June World Environment Observation day	18th June 2012
N.S.S. Meet	18th June 2012
Counseling Cell meet	19th June 2012
Industrial Visit Meet	19th June 2012
Cultural committee	19th June 2012
L.M.C.	27th June 2012
Orientation for fresher's	2nd&3rd July 2012
Time-table committee	6th July 2012
Commencement of lectures for all 1st year classes	4th July 2012
Remedial lectures before ATKT Exams.(Additional exams)	1st July to 11th August 2012
Orientation by Counseling Cell	31st July 2012

Holiday- Raksha Bandhan	2nd August 2012
Programme by WDC	8thAugust 2012
Holiday- Gopal Kala	10th August 2012
Independence Day- Flag Hoisting	15th August 2012
Holiday – Pateti	18thAugust 2012
Ramzan Eid	20thAugust 2012
Sci-Tech Fair Fifth week of Aug.2012	
Programme by Counseling Cell	31st August.2012
Teachers Day Celebration	5th September 2012
L.M.C. Meeting	12th September 2012
Hindi Rashtra Bhasha Diwas	14th September 2012
Ozone Day	16th September 2012
Holiday- Ganesh Chaturthi	19th September 2012
Holiday- Anant Chaturdashi	29th September 2012
Holiday- Gandhi Jayanti	2nd October 2012
I.Q.A.C. Meeting	10th October 2012
First Semester Exam	1st Week of Oct. 2012
Holiday – Dussera	24th October 2012
Holiday- Bakri - Eid	26th October 2012
Exam committee meeting	29th October 2012

{Every fourth Saturday of the month parent teachers meeting with all faculty members}

(**Diwali vacation- from;27th Oct. to 20th nov. 2012**)

IInd semester 2012-13.

21st Nov. College reopens after Diwali vacation, Lectures resumes as per time table result analysis, meeting of Head of the Departments.

Time-table committee	20th Nov 2012
Students Council Cell	20th Nov 2012
I.Q.A.C	20th Nov 2012
Exam Committee	20th Nov 2012
Panorama inter collegiate	20th Nov.2012
Students Grievance Cell	21st Nov 2012
Alumni Meeting	26th Nov 2012
Library Advisory meeting	26th Nov 2012
Research Committee	26th Nov 2012
PTA meeting	26th Nov 2012
N.S.S. Meet	27th Nov 2012
Women Development Cell	27th Nov 2012
Sports/Athlete	27th Nov 2012
Holiday- Gurunanak Jayanti	28th Nov. 2012
Counseling Cell meet	30th Nov 2012
Cultural committee	30th Nov 2012
L.M.C.	30th Nov 2012
Chemistry Day	10th Dec 2012
Interview for the best student of the college	11th Dec 2012
Talent Show	14th Dec 2012
String Festival	20th to 23rd Dec2012
Annual Prize Distribution Function	23rd Dec 2012
Winter Break	24th Dec 2012 to 1st Jan 2013

College reopens after winter break. Lectures resume as per time table.2nd Jan. 2013.

Panorama Intercollegiate Festivals	7th, 8th, 9th Jan 2nd Jan. 2013.

Programme by Women Development Cell	17th Jan. 2013.
Counseling Cell Programme	23rd Jan.2013.
Holiday- Eid-a-Milad	24th Jan 2013
Republic Day- Flag Hosting	26th Jan 2013
Guidance lectures for all third year Classes Second Week of Feb 2013	
Holiday -Shivaji Jayanti	19th Feb 2013
Celebration of science Day	28th Feb 2013
Preliminary Examination for TY Students Third Week of Feb 2013	
Second semester commences First Week of March 2013	
Holiday – Holi	27th March 2013
Result declaration	22nd March 2013
Holiday -Good Friday	29th March 2013
Holiday- Ramnavami	20th April 2013
Additional Exams commences	22nd April 2013
Holiday -Mahavir Jayanti	23rd April 2013
Admission Committee	26th April2013
Staff Meeting Last working Day	30th April 2013

 (Every fourth Saturday of the month Parent teacher Meeting with all faculty members.)

Summer vacation begins from 1st May 2013 to 9th June 2013.

ANNEXURE II A -AQAR 2012-13

ANALYSIS OF STUDENTS FEEDBACK

Q.1 **Services rendered by the college office to students :**

Observation	Excellent	Good	Average	Needs improvement
Percentage	8	48	23	21
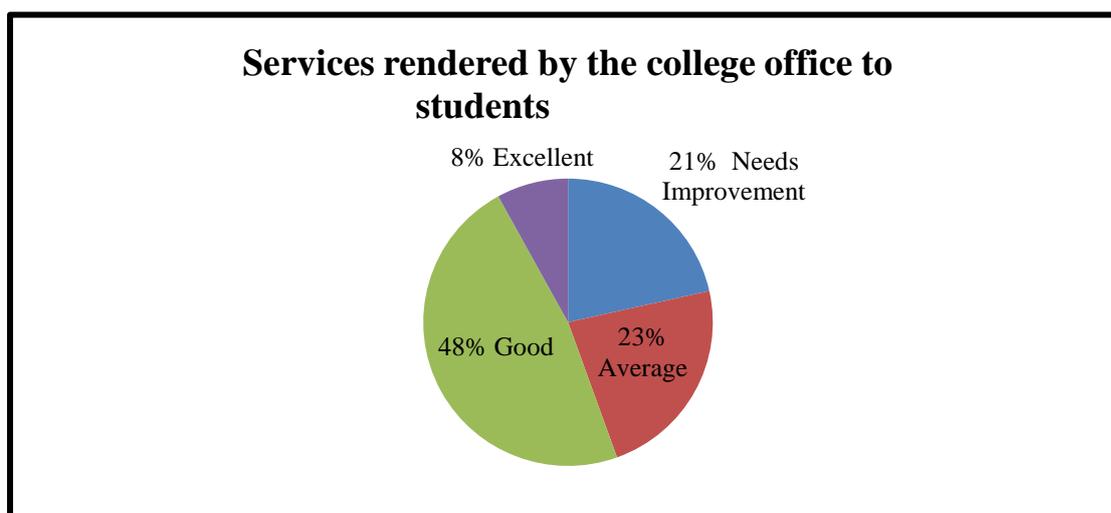
Services rendered by the college office to students

8% Excellent

21% Needs Improvement

48% Good

23% Average

8% of the students are of the opinion that the services rendered by the college office to them are excellent.

48% of the students are of the opinion that the services rendered by the college office to them are good.

23% of the students are of the opinion that the services rendered by the college office to them are average.

21% of the students are of the opinion that the services rendered by the college office to them needs improvement.

Q.2 **Infrastructure Provided by the College to the learners:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	15	51	25	9
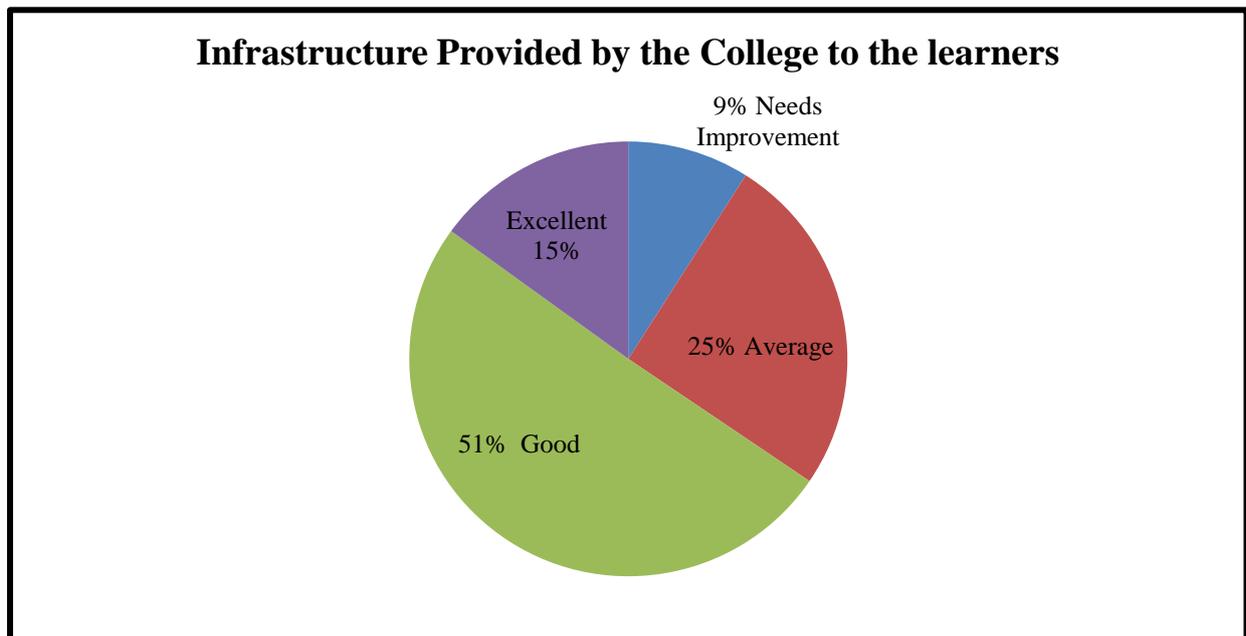
Infrastructure Provided by the College to the learners

15% of the students are of the opinion that the infrastructure provided by the college to them is excellent.

51% of the students are of the opinion that the infrastructure provided by the college to them is good.

25% of the students are of the opinion that the infrastructure provided by the college to them is average.

9% of the students are of the opinion that the infrastructure provided by the college to them needs improvement.

Q.3 Library Services extended to the students

Observation	Excellent	Good	Average	Needs improvement
Percentage	27	50	11	12

Library Services extended to the students

12% Needs Improvement

11% Average

27% Excellent

50% Good
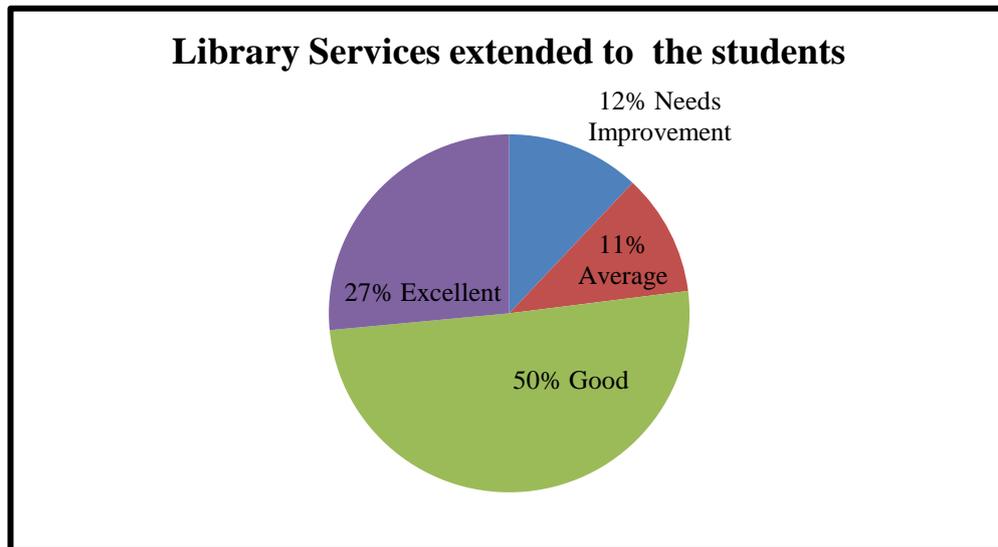
27% of the students are of the opinion that the library services extended to the students is excellent.

50% of the students are of the opinion that the library services extended to the students is good.

11% of the students are of the opinion that the library services extended to the students is average.

12% of the students are of the opinion that the library services extended to the students needs improvement.

Q.4 Canteen Services the students get from the college canteen:

Observation	Excellent	Good	Average	Needs improvement
Percentage	3	19	28	50
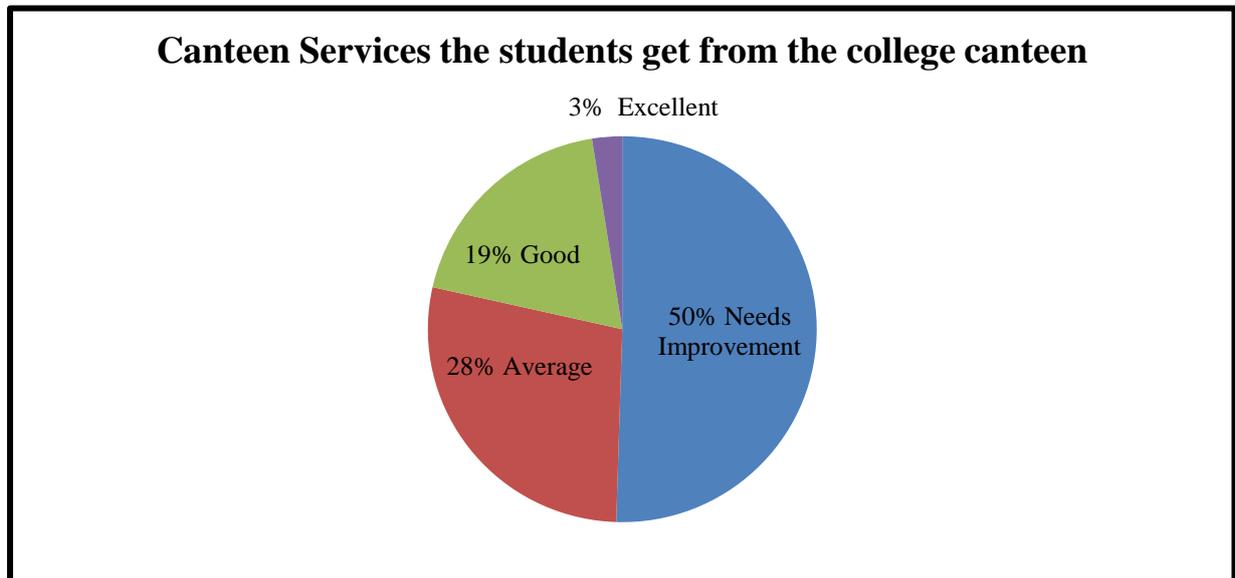
Canteen Services the students get from the college canteen

3% Excellent

19% Good

28% Average

50% Needs
Improvement

3% of the students are of the opinion that the canteen services the students get from the college canteen is excellent.

19% of the students are of the opinion that the canteen services the students get from the college canteen is good.

28% of the students are of the opinion that the canteen services the students get from the college canteen is average.

50% of the students are of the opinion that the canteen services the students get from the college canteen needs improvement.

Q.5 **Overall Teaching by the teachers in the lecture hall**:

Observation	Excellent	Good	Average	Needs improvement
Percentage	44	52	4	-1

Overall Teaching by the teachers in the lecture hall

-1% Needs improvement

4% Average

44% Excellent

52% Good
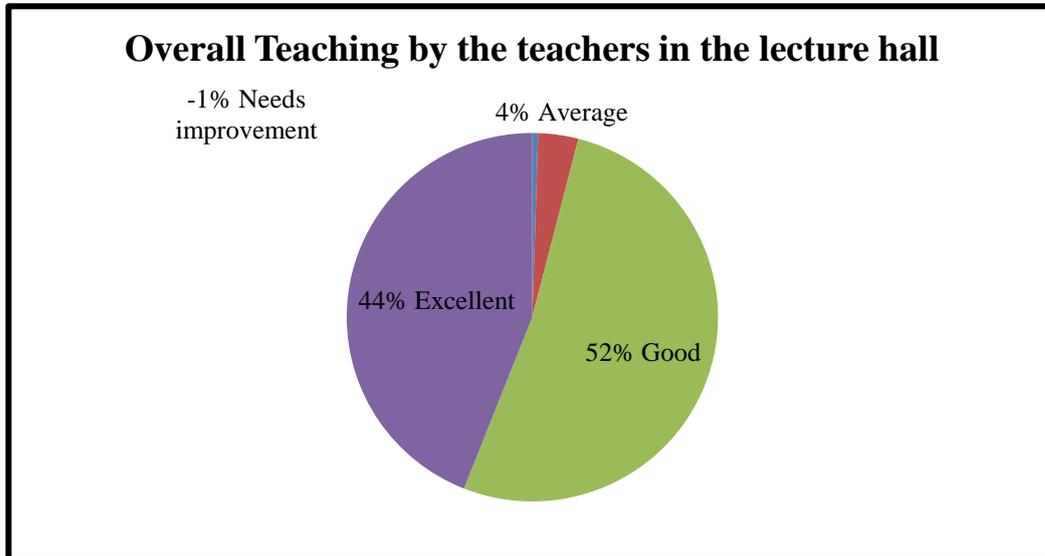
44% of the students are of the opinion that the Overall Teaching by the teachers in the lecture hall is excellent.

52% of the students are of the opinion that the Overall Teaching by the teachers in the lecture hall is good.

4% of the students are of the opinion that the Overall Teaching by the teachers in the lecture hall is average.

1% of the students are of the opinion that the Overall Teaching by the teachers in the lecture hall needs improvement.

Q.6 Sports/Gymkhana Facilities provided to the students by the college

Observation	Excellent	Good	Average	Needs improvement
Percentage	11	36	32	21
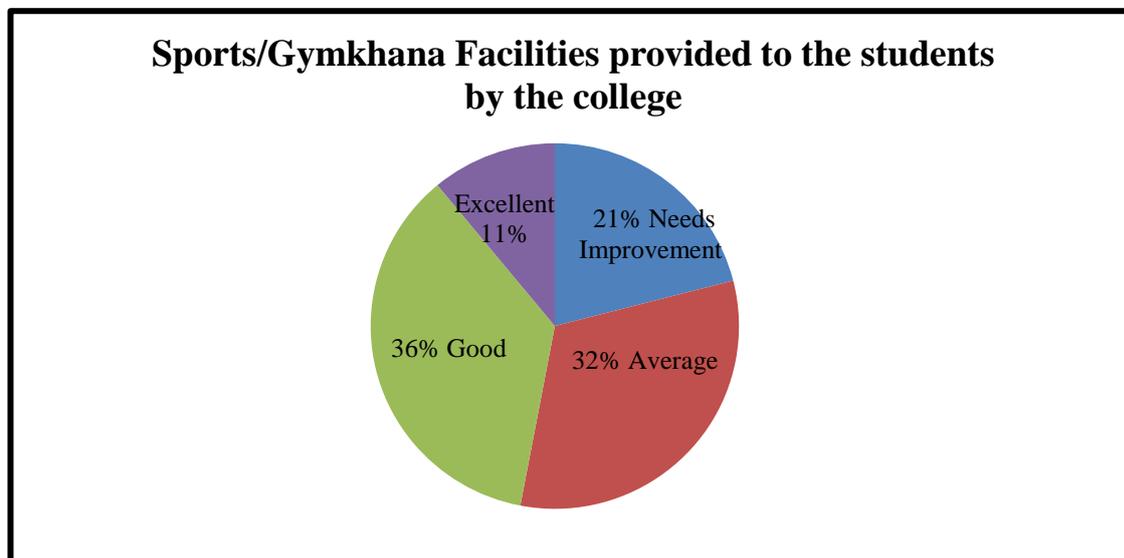
Sports/Gymkhana Facilities provided to the students by the college

11% of the students are of the opinion that the Sports/Gymkhana Facilities provided to the students by the college is excellent.
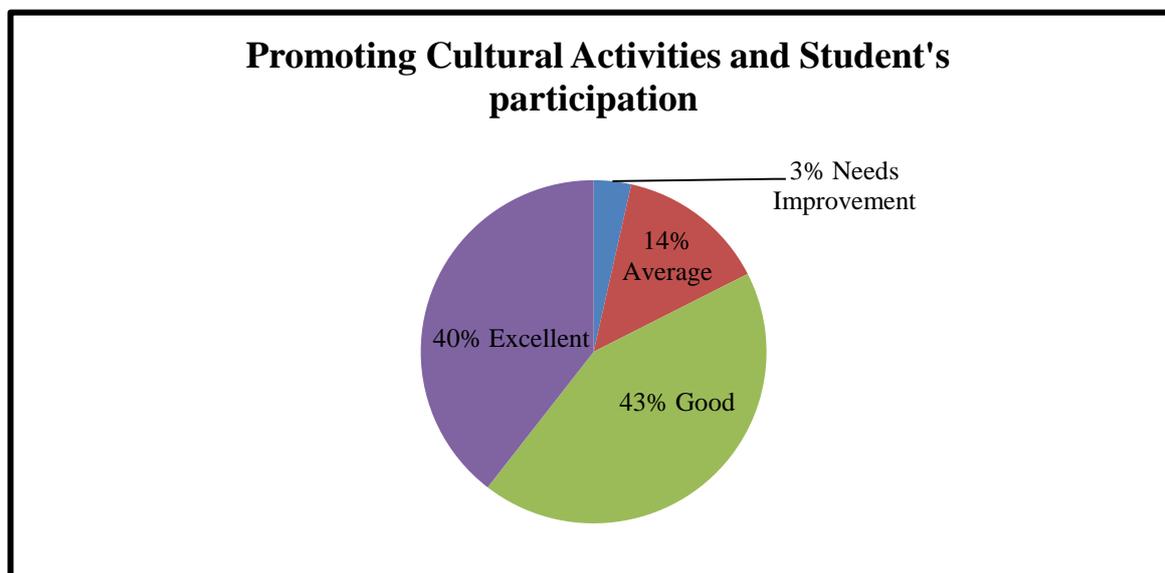
36% of the students are of the opinion that the Sports/Gymkhana Facilities provided to the students by the college is good.

32% of the students are of the opinion that the Sports/Gymkhana Facilities provided to the students by the college is average.

21% of the students are of the opinion that the Sports/Gymkhana Facilities provided to the students by the college needs improvement.

Q.7 **Promoting Cultural Activities and Student's participation**:

Observation	Excellent	Good	Average	Needs improvement
Percentage	40	43	14	3

Promoting Cultural Activities and Student's participation

3% Needs Improvement

14% Average

40% Excellent

43% Good

40% of the students are of the opinion that the promoting of cultural activities among the students by the institution and their participation is excellent.
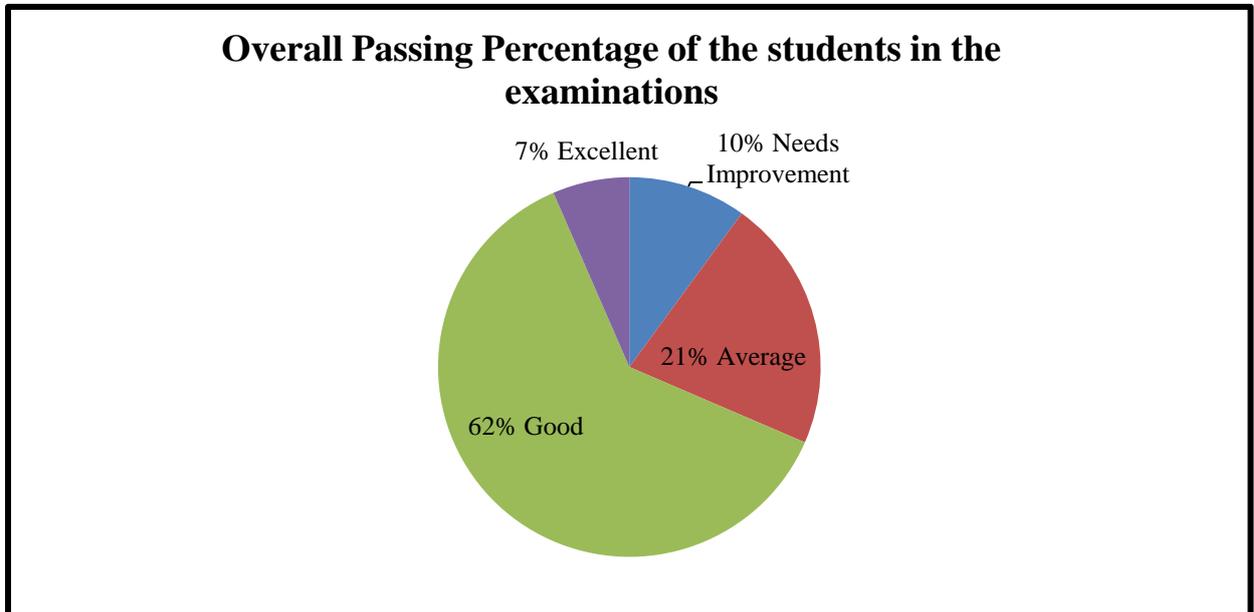
43% of the students are of the opinion that the promoting of cultural activities among the students by the institution and their participation is good.

14% of the students are of the opinion that the promoting of cultural activities among the students by the institution and their participation is average.

3% of the students are of the opinion that the promoting of cultural activities among the students by the institution and their participation needs improvement.

Q.8 **Overall Passing Percentage of the students in the examinations** :

Observation	Excellent	Good	Average	Needs improvement
Percentage	7	62	21	10

Overall Passing Percentage of the students in the examinations

7% Excellent

10% Needs Improvement

21% Average

62% Good

7% of the students are of the opinion that the overall passing percentage of the students in the examinations is excellent.
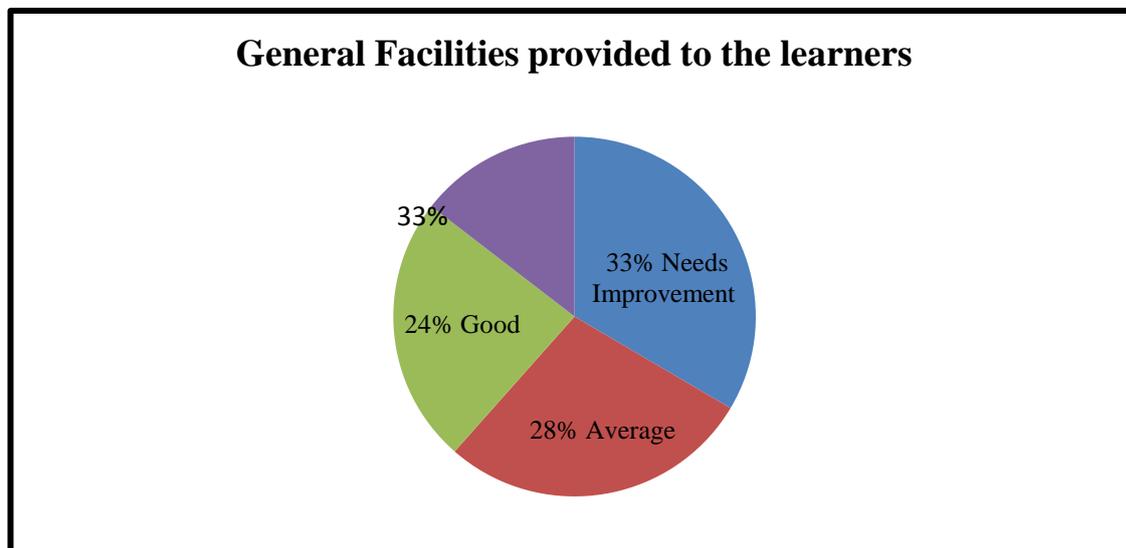
62% of the students are of the opinion that the overall passing percentage of the students in the examinations is good.

21% of the students are of the opinion that the overall passing percentage of the students in the examinations is average.

10% of the students are of the opinion that the overall passing percentage of the students in the examinations needs improvement.

Q.9 **General Facilities provided to the learners :**

Observation	Excellent	Good	Average	Needs improvement
Percentage	33	24	28	33

General Facilities provided to the learners

33%

33% Needs
Improvement

24% Good

28% Average

15% of the students are of the opinion that the general facilities provided to the students in the college campus like drinking water, wash rooms, cleanliness etc is excellent.
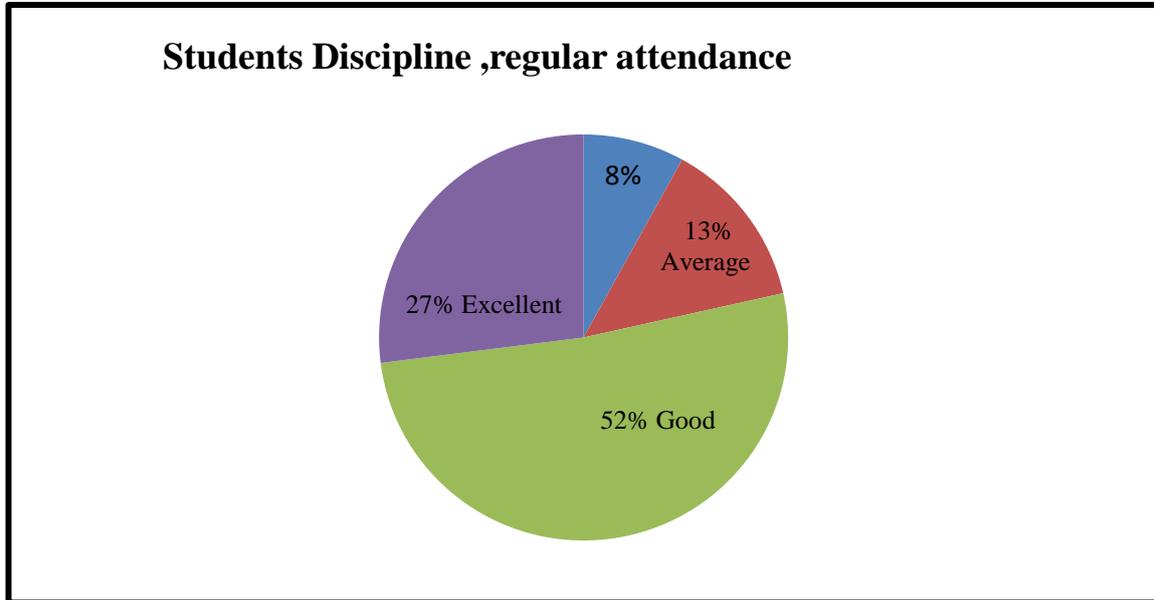
24% of the students are of the opinion that the general facilities provided to the students in the college campus like drinking water, wash rooms, cleanliness etc is good.

28% of the students are of the opinion that the general facilities provided to the students in the college campus like drinking water, wash rooms, cleanliness etc is average.

33% of the students are of the opinion that the general facilities provided to the students in the college campus like drinking water, wash rooms, cleanliness etc needs improvement.

Q.10. Students Discipline ,regular attendance:

Observation	Excellent	Good	Average	Needs improvement
Percentage	27	52	13	8

Students Discipline ,regular attendance

27% of the students are of the opinion that the students' discipline, regular attendance of the students is excellent.

**52% of the students are of the opinion that the students' discipline, regular attendance of the students is good.**

13% of the students are of the opinion that the students' discipline, regular attendance of the students is average.

8% of the students are of the opinion that the students' discipline, regular attendance of the students needs improvement.

ANNEXURE II B -AQAR 2012-13

Analysis of feedback from College Alumni

Q.1 **The Quality of Teaching & Learning**:

Observation	Excellent	Good	Average	Needs improvement
Percentage	28	47	22	3

The Quality of Teaching & Learning

3% Below Average

28% Excellent

22% Average

47% Good
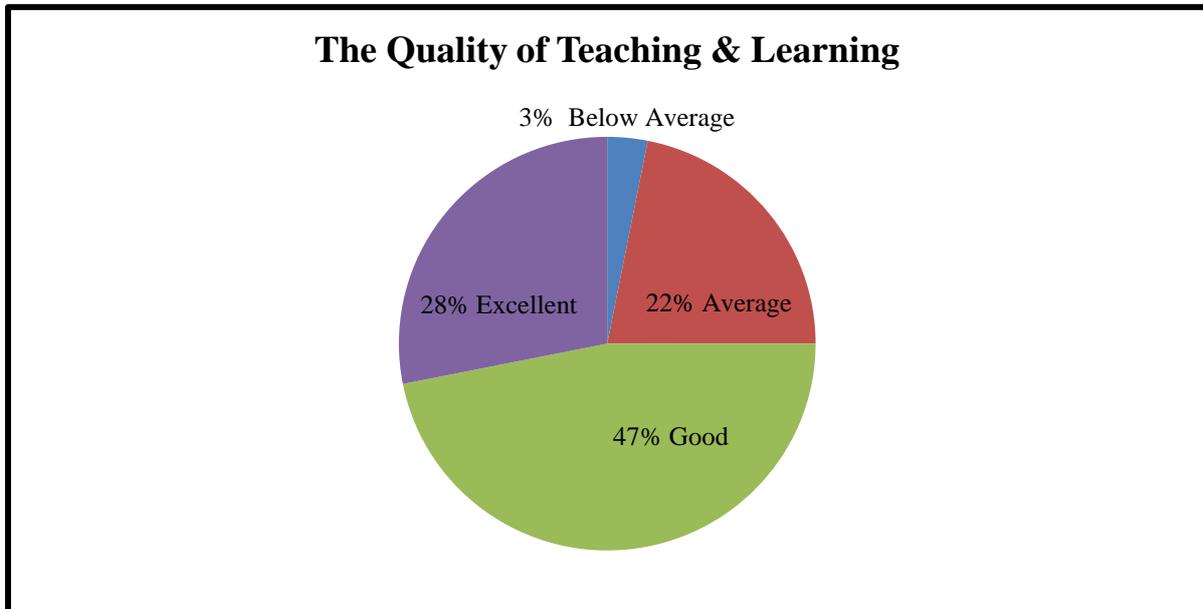
28% of the Alumni are of the opinion that the quality of teaching and learning is excellent.

47% say that the quality of teaching and learning is good.

22% 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.2. Role of the institution in the holistic development of students :

Observation	Excellent	Good	Average	Needs improvement
Percentage	13	50	37	0

Role of the institution in the holistic development of students
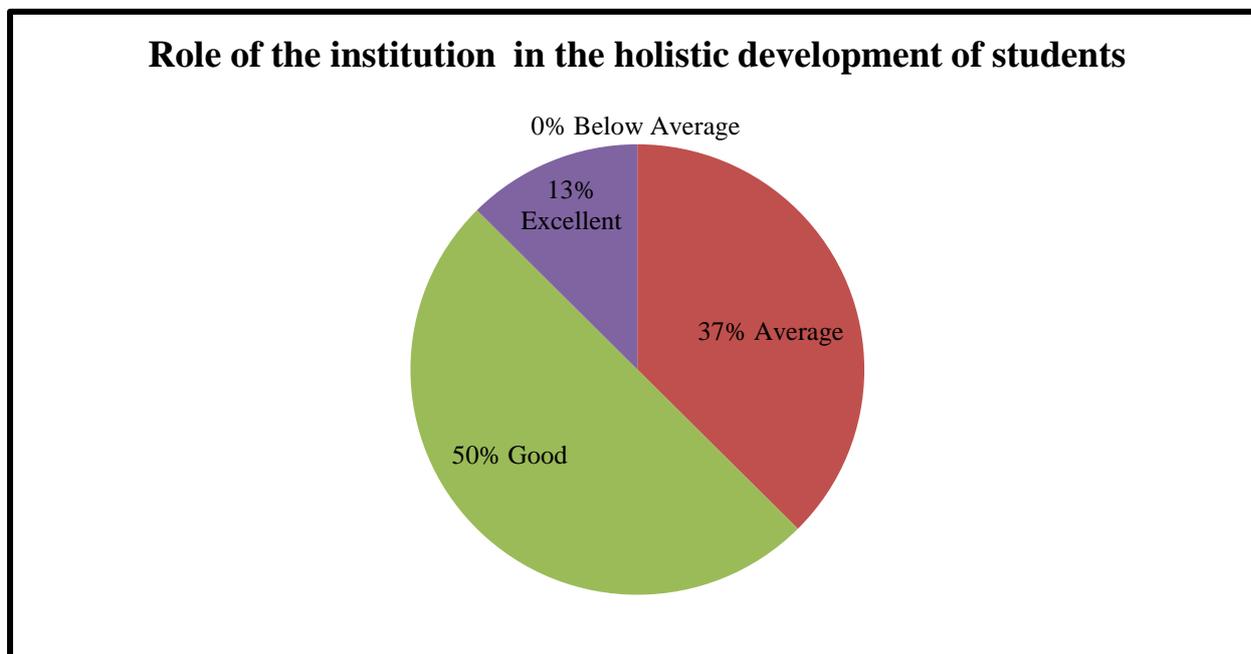
13% of the Alumni are of the opinion that the role of the institution in the holistic development of the students is excellent.

50% say that the role of the institution in the holistic development of the students is good.

37% are of the opinion that the role of the institution in the holistic development of the students is average.

No Alumni is of the opinion that the role of the institution in the holistic development of the students is below average.

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

Observation	Excellent	Good	Average	Needs improvement
Percentage	44	31	25	0

Encouragement for further studies

0% Below Average

44% Excellent

25% Average

31% Good
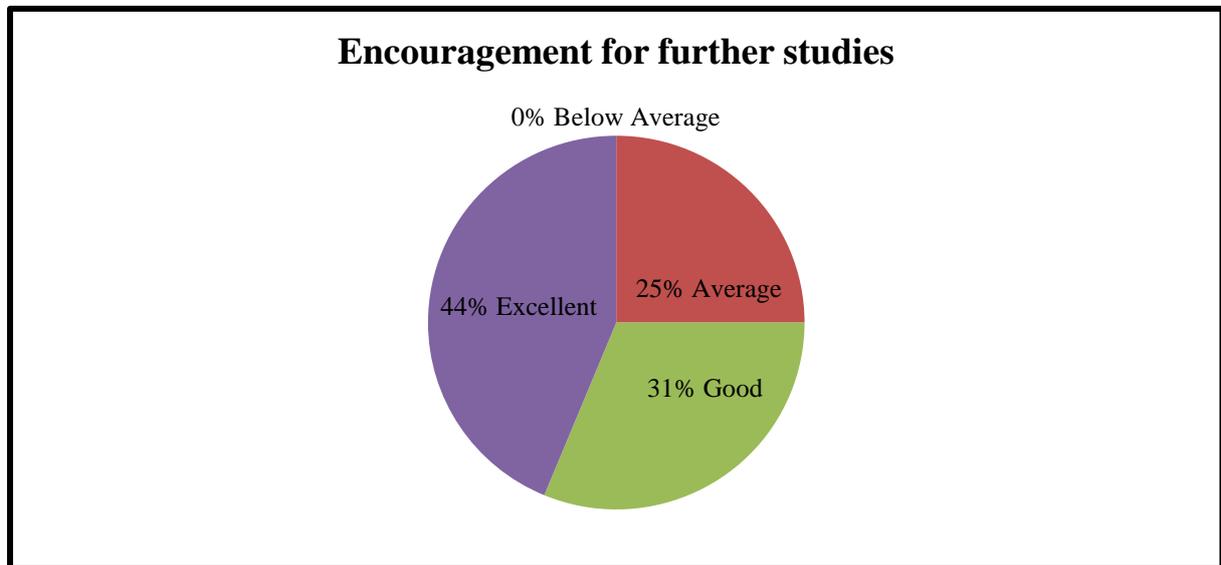
44% of the Alumni are of the opinion that the encouragement given to the students for further studies is excellent.

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

25% are of the opinion that the encouragement given to them for further studies is average.

No Alumni is of the opinion that the encouragement given to the students for further studies is below average.

Q.4 **Role of institution in making learners a responsible citizen**

Observation	Excellent	Good	Average	Needs improvement
Percentage	22	59	19	0

Role of institution in making learners a responsible citizen

0% Below Average

19% Average

22% Excellent

59% Good
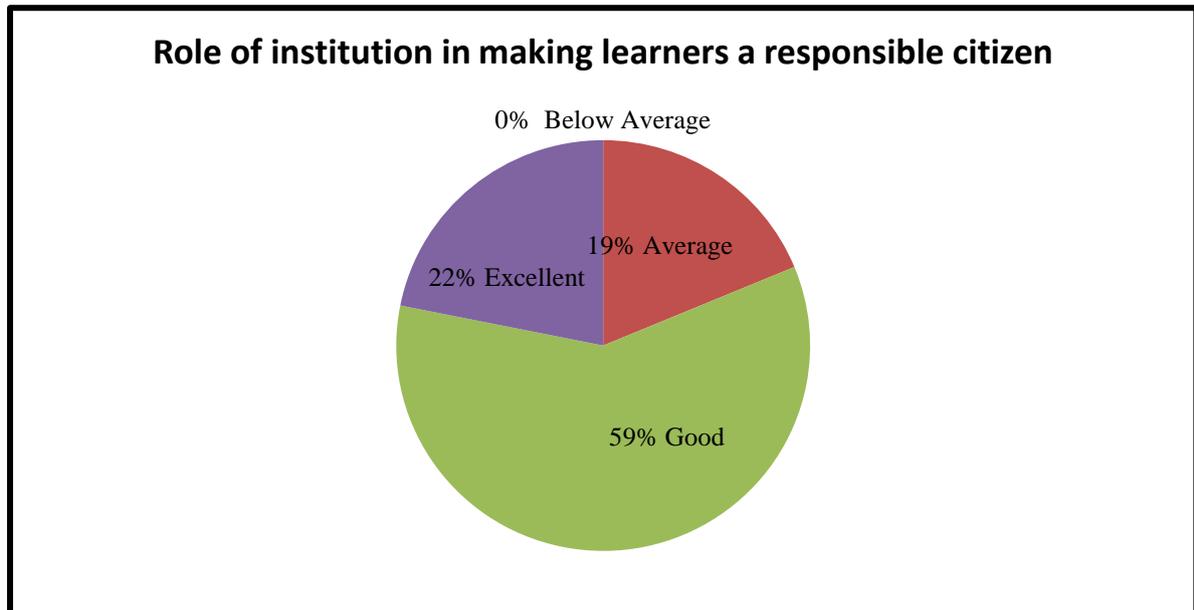
22% of the Alumni are of the opinion that the role of institution in making learners a responsible citizen is excellent.
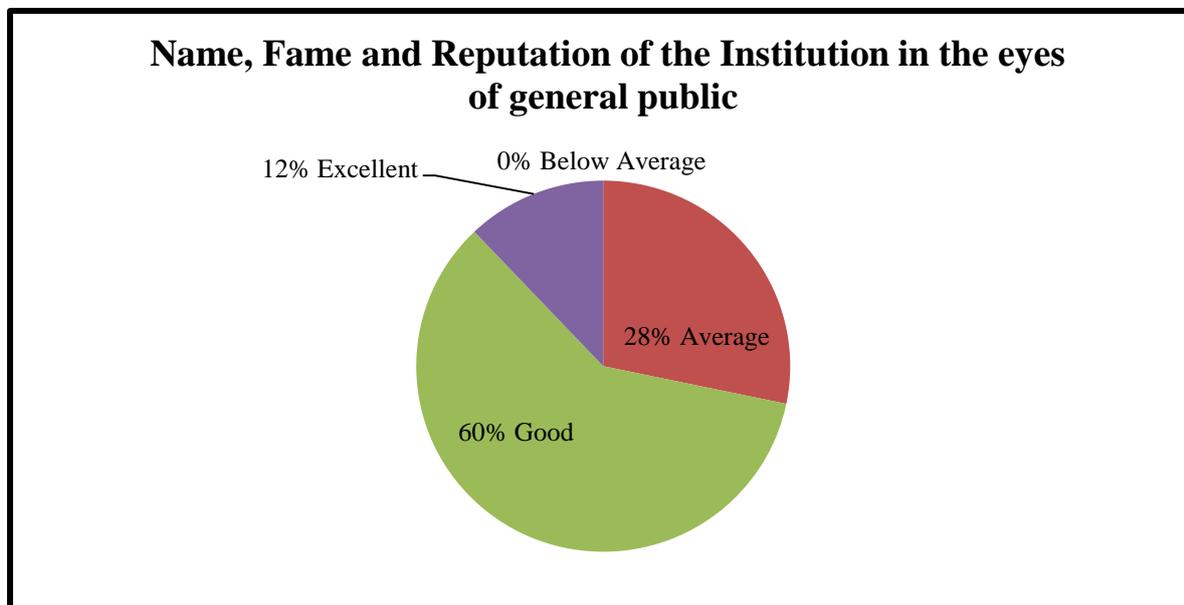
59% say that the quality of the role of institution in making learners a responsible citizen is good.

19% are of the opinion that the role of institution in making learners a responsible citizen is average.

No Alumni is of the opinion that the role of institution in making learners a responsible citizen is below average.

Q.5 Name, Fame and Reputation of the Institution in the eyes of general public

Observation	Excellent	Good	Average	Needs improvement
Percentage	12	60	28	0

Name, Fame and Reputation of the Institution in the eyes of general public

12% Excellent — 0% Below Average

28% Average

60% Good

12% of the Alumni are of the opinion that the Name, Fame and Reputation of the Institution in the eyes of general public is excellent.

60% say that the quality the Name, Fame and Reputation of the Institution in the eyes of general public is good.

28% are of the opinion that the Name, Fame and Reputation of the Institution in the eyes of general public is average.

No Alumni is of the opinion that the Name, Fame and Reputation of the Institution in the eyes of general public is below average.

Q.6 **Development of leadership quality among the students:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	38	31	28	3

Development of leadership quality among the students

3% Below Average

38% Excellent

28% Average

31% Good
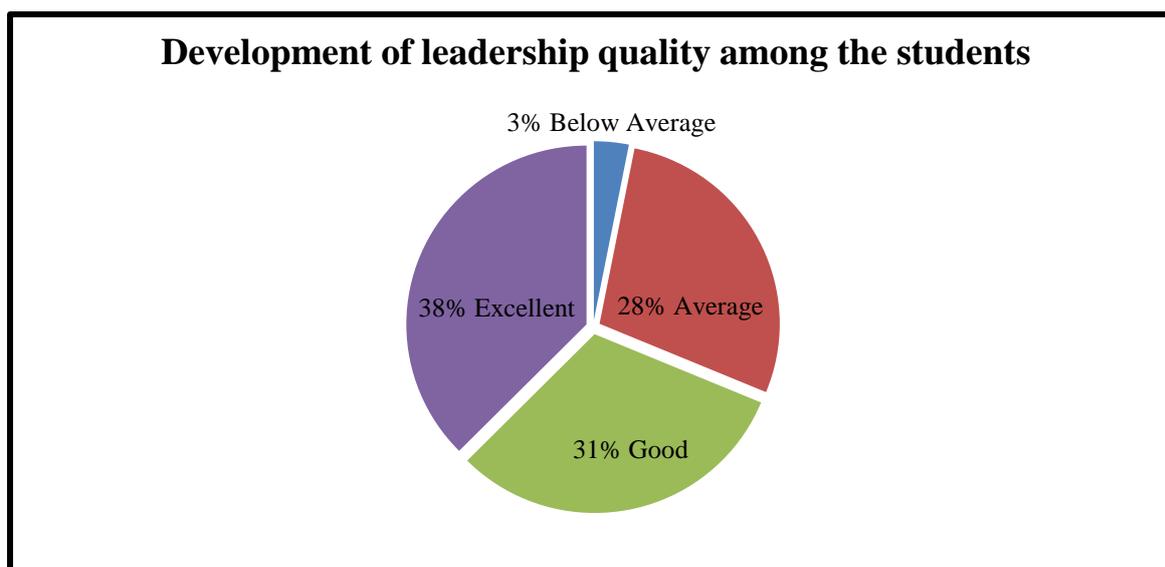
38% of the Alumni are of the opinion that the role of the institution in the development of leadership quality among the students is excellent.
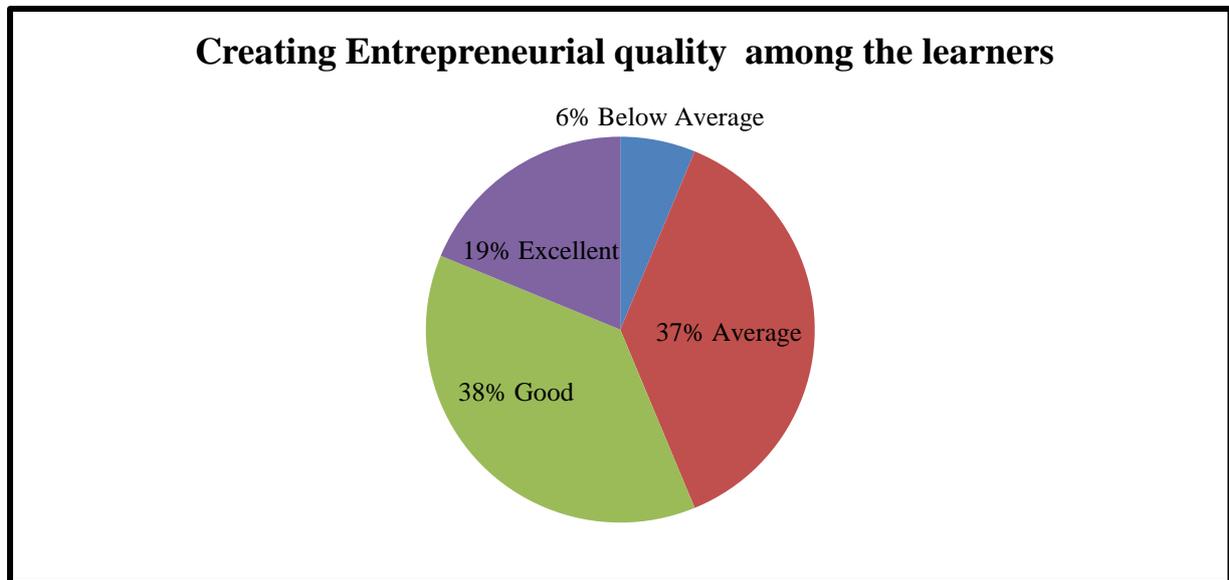
31% say that the role of the institution in the development of leadership quality among the students is good.

28% are of the opinion that the role of the institution in the development of leadership quality among the students is average.

Only 3% say that the role of the institution in the development of leadership quality among the students is below average.

Q.7. Creating Entrepreneurial quality   among the learners

Observation	Excellent	Good	Average	Needs improvement
Percentage	19	38	37	6

Creating Entrepreneurial quality among the learners

6% Below Average

19% Excellent

37% Average

38% Good

19% of the Alumni are of the opinion that the role of the institution in developing the entrepreneurial quality among the learners is excellent.
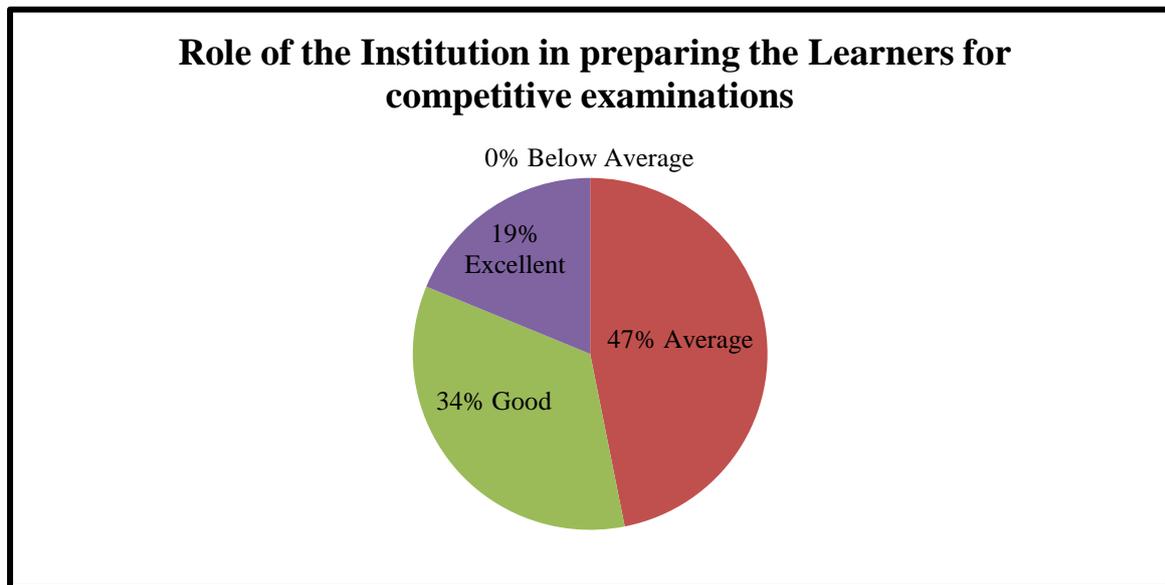
38% say that the role of the institution in developing the entrepreneurial quality among the learners is good.

37% are of the opinion that the role of the institution in developing the entrepreneurial quality among the learners is average.

Only 6% say that the role of the institution in developing the entrepreneurial quality among the learners is below average.

Q.8 **Role of the Institution in preparing the Learners for competitive examinations:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	19	34	47	0

Role of the Institution in preparing the Learners for competitive examinations

0% Below Average

19% Excellent

47% Average

34% Good

19% of the Alumni are of the opinion that the role of the institution in preparing learners for competitive examinations is excellent.

34% say that the role of the institution in preparing learners for competitive examinations is good.

47% are of the opinion that the role of the institution in preparing learners for competitive examinations is average.

*Only 3% say that the role of the institution in preparing learners for competitive examinations requires improvement.

Q.9 **Grooming the learners in making them successful professionals**

Observation	Excellent	Good	Average	Needs improvement
Percentage	25	41	31	25

Grooming the learners in making them successful professionals

0% Below Average

25% Excellent 34% Average

41% Good

25% of the students are of the opinion that the role of the institution in grooming the learners in making them successful professionals is excellent.

41% say that t the role of the institution in grooming the learners in making them successful professionals is good.

34% are of the opinion that the role of the institution in grooming the learners in making them successful professionals is average.

*No alumni with below average remark.

Q.10 **Desire of the Alumni to remain associated with the institution:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	28	44	22	6
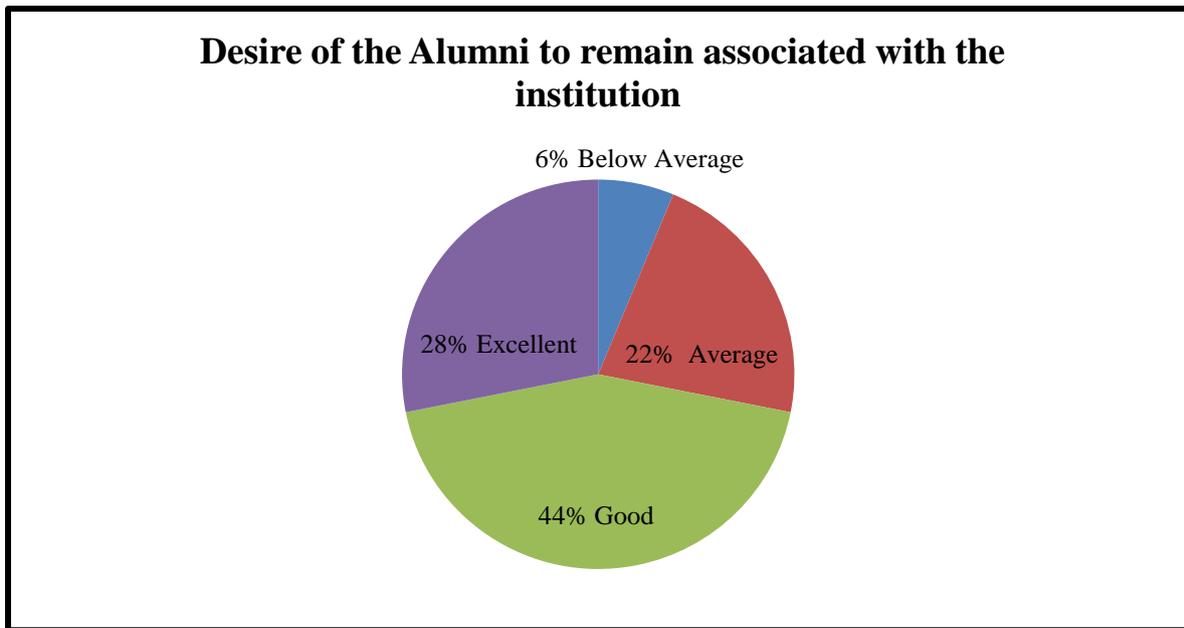
Desire of the Alumni to remain associated with the institution

28% of the students are of the opinion that the desire of the Alumni to remain associated with the Institution is excellent.

44% say that the desire of the Alumni to remain associated with the Institution is good.

22% are of the opinion that the desire of the Alumni to remain associated with the Institution is average.

Only 6% say that the desire of the Alumni to remain associated with the Institution requires improvement.

ANNEXURE IV -AQAR 2012-13

Best practices (A)

Title of the practice: Institutional academic progress through Feedback, Audit and Surveys.

Goal: To attain perfection in the functioning of the College and the holistic development of the learners.

Context: The institution believes that without taking feedback from the stake holders, deficiencies in various areas of institutional functioning cannot be identified and suitable policy cannot be formulated and implemented. Yearly Academic Audit ,periodical evaluation of the Teachers by the learners, Environmental Green Audit, Infrastructural Inspection give the institution necessary inputs regarding weaknesses and suggestions thereof will help the institution in framing institutional development policy.

The Practice: The institution has conducted an **academic audit** during this academic year to ascertain the academic standard and evolve necessary strategy to overcome the weaknesses. The audit report indicates the need for improvement in certain areas under academics during the 2012-13. The institution implemented certain policy measures to overcome the short falls during the next academic year (2013-14).

The institution conducted **an infra-structural inspection** in December 2012. The inspection report recommended the certain requirements in addition to the existing infra-structure. The Management of the institution accepted the report and planned to overcome the deficiencies prior to the beginning of the next academic year 2013-14.

Students Feedback is taken pertaining to the teacher's performance. Students are expected to evaluate the teachers on various parameters in the process of teaching and learning .The analysis of such evaluation indicated that only 5% of the Teachers require improvement, 10% of the teachers have average performance and 85% of them are good and excellent. This analysis was brought to the notice of the faculty members for taking necessary steps for further improvement.

During this year for the first time **an environmental green audit** was conducted to ascertain the efforts taken by the institution to make the campus eco-friendly. The audit report helped the institution to initiate necessary steps to keep the college campus clean and environment friendly.

Evidence of success:

1. Out of the total recommendation made under academic audit, following measures are taken:

a. The faculty members are advised to enrol themselves for Ph.D Degree and undertake research projects.
b. Inducement is given to the learners to enrol themselves for PG Courses after graduation.
c. Special Coaching was arranged for the students to prepare them for competitive examinations.
d. Admission Grievance Cell and Admission Guidance Cell were formed.

2. Under the infra-structural inspection, the following deficiencies were attended based on the report :
    a. Special facilities are provided to differently abled students e.g. a ramp at the entrance.
    b. To keep the college campus clean, housekeeping contract is given with an effective monitoring system
    c. Suggestion boxes were installed at the entrance of the college, library, staff room and other prominent places.
    d .An upgraded security system with CCTV's cameras, bio-metric attendance system is introduced.

3. With regard to green audit following steps are taken :
    a. An Environmental Green Club is introduced to initiate and monitor environmental Issues connected with the college.
    b. To create awareness among the public , a rally was organised regarding clean environment.
    c. To minimise the use of plastic bags, a public awareness programme was arranged for residents staying in the vicinity of the college.

4. Based on the students evaluation report , individual faculty members are given the details of grade obtained by them under various heads so as to enable them to overcome the deficiencies in certain areas:

Problems Encountered and Resources Required:
PROBLEM:
1. As this exercise is done within the college level, no problems were encountered.
2. However, the outcomes of audit, survey, feedback are based on average figures and therefore 100% accuracy cannot be maintained.

RESOURCES REQUIRED:
- This practice does not involve any kind of major financial implications.
- The management takes care of the resources required for the successful implementation of the practice.

Best practices (B)

Title of the practice: Integrated approach for personal effectiveness.

Goal:

1. To ease-off pressures and tensions of the students.
2. To provide them platform to relax their mind & body through the medium of music, meditation and Yoga.
3. To enhance and nurture the pre-existing skills of the students.
4. To help students to control their way of thinking, feeling and body processes.

Context: Keeping in mind the vision of our institution of tuning in the minds of youth for an ever-changing world, the college has proposed an integrated approach for personal effectiveness.

This approach also leads to achievement of our mission of empowering our students with knowledge and skills. The practice organised under this approach were music and Yoga sessions for the students.

The Practice:

a) Weekly music classes were arranged for the students by the faculties expert in the field.
b) Induction of students to the book notes of Hindustani and Carnatic classical music.
c) Introducing students to the basics of music by giving them knowledge of suras and sargam.
d) Carrying out the practice of 2 minute meditation prior to every lecture to improve the concentration of the students.
e) Arranging meditation and Yoga classes by the Yog-Gurus and Experts.
f) Arranging workshops/seminar for the students and teachers to understand the importance of meditation and Yoga in today's stressful world.

Evidence of success:

i) After the practice session we found the students to be sharper, creative, enlightened and full of energy and enthusiasm. The joy of finding the key to success and life could have been easily found on the faces of the students.

Problems Encountered and Resources Required:

- Difficulties for the faculties to engage themselves in music and Yoga classes as they had other college duties of higher priority.
- Lack of resource persons and experts who are dedicated to promote Indian classical music on a full-time basis.

NOTES:

- A major step taken by the institution to develop and enhance the skills of the students.
- Initial stages even though problems have arisen, efforts will be taken to overcome them and to achieve success in our mission.

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