Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SHURPARAKA EDUCATIONAL AND MEDICAL TRUSTS M B HARRIS COLLEGE OF ARTS AND A EKALSEKAR COLLEGE OF COMMERCE AND MANAGEMENT**
Name of the head of the Institution	**Dr. Mohmmad Khalil Ahmad**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02506421694**
Mobile no.	**9987202200**
Registered Email	**semtcollege@yahoo.com**
Alternate Email	**principal.semtcollege@gmail.com**
Address	**Near Z. B. Zakaria School,Burhan Chowk, Nawayat Nagar.**
City/Town	**Nallasopara (West)**
State/UT	**Maharashtra**

Pincode	**401203**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Mr. Shaikh Irshad Wajid**
Phone no/Alternate Phone no.	**02506421694**
Mobile no.	**7387255652**
Registered Email	**shaikhirshad6779100@gmail.com**
Alternate Email	**shaikhirshad6779100@yahoo.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.semtrustcollege.com/IQAC/AQAR/AQAR

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.semtrustcollege.com/Academics/Academic-Calender

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**2.60**	**2017**	**30-Oct-2017**	**29-Oct-2022**

6. Date of Establishment of IQAC	**20-Sep-2016**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Alumni Feedback	15-Aug-2018 1	76
Students Feedback	23-Mar-2019 1	210
Parents Feedback	06-Oct-2018 1	100
Meeting of IQAC	30-Apr-2019 1	19
Timely submission of AQAR	28-Dec-2018 1	21
Academic Administrative Audit	28-Dec-2019 1	27
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1.Periodical meetings with staff members were initiated to formulate the plan of action. The implementation of action plans were reviewed in the subsequent meetings. 2. Audit to monitor and ensure the quality of Student's activities, Department activities and Staff members for periodic assessment for timely, efficient and progressive performance of academic task 3. Making the teachers

acquainted with the values of institutional accreditation and the new method of NAAC accreditation 4. Organized One day workshop on Intellectual Property Right for Teachers and Students 5. Organized One day workshop on Goods Service Tax for Teachers and Students

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
1. Orientation Programme for first year students	1. Orientation Programme for first year students was held on 13th July 2018. Students were introduced to the various committees of the college and the made aware all rules and regulations of the college including examinations.
2. To acknowledge the Students in recent change in Taxation system (GST)	2. Conducted one day Workshop on "GST Syllabus Examination, Assessment, Evaluation and Revaluation" in association with Department of Commerce and IQAC Cell 11th March 2019 for students from various Colleges. The fee charged for students was free of Cost
3. To pursue Students to present Research projects at various competitions at College and University level.	3. Students took part in College level, 'Avishkar Research Convention'.
4.To Promote Urdu Literature among teachers and students	4. Urdu Diploma Courses was started for Teachers and Students. Lecture started from 16th Feb 2019. Total student are 45.
5. To hold our Annual College Cultural Festival in the month of December.	5. The Annual College Cultural Festival was organized on 23rd, 24th, 25th and 28th of January 2019 received a very good response.
6. To hold our Annual College Sports in the month of February	6. The Annual College Sports was organized on 1st and 2nd of February 2019 received a very good response
7. To improve the academics of the college and help them to excel.	7. Remedial lectures were taken by teachers to improve the result of the college especially for the minority student
8. To award the academic achievers by organising Prize Distribution	8. The Prize Distribution Ceremony was organised by the College to felicitate toppers in academics and Sports on 16th February 2019. Students received prizes and certificates from Eminent Personalities who were invited as Guests of Honour for this function
9. To update with the recent change in	9. Conducted one day Workshop on

IPR	"Intellectual Property Rights" in association with Department of Commerce and IQAC Cell 2nd March 2019 for Teacher and students from various Colleges
10. To update with recent change in Syllabus Revision workshop for TYBCom, TYBMS and TYBFM	10. Conducted one day syllabus Revision Workshop of TYBCom, TYBMS and TYBFM in association with Board of Studies of University of Mumbai on 5th July 2018
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Development Cell	15-Jun-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2018**

Date of Submission	**29-Dec-2018**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**A management information system (MIS) is an information system used for decisionmaking, and for the coordination, control, analysis, and visualization of information in an organization especially in a company. We have following MIS Software 1. Principal 9.0 Fees Software. It looks after the following function a. Bonafide Printing, b. Icard Printing, c. Fees Receipt d. student Strength e. Daily Fees Statement f. Monthly Fees Statement g. Yearly Fees Statement h. TC Printing i. NOC Printing j. Giving Roll Number k. Allocating Division l. Cancellation of Admission m. Outstanding Fees Statement 2. Tally Accounting Software was used from May 2019. Apart from above function it does additional Function like a. Interclass Transfer of Students b. Division**

exchange c. Student tranfer from one stream to another stream. Individual Student oustanding details of various things d. Reverse Entry 3. Time Track Essl. It performs following function: a. Employee Details, b. Attendance Report c. Department Summary (Teaching Non Teaching Salary) d. Leave Record e. Employee Import Deatils

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Shurparaka Educational and Medical Trust, is well known for its Academic excellence in Palghar District. It was created in 1984 by a bank of likeminded, dedicated and sincere friends from sopara village with a motto. "Service for all with selflessness and dedication".From 80 students in 1985, the trust boasts of around 3000 students now in different institution that it runs. Our college appoints teaching staff as per the educational qualifications stipulated by the UGC and University.The College was founded in 2004 and is affiliated to University of Mumbai. The College has students belonging to different caste, linguistic and religious groups imparting secular education and promoting communal harmony. It is located in Nallasopara and easily accessible by public transport. Majority of the students live in vicinity of College. It is a multi-faculty College having 4 UG. Our college appoints teaching staff as per the educational qualifications stipulated by the UGC and University. IQAC plays a vital role in planning and implementation of curricular, co-curricular and extra-curricular activities of all the Departments and Committees. The compliance of Academic Calendar is monitored by IQAC. For the smooth functioning of academic programs department wise, teacher wise time tables are prepared for lectures and practicals to be conducted in the Computer Lab. The Time-table is displayed on the notice boards for the teaching staff and students. The teachers are allotted the courses based on their educational qualifications and areas of interest and specialization. Academic calendar is prepared at the beginning of the year and it is published on the website. The teachers prepare month wise teaching plan for the entire academic year at the commencement of the year for efficient curriculum delivery. Apart from the traditional method of chalk and talk teachers make use of modern methods of teaching using ICT (Information and Communication Technology) such as YouTube videos, Online lectures, PPTs etc. These are useful in conducting tests and assignment. Besides lectures, tutorials are used for a more personalized attention to the students. The Departments and Committees conducted various co-curricular and extra-curricular and Extension activities, which are normally planned at the commencement of the academic year and listed in the academic calendar. The activities included Seminars, Workshops, Guest lectures, Industrial visits, study tours to areas of historical importance etc which added value to Teaching Learning process. Industrial Visits to various industrial establishments exposed them to the processes and functioning of the industry which enhanced the employ-ability of the students. We also conduct Bridge and Remedial courses. Feedback is taken from the students which help in knowing the areas that needs improvement. Teachers to simplify the teaching-learning process recommended reference books and disseminated study notes, question bank etc. Majority of teachers are moderators and examiners for

various University examinations. Teachers regularly participated in OSM (Online Screen Marking) of University of Mumbai.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Arabic Language	NA	16/02/2019	3	Arabic Teacher	Yes
English Language	NA	04/07/2018	1	English Speaker	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	FYBCOM	16/07/2018
BA	FYBA	16/07/2018
BCom	SYBcom	18/06/2018
BA	SYBA	18/06/2018
BCom	TYBCom	18/06/2018
BCom	FYBMS	16/07/2018
BCom	FYBFM	16/07/2018
BCom	SYBMS	18/06/2018
BCom	SYBFM	18/06/2018
BCom	TYBMS	18/06/2018
BCom	TYBFM	18/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	168	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Cake Decorating	05/02/2019	30
Beauty Parlour	05/02/2019	30
Mobile Repair	05/02/2019	35
Bridge Course in Accountancy	06/08/2018	10
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1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Industrial Visit to Coca- cola factory for BMS	99
BA	Historical Visit	39
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The development of any institution heavily depends upon a wellfunctioning feedback system. It requires a thorough preparation to initiate, launch and implement the feedback system. College has been practicing a feedback system accommodating all the stake holders including staff, students, alumni and parents, to help the individuals and organization as a whole, to improve the performance and effectiveness. Feedback is collected at departmental and institutional level in which the views on the curriculum, teaching schedules, teaching tools, and student assessment outcomes are discussed for taking improvement measures. STUDENT: The student's feedback on the staff finds a place in the performance appraisal scoring system of the individual faculty member and the same is evaluated for the better Teaching Learning Process. The feedback from the students is obtained at the end of the term and overall department at the end of the year. When the feedback of a faculty is not encouraging, with the help of which the concerned faculty is counselled by the Head of the Department and Principal to improve their performance. FACULTY: The institution has made it a practice to conduct all faculty meeting, periodically, where the ways and means of enhancing the curriculum, academic discipline, Teaching Learning process, Research and Extension activities are debated and discussed. The appropriate suggestions are put forward to the respective departments for implementation. ALUMNI: As the alumni is found to be the brand ambassador(s) of our institutions, the feedback of the alumni is taken with due considerations. Our institution enjoys a strong and healthy association with the Alumni. The consolidated feedback report is forwarded to the Principal for taking due course of action for the positive performances and scope for improvement. PARENTS: As an important stake holder of this system, the parent feedback is also obtained and analyzed. Some of the parameters accommodated in the parent's feedback, include quality of teaching, students discipline, sports facilities, lab facilities, examination system, student activities such as transport, library, internet and accordingly changes are accommodated to enhance the quality of education in the present setup.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce	840	750	750
BA	Arts	360	79	79
BCom	BMS-Marketing & Finance	240	163	163
BCom	BFM-Financial Markets	180	78	78
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1070	0	18	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
21	21	3	3	1	3
No file uploaded.					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes through Tutor ward (presently Mentor Mentee) system. Mentoring of students is based on the following objectives: • To increase the teacherstudent contact hours • To identify and address the problems faced by slow learners and first generation learners • To encourage advanced learners • To decrease the student dropout rates • To prepare students for the competitive world Every year, departments individually organize orientation sessions on the class commencement day for students of first semesters and explain the designing and implementation of the mentoring system of the department. Departmental teachers. Under the Mentor system, the fulltime teachers of the college have been engaged as mentors of each class. Students of each class in the college are having a fulltime teacher as their mentor. The classes, where there are huge numbers of students, have been assigned more than one mentor. In the mentoring process, all necessary information related to the student such as the contact number, email of the student, family income, category, gender etc are initially collected by the department through the student database format provided by the IQAC. Teachers as mentors maintain the records of class tests/surprise tests, attendance records, records of student seminars etc related to the reviewing of the performance of the students. Departmental teachers maintain interaction with students through individual meetings, social networking sites and interaction boards of learning management system. Teachers discuss with parents during parentteacher meetings and try to identify the problems faced by students and related issues. At the beginning of the academic session, the classwise names of the mentors are displayed on the college website. The mentors are responsible for academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance and academic progress of the students. They also provide primary psychological counselling to those who need them and refer them for more professional counselling, if required. At the beginning of the academic session, the College conduct orientation

programmes for the students, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university.. They also maintain record of their class attendance, classperformance and academic progress. The mentors use both formal and informal means of mentoring. The mentor system, apart from its formal part, also exists as a robust informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students through various NSS and DLLE Activity. The biggest challenge of the mentoring system is to decrease the dropout rates of the college due to shifting of students from general courses to technical and medical courses at the beginning of each academic session. College has planned to introduce a mentoring guideline for all departments from the next academic session to address this problem.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1070	18	1:59

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	18	0	4	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	C0142	II	13/05/2019	30/05/2019
BCom	C0144	IV	03/05/2019	04/06/2019
BA	A0132	II	13/05/2019	22/05/2019
BA	A0134	IV	04/05/2019	13/05/2019
BCom	2M00152	II	12/04/2019	22/05/2019
BCom	2M00154	IV	04/05/2019	27/05/2019
BCom	2C00252	II	12/04/2019	10/05/2019
BCom	2C00254	IV	04/05/2019	24/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our college is affiliated to the Mumbai University and adheres to the syllabus laid down by the Mumbai University. We follow number of guidelines and methods to carry out a continuous internal evaluation system at the institutional level. This allows the students to understand each concept individually as

well. The students are given the syllabus in detail with the exact segregation of the portion. After each topic is taught in detail, semester wise external exams are conducted. Teachers take a detailed discussion about the topic as per the university question format and gives the students a clear understanding of what to expect. Students are made aware of the evaluation process by orientation program at the beginning of the course, an academic calendar with the continuous internal evaluation (CIE) dates displayed on the college as well as department notice boards. These tests allow the teachers to continuously assess the students to track their progress and to identify slow and advanced learners. Evaluation is done both in Internal and External examinations. The assessment remains impartial and accurate. The performance of the students is monitored by the Head of Department and the necessary feedback is given to the Principal and concerned faculty members. The Principal conducts review meetings department wise to discuss the improvement of students' performance. The institution is keen on monitoring the performance of the students and reports to the parents. Progress Reports are sent by the academic office to the parents after each internal examination. Parents/ Guardians are advised to note the performance of their wards and take remedial measure, if needed. Whenever necessary, the academic department shall recommend the visit of the parent to the college for a discussion about the student. Remedial Classes are conducted for the slow learners, absentees and the students who participate in sports and extracurricular activities. Group Study is encourage among the student during exam time

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares academic calendar at the beginning of the year and display on College Notice Board. The institution is an affiliated college. Examinations are conducted at the end of each semester by the affiliating University. College informs students about the university notices and circulars related to the examinations from time to time through student notice board, departmental notice boards, college website and also verbally by the faculty members of the department. The academic calendar contains the yearly schedule of the college ranging from the list of holidays (Diwali Vacation, Chirstmas Vacation and Summer Vacation), College Reopening and Closing date of College, date schedule of the college examinations,. The tentative dates of publication of college results and Marksheet distribution date are also mentioned in the academic calendar. The tentative dates of activities of NSS and DLLE activity are also given in the academic calendar. Schedule of other activities such as Cultural programmes and Annual College sports etc are also provided in the academic calendar. All departments conduct internal assessment of students and students are well informed about these internal examinations well in advance by the department. Internal assessment dates are also provided by the college in the proposed academic calendar prepared at the beginning of each academic session, which is uploaded in the college website.http://www.semtrustcollege.com/Academics/AcademicCalender

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.semtrustcollege.com/Academics/ProgramOutcome

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage

2C00146	BCom	TYBCom	161	72	44.72
3A00146	BA	TYBA	20	15	75
2M00156	BCom	TYBMS	39	26	66.66
2C00256	BCom	TYBFM	39	29	74.36

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.semtrustcollege.com/Students/SSR

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	NA	0	0
Minor Projects	0	NA	0	0
Interdisciplinary Projects	0	NA	0	0
Industry sponsored Projects	0	NA	0	0
Projects sponsored by the University	0	NA	0	0
Students Research Projects (Other than compulsory by the University)	2	College	1000	880
International Projects	0	NA	0	0
Any Other (Specify)	0	NA	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
1. Intellectual Property Rights	IQAC Commerce Dept	02/03/2019
2. One day Syllabus	IQAC, Department of	05/07/2019

Revision Workshop of TYBCom, TYBMS and TYBFM	Commerce and Self Finance in association with Board of Studies of University of Mumbai	
3. To update with recent change in Syllabus of History (TYBA)	IQAC, Department of Arts and Department of History	21/08/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	Savitri Bai Phule Educational Trust	Student	Cake Making	NA	05/02/2019
NA	Savitri Bai Phule Educational Trust	Student	Mobile Repair	NA	05/02/2019
NA	Savitri Bai Phule Educational Trust	Student	Beauty Parlour	NA	05/02/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NILL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NA	0	00
International	Commerce	1	3.46
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NILL	0

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	NIL	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NILL	NILL	NILL	2018	0	0	NILL

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	2	8	7
Presented papers	1	1	0	0
Resource persons	1	0	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Republic Day Celebration	NSS	16	75
NSS Diary and Submittion of Annual Report	NSS	16	71
Orientation Program and Introduction on extension work	DLLE	2	76
Tree Plantation Progamme in collaboration with NSS	DLLE, NSS Avni Nature's Club	2	24
Slogan lekhan activity on women's status (Betibachao	DLLE WDC	2	23

)			
Poster making activity on save water	DLLE	2	22
First Term Training Programme for Teacher	Mumbai University DLLE Unit	2	2
College Cleanliness Campaign in collaboration with NSS	DLLE NSS	2	26
Poster making activity on career project	DLLE	2	22
Rally on Save Water	DLLE	2	42
Blood Donation Camp	DLLE NSS	5	80
Second Term Training Programme	Mumbai University DLLE Unit	2	44
Career lecture on MBA CET	DLLE Carrer Guidance Cell	2	26
World Women's Day Celebration in collaboration with WDC Committee	DLLE WDC	5	80
Udan Festival	Mumbai University DLLE Unit	2	15
Seminar on Banking	DLLE Career Guidance Cell	2	25
Project Guidance Lecture	DLLE	2	47
Exhibition on Save Water	DLLE	2	23
Self Defence Training program	DLLE WDC	2	22
Literacy Week	DLLE	2	51
Women Facility Week	DLLE	2	25
Carrer Guidance lecture by students in Junior College	DLLE	2	22
Workshops on "Say no to plastic Bags"	Avni Nature Club NSS	3	48
Workshop on "Paper bag painting"	Nature Club	2	37
Bio Rangoli and	Cultural	2	12

Nature Photography competition	Committee Nature Club		
Painting to decorate the Dead trees	Avni Nature Club NSS	3	26
Swachh Bharat Rally and Slogan	Avni Nature Club NSS	4	60
PPT Presentation on Medicinal Plants	Nature Club	3	55
NSS Orientation Program	NSS	8	60
Republic day celebration	NSS Z.B.High School	22	50
Meeting and Training regarding Swachh Bharat	NSS NSS Unit of Mumbai University	10	50
Arnala Beach cleaning	NSS	8	30
Railway station cleaning Nallasopara west	NSS Nallasopara Railway Station	8	25
Campus cleaning	NSS	8	35
Survey on perception about effective policing in vasai – virar	NSS Nallasopara Police Authority	8	76
Kerala victim rally	NSS	15	40
Tree Plantation	NSS and Nature's Club	16	45
Cleaning of beaches during Ganpati immersion	NSS	10	33
Mahawalkton 2018	NSS	10	35
Antiplastic rally	NSS	10	35
NSS Day Celebration and Distribution of bags	NSS	16	35
Preparation of Letter and Card for Soldier who had done Surgical strike	NSS	10	40
Essay Competition on the life of Mahatma Gandhiji	NSS	10	30
Seminar on Library Service	NSS Library Department	16	25

Drug Addicition rally	NSS	8	50
Bhajan Sandya (Churchgate) Gandhi Jayanti	NSS Mumbai University	8	60
Rally on Blood Donation	NSS	16	35
Street play on Blood Donation camp	NSS	16	12
Constitution day	NSS	16	35
Aids Awareness programe	NSS	16	50
Demonstration on Self Defence Activity	NSS	10	250
Cycle Rally	NSS and Avni Nature's club	8	30
Health Hygenic workshop on Disaster Management	NSS	10	30
Dr. Danish conducted Seminar on stress at school level	NSS	16	30
Demonstration and Activity	NSS	16	42
Rally on Quit Smoking	NSS	10	38
Blood Donation camp	NSS	20	54
Guidance Lecture on Save Water and Importance of Environment	NSS and Avni Nature Club	16	50
Importance of CoCircular Activity on Student Life 2. Debate Competition on Violence against Women	NSS	16	50
Guidance Lecture on " Social Psychology of Students toward NSS Activity"	NSS	16	50
Seminar on "Use of ICT and How to overcome with Stress and Frustration"	NSS	16	50

1.Seminar on History of Social Service 2. Guidance Lecture on "Balancing work Life and Social Life" and " Developing Ettiques"	NSS	16	50
Seminar on Career Guidance and Constitutional Provision of India	NSS	16	50
Seminar on "Personality Development and Career Growth"	NSS	16	50
Lecture on Cleanliness of Environment	NSS	16	50
Human Rights Day	NSS	16	45
National Youth day	NSS	16	54
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Poster making competition	First prize	St. Gonsalo Garcia College Vasai	2
[View File](#)			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	University of Mumbai, NSS Unit	Swachh Bharat	10	50
Aids Awareness	WDC Committee	Aids Awareness on World AIDS Days	5	50
Social Issue	University of Mumbai, NSS Unit	Bhajan Sandya (on Gandhi Jayanti)	8	60
Social Issue	NSS Nallasopara Police Authority	A survey on Perception about effective Police in	8	76

		VasaiVirar			
Blood Donation	NSS Unit	Blood Donation camp	20	54
Gender Issue	NSS Unit	Debate Competition on Violence against Women	16	50
Gender Issue	DLLE St.Jospeh College under Udan Festival	Slogan lekhan activity on women's status (Betibachao)	2	42
Gender Issue	DLLE and WDC Committee	World Women's Day Celebration	5	80
Gender Issue	WDC	Poster making Competition on Women Empowerment	2	10
Gender Issue	WDC	AntiRagging	5	70

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Avishkar Research	9	College Fund	3

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industrial Visit	Short Industrial Visit to Wada Palghar	Coca Cola Industry , wada palghar	14/03/2019	14/03/2019	100
Historical Visit	Historical visit	Karnala fort panvel	09/03/2019	09/03/2019	39
Guidance Training	IPR Workshop	College	02/03/2019	02/03/2019	75
Guidance Training	GST Workshop	College	11/03/2019	11/03/2019	84
Research	Avishkar Research	Zone palghar district 13th Intercollegiate institution	14/12/2018	14/12/2018	9

	Avishkar			
		View File		

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1636750	**3174734**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	**Existing**
Class rooms	**Newly Added**
Laboratories	**Existing**
Seminar Halls	**Existing**
Seminar halls with ICT facilities	**Existing**
Video Centre	**Existing**
Value of the equipment purchased during the year (rs. in lakhs)	**Newly Added**
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	**Newly Added**
Others	**Newly Added**
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NA	**Fully**	**NA**	**2018**

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Others(specify)	**0**	**0**	**1973**	**268093**	**1973**	**268093**
Text Books	**5613**	**655794**	**700**	**198417**	**6313**	**854211**
	39	**301440**	**17**	**18573**	**56**	**320013**

	Reference Books					
Journals	48	12855	15	23039	63	35894
Others(specify)	6	6000	4	0	10	6000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	67	1	1	1	1	4	10	100	0
Added	37	2	1	1	1	2	0	100	0
Total	104	3	2	2	2	6	10	200	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Not Applicable	https://docs.google.com/spreadsheets/d/1dh70eje2zsKllAzwzT9ukq3jEFxjclMl7VaiW776qlo/edit#gid=0

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1908900	1392332	247000	130229

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. Library: Library provides continuous services to the students and teachers. Students read academic magazines journal and newspapers. During extra curricular activities they refer reference books in the Library. In larger quantity BookBank sets are distributed among needy and deserving students. In

Library arrangement is made for natural light and air. It is fully Air conditioned, when Library remains fully occupied by students, airconditioned facility is provided. Ample light facility is provided in the Library. For safety and security CCTV cameras are installed, Everyday cleaning is done, hygienic atmosphere is provided in and around the Library. Spot and sudden stock verification is done to check malpractice. Xerox facility is also available in the Library. To preserve the collection fumigation is periodically done in the Library. Out of syllabus, torn books and unacademic magazines are sold after the approval of Library Committee members. The Library fees are spent on required books and journals. 2. Sports Ground – Sports Director ensures the utilization of Playground and maintenance of sports equipment's of the College. Sports material is stacked in the cupboard. Soil is replenished every year. Coaching of outdoor sports provided by the Sports Director. Practice and warm up sessions are taken in Gymkhana. Indoor games are conducted in gymkhana. The Rifle shooting range has been developed on the ground floor. Dead Stock Verification of Sports equipments are undertaken every year. 3. Computers: Computers maintain by Lab Incharge. He looks after overall Hardware and software maintenance. Students teachers in/out record is maintained. Defective parts are repaired or replaced with latest materials. Computers are protected by antivirus software. A weekly time table of Class wise practicals has been prepared by respective lecturers for the Computers. Outdated Computers and printers are disposed off.. In the budget, provision is made for Annual Maintenance Contracts for maintaining hardware. The replacements of damaged parts of computers are undertaken immediately. The cleaning and dusting of laboratories is undertaken by sweepers. A dead Stock Verification of all laboratory equipment's is undertaken every year. 4. Classrooms: Classrooms are allotted as per the student strength. Lectures and practicals are regularly monitored. Different committees have been formed for the smooth functioning of college curricular and extracurricular activities. The damaged LCD projectors have been replaced. Daily cleaning of all facilities is undertaken by peon and sweepers. Sanitary materials are regularly provided to sweepers. 5. Maintenance of Campus: A gardener has been appointed to maintain the butterfly garden and ground. A Security Guard has been appointed to maintain security. sweepers have been appointed for house keeping and cleaning work. A team of sweepers has been appointed to clean the entire premises including classrooms, laboratories, library and passages. Cleaning of water tanks is undertaken every six months. Fire extinguishers and buckets purchased for Fire Safety and are placed at prominent place

http://www.semtrustcollege.com/About/Campus

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Zakat Fund Interest Fund	39	78000
Financial Support from Other Sources			
a) National	NA	0	0
b)International	NA	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial coaching	17/09/2018	400	College
Language lab	11/02/2019	66	College
Bridge courses	06/08/2018	10	College
Yoga	21/06/2018	55	NSS DLLE College
Meditation	21/06/2018	55	NSS DLLE College
Personal Counselling	13/12/2018	77	Dr. Danish Dave
Mentoring	28/03/2019	398	College Teachers

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career guidance professional diploma in banking sector	0	107	0	0
2019	Training & placement (Techno service)	0	39	0	0
2019	CASI Global New York booster programme	0	47	0	0
2019	Career Guidance for MBA & MMS from St.John Institution of Management	0	65	3	3
2019	Savitribai Phule Scheme a) Mobile Repairing b)Beauty Parlour c) Cake Making	0	33	0	0
2018	Seminar on MBA	37	0	0	0
2019	Career	0	58	0	0

Guidance for banking sector from Career Launcher					

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	0	0	ICICI prudenitial Flomic Freight Service Pvt Ltd	18	2

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	3	B.COM	COMMERCE	ASHADEEP COLLEGE OF EDUCATION	B.ED
2018	2	B.COM	COMMERCE	RENUKA COLLEGE OF EDUCATION , NAGPUR	B.ED
2018	1	B.COM	COMMERCE	BHARATI VIDYAPEETH	M.B.A
2018	1	B.COM	COMMERCE	KALINGA UNIVERSITY	M.B.A
2018	18	B.COM	COMMERCE	INSTITUTE OF DISTANCE AND OPEN LEARNING, MUMBAI	M.COM
2018	1	B.COM	COMMERCE	ROYAL COLLEGE, MIRA ROAD	M.COM
2018	1	B.COM	COMMERCE		M.COM

2018	1	B.M.S.	COMMERCE	H K INSTITUTE OF MGT STUDIES	M.M.S
2018	3	B.M.S.	COMMERCE	ROHIDAS PATIL MGT. STUDIES	M.M.S
2018	1	B.M.S.	COMMERCE	ALLANA INSTITUTE OF MGT. D.N.ROAD	M.M.S
2018	1	B.A.	ARTS	INSTITUTE OF DISTANCE AND OPEN LEARNING, MUMBAI	M.A.

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Disc throw	Institutional level	70
Short put	Institutional level	87
100 m running	Institutional level	57
200 m running	Institutional level	88
400 m running	Institutional level	42
Kabaddi	Institutional level	37
Carrom single (boys)	Institutional level	78
Carrom single (girls)	Institutional level	27
Badminton	Institutional level	40
Chess (girls)	Institutional level	9
Chess (boys)	Institutional level	33
Volley ball	Institutional level	25
Box cricket	Institutional level	82
KhoKho	Institutional level	35
Rangoli Competition	Institutional level	19
Greeting Card Competition	Institutional level	24
Poster Making Competition	Institutional level	8

Hasyakavisamelan Competition	Institutional level	14
Object Decoration Competition	Institutional level	15
Nature Photography Competition	Institutional level	18
Mehandi Competition	Institutional level	53
Bait Baazi Competition	Institutional level	20
Pot/T.shirt/Glass painting	Institutional level	9
Best Out of Waste Competition	Institutional level	37
Nail Art Competition	Institutional level	13
Salad Decoration Competition	Institutional level	14
Mazaiya Mushaiya Competition	Institutional level	16
Hair Style Competition	Institutional level	39
Documentary file making	Institutional level	15
Stand up Comedy Competition	Institutional level	11
Bridal Decoration Competition	Institutional level	15
Bollywood mimicry Competition	Institutional level	9
Drama / skit Competition	Institutional level	26
Dumb Charades Competition	Institutional level	60
Treasure Hunt Competition	Institutional level	168
Memory Game Competition	Institutional level	58
Essay Writing Competition	Institutional level	20
Quiz Competition	Institutional level	31
Collage making Competition	Institutional level	28
Ad Making Competition	Institutional level	20
Short Story Telling Competition	Institutional level	19
PPT Competition	Institutional level	15
Cooking Competition	Institutional level	27
Singing Competition	Institutional level	27
Fancy Dress Competition	Institutional level	13
Kalsekar Got Talent	Institutional level	20

Competition		
Mr Miss Kalsekar Competition	Institutional level	22

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	0	0	00	NA

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has an active Students' Council comprising of all the class representatives, NSS representative, Sports representative, Cultural representative, DLLE representative, Ladies representative (nominated by the principal) and general secretary. There are few teacher representatives to assist and guide the Students' Council. Besides Students' Council the College has an active representation of students on committees like College Development Committee, Internal Quality Assurance Cell, National Service Scheme (NSS), Nature Club, Gymkhana, Women Development Cell (WDC), Career Guidance and Placement Cell, Cultural Activity, Marathi Wangmay Mandal, Department of Life Long Learning and Extension (DLLE). The students are updated about different activities, rules and regulations. They are given the responsibility of organising cocurricular and extracurricular activities under the guidance of Teacher – Incharge. The Students' Council plays an active role in organisation of Independence Day and Republic day celebration, Prize Distribution function, Teachers day celebration, NSS activities, DLLE activities, Annual Sports Meet, Annual Gathering, Fun fair and Farewell function. They also assist in activities of Nature Club, Gymkhana, Commerce Club and Planning Forum, WDC, Career Guidance and Placement Cell, Cultural Activity and Marathi Wangmay Mandal. Participation of students in the students council helps in the development of their organizational skills. Every year, students council organizes annual college function in the college campus, which also involves an interdepartmental competition and thereafter prize distribution through proper judgement by invited eminent persons of the locality. College exhibitions highlight different social, academic and cultural subjects and issues through charts, models and excellent representation of craft work by the students. It gains wide participation from the locality as well.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

306

5.4.3 – Alumni contribution during the year (in Rupees) :

6000

5.4.4 – Meetings/activities organized by Alumni Association :
2 times in a year

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. 1. Principal level The Governing Body delegates all the academic and operational decisions based on policy to the various monitoring committees headed by the Principal in order to fulfill the vision and mission of the institute. The Principal in consultation with the Teachers Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teachers council. 2. Faculty level Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. They are encouraged to develop leadership skills by being in charge of various academic, co curricular and extracurricular activities. They are given authority to conduct seminars/ workshops/ conferences/ conferences/ FDP?s. 3. Student level Students are empowered to play an active role as coordinator of co curricular and extracurricular activities , social service group coordinator. For effective implementation and improvement of the institute various committees are formed Functioning of different secretaries of students union (listed below) further reinforces decentralization. • cultural secretary • boys common room secretary • girls common room secretary • student welfare and social service secretary • canteen secretary • computer in charge Participative management The institution promotes the culture of participative management at the strategic level, functional level and operational level. ? Strategic level: The Principal, governing body, College Development Committee (CDC) and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc ? Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee. Principal and faculty members are involved in joint research and have published papers ? Operational level: The Principal interacts with government and external agencies faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co and Extracurricular activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	1. Inclusion of Field Work, Industrial visit, Historical Visit and Educational excursion in Undergraduate Course 2. Collaborating Internal

		examination with Project work and seminar presentation based evaluation.
	Teaching and Learning	1. Wide access to internet facility to inculcate online learning management resources. 2. Journal and Magzine facility for carrying out project works. 3. Learning through Field Work, Industrial visit, Bank Visit, Guest lectures and Historical Visit 4. Enhancement of learning skills of the Students through participation in different seminars and Workshop 5. Small group discussions, role plays are being implemented in the lecture classes to enhance learning among the students. 6. Students are given projects. 7. Formative assessments are conducted to help students learn and provide feedback on them. 8. Academic counselling as well as psychological counselling was started to help students who required support and help to cope with tension, stress and progress well in their studies. 9. Sessions on career guidance, banking, stock, insurance were conducted.
	Examination and Evaluation	1. Collaborating Internal examination with project work assignments, debates, discussion, literature review, power point presentation, grand viva and seminal lectures. 2. Examinations Management Control (EMC) Team comprising of 5 members are looking after the conduct of all examinations. 3. External Exam are conducted as per Mumbai University Exam Schedule 4. The Chief Superintendent of examination oversees the timely arrangement of the examination hall, the stock of examination sheets, takes responsibility for the question paper supply, stores the answer books and ensures a smooth transfer of the same to the university. Any problems that may arise will be addressed by the Chief and the Assistant Superintendents of Examinations. . 5. Academic calendar for internal examination and declaration of results. 6. Systematically organized assessment and evaluation processes. 7. Modification of evaluation process as per curricular requirements. 8. Evaluation is a continuous process through the efforts of teachers. Teachers are assigned examination related duties like junior and senior supervision duties as well

		as are expected to be a part of University Examination system via paper setting, Central Assessment Program (CAP) etc.
Research and Development		1. Motivates faculty members for research publications in peer reviewed journals with high Impact factor. 2. Encourages them to present papers in International/National/State Level Seminars, workshops and to act as resource persons. 3. Exhibits the publication of research work of the faculty members in the college library to inspire further research. 4. College explores various funding agencies for sponsoring major / minor projects. (DBT, DST, ICSSR, UGC etc.) 5. Motivates the faculty members and the students to organise various seminars workshops at Institutional / State / National / International levels. 6. Encouraging faculties to join as M.Phil/ Ph.D.
Library, ICT and Physical Infrastructure / Instrumentation		1. Provision for wifi facility in the campus for use of the elearning resources. 2. Increase of the internet facilitate to the research lab and centres along with departments. 3. Procurement of more equipment, teaching aids and books under College fund 4. Procurement of more desktop and laptop computers under College fund
Human Resource Management		1. Motivating and facilitating the faculty members to participate in Refresher Orientation courses. 2. Arrangement of computer training programmes related to Tally and MS office for Non teaching staff by IT Staff. 3. Selfappraisal of the teachers through Feedback Form. 4. Maintenance of Grievance Redressal Cell, AntiRagging Committee, Sexual Harassment Committee. 5. Appointment of a doctor, who visits the college once in a week, for facilitating health checkup of the Teaching and Non teaching staff and Students
Industry Interaction / Collaboration		1. One day Workshop on "Intellectual Property Rights" in association with Department of Commerce and IQAC Cell 2nd March 2019 for Teacher and students from various Colleges 2. One day Workshop on "GST Syllabus Examination, Assessment, Evaluation and Revaluation" in association with Department of Commerce and IQAC Cell 11th March 2019

	for students from various Colleges
Admission of Students	Offline Admission including offline payment facility. Admission is made strictly on the basis of merit, strict observance of Govt. Rules for Reserved Categories.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The IQAC of the college keeps itself updated regularly with the website of University of Mumbai (www.mu.ac.in), the University Grants Commission (www.ugc.ac.in) and of the Joint Director, Higher Education, Govt of Maharashtra (www.jdhemumbai.maharashtra.gov.in). It constantly follows the guidelines and circulars issued by the higher authorities. Applications for financial assistances and scholarships are done through online methods on the portals provided by government authorities. The college submits its Annual Quality Assurance Report (AQAR) online. The College has a website committee which manages the dynamic website for the college. Prospective plans, regular activities, examination schedules are constantly uploaded and upgraded on the website.
Administration	The college has installed Time Track Essl Biometric Attendance System for all the staff members. The Reports generated by this system are monitored by the Principal. There is regular interaction between Principal and Office Superintendent to plan and allocate administrative work. The Administrative Office is using Principal 9.0 software for fee generation and Tally software for accounting purpose
Finance and Accounts	Finance and Accounts The college uses updated version of 'Tally ERP' system to maintain the books of Accounts. RTGS and Online Transactions are used wherever possible so as to ensure paperless transactions.
Student Admission and Support	The 'Principal 9.0 system is being used for the admission and record maintenance of the students of all the streams. It helps in the issuance of fee receipt, record maintenance, issuance of various certificates etc. Online applications are submitted for

	Scholarships and Proposal for funds requirement for Book Bank Scheme of University of Mumbai.
Examination	College follows Mumbai University Exam pattern. Online paperare downloaded from Mumbai University Site.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Shahida Shaikh	Workshop on expanding emotional intelligence	Claras College of Commerce	500
2018	Nagma Maniyar	Workshop on Library science	Theem College of Engineering	500
2019	Irshad Shaikh	One week State Level Training Program	DhirajlalTalakchand Shah College of Commerce	2990
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	MSOffice	MSOffice	05/11/2018	05/11/2018	18	7
2019	Intellectual Property Rights	Intellectual Training Program	02/03/2019	02/03/2019	32	4
2018	Syllabus Revision Workshop	Syllabus Revision Workshop for TYBCom, BMS/ BFM	05/07/2018	05/07/2018	38	0
2019	Goods and Service Tax Workshop	GST Syllabus, Examination, Assesment Evaluation and Revalu	11/03/2019	11/03/2019	18	0

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programmes	1	16/07/2018	23/07/2018	8
Faculty Development Programmes	1	04/05/2019	13/05/2019	8

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	18	0	16

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
a. PPF provided to all Staff b. Personal Counselling c. Women's Day celebration arranged for women employees. d. Research scholars are felicitated to motivate them. e. Staff Picnic e. Teachers Day gift. f. Staff room equipped with Computer, Invertor, Aquaguard (Drinking Water) and Washroom with hygiene facility	a. PPF provided to all staff b. Personal Counselling c. Teachers Day gift d. Financial Support given to staff in case of emergency	a. (Yuva Raksha – Group Insurance) b. Students are assisted in availing various scholarships and Free ships schemes of the government. c. Students are given books under the Book Bank scheme. d. Ladies Common Room is provided for girl students equipped with sanitary napkin vending machine and incinerator. It is also having attached toilet block. e. Scholarship are provided for the economically weaker section students f. Lift and Ramp facility for divyangjan students g. Skill development courses, workshops arranged for Personality development

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit: The Management of the college has appointed an internal auditor to detect errors at the earliest and devise effective control system to prevent their occurrence. Suggestions of the internal auditor to improve the accounting

financial system are incorporated. Internal audit is done on periodical basis. Observations made by the auditor are brought to the notice of Office Superintendent and Principal of the college. After a through process of Internal Audit the account books are sent to the External Audit for the final approval. External Audit: The management has appointed C. A. as an external auditor. The financial statement of the college including books of accounts, vouchers, statement etc are audited by the external auditor. All necessary audits as per the requirements of the University, UGC and Government of Maharashtra are carried out by the college periodically. In case of any discrepancy, shortcomings or lacunas the external auditors brings it to the notice of college.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA

View File

6.4.3 – Total corpus fund generated

1000000

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

College believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholders. Although the college does not maintain formally registered parentteacher association, yet interactions of teachers with parents during parentteacher meetings of different departments come up with new suggestions related to the overall development of the students. Teachers have been able to communicate with parents to prevent early marriages and other prejudices related to the dropout of girl students. This has resulted in the increase in overall percentage of girl students in the college. Presently, the female students constitute 64 of the total undergraduate students. Faculty members maintain attendance record of students. If a student shows poor attendance, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority with the parents. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward. a. Parent teacher meetings are being held regularly held b. Message are sent to parents when their child name comes in Defaulter List c. Parents are encouraged to be a part of Institutional committees for student's welfare. d. Parents contribute Food, Cloth and Money for various Relief Fund program organised by NSS e. Parents are also give zakat in the form Money during Ramzan

6.5.3 – Development programmes for support staff (at least three)

1. One day State level workshop on "Intellectual Property Right" 2. One day Syllabus Revision workshop for TYBCom,TYBA, TYBMS and TYBFM 3. Arabic Courses for Staff and Student 4. Computer Training of the office staff so that they are

able to handle the online admission and Registration of students. 5. One day State level workshop on "GST Syllabus Examination, Assessment, Evaluation and Revaluation"

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Vacant teaching and nonteaching posts should be filled on regular basis The college has initiated the process of filling the vacant post of regular staff through duly constituted body of the university. 2. ICT should be increased in teaching learning process All arts departments have been provided new computers and printers to increase the use of ICT enabled teaching and learning. Computeraided methods are now used by majority of the departments to deliver lectures. 3. Introduction of PG Courses: As a post accreditation initiative the college took a giant step in applying for M.Com course from Mumbai University. Very soon we will be having PG Classes. 4. Qualified Librarian recruitment: As a post accreditation initiative we have hired the services of a qualified librarian. 5. IQAC to be made more proactive: As per the post accreditation process the IQAC has been made more pro active by undertaking various seminar, workshop and all other activities under the banner of IQAC. 6. Separate Boys' and girls' Gym: We have setup separate boys' and girls' gym in our college facilities.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Seminar on Carrier Guidance	06/02/2019	06/02/2019	06/02/2019	52
2019	Seminar on Project Guidance	09/02/2019	09/02/2019	09/02/2019	64
2019	Seminar on carrier Guidance (Banking Sector)	11/02/2019	11/02/2019	11/02/2019	57
2019	Seminar on MBA (CET Exam)	12/02/2019	12/02/2019	12/02/2019	34
2019	Seminar on Carrier Guidance	15/02/2019	15/02/2019	15/02/2019	76
2019	Seminar on "Ethical Social Issue and Cyber Law	02/03/2019	02/03/2019	02/03/2019	36
2019		02/03/2019	02/03/2019	02/03/2019	36

	Intellectual Property Rights Workshop				
2018	Syllabus Revision Workshop for TYBCom, BMS/ BFM	05/07/2018	05/07/2018	05/07/2018	38
2019	GST Syllabus, Examination, Assesment Evaluation and Revaluation	11/03/2019	11/03/2019	11/03/2019	18
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Anti Ragging	18/08/2018	18/08/2018	70	0
Slogan lekhan activity on women's status (Beti bachao)	10/09/2018	10/09/2018	20	0
Poster making Competition on Women Empowerment	21/09/2018	21/09/2018	10	0
PowerPoint Presentation on Women Empowerment	06/10/2018	06/10/2018	12	0
Debate Competition on Violence against Women	10/10/2018	10/10/2018	34	0
Guest Lecture on Self Defence from World Shotokan Federation of India	13/10/2018	13/10/2018	136	0
Aids Awareness programme by	30/11/2018	30/11/2018	25	30

NSS				
Demonstration on Self Defence Activity (NSS)	13/12/2018	13/12/2018	30	40
World Women's Day Celebration in collaboration with WDC Committee	08/03/2019	08/03/2019	70	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Solar Panel has been setup as an alternative source of energy as green initiative. 2. Save energy initiative is taken by the students union to make students aware by making them switch off lights and fans before leaving the classroom. 3. Environmental awareness campaigns by organizing seminars under NSS Unit and by organizing student exhibitions annually 4. Rain Water Harvesting. 3. Various Seminar had taken on Environmental Consciousness and Sustainability/Alternate Energy initiatives Tree Plantation Arnala Beach cleaning Cleaning of beaches during Ganpati immersion Antiplastic rally NSS Day Celebration and Distribution of bags Poster making activity on save water Rally on Save Water

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	No	0
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	18/10/2018	3	Mahawalkton 20183	Our College Students	57

						under the Guideance of Asst.Prof.Mrs.Geeta Pal	
2018	1	1	13/10/2018	3	Rally on Quit Smoking	Our College Students under the Guideance of Asst.Prof.Mrs.Geeta Pal	70
2018	1	1	14/07/2018	5	Arnala Beach cleaning	Our College Students under the Guideance of Amit Sir	37
2018	1	1	30/07/2018	5	Railway station cleaning Nallasopara west	Our College Students under the Guideance of Amit Sir	42
2018	10	10	18/08/2018	4	Swacch Bharat	Rally organized under the leadership of our Principal sir Dr,Khalil Ahmed	67
2018	1	1	20/08/2018	5	Kerala victim rally	Collected the Food Items and Other Material of Daily use under the guideance of Our Principal Sir Dr.Khalil Ahmed	114
2018	1	1	08/09/2018	4	Tree Plantation	Our College Students under the Guideance	61

						of Our Principal Sir Dr.Khalil Ahmed	
2018	1	1	14/09/2018	3	Cleaning of beaches during Ganpati immersion	Our College Students under the Guideance of Asst.Prof.Mrs.Geeta Pal	43
2018	1	1	01/10/2018	2	Drug Addicition rally	Our College Students under the Guideance of Our Principal Sir Dr.Khalil Ahmed	65
2018	1	10	03/10/2018	5	Survey on perception about effective policing in vasai – virar	Rally organized under the leadership of our Principal sir Dr,Khalil Ahmed and DSP of Nallasopara of Nallasopara Division	106
2018	1	1	20/10/2018	4	Campus cleaning	Our College Students under the Guideance of Asst.Prof.Mrs.Geeta Pal	52
2018	1	1	30/11/2018	2	Aids Awareness programe	Our College Students under the Guideance of Our Principal Sir Dr.Khalil Ahmed	65

| 2018 | 3 | 3 | 18/12/2018 | 4 | Blood Donation | Organized Blood donation under the guidenace J.J.Hospital | 74 |

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Teaching Staff Code of Conduct	19/06/2018	1) Teaching, development writing of books. 2) Mentoring of the students. 3) Interaction with other institutions, universities at state, national and international level. 4) Organizing seminars, workshops, conferences for Teachers students. 5) Publishing papers in national international journals. 6) To display notices of the activities according to the departments and committees. 7) To prepare mark sheet of various examinations. 8) To maintain discipline in the college. 9) To arrange for Parents Teachers meeting (PTA) of the defaulters 10) To prepare Blacklist of the students whose attendance is below 75 11) Involvement in Curricular, cocurricular and extra curricular activities. 12) Any other duties assigned by the principal from time to time. 13) Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/ recognized Institution 14) Overall supervision of the

			University Examinations. 15) No teacher shall absent himself/herself from duties at any time without prior permission from higherups. 16) No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management. 17) No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever. 18) No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College
	Principal Code of Conduct	19/06/2018	1.• Academic growth of the college. • Participation in the teaching, research and training programmes of the college. • Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, inservice and other training programmes organized by the University. Institute for academic competence of the Faculty Member. • Maintenance of disciplines of the Institute. • The overall administration of the Institute and recognized Institution and their libraries. • Administration and supervision of curricular, cocurricular/ extracurricular or

| | | extramural, student's welfare activates of the Institute and Recognized Institution and maintenance of records. • Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time. • Observance of provisions of Accounts code. • Maintenance of Self -Assessment Reports of teachers. • Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time. • Recommend and forward communication to the authorities. • Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback. • Listen to the student's ideas and set a supportive tone. • Be fair in his disciplinary actions for all the members of faculty, nonteaching staff and students. • Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly. • Execute any other qualitative and quantitative work for the welfare of the institution. • Empower all his staff and students to reach their maximum potential. • Carry himself with the highest integrity and he has to exhibit |

outstanding and strong leadership skills. • Never put his interests above the greater good of the college and has to respect the rights of all the committee members of the college. • Avoid careless decisions that may result in violations of law. • He/she should never directly lie to anyone, must never withheld vital information that he/she has to make public. • Refrain from inappropriate conduct and relationships with students and staff • He/she must not nurture any grudge against any member which may lead to animosity and anxiety in the organization. OR • The Principal should always be honest, fair, objective, supportive, protective and law abiding. • Chalk out a policy and plan to execute the vision and mission. • Promote industry institution interaction and inculcate research development activities. • Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly. • Recommend and forward communication to the authorities. • Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback. • Execute any other qualitative and quantitative work for the welfare of the institution. • Listen to the student's ideas and set a supportive tone. •

			Be fair in his disciplinary actions for all the members of faculty, nonteaching staff and students. • Empower all his staff and students to reach their maximum potential. • Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills. • Never put his interests above the greater good of the college and has to respect the rights of all the committee members of the college. • Avoid careless decisions that may result in violations of law. • He/she should never directly lie to anyone, must never withheld vital information that he/she has to make public. • Refrain from inappropriate conduct and relationships with students and staff • He/she must not nurture any grudge against any member which may lead to animosity and anxiety in the organization.
Parents Code of Conduct	19/06/2018		1. Respect and model the caring ethos of our college whenever on college premises or when communicating directly with the college. 2. Understand that college staff and parents need to work together for the benefit of all 3. Seek to clarify a child's version of events with the college's view in order to bring about a peaceful solution to any issue. 4. Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour. 5. Approach

			the right member of college staff to help resolve any issues or concern. There are clear guidelines about which staff member to contact about specific issues. 6. Using loud/or offensive language, swearing, cursing, using profane language or displaying temper should not take place. 7. Damaging or destroying college property will not be entertained. 8. Abusive, persistent or threatening emails or text/voicemail/phone messages or other written communication be ignored.
NonTeaching Staff Code of Conduct	19/06/2018		1) NonTeaching staff working in the College office or departments should remain on Duty during College hours. 3) NonTeaching Staff assigned to Computer Lab should keep the Labs clean. 4) Any Loss or damage to any article in the Library or Class Room should be reported to the HOD in writing immediately. 5) NonTeaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained. 6) Nonteaching staff will carry out their duties as instructed by the authorities to whom they are attached.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Day	21/06/2018	21/06/2018	90
Independence Day	15/08/2018	15/08/2018	48
Swacch Bharat	18/08/2018	18/08/2018	48

Program			
Anti Plastic Rally	12/09/2018	12/09/2018	90
Bhajan Sandhya Day	01/10/2018	01/10/2018	50
Aids Awareness Day	30/11/2018	30/11/2018	100
Republic Day	26/01/2019	26/01/2019	55
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1Waste water recycling. 2. Provision of keeping bicycles for students and staff within the campus. 3. Distribution of potted plants as felicitation of dignitaries. 4. Installation of LED Light 5. Installation of rain water harvesting system. Plans being made for implementing additional harvesting systems. 6. A cleanliness drive on Beaches during Ganpati Immersion. 7. Campus cleaning 8. Tobacco smoking, chewing of panmasalas and gutka is prohibited in the college campus. Health hazards caused by tobacco smoking are repeatedly highlighted especially by the NSS unit through different events and awareness programmes. 9. Installation of rain water harvesting system. Plans being made for implementing additional harvesting systems.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Book Bank Facility 2. Installment Facility for payment of fees . Book Bank Facility • Introduction: Shurparaka Educational and Medical Trust's Moinuddin. B. Harris College of Arts and A.E. Kalsekar College of Commerce and Management is situated in a locality where students of weaker sections come and take admission in Degree Commerce college and selffinancing courses. Most of the students cannot pay the regular fees of the courses. The Management of the Trust observes this matter sympathetically and ensures that weaker sections of students continue their education, there should not be dropout of these students. The Management from different sources manage the fee of most of the poor and deserving students and help them to continue their education till postgraduation. Keeping in view students' economic condition, the Management and the Principal have started Book Bank Scheme in the college which has brought positive result in the college. 1. Objective of the Practice: The objective of the practice are as follows: 1 To identify outstanding students 2 To identify needy and deserving students 3 To get good results in University Examination. 2 Context: A. E. Kalsekar College is an unaided College which is affiliated to University of Mumbai. It is situated in a locality where minorities and weaker section students reside and obtain education in available institutions. The Management of the college not only desires to provide education to the weaker section of the society but also ensure that students do not discontinue their education due to lack of facilities and financial availability. The Principal and the Management decided to help the students through BOOK BANK Scheme. For Book Bank Scheme the principal formed a Book Bank Committee under which its procedure and rules regulation were framed. As per this decision every academic year, it is ensured that Book Bank sets are distributed among students. 3 Practice: A As soon as college opens notices are displayed for the students to collect Book Bank Scheme Application form. A deadline is given to the students for the submission of Book Bank Application forms. After the collection of application forms, applicants' interviews are held, teacher Incharge ensures that needy and deserving students are selected for Book Bank sets. After the interviews, Book Bank sets are distributed among

the students. During examinations students are informed to return the sets immediately after their final examinations. Those students who do not return the sets their marksheet are held and their Leaving Certificates are not issued. 4 Event of Success: After the introduction of Book Bank Scheme, it was noted that those students who are issued sets of Books are passed with good results.Because of this facility, nearby localities students take admission in reasonable number in the college. 5 Problems and Counter: Due to financial problem many selected students do not opt for Book Bank Scheme. It is found that students do not pay the Book Bank fee charge happily. Further those students who obtain the Book Bank Sets are found frequently absent in the college. Since they have books available with them, they wish to study at home and prepare themselves for examination at their homes. 2. Installment Facility for payment of fees Introduction: Shurparaka Educational and Medical Trust's Moinuddin. B. Harris College of Arts and A.E. Kalsekar College of Commerce and Management has adopted Instalment facility which is given to all the students irresepective of the caste or creed especially who are from economically weaker sections of the society. Since the very beginning, the trust and management had a vision to help the needy and deserving students financially. To bring this into action Instalment facility has been started. And it has been found to be the best practice of the institution. 2. Objective of the Practice: The objective of the practice are as follows: 4 To increase the number of students 5 To benefit the weaker sections of the society especially our local areas. 6 To develop the area 7 To educate girls, who are deprived from education due to financial difficulties 2 Context: Many of the students being the first generation learners of their family had to be motivated to continue with their higher studies. But being located in a very remote area and financial difficulties of the families many students dropped out of the college. To solve this issue, The Management of the college thought of providing education to the weaker section of the society by inculcating Instalment facility as a helping hand. To ensure that students do not discontinue their education due to lack of financial support, the trust and management decided to support them financially by giving a freedom to pay at their convenience. The Principal and the Management decided to help the students through Instalment Facility. 3 Practice: As a practice, the office staff collects only 25 fees of the total amount from whatever stream the student may be. The student gets admission only on the payment of this amount. The remaining amount can be paid by the students in 4 equal or unequal instalments throughout the year. Proper records are maintained and follow ups are done by the non teaching staff. 4 Evidence of Success: After the introduction of Instalment Facility, it was noted that those students who had dropped out due to financial crises took admissions even after academic gaps. Because of this facility, nearby localities students took admission in large number in the college. It was also found that every year the number of students kept on increasing which reached to 1080 in 201819. As per this decision every academic year, the number of girl students is also constantly increasing. 5 Problems Encountered: Due to instalment facility given to all the students, it was found that even financially good students do not pay the remaining fees taking undue advantage. Several reminders had to be given to pay the remaining amount. The genuine cases were considered and they turned to be bad debts. Also at the beginning of the college it becomes difficult to meet the college expenses out of the amount collected as down payment from the students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.semtrustcollege.com/IQAC/Best-Practice/BestPractice1

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and

thrust in not more than 500 words

Zakat Fund by the management. ZAKAT FUND 201819 The vision of Shurparaka Educational and Medical Trust's Moinuddin. B. Harris College of Arts and A.E. Kalsekar College of Commerce and Management is to make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives. To support this vision our Trust, Management and Principal have opted for charity i.e. giving zakat to the poor and needy students. Zakat is an Islamic finance term referring to the obligation that an individual has to donate a certain proportion of wealth each year to charitable causes. Giving away money to the poor is said to purify yearly earnings that are over and above what is required to provide the essential needs of a person or family. Islam commands Muslims to give charity to the poor. Whether you give charity directly to a family in need, the homeless, the hungry, or through activities in the educational organizations like Zakat. The important thing is that we are sharing what Allah has blessed us with. Monetary charity is one of the most important types because it helps in a tangible and immediate way. The money will help the deserving and needy students to educate themselves and get employed especially the first generation learners. Shurparaka Educational and Medical Trust's Moinuddin. B. Harris College of Arts and A.E. Kalsekar College of Commerce and Management inculcated this practice by benefiting its own college students as a practice for the betterment of the students, their families and society. Feeding those less fortunate than us is great but this is not always sustainable for long periods. So, is it not better that we help them to become selfsufficient and stand on their own two feet to support themselves and their families? Clearly, yes, and this can be achieved through education, which, in due course will give them a head start as they pursue employment opportunities. Recipients are the poor and needy students irresepective of the caste or creed, who cannot afford to get education due to financial problems. The total number of students benefited by Zakat and also by Interest fund is as follows: 1. ZAKAT FUND : TOTAL NO OF STUDENTS 31 AMOUNT RS 62000 2. INTEREST FUND: TOTAL NO OF STUDENTS 8, AMOUNT RS 16000 The poor and needy students of our college are financially helped every year by the Trust and Management. In 201819 the total number of students benefited by zakat were 31 with a total amount of Sixty Two thousand rupees and through Interest Fund, 8 students were benefited with a total amount of Sixteen thousand rupees. Each student has been given a charity of approximately 2000 rupees.

Provide the weblink of the institution
http://www.semtrustcollege.com/IQAC/Institutional%20Distinctiveness/InstitutionalDistinctiveness

8.Future Plans of Actions for Next Academic Year

1. To start more no. of Add on courses 2. Office automation to ensure an updated data management system in the college. Office automation has been planned to include an online archiving of student, faculty and staff database with necessary details. Information related to financial assistance such as scholarships, fellowships are also planned for digital archiving. Complete digitization of the college library is also planned. Online feedback system is planned to be introduced from the academic session 20192020, the results of which will be analyzed by the IQAC. The college also aims to sincerely address the issues highlighted in the feedback reports. 3. Organization of workshop, seminar and job oriented services by the Career Counselling and Placement Unit. The college plans to organize job interviews by local companies and also organize interactive sessions of final year students with skilled professionals and alumni 4. Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teachinglearning, research, extension related and coand

extracurricular activities. IQAC is also planning to publish a handbook on quality assurance in this context for wide circulation 5. Maintaining an updated database of research articles, books, book chapters, conference proceedings and seminar abstracts published by students and faculty members. 6. Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects 7. Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies. 8. NAAC Second cycle reaccreditation which is due in 2022. 9. ISO certification in the coming year.