



SHURPARAKA EDUCATIONAL & MEDICAL TRUST'S
M. B. HARRIS COLLEGE OF ARTS &
A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT
~ AFFILIATED TO MUMBAI UNIVERSITY ~

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Ref.No.: _____ SEMT/NAAC-SSR/898/2016-17

27/04/2017

To
The Director,
National Assessment & Accreditation Council
P. O. Box. No. 1075,
Opp: NLSIU Nagabhavi,
Bangalore – 560072

Sub: Submission of SSR 2017
Ref: Institutional TRACK ID:MHCOGN27514

Respected Sir,

We hereby submit the Self Study Report (SSR) of SEMT's M.B. Harris College of Arts & A.E. Kalsekar College of Commerce and Management for 1st Cycle of Accreditation to NAAC.

This SSR is in the format as prescribed by NAAC. The required Annexure are also attached with the report.

Kindly accept and acknowledge this SSR sent by us.

Thanking you,

Yours faithfully,

Principal

Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Commerce & Management
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.

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NAAC STEERING COMMITTEE

CHAIRPERSON

Principal Dr. Mohammad Khalil Ahmad

CO-ORDINATOR

Mr. Irshad Shaikh

Criterion I Prof. Mona Dedia (Incharge) Prof. Kavita Mishra Mr. Moin Chinde	Criterion II Prof. Elakshi Tawade (Incharge) Prof. Sujata Yadav Mrs.Namrata Gujar Prof. Kanchan Nag
Criterion III Prof. Shahid Shaikh (Incharge) Prof. Rashmi Bardia Prof. Dipanwita Banerjee Prof. Atul Narkhede	Criterion IV Prof. Hiren Gohil (Incharge) Prof. Annjum Sayyed Miss. Shaheen Khan
Criterion V Prof. Diksha Vaje(Incharge) Prof. Sheetal Shukla	Criterion VI Prof. Shahida Shaikh (Incharge) Mr.Moin Chinde Mrs. Namrata Gujar
Criterion VII Prof. Ruksar Khan (Incharge) Prof. Rohita Raut	Documentation Prof. Sujata Yadav

PREFACE

I am pleased to present as the Principal of M.B.Harris College of Arts & A. E Kalsekar college of Com. & Management, Nallasopara (W), this Self Study Report to the National Assessment and Accreditation Council, Bengaluru. In this report, the entire faculty and staff of our college have made as sincere effort to highlight all activities and achievements of the institution since its inception till the date.

Shurparaka Educational and Medical Trust, is well known for its Academic excellence in Palghar District. It was created in 1984 by a band of likeminded, dedicated and sincere friends from sopara village with a motto.

“Service for all with selflessness and dedication”

Under the stewardship and guidance of its founding President (late) Mr. Ridwan B. Harris and the architect of the Trust and its founding General Secretary and Managing Trustee, (late) Mr. Anwar Munshi , the Trust made big strides in the field of education in s short span of time and soon started managing institutions form Nursery to Jr. College . From 80 students in 1985, the trust boasts of around 3000 students now in different institution that it runs.

Now, under the dynamic leadership of its present President, Dr. Zahir I. Kazi an eminent educationist and Hon. President of Anjuman –I-Islam , Mumbai , the trust has brought into reality the dreams of its founding members by constructing a new, well equipped Educational Complex at Sopara . It’s a matter of pride that it started a Degree College, a First in the town of Nallasopara, catering to the educational needs of students from all communities.

The College trains young men and women to serve their fellowmen in justice, integrity, truth and love. It fosters an atmosphere of academic vigour and moral uprightness in which the youth of our country may find their fulfillment and achieve greatness as eminent men and women of service.

The institution is very much aware that the dimensions and quality of education keeps on changing with time and quality cannot be assessed by a single yard stick. Rather it can be monitored through the change in national and global trends in teaching and research. It is important for any centre of higher education to know that true service lies in imparting education, inculcating moral values and motivating young minds towards research for the future not only of our country but of the entire world. The NAAC, Bangaluru, has developed, implemented and improved the mechanism of assessment and accreditation of the educational institutions. NAAC has designed a complete and full proof process of assessment and accreditation. NAAC process has led us to self-improvement and introspection. In the present report we tried our level best to meet the demands as laid down by NAAC. The college is committed to the core values of NAAC.

In order to provide continuity in the pursuit of higher education and the immense confidence reposed by the students and their parents in the Junior college, the degree section was established in 2004. The latest total strength of students is 848 at degree level including professional courses students, has already made a mark in the field of academics engraving good result in all the university examinations. Our college is situated in Sopara village, which is an area of working class population with low income. Students from this area

face various problems in getting admission in city colleges. Since then we made sincere efforts to provide quality education to these students and make them as competitive as others.

As an unaided college, it is highly unfeasible to pay the staff from the meager annual fees collected from the students whose parents are either menial laborers or jobless alcoholics. Mention should also be made of the scholarship and fee waiver that is effectively practiced by the Management, to cover nearly 60% of the students.

The college strives to provide skill oriented programmes. The college organizes workshops, seminars and talks by eminent personalities of various fields. The admission of students to various courses is done according to the guidelines of the University of Mumbai and the Government. A large number of students come from economically weaker backgrounds. Almost 90% of students are first generation learners.

Academic performance of students has been consistently increasing. The entry point marks are very less as compared to other colleges. Almost 75% students who seek admission in the college have very less marks than average in HSC exam. Remedial coaching to weaker students is provided. Faculty use regional languages (Marathi & Hindi) to make the topic easy and conceptually cleared. Due to consistent efforts of faculty these students perform well during first two years as well secured good marks in their third year.

I am very much keen to meet the Peer Team of NAAC during their forthcoming visit to our institution. Such occasion and interaction provides all of us; the management, faculty members, supporting staff, students and other stake holders to enrich our selves with their comments and suggestions.

The self-evaluation process and the subsequent preparation of the Self-Study Report to be submitted involved the participation of all the stakeholders – management, faculty members, administrative staff, students, parents, industry, community and alumni. While the participation of internal stakeholders i.e. management, staff and students provided credibility and ownership to the activity and could lead to newer initiatives, interaction with the external stakeholders facilitated the development process of the institution and their educational services. Overall it is expected to serve as a catalyst for institutional self-improvement, promote innovation and strengthen the urge to excel.

The Management is very progressive and specifically focuses on empowering the meek and the needy students. It is committed to a vision of quality education as a deeply humanizing and civilizing endeavor, one that is anchored in the bed rock of Islamic values. To encourage the staff to achieve excellence in performance, welfare measures are instituted such as Teacher's Day gifts and others as incentives and Management's appreciation for their committed service to the Institution.

I take this opportunity to thank the management, the members of steering committee, coordinators, teaching and non-teaching staff. I am grateful to the Mumbai university authorities for encouraging us to go for accreditation. As a Principal I have given my sincere efforts and hope is the best outcome of it.

Dr. Mohammad Khalil Ahmad
PRINCIPAL

EXECUTIVE SUMMARY

Shurparaka Educational and Medical Trust, is well known for its Academic excellence in Palghar District. It was created in 1984 by a bank of like-minded, dedicated and sincere friends from sopara village with a motto.

“Service for all with selflessness and dedication”

The Vision

“To nurture innovation and creativity through quality education and provide higher education to weaker and deprived students of neighboring rural area irrespective of caste, creed and religion.

Mission

To develop an Organization which serve a diverse community of students with accessible & affordable education that enhances the quality of life.

In order to provide continuity in the pursuit of higher education and the immense confidence reposed by the students and their parents in the Junior college, the degree section was established in 2004. The latest total strength of students is 849 at degree level including professional courses students, has already made a mark in the field of academics engraving good result in all the university examinations. The main objective behind starting Degree College is to provide quality and affordable higher education to students belonging to poor family. Generally these students from Nallasopara area face lot of difficulties to seek admissions for degree courses in city colleges. There are 4 programs offered - Bachelor of Arts, Bachelor of Commerce and Bachelor of Management Studies and Bachelor in financial Markets. There are about 848 students who are educated in this college. As most of them come from a background of the local linguistic schools, the knowledge of English is much below average. Therefore it is mandatory to not only instill communication skills but also confidence building measures. These are achieved by enabling them to make PowerPoint presentations and usage of other information technology tools, establishing corporate tie-ups and visits to their plants for an organizational exposure, inviting resource people to talk on the newer trends in the global scenario, corporate employability skills, involving them in community outreach and development, sending them on field-trips outside the state, providing them with personality development programs and so on.

With the same line to provide professional skills and practical knowledge, college had started Self Finance courses in the year 2013 like

BMS – Bachelor of Management Studies

1) B.F.M – B.Com (Financial Market)

As a part of skill enhancement next year college is planning to start Certificate Add on courses affiliated to University of Mumbai. These include:

1. Certificate Course in Computerized Accounting (Tally)
2. Certificate Course in Direct Taxation
3. Certificate Course in Computer Application.

The college follows syllabus designed by the University of Mumbai. Credit Based Semester System of evaluation is adapted by the college as per the

guidelines issued by University of Mumbai. The faculty members regularly attend workshops /seminars/ meetings on the syllabus revision organized by the University or other colleges.

Apart from taking measures to see that the students are well placed in life, the institution also strives hard to fulfil its role in equipping students for their future corporate achievements. Special care is taken to create the most conducive atmosphere for the overall development of individuals by sending wholesome individuals who are strong intellectually, morally, emotionally and spiritually, the institution fulfills its responsibility to the Nation. This institution believes in producing better citizens through imparting higher standards of education and moral values in the youth.

The college believes in providing the students with a platform to explore & experiment. The Student Council actively assists the administration as well as involves its student members in several activities. Our students performed various activities and participated in almost every social cause. Cleanliness campaign performed by all college students on 2nd October, 2016 turned the biggest campaign in the city. The whole event is planned and executed by our students with the support of our staff members. The planning and execution of events develops soft skills like leadership, event management and crisis management among students. Working for the festival assists the students in developing their intrapersonal and interpersonal communicative skills.

The Management and trustees of our college also take a keen interest in the working of the institution and hold regular meetings with the Principal and staff members. They are also members of LMC. The management ensures good governance of the college through strategic development. Management believes in faculty empowerment. The management encourages professional growth of faculty by sanctioning grants to teachers who are presenting papers in national and international conferences.

Since the inception, the college has improved the ICT facilities by increasing the number of computers in laboratory. The college has set up of Audio Visual Room accommodated with computer and projector. Additionally the 10 Mbps band width of the internet facility has available. Wi-Fi is also available for staff.

Facilities

A library with a good collection of text books, reference books, journals, magazines, newspapers and e-publications has been provided to the students and faculty to enlarge their knowledge. Library resources and internet facilities helps the faculty and students to keep themselves abreast of knowledge. The Library provides internet access to the students. There are many service centers in the campus to cater to the needs of our students such as, Student Counseling Centre, Career Development Office, Gymnasium, and Canteen, playground, Audio visual room, Computer Lab, and Girl Students Common Room.

Co-Curricular Activities

Our Students empower themselves by participating in Students' Council, N.S.S. Foundation/Bridge courses and the Outreach/Rural programs in the college make a difference in the lives of the students forming them socially conscious and responsible citizens of the country. Parents-Teachers meetings, Activity hour, and Mentoring classes are organized to ensure periodical monitoring of the progress of their wards in academics, morals and ethics. Personalized attention is given to the students in all academic matters. Remedial classes are conducted regularly for the weak students. They are also

encouraged to make power point presentations in the respective subjects as project work. Independence Day, Republic Day, Teachers Day, Department Festivals, Seminars, Career Fair, Graduation Day, Sports Day, Women's Day, College Day are some important functions celebrated in the College to promote patriotic, secular and human values.

Brief Quality Profile of A. E Kalsekar College of Commerce and Management.

CRITERION I: CURRICULAR ASPECTS

The institution develops and deploys action plans for effective implementation of the curriculum at the beginning of every year well ahead of each academic semester. The Head of the Institution arranges focused meetings with Heads of the Departments regarding allocation of curricular work to the staff members and seeks an action plan from each teacher for the deployment of the curriculum. After this, the annual calendar of events, including the time table are prepared for sharing it with the stakeholders. The Institution is highly progressive in supporting the teachers for effectively translating the curriculum and improving teaching practices through provisions such as ICT- enabled teaching aids, AV room facilities as well as timely augmentation of library resources. At the beginning of each academic year the teachers are given an orientation by an external resource person in motivation and incorporating updated teaching practices and pedagogies. Some of the initiatives taken up or contribution made by the institution for effective curriculum delivery are whenever there is a revision of syllabus subject-wise, teachers along with the Head of the Institution and Heads of Departments, discuss the new syllabus, for understanding the changes or revisions made therein.

The college has one unit of NSS which offer voluntarily their service to their community. The NSS unit of the college conducts regular activities and 7 day camp programmes and undertakes the activities like blood donation, road regulation activities, breast cancer awareness and literacy programmes. All these Community Orientation programmes promote the sense of awareness campaign and service in students. There is a formal mechanism to obtain feedback from students and stakeholders of curriculum. If at all a college wants to make changes in the curriculum the Board of Studies concerned sends a letter to the University through the Principal. If there is necessity even a change in the programme is also allowed.

CRITERION II: TEACHING-LEARNING AND EVALUATION

The college follows an open admission system by inviting applications and selecting the students on first come first served basis if they meet the Mumbai university eligibility criteria and admission requirements. The admission process is an very open and transparent system were the management, teaching and non-teaching staff are all involved in the admission process. Since there is no minimum cut off mark required for students to join in any program as long as the student meets the eligibility criteria framed by the Mumbai University the students are admitted till the seats are filled.

The college sensitizes its staff and students on issues of gender and inclusion as well as environment, during the orientation program at the beginning of each academic year. Apart from the non-core subject environmental studies,

the college has a separate NATURE-CLUB for students to address environmental issues. The NATURE-club also helps and encourages the students to take up activities of tree planting where the students of each class are asked to bring a tree sapling and asked to plant it in the campus during the green day or environmental day. The college also teaches them how to reduce, reuse and recycle by practicing them in its own premises like recycling one-side used papers for printouts, preventing plastics in the campus by making it a plastic free zone, using of bio degradable products like using handmade cane baskets for dustbins. The students are frequently exposed to seminar and guest lecturers in the topic of rainwater harvesting, wildlife conservation, protecting the environment and forest, to conserve nature and biodiversity apart from the regular subjects of environment science. The college follows a comprehensive and continuous evaluation system which includes class participation, PPT, individual and group assignments, journal, book and film reviews, mini projects, tests, unit tests, model exams and end term exams. The institution conducts the evaluation of the teachers by getting feedbacks from the students. Based on the analysis of the feedback provided by the students, the various initiatives of improvement are addressed for further improvement. The feedback form is prepared with the four indicators and each student is provided with the feedback form in each semester to provide his/ her feedback on each teacher who is teaching for the semester. The completed feedback forms are collected and analyzed for the results and corrective steps are taken for future improvement. The institution monitors the achievement of the learning outcome through continuous evaluation of the performance of the student in all the activities and also provides an opportunity and platform for the student to showcase his talents and skills. The achievement is not limited only to academic but the institution also helps them to grow in other areas such as overall development of the student, taking leadership roles, becoming role models, come out with more creativity and innovation building more confidence to take up the challenges.

The institution has two important Committees - Anti Ragging Committee and Prevention of Sexual Harassment Cell to avoid Gender Injustice. There is a complaint box near the Principals room in which the students are permitted to make complaints against any kind of onslaught. Hence there is a smooth and peaceful atmosphere throughout the college.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

The College has established IQAC very recently with the intention of increasing scientific temper among faculty and students. The following measures have been taken in order to achieve the objectives. IQAC has organized a series of seminars on research methodology and quality assurance to sensitize the Staff. Through these sessions, the students are inspired to build spirit of enquiry. A core group of active students has been formed to take up small project work under the supervision of faculty; they are basically trained in research activity and the process of collection of data and analysis and presentation of report.

The Principal of the college is motivating his staff members to go in for research. Since most of the Staff members are not motivated towards research. That's why much progress has not been made towards research in the college. It is only given significance since the new principal took over the college. He

motivated the staff members to write research papers and participate in conferences /seminars etc. At the time of admission students are given information about NSS and extension activities. They are also informed about the importance of outreach activities.

Apart from Women's Development Cell and NSS the institution has 20 committees to involve the students in various social movements. They deal with the issues of social development in coordination with outside agencies. They participate in all the social activities and community services where they actively participate with enthusiasm.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

The college has a fine infrastructure with ground facilities, catering facilities and infrastructure facilities. The college offers freeships, scholarships, concessions and privileges to the deserved people. There is a fine ambience for teaching and learning. The college has sufficient physical facilities to conduct all the programmes successfully and smoothly.

Every floor has one water filter with pure drinking water. Fire extinguishers are fixed in many places. 24 classrooms are available for all the major students. The library is also situated in the first floor.

The Governing Body approves the annual audited statement and Balance Sheet of the Institution which includes creation and enhancement of the Infrastructure facilities. The Staff and Principal discuss about the Infrastructure facilities before bringing it to the notice of the Governing Body. The funds for the Institution come from the annual fees collected from students and donations for specific cause by well-wishers. The management approves any major capital expenditure pertaining to the landscaping, building, library augmentation, computer installation, flooring, power generator etc.

The college has well-furnished class rooms, with good ventilation. CFL Lights and fans are installed in each room of the college which helps in saving the energy. Audio visual room and Seminar hall/Auditorium with a good public address system are used by both students and Teachers. Remedial classes and spoken English classes are taken for weak students. PPT, LCD Projector, Computer, Internet facilities with Wi-Fi and Library are used as dedicated facilities for teaching and learning and research. Audio Video equipments are also available to facilitate learning.

For extra –curricular activities, the college has indoor sports facilities such as Carom, Chess, Table Tennis They use it at its maximum for their physical fitness as it is well known that “a sound mind lives in a sound body” Cricket, football, Volley Ball, Throw Ball, Basketball, and Badminton some of the outdoor games that are popular. Students are encouraged to participate in other sports events at university and other college levels.

There are two grievance redressal cells functioning in the college - one for students and another for faculty. Student grievance redressal cell is headed by a HOD who receives the grievance from the students and tries to solve the problems. Women's cell was constituted in the college with five women staff. If there are problems pertaining to women staff or women students the Principal will take necessary action depending on the intensity of the complaints.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

In the beginning of every academic year, the College publishes the academic calendar and distributes them to students. The calendar contains all the information needed for the students and their parents- academic, extracurricular activities, rules, history of the college and profile of the faculty and staff. The dates for all the major activities are planned by the departments before they break up for summer vacation. Hence there is sufficient time for the respective individual and the committee to plan each activity. They are also aware of the upcoming activities and events and can plan accordingly for both academic and non-academic activities. Through the calendar even the stake holders are informed well in advance about the activities and the meeting schedules.

The Admission committee comprising of faculty and Administrative staff help the students to select the appropriate course. They also conduct counseling on value of education to both the students and their parents. The Institute provides financial aid to 30% of the deserving students on merit-cum-means basis in the form of tuition waivers. There is a book-bank in the Library for the benefit of all students. The students are oriented to ethical values, secularism, and patriotism. They are also oriented to the international education and the environment. The faculty walks an extra mile to help the students in remedial studies. Most of the students occupy desirable positions and it is heartwarming to know about their progress. The Alumni have acquired respectable position in both public and private sectors. The Management initiates steps to organize curricular and co-curricular activities. They also grant permission to the students who wish to participate in the competitions outside the college. The NSS students are greatly supported by the Management allowing them to conduct regular activities and camps. The members of faculty conduct special coaching classes providing subject materials to the students. Every 50 students are assigned to one tutor/mentor for academic counseling. Some students may have problems with their education and teaching learning process. In that case the tutor gives counseling stressing the need of maintenance of discipline, regularity, time management and participation in learning activity.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

The top Management believes that education is not complete without translating the action plans into emphasis on performance. All programs have an emphasis on teaching and learning that is conducive to the all-round development of aspiring youth of the 21st Century. New facilities are provided consistently and the existing ones are constantly renewed and upgraded in order to cater to the needs of the diverse and changing student population. The Management ensures that the institution forges ahead with all the planning, to consolidate and become one of the premier institutions in the area, providing excellence in education to the most needy and the weakest of the weak in our society.

- **Teaching and Learning**

The stated core values of the College are innovation, inclusion, availability, support, collaboration and life-long learning. These are constantly put into practice in the Teaching-Learning endeavour.

- ♦ **Research and Development**

Being an affiliated College, A E Kalsekar College encourages research by the staff to the extent possible. It also encourages the students to take up need-based projects, to inculcate a research bent of mind.

- **Community engagement**

Being a Muslim Minority Institution; the college has community engagement as its priority. The Staff and Students are ever encouraged to involve in community service and extension activities.

- **Human resource management**

The Management is aware that timely recruitment of human resource is imminent for the educational institution. So planned Human Resource management is ensured.

- **Industry interaction**

With courses such as B.Com, BMS and BFM, the trust makes all efforts to give an industry exposure to the students through internships and hands on experience.

Regular feedback is collected from the students and staff. Such feedbacks are analyzed and shared with the staff at every staff meeting. If there is a need for improvement, the same is discussed with the respective Department or individual, to take appropriate corrective measures. During the Board and the Governing Council meetings, policy decisions are taken and implemented as a solution to the feedback. The Institution regularly sends its staff for District-level, State-level and National level seminars. Staff members are also encouraged to attend Leadership workshops.

As for the Non-Teaching Staff, they have been encouraged to use soft-wares like Tally and Saral TDS calculation of Income Tax and on the Provident Fund. The Non-Teaching staff uses the computers to generate all data concerned with the students and staff.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

Innovative methods are used to make learning a meaningful experience. Various forms of assessment are used for continuous evaluation such as group discussions, assignments, power-point presentations, class tests to name a few. Various co-curricular activities, cultural and sports events are regularly organized for the learners. These activities give an opportunity to the students to put their knowledge and skills to test in real life situations.

The emotional needs of both the teacher and taught are taken care by regular mental health programmes with free counseling services provided by in-house counselors. This equips them with lifelong skills to face the global competition and challenges. The various outreach programmes organized by NSS, WDC and other forums help students to become socially responsive to the needs of the underprivileged. There is stress on inculcating scientific spirit with a strong value base.

The Institution promotes environmental consciousness by conducting exhibitions on water, energy conservation, promoting importance of mountains for sustainability and judicious use of various resources. It also emphasizes the use of eco-friendly materials and sustaining efforts towards carbon neutrality. Accountability and transparency in the functioning of an institution not only enhances its quality but also reinforces perception of quality among stakeholders. Hence the Institution embarked upon system transparency related to admission, examinations and administrative processes.

The Institution follows an open door policy with easy access to Principal, Coordinators, and Heads of Departments, Faculty and Office staff. There is an effective grievance redressal mechanism which ensures free and fair redressal with the active participation of stakeholders. Constant feedback obtained from the stakeholders enables the Institution to mould students into responsible citizens who are better prepared to face challenges based on the values imbibed during their college years.

The college holds a number of best practices. Even though the college has quite a number of healthy practices, two of them, 'Performance Appraisal of Teachers' and 'Student's mentoring System' deserve special mention. There is a growing need for educational institutions to become more accountable to the needs of the students and the society. Taking this responsibility into consideration, the institution has given special emphasis for these two Best Practices.

The Management, Staff, Students and the Principal would like to acknowledge the invigorating exercise of SSR preparation which has helped to set off our own intent-evaluation of quality and make further plans for improvement. The journey has been one of commitment, camaraderie and passion to achieve the best grade. AE Kalsekar College thanks all those who have helped in bringing about this zeal for quality initiatives.

SWOC ANALYSIS OF THE INSTITUTION

M.B. Harris College of Arts and A E Kalsekar College of Commerce and Management is constantly engaged in assessing the quality of its programs with the university's priorities and needs, professional standards, and accreditation requirements. Information from these assessments is reported in the form of a SWOC Analysis summarizing our strengths and challenges as a college and the opportunities and threats we face now and in the future. The SWOC Analysis provides the framework for setting priorities, planning and delivering new programs and services, creating and maintaining partnerships, and allocating resources.

STRENGTHS

We cultivate student competence through extensive field experiences, construct, transform, and disseminate knowledge by integrating theory and practice, develop collaborative partnerships that promote the learning and well-being of children families, and the community and evaluate processes and outcomes to assure continual program improvement.

- ◆ Qualified and Dedicated Staff
- ◆ Consistent Growth and performance of students in academic and co-curricular activities.
- ◆ Promoting Cultural & Sports activities
- ◆ Availability of Big campus
- ◆ Secured Campus
- ◆ Efforts on practical exposure.
- ◆ Academic, Administrative & Financial freedom to the Principal by the Management.
- ◆ Optimum utilization of Physical, Financial and Human resources.
- ◆ The tutor ward system helps to gain good counselling and motivation from the members of faculty
- ◆ Freeship is given by the management to economically backward students.

WEAKNESSES

- ◆ Lack of government support in the matter of financial management
- ◆ The faculty members may be encouraged to apply for minor and major projects.
- ◆ Aptitude of the students for higher learning is Limited.

OPPORTUNITIES

- ◆ As an institution situated in the Northern most part of suburban Mumbai, better infrastructure, more degree programs, a post graduate centre and vocational school for the drop outs can be established with the help from UGC/RUSA.
- ◆ The College seeks opportunities to sustain and expand its work. To develop as professionals, our candidates must have authentic experiences including service learning opportunities and internships from the Industry

and we depend on our friends from industry and community partners to provide the contexts in which our students gain those experiences. Through these partnerships, we can contribute to support the learning of well-being of children, families and communities.

- ◆ developing our academic strengths through co-curricular enhancement of the university syllabus and research activities
- ◆ Scope in MOUs and Collaboration with Professional institutes.
- ◆ Scope for Faculty & Students Development in regards of research.
- ◆ The Commerce students have a greater opportunity to work under Chartered Accountants and Auditors.
- ◆ Many more on-campus and off- campus programmes may be arranged for the employment of students.
- ◆ The chances are wide open to the passing out students to attend for competitive and government examinations to mould their future.
- ◆ ICT facilities and internet facilities need to be strengthened.
- ◆ Focus may be given to introduce Add- On courses and Value Added programmes for the benefit of the students.

CHALLENGES

As part of our ongoing strategic planning, we regularly assess the internal and external challenges we face as a higher education institution. These challenges provide a framework for college priorities and ongoing improvements in our programs, communication and governance structures, partnerships, and support services.

- ◆ There are mushrooming colleges in the vicinity and therefore the student strength is always below the requirement. We have to create a vision for the next 10 years.
- ◆ The College would need to have strength of 2000 students and a faculty of around 40 teachers, including research assistants. The College should not lose its well-settled identity as a Commerce college that offers a well-rounded education that does not divorce humanities or cultural pursuits from career-oriented degrees. We have to pay attention to, and provide for, Faculty Development Programs.
- ◆ While we have experienced notable success with our initiatives, we must continue to address the challenge of diminishing finances. We should be able to attract many students and thereby manage the funds. As state-supported resources continue to be denied, we must increase our efforts to procure additional grants, special RUSA allocations, and private donor funding.
- ◆ Furthermore, we must take extra steps to retain our sense of community and commitment to service.
- ◆ Global competition
- ◆ Many professional courses
- ◆ Delay in getting the approvals in bureaucratic set up
- ◆ Generally there is a lack of competitive spirit to meet the Universal challenges

- ◆ As the college is a small one big companies are hesitating to enter MOUs with the college.
- ◆ The mushroom growth of lot of colleges every year affects the existing colleges very much.

FUTURE PLANS

- ◆ To start BAF (Bachelors in Accounting and Finance) and B.Sc. (IT) next year
- ◆ To improve the number of books in the library
- ◆ To improve the number of computers in the laboratories
- ◆ To conduct National/ International seminars/Conferences in future.
- ◆ To establish a separate research room with Wi-Fi facilities
- ◆ To start Add-On courses and Value Added courses
- ◆ To set up a language lab with recent electronic gadgets
- ◆ More FDP programmes will be conducted inviting experts from outside.
- ◆ To get Permanent Affiliation from the University of Mumbai and to approach the UGC for recognition u/s 2(f) and 12(B).
- ◆ Creating more Industry Institute Interactions, more Memorandum of Understanding (MOU's), Consultancy and Tie-up for placements of students.
- ◆ To conduct professional training and research programmes in various subjects for the benefit of students.

MESSAGE FROM THE DESK OF PRINCIPAL

Change is the law of life. And those who look only to the past or present are certain to miss the future. The Vision of SEMT is to primarily cater to the needs of the marginalized strata of the society. SEMT believes that in life, we must give to get something back. Hence one of our main goals for the future is to give back to the society. We can progress only if our society progresses.

A E Kalsekar College has always kept up to its commitment to the field of education and knowledge sharing. In today's world, with the increase in Technology and Competition, there comes a need for specific skills to be developed for our students to face a much tougher and more dynamic world.

To provide a curriculum beyond the text books there are some very simple, yet thought provoking questions that we ask ourselves.

- What career should they choose?
- Are we equipping our students with industry skills?
- Do we teach them how to handle their feelings and emotions?
- How do they learn new skills when it is demanded of them at short notice?
- How to analyze data? Is it the same as mathematics?
- How to handle moral dilemmas? When do I speak the truth? Is it important?

Unless we are recognized as a college with a drive to excel in academics and co-curricular activities and at the same time shape them to be sincere, compassionate and ethically upright human beings, we are at the risk of losing our identity in the numerous colleges which exist around us. We have to perform or be ready to perish. Our initiatives have to be sustainable. The threats are looming large but there is always a glimmer of hope to survive and flourish. This increasingly competitive environment poses threats to the fiscal stability of our self-sustaining programs currently operating in our midst. Focusing on the journey, we hope to accomplish much in the years to come.

Rapid advancement in technology is one of the major issues that affect the teaching/learning process. The facilitators find it difficult to keep pace with the techno-savvy learners. Further there is rapid change taking place in technology which aggravates the problem. Keeping the audience captivated throughout the lecture is another challenge. The facilitator is required to use a variety of tools to keep the learner engaged in the learning process. Having access to a variety of tools all the time may not be possible. Today knowledge is just a click away to the learner; a challenge faced by facilitators is to keep pace with the latest news and happenings.

With education becoming global, it is quality which determines the success of an educational institution in the long run. The Institution aims at providing holistic education which enables students to achieve intellectual, emotional, social and spiritual capabilities for socially responsible citizenship. Intellectually the students are groomed to develop critical, analytical, creative thinking along with decision making ability. Learning is experiential and activity based.

Principal

Dr. Mohammad Khalil Ahmad

PROFILE OF THE AFFILIATED COLLEGE

1. Name and Address of the College:

Name:	<i>Moinuddin B. Harris College of Arts & A.E.Kalsekar College of Commerce & Management</i>	
Address:	Near Z. B. Zakaria English High School Nawayat Nagar, Nallasopara (w), Tal Vasai, Dist –Palghar	
City:	Pin: 401 203	State: Maharashtra
Website:	www.semtrustcolleges.net	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr M. K. Ahmad	--	09987202200	0250-2402323	khalila8@gmail.com principal.semt@gmail.com info@semtrustcolleges.net
NAAC Co-ordinator Steering Committee	Mr. Irshad Shaikh	--	7775082165		shaikhirshad6779100@yahoo.com

3. Status of the Institution:

Affiliated College	<input checked="" type="checkbox"/>
Constituent College	<input type="checkbox"/>
Any other (specify)	<input type="checkbox"/>

4. Type of Institution:

a. By Gender	
i. For Men	<input type="checkbox"/>
ii. For Women	<input type="checkbox"/>
iii. Co-education	<input checked="" type="checkbox"/>
b. By Shift	
i. Regular	<input checked="" type="checkbox"/>
ii. Day	<input type="checkbox"/>
iii. Evening	<input type="checkbox"/>

5. Is it a recognized minority institution? Yes ☐ No ☒
 If yes specify the minority status (Religious/Linguistic/any other) and provide documentary evidence. (Enclosed Certificates)

Religious- Muslim Minority

6. Sources of funding:

Government : X
 Grant-in-aid : X
 Self-financing : ☒
 Any other : X

7. a. Date of establishment of the college: 20/04/2004(dd/mm/yyyy)

b. University to which the college is affiliated/or which governs the college (If it is a constituent college): University of Mumbai

c. Details of UGC recognition: NA

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
2 (f)	--	--
12 (b)	--	--

(Enclose the Certificate of recognition u/s 2(f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section / clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	N.A.	N.A.	N.A.	N.A.

(Enclose the recognition/ approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes: ☒ No: X

If yes, has the College applied for availing the autonomous status?

Yes: X No: ☒

9. Is the college recognized?

a. by UGC as a College with Potential for Excellence (CPE)?

Yes: X No: ☒

If yes, date of recognition:.....NA.....(dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes: X No: ☒

If yes, Name of the agency.....NA.....and

Date of recognition: NA..... (dd/mm/yyyy)

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

Location*	Semi-urban
Campus area in sq.mts.	2.00 acres
Built up area in sq.mts.	2500sq.mtr

(*Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

S.No	Facilities	Available	Number /details
I	Auditorium/seminar complex with infrastructural facilities	Yes	*Open auditorium with capacity to seat 200 persons * Audio Visual room with capacity to seat 100 person. *An air conditioned meeting room with capacity to seat 10 persons
II	Sports Facilities		
	Play Ground	Yes	03
	Swimming pool	No	
	Gymnasium	Yes	01
III	Hostel	No	
	Boy's hostel	No	
	Girl's hostel	No	
	Working Women's hostel	No	
IV	Residential facilities for teaching and non-teaching staff (give numbers available-	No	
V	Cafeteria	Yes	01
VI	Health centre		First aid facility in every department, laboratories and staff room. A dedicated counsellor is appointed to address the psychological, mental and emotional needs and problems of the students as well as staff. Apart from this, an internal faculty also extends his services towards counseling of students. Qualified doctor: Doctors available on call in case of emergency.
	First aid box	Yes	
	In patient	No	
	Out patient	No	
	Emergency care facility	No	
	Emergency care facility		
VII	Health centre staff		
	Qualified Doctor	No	
	Qualified Nurse	No	
VIII	Facilities Like		
	Banking	No	
	Post office	No	
	Books shop	No	
IX	Transport facilities to cater to	N0	
X	Animal house	No	

XI	Generator or other facility for management/regulation of electricity and voltage	Yes	Yes Inverter facility is available at Principal Cabin, Administrative Office & Examination Room and staff Common Room. 1800 W
XII	Solid waste management	Yes	
XIII	Waste water management	-	
XI	Water harvesting	yes	

12. Details of programmes offered by the college (A.Y. 2016-17)

Sr. No.	Programme Level	Name of the Programme / Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	Under-Graduate	B.A	3	HSC or Equivalent	English	FY 120	37
						SY 120	11
						TY 120	10
		B.Com	3	HSC or Equivalent	English	FY 240	240
						SY 240	175
						TY 240	145
		BMS	3	HSC or Equivalent	English	FY 60	60
						SY 60	48
						TY 60	41
		BFM	3	HSC or Equivalent	English	FY 60	59
						SY 60	13
						TY 60	10

13. Does the college offer self-financed programmes?

Yes, all the programmes are self- financed.

Yes	√
No	

If yes, how many ?

04

1. Bachelor of Arts (BA)
2. Bachelor of Commerce (B.Com)
3. Bachelor of Commerce in Financial Markets (BFM)
4. Bachelor of Management Studies (BMS)

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

Yes	√
No	
Number	02

15. List the departments: (respond if applicable only and do not list

facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments	UG	Post Graduate	Research
Arts	Economics	√	-	-
UG- 04	Hindi	√	-	-
	Urdu	√	-	-
	History	√	-	-
Commerce UG-03	Commerce	√	-	-
	Management (BMS) & (BFM)	√	-	-

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

a. annual system	Nil
b. semester system	04
c. trimester system	--

17. Number of Programmes with

a. Choice Based Credit System	04
b. Inter/Multidisciplinary Approach	X
c. Any other (specify and provide details)	X

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

Yes ☒ No ☒

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

Yes ☒ No ☒

20. Number of teaching and non-teaching positions in the Institution (2016-17):-

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	M	F	M	F	M	F	M	F	M	F
Sanctioned by the UGC /University /State Government	01 (Principal)	-							-	-
Yet to recruit										

Sanctioned by the Management/ society or other authorized bodies					05	14	05	05	02	00
Recruited										
Yet to recruit										

*M-Male *F-Female

21. Qualifications of the teaching staff (2016-17):-

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	1	-					1
M.Phil.	-	-					
PG	-	-					
Temporary teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-		01	01
PG	-	-	-	-	04	09	13
Part-time teachers							
Ph.D.	-	-	-	-	-		
M.Phil.	-	-	-	-	-	01	01
PG	-	-	-	-	01	02	03

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

01

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

Categories	2012-13		2013-14		2014-15		2015-16		2016-17	
	M	F	M	F	M	F	M	F	M	F
SC	9	7	9	5	4	1	9	2	6	2
ST	-	-	-	-	-	-	-	-	-	-
DT	-	-	-	-	-	-	-	-	-	-
NT	-	-	1	-	-	-	-	1	-	1
OBC	10	3	12	7	-	-	15	10	17	10
SBC	-	-	-	-	-	-	-	2	1	-
General	183	208	218	207	353	248	398	290	456	353
Others	-	-	-	-	-	-	-	-	2	1
Total	202	218	240	219	357	249	422	305	482	367
Grand Total	420		459		606		727		849	

24. Details on student's enrolment in the college during current academic year: 2016-17

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located	849	NIL	NIL	NIL	849
Students from other states of India	NIL	NIL	NIL	NIL	
NRI students	NIL	NIL	NIL	NIL	
Foreign students	NIL	NIL	NIL	NIL	
Total	849	NIL	NIL	NIL	849

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

UG

20.00

PG

NA

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component

Rs. 7010/-

(b) excluding the salary component

Rs. 2093/-

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

Yes :

No : ☒

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes : X

No : ☒

b) (ii) Name of the University which has granted such registration

NA

c) Number of programmes offered : NA

d) Programmes carry the recognition of the Distance Education Council.

Yes: X

No: ☒

28. Provide Teacher-student ratio for each of the programme/course offered: - For the Academic Year (2016-17)

Programme	No. of Students	No. of Teachers	Ratio
BA	58	7	8.29:1
B.Com.	516	8	70:1
BMS & BFM	231	12	19.25:1

29. Is the college applying for:-

Accreditation: Cycle 1 ☒ Cycle 2 ☐ Cycle 3 ☐
Cycle 4 ☒

Re-Assessment: NA

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only) Not applicable

***Copies of accreditation certificate(s) and peer team report(s) are attached as Annexure VII and VIII respectively.**

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

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC):

20/09/2016 (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC. Not Applicable

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

Though the Institution is Un-Aided, the Management takes the utmost effort and care to provide the best of facilities, erudition and teaching-learning environment almost on par with the best institutions. There are numerous activities both curricular and co-curricular to develop the skill and buoyancy of the students and expose them to the lateral trends in education and employment. Consequently the Management bestows all the support to transform this Institution to be a premier centre for knowledge, citizenship and scholarship.

CRITERION WISE EVALUATIVE REPORT

Criterion – I: Curricular Aspects

1.1 CURRICULUM PLANNING AND IMPLEMENTATION

- 1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff & other stakeholders.

VISION

To nurture innovation and creativity through quality education and provide higher education to weaker and deprived students of neighboring rural area irrespective of caste, creed and religion.

MISSION

To develop an Organization which serve a diverse community of students with accessible & affordable education that enhances the quality of life.

Commitment

- To develop individuals with –multi faceted personality who will shoulder responsibility of the family, the society and the Nation.
- To impart quality education to the students in their chosen areas of study.

Objectives:

- ♦ To enforce students discipline in all areas of college life.
- ♦ To make students understand that college is the place for all round development.
- ♦ To ensure that the students are made competitive enough for job oriented courses.
- ♦ To inculcate value education to students making them responsible citizens in a diverse global society.
- ♦ To provide quality education to students from diverse community.
- ♦ To empower the students with quality education and pragmatic knowledge.
- ♦ To provide value based education to our students.
- ♦ To meet professional requirements and the needs of responsible citizenship.
- ♦ To make students aware about their potentials through academic and extra-curricular activities.
- ♦ To see that the students are aided in their learning process through different teaching methods.
- ♦ To provide an atmosphere of learning and encouragement to all students and staff.
- ♦ To contribute to the personality development of the student.
- ♦ To encourage students to participate for community development around the college regarding health, environment and social issues.

- ◆ To improve the infrastructure of the college with emphasis on ICT.
- ◆ To provide an opportunity to the staff to update their knowledge and skills.

Frequent interactions are held in the college between the teachers and students to have a clear idea of the Vision, Mission and the Objectives. The prospectus has all the information in connection with the guidelines and codes of the college to be followed in the campus. At the time of admission the Admission Committee members give a broad outline of the college and faculty.

Core Values:

The five core values promulgated by NAAC have been operationalized by SEMT. Every task taken up in the institution works towards

- ◆ Achieving **National Development** through educating and thereby uplifting the lives of the students from below poverty line and bring about social equity,
- ◆ **Fostering Global Competencies** among students by ensuring and exposing them to the latest trends in learning pedagogy, educational technology and career development,
- ◆ Inculcating a **Value System** among students by consistently encouraging them to choose integrity and honesty to rank and position,
- ◆ Promoting the use of Technology by providing the best of facilities and tech-friendly tools for academic and non-academic programs and
- ◆ **Quest for Excellence** by instilling a sense of direction in all its quality initiatives and activities.

The **Mission, Vision and Objectives** of the college are communicated to the students, teachers, staff, parents and other stake holders in the following ways.

- ◆ The Vision and Mission are included in the prospectus and in the college magazine.
- ◆ The Mission, Vision, objectives and emblem of the college feature on the college website.
- ◆ They are prominently displayed in the college premises.
- ◆ These are also communicated to the students during student orientation programmes.
- ◆ Annual College Calendar.
- ◆ Staff meetings and Parents meetings.
- ◆ Display and signage's on notice boards at the college premises.
- ◆ The college website www.semtrustcolleges.net is available to inform the viewers outside the college. Whenever the teachers visit the nearby schools for counseling the parents and the community have a good knowledge of the institution.

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

The institution develops and deploys action plans for effective

implementation of the curriculum at the beginning of every year, well ahead of each academic semester. Only the University Board of Studies members are eligible to design and frame the curriculum in their meetings before the beginning of every academic year. Once the curriculum is ready the copies of the curriculum are sent to all the affiliated Institutions inviting suggestions and alterations if any. In the colleges the Principal conduct the HODs meetings and ask for any changes in the syllabus for improvement. If there are no suggestions, an Action Plan is framed to cater to the needs of different section of learners. After this, the annual calendar of events, including the time table is prepared for sharing it with the stakeholders.

Every department convenes its staff members meeting and arrives at a consensus. The faculty members of the departments are expected to prepare a lesson plan unit wise for each semester which is duly signed by the HOD every week. At the end of every month the Principal signs in the lesson plan.

The institution is highly progressive in supporting the teachers for effectively translating the curriculum and improving teaching practices through provisions such as ICT- enabled teaching aids, AV room facilities as well as timely augmentation of library resources. At the beginning of each academic year the teachers are given an orientation by an external resource person in motivation and incorporating updated teaching practices and pedagogies. Some of the initiatives taken up or contributions made by the institution for effective curriculum delivery are whenever there is a revision of syllabus subject-wise, teachers along with the Head of the Institution and Heads of Departments discuss the new syllabus, for understanding the changes or revisions made therein. For providing exposure to students, seminars and workshops are organized by college on regular basis. College organizes Industrial Visits, Study Tours and guest lecturers for providing practical experience to the students.

There are various methods followed by the faculty members in the teaching process. Apart from class room teaching group discussions and personal interactions are arranged among the students under the supervision of the teachers concerned. Only in such methods the students voice their opinion and views frankly and fearlessly which is helpful to develop their self-confidence. Special assignments and retests are periodically conducted to improve the quality of the students. Guardian teacher system (Students Mentoring) is followed in this college by which students of one class are assigned to one tutor who is responsible for the progress, performance and welfare of the students. The Mentors take special care to look after the personal, financial and psychological problems of the students by way of counseling.

1.1.3 What type of support (procedural & practical) do the teachers receive from the University and/or institution for effectively translating the curriculum and improving teaching practices?

Support from the University

The University of Mumbai organizes workshops regularly for updating the faculty about syllabus revisions, question paper patterns, evaluation process and curriculum developments to maintain uniformity in the teaching, learning and evaluation process. The institution has a very cordial association with the university. Usually the Board of Studies meeting in the University is conducted only during the holidays to prescribe the syllabus for ensuing year. The Heads of the Departments and other faculty members who are the Board of studies members attend the meetings to frame their syllabus. The syllabus is sent to all the colleges to receive suggestions and recommendations from the Heads of the Departments. The syllabus is also uploaded in the University website. If there are alterations or changes in the syllabus they will be brought to the notice of the Board of Studies Members only through the Principal. The Chairman of the Board of Studies considers the suggestions and takes steps to make necessary changes and this will be informed to all the colleges.

The University itself organizes programmes like refresher courses and orientation programmes and HODs in colleges attend them on rotation basis. Normally the refresher courses are conducted for three weeks to the faculty members to improve their quality. In order to translate the curriculum positively the Departments organise seminars workshops and conferences. The University awards them certificates as an evidence for having attended the courses

Need-based field trips and industrial visits are undertaken by teachers along with the students to provide them an experiential knowledge of the day to day transactions in the specific fields of academic interests.

Support from the Institution

Faculty members are encouraged to participate in seminars and workshops organized by the University and other institutions by providing the duty leave and reimburse the expenses incurred. Additional purchases of reference books, text books, magazines and journals are made every year to the college library.

Procedural:

The University forms an Academic Calendar that specifies the duration of the Semester, the date of commencement and the close of semester, examination slot. Besides, the University also circulates various notifications. They are meticulously followed.

Practical:

- ◆ The Institution provides library and internet facilities to the faculty for the effective delivery of the curriculum.
- ◆ The Institution provides the infrastructural facilities for staff which includes staff room, Computers for each Department, library, class rooms, and seminar hall to conduct departmental programme, etc.

- ◆ The Institution provides computer labs equipped with computers and accessories with internet facilities. The faculties are also provided with business magazines, journals, competitive magazines, daily newspapers, LCD projectors, display boards etc.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery & translation on the curriculum provided by the affiliating University or other statutory agency.

The contributions of the institution and its staff members to the development of the curriculum by the University have been reasonable. As an affiliated college we are bound by the curriculum designed and deployed by Mumbai University.

The College has taken initiatives to ensure effective curriculum delivery through:

- ◆ At the beginning of each semester time table is prepared and communicated to the faculty and the students.
- ◆ A lesson plan is prepared by the faculty members to have a pre plan to complete the curriculum on time.
- ◆ The Heads of the Departments are monitoring the lesson plan and duly sign them every month.
- ◆ Each faculty members has to maintain a course file for each semester consisting of time table , syllabi, teaching plan, students seminars, assignments, internal examinations, remedial coaching and a tutorial details
- ◆ The Heads of the Departments conduct frequent review meetings to know the status of completion of the syllabus.
- ◆ The Principal asks for progress report in connection with the completion of the syllabus and all the faculty members have to explain their standing.
- ◆ Teachers are maintaining diaries as a tool for effectively following the curriculum delivery.
- ◆ Work loads of faculty on leave are adjusted by other faculty members of the department.
- ◆ Feedback forms are obtained from the students and parents for effective curriculum delivery and transaction.
- ◆ Eminent professors and subject experts are invited from various fields to deliver special lectures for the students.
- ◆ Faculty Development Programmes are conducted to upgrade and update the knowledge of the teachers.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the University in the effective operationalization of the curriculum?

- ◆ The college has a Placement Cell which makes efforts to place our students in the industry.

- ◆ Eminent Academicians and experts from Industry are invited as resource persons for seminars organized in the college.
- ◆ Our students are exposed to courses conducted by various organizations/industries.
- ◆ Our faculty and students attend the workshops/seminars/sports events/cultural events organized by other colleges.
- ◆ Our faculty members who are pursuing their research interacted with various Research bodies.
- ◆ The faculty of our college interact with the University in various capacities in Matters relating to the curriculum.
- ◆ The institution ensures that the stated objectives of curriculum are achieved in the course of implementation by regularly seeking a feedback from the students and staff. Regular Parents meetings are conducted every semester, and relevant feedback is received for effective implementation of the curriculum.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members/departments represented on the Board of Studies).

As an affiliated college we are bound by the curriculum designed and deployed by Mumbai University. Seminars and discussions were held in the university campus before implementing syllabus change. While there is no representation of college staff on Board of Studies at present, regular feedback is being taken department wise by the faculty for the development of the curriculum and assessed by the Head of the departments and specific suggestions received from different stakeholders are analyzed and conveyed to the University to consider the same in their board of studies meetings. Teacher's feedback on curriculum is gathered in meetings. Teachers also discuss the syllabus with the members of Board of Studies and convey the feedback to the university. The teaching faculty is greatly interested in implementing the curriculum set by the University. A time table is prepared and workload is allotted, lesson plans are earmarked and the subjects are equitably distributed to all the members of faculty. Feedback forms are used at the end of every semester to arrive at a correct picture of the college.

Students' feedback forms are issued to the students at the end of the semester to judge the quality of the teachers. Five Ranks are given - for Example, 1 for Unsatisfactory, 2 for fair, 3 for Good, 4 for Very Good and 5 for Excellent. There are 8 questions related to the standard of the teachers and the students are to judge their quality. The stakeholders the parents, when they attend Parent Teachers Association meetings are given feedback forms inviting their opinions on the college, facilities and the syllabus. Their suggestions and recommendations are taken into account to improve the quality of the college. During Alumni meeting the Alumni also give their suggestions and opinions about the college which are also considered. After

collecting feedback forms from students, parents and Alumni, the College Committee takes steps to initiate improvements in the college.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview for the affiliating university) by it? If 'yes' give the details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

As the college is affiliated to University of Mumbai and a Non Autonomous one, the college does not have the freedom to frame its own curriculum for any of the academic programmes. The college cannot develop curriculum for any of the courses offered. However the college takes initiatives to start value added programmes and soft skills programmes in future.

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

The Institution has formed communication channels among all the stakeholders to ensure that the objectives of the curriculum are achieved through the analysis of the following:

- ◆ Student Performance - Internal assessment & grades, semester exams, Project work, presentations, organizing seminars and workshops, skill based programmes and curriculum based training.
- ◆ The institution organizes various competitions based on curriculum, case study, paper presentation, concept testing, PowerPoint presentation, role play, debate, handbook competition, poster competition etc.
- ◆ The institution also conducts inter-departmental competitions based on the topics of the curriculum.
- ◆ The faculty organizes various programs such as seminars, workshops, field visits, historical visits and industrial visits for the students to enhance their practical knowledge along with their curriculum designed by the university.
- ◆ Quality Enhancement of Faculty - Regular enhancement of teaching and delivery skills along with the theoretical inputs through participation in national and international workshops, seminars, conferences, discussions etc.
- ◆ Achievements of Faculty - Professional qualifications pertaining to the areas of specialization, paper presentations and publications in reputed journals.
- ◆ Overall Performance of the Institution - Participation in various cultural activities, competitive exams, achieved stakeholder's benefits, progression of alumni, and keeping up the brand name of the Institution.
- ◆ Awareness Programmes - Health and Hygiene, Computer Awareness, Human Rights, Environmental Issues, Women Empowerment.

- ◆ Social Service to the Community - Conducting outreach activities such as Blood donation, garbage clearance, go green movement etc. in order to serve the society. These are undertaken by the NSS unit of the college.

1.2 ACADEMIC FLEXIBILITY

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

Objectives of these courses are to enable the students to acquire the required. Knowledge and skills relating to the vocation of their choice. The goal of these courses is to provide the necessary platform to such students to acquire this knowledge and skills at an affordable cost.

The basic need to introduce the Certificate courses for the degree students is to achieve the following objectives:-

- ◆ To help them to overcome their fear in taking decisions.
- ◆ To promote the level of confidence and the need in working in teams.
- ◆ To improve the communication and personality skills.
- ◆ Attend interviews with zeal and enthusiasm.
- ◆ To cater to the demands in career and perform better.
- ◆ Overall, it would enhance their employability and career progression.

Add on Certificate Courses planning to be introduced to cater to the specific needs of industry.

1.	Accounting (Banking& Accounting Sector)
2.	Junior Marketing Associate (Business& Commerce Sector)
3.	Junior Human Resource Associate (Business& Commerce Sector)
4.	Junior Finance Associate (Business & Commerce Sector)

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

College does not offer any dual degree.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.

The college does not have academic flexibility with respect to designing of courses. College follows the syllabus prescribed by Mumbai University. But college encourage students to enroll for add on courses. College is providing choices to students for subject selection in Arts and Self-finance. College is providing mobility from BMS to B.com if students demand.

College helps the students to seek admission for their Master Degree in nearby colleges. Our faculty helps them in selecting higher education avenues.

- ◆ Range of Core /Elective options offered by the University and those opted by the college: A number of elective options are offered by the university but due to financial and man power constraints the institution offers only one elective option.
- ◆ Lateral and vertical mobility within and across programs and courses: Vertical mobility like BFM and BMS courses are offered to those who come from science streams. For Arts students we provide choice of selecting subjects from elective group.

Enrichment courses:

- ◆ Academic mobility is possible and permissible to some extent within the limits of the University norms, regulations and rules. If the students want to go for higher studies in the same institution or other institution, whatever the reason may be there are no restrictions for the students.
- ◆ There is lot of core/ elective options offered by the University and those opted by the college. All the subjects may be taken into account in this.
- ◆ Choice Based Credit System and the range of subject options are also allowed in various departments.
- ◆ Lateral and vertical mobility within and across programmes and course have the mobility for admitting students as lateral entrants.
- ◆ Value Education, Activity classes.

1.2.4 Does the institution offer self-financed programmes? If ‘yes’ list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification , salary etc.

Yes, This is an unaided college and the Institution offers self-financed programs such as BMS and BFM courses.

Admission: Faculty is deployed to guide and counsel the students on the right courses to be chosen by them. Almost all the students who apply are admitted based on merit list prepared by the institution after filling in the minority quota.

Curriculum: As this is a non-autonomous self-financing college affiliated to Mumbai University, the curriculum designed and framed by the Mumbai University is implemented in the college. The teaching faculty and students are provided with adequate facilities like computers, library books and infrastructure facilities. They are helpful for effective planning, implementation and delivery of the curriculum

Fee Structure:

STANDARD	BMS	BFM
F.Y	17,040/-	14390/-
S.Y	16,020/-	16370/-
T.Y	17,200/-	18000/-

Teachers Qualification and Salary: - Teacher's qualification of these self-financed programmes does not vary from the aided courses as the processes are followed keeping in mind the directives offered by university of Mumbai. So far as the salary of the Principal and teachers are concerned they are at the discretion of management and negotiable depending upon the qualification and experience.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programmes and beneficiaries.

Yes, the College provides additional skill oriented programs relevant to regional and global employment markets like Certificate Courses in Personality Development, Corporate Employability and Legal Literacy courses. Basic courses on MS word excel and tally is also taught. The Placement Cell of the College conducts various programmes and courses to orient students in developing communication skills and enhancing employability. Conversational English Add-on courses are planning to offer. The beneficiaries of such programmes are students, their parents and the industry media, College etc. who are employing them.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice?

No, the University does not provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice.

1.3: CURRICULUM ENRICHMENT

1.3.1 Describe the efforts made by the Institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

As most of the students come from a background of the local vernacular schools, the knowledge of English is much below average. Therefore it is mandatory to not only instill communication skills but also confidence building measures. These are achieved by enabling

them to

- ◆ make PowerPoint presentations from the academic syllabi
- ◆ establishing corporate tie-ups and visits to their offices,
- ◆ inviting resource people to talk on the newer trends in the global scenario,
- ◆ involving them in community outreach, exposure and development,
- ◆ sending them on field-trips outside the state,
- ◆ providing them personality development courses and so on.
- ◆ providing the information about job opportunities in banking, insurance, retail, administrative and other services. They are also given information about add-on courses that can improve their employability.
- ◆ The institution organizes courses on personality development.
- ◆ Remedial Coaching is provided for weaker, minority and reserved category students.
- ◆ Project work is given to students to explore their world of knowledge.
- ◆ Well-equipped library with latest collection of text books and reference books, National and Journals and magazines. Further, the library also provides high speed broad band internet connection where students can get access to additional information and knowledge pertaining to their subjects of study and its current developments
- ◆ Provide teaching in national and regional languages to slow learners.
- ◆ Guiding the student for research work and motivating them for presentation to build confidence and enhance their knowledge.
- ◆ The college as per the guidelines of the University follows CBCS system UG levels by offering various opportunities to the students such as projects, oral tests, quiz, seminars, group discussions, assignments, presentations and dissertations.
- ◆ Almost every department organises educational tours to develop social relationship and inter personal relationships. It creates awareness about the cultural heritage of our country.
- ◆ The Cultural Committee of the college organises various academic and cultural competitions during the festival occasions to create all-round development of the students.
- ◆ A lesson plan is prepared in the beginning of the college and the Heads of the Departments monitor them meticulously.
- ◆ There are more than twenty committees in the college which are helpful to the Principal for a smooth and successful running of the college.
- ◆ There is one unit of NSS in the college which organise regular programmes and camp programmes to create awareness and develop team spirit among students.
- ◆ Various committees organise oratorical competitions, debating programmes and quiz programmes to create awareness among students.

1.3.2 What are the efforts made by the Institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

To modify, enrich and cater to the needs of the dynamic employment market, the efforts made by the institution are as follows:

- Feedback obtained is studied and analyzed through discussion by the faculty in the departments of the course/subject concerned. Accordingly, necessary recommendations are communicated through the Principal/faculty of the institute to the concerned academicians for improving the curriculum.
- Institution is planning to start career oriented /value added courses.
- There is a well-equipped library with journals and business magazines enable students to update to the needs of changing market trends.
- The Academic calendar is prepared by Principal in consultation with all Heads of Departments and faculty members.
- Personality development programmes are conducted; seminars and workshops are conducted in order to face the dynamic employment markets.
- Expert coaching/mentoring.

Commerce and Management Departments: The students were taken on industrial and bank visits to have a practical experience on its functions, discussions and seminars on stock markets and current business trends like mergers and acquisitions, certificate courses on corporate employability, personality development and legal literacy programs.

Students were taken to these places for field visits

Sr. No	Year	Places of Visit
1	2014-15	Parle-G factory and Alok industries (Silvassa)
2	2015-16	Parle-G factory, maganlalchikki factory (Lonavala), Bombay Stock Exchange , RBI (Churchgate)
3	2016-17	Katraj dairy and industries, Pune

Various workshops and seminars are frequently organized by college to develop students overall performance and make them compatible. Following areas are addressed under such workshops and seminars:

- ◆ Enhancing Communication skill
- ◆ Spoken English Program
- ◆ Hands on Training of Basic Computer proficiency
- ◆ Interview Skills and Resume Writing
- ◆ Various Current Issues

History Department: Visits to historical places.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate change, Environmental education, Human Rights, ICT etc., into the Curriculum.

Gender:

Equal opportunities are given to both male and female students. Street plays on “Respect for women in society”, visit to St. Joseph’s College of Commerce to participate in a session on “Youth Discrimination”

Climate Change and Environmental Education:

Students are educated on EVS as a part of their curriculum and in addition to this; eco-friendly awareness and Green day plantation programs are observed in the college campus regularly by the BA, BMS and BCOM students. College has established Nature Club to aware the students about environment. Tree plantation program organized by nature club.

Self Defense workshops are frequently arranged for girl students every year with the help of College Women Development Cell and Nallasopara Police Station.

Human rights

- ◆ Our students were participated in the Rally organized by Vasai Virar Municipal Corporation to save environment.
- ◆ Human Rights Literacy Programs were conducted to create awareness among students on civil and political issues. Advocate Ramakant Waghchaure was also invited to help students to bring awareness about the law and administration
- ◆ Resource person Mr. Amit Patel was invited from Krupa foundation for an interactive session with the students on health development, HIV/AIDS and youth related issues were discussed.
- ◆ Resource person Mr. Gajanan Patil was invited from “Jago grahak jago” from central government for an interactive session with the students on consumer Awareness.
- ◆ Resource person Dr.Anirudh Gangadhar Bhele was invited from Vasai Virar Municipal Corporation for an interactive session with the students on various governmental scheme.
- ◆ Resource person Mrs. Supriya Kon was invited for an interactive session with the students on Entrepreneurship

ICT:

Computer fundamentals are already taught as a part of curriculum. Along with this, separate computer labs and, AV rooms are available for students to enhance their skills and additional training to students on word and excel are given.

Our Students empower themselves by participating in Students Council, Departmental Associations, Choir. Apart from all these clubs

sports and games are the co-curricular programs in the Campus. Foundation/Bridge courses and the Outreach/Rural programs in this College make a difference in the lives of the students forming them socially conscious and responsible citizens of the country.

Parent-teachers meetings and mentoring classes are organized to ensure periodical monitoring of the progress of their children / wards in academics, morals and ethics. Personalized attention is given to the students in all academic matters. They are also encouraged to make power point presentations in the respective subjects as project work.

1.3.4 What are the various value added courses/ enrichment programmes offered to ensure holistic development of students?

College makes every possible effort to inculcate core values and ethics into the students to make them responsible citizens.

- ◆ A series of lectures was organized on Responsible citizen by DCP Palghar district.
- ◆ Blood Donation camps are held every year in the college premise on 27th September'2016. It is organized with the help of J.J hospital Mumbai which is Government run Blood Banks.
- ◆ The college has conducted a spoken English and personality development course for Students.
- ◆ The various **value-added courses**/enrichment programs offered to ensure holistic development of students:-
- ◆ **Moral and ethical values:** Good citizenry, speakers were invited to speak on suicidal and social issues, moral and ethical values are shared with students.
- ◆ **Employable and life skills:** Certificate courses and conceptual learning are offered as mentioned in Para 1.2.1.
- ◆ **Better career options:** Career guidance cell and seminars are conducted.
- ◆ **Community orientation:** There was a call to all the affiliating colleges to bring awareness in the city about keeping the city clean and hygienic by not spitting and urinating at public places.

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

Review Meetings are called for regularly to take stock of results and programs. Feedback received from the students and parents during the academic year, and during PTA meetings are communicated to the faculty members for analysis and taking corrective actions on the same.

- ◆ We collect feedback from students relating to the courses and the curriculum.
- ◆ Feedback is also collected from teachers in regards to development of syllabus

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

At the end of the programmes, formal and informal feedback is collected from the participants of the programme and significant suggestions and opinions are forwarded to the organizers for the necessary changes in future.

Local Managing Committee, Principal, Head of Departments monitor and evaluate the enrichment programmes of the institution and suitable changes and additions have been made in the programme. The more visible form is from the students who pass out every year and the vertical mobility that the College witnesses. The Institution has a strong connection with the alumni and monitors their progress with deep sense of satisfaction. Evaluation is also done through Exit feedback from students at the end of the course.

1.4 FEEDBACK SYSTEM

1.4.1 What are the contributions of the institution in the design and development of the Curriculum prepared by the University?

The institution has to follow the course curriculum prepared by the University of Mumbai. However the College faculty interacts with and offer suggestions in the design and development of the curriculum prepared by the University on syllabus change seminar.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on curriculum? If yes, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes / new programmes?

Feedback is collected from students in a structured format. These feedbacks are discussed and analyzed in the staff meetings. The output of such feedbacks is shared at the formal and informal meetings with the faculties of other colleges and members of board of studies. Before every semester, a four hour orientation/bridge course is conducted to acquaint the students with the curriculum and issues raised by the students are addressed appropriately

Feedback format (from students)

Feedback about college

S.No.	Item	Excellent	Very good	Good	Fair	Unsatisfactory
	Rank	5	4	3	2	1
1.	Academic content					
2.	Fairness of evaluation					
3.	Interaction with faculty					
4.	Teaching tools & methodology					
5.	Interaction with administration					
6.	Library facilities					
7.	Computer facilities					
8.	Recreational facilities					
9.	Extra-curricular activities					
10.	Sports facilities					

Feedback about Individual Teacher

Name of the Teacher:

Sr. No	Parameters	Excellent	Very Good	Good	Fair	Unsatisfactory
	Rank	5	4	3	2	1
a)	Subject Command					
b)	Effective Teaching					
c)	Communication Skills					
d)	Use of Black Board					
e)	Helping Approach					
f)	Class Control					
g)	Punctuality					
h)	Value Addition					
	Total Points (a+b+c+d+e+f+g+h)					

1.4.3 How many new programs / courses were introduced by the institution during the last 4 years? What was the rationale for introducing new courses / programs?

To benefit the students for value addition to their regular course and improve their employability and personality development and communication skills the following programs were conducted.

The institution has started following two programs in the year 2013-14

1. Bachelor of Management Studies (B.M.S.)
2. Bachelor of Commerce – Financial Markets.

The institution applied for the additional division to be started in B.Com and BMS Course in 2014 and 2015 which was not granted.

The institution also applied for new self-financing course like Bachelor in Accounting and Finance (BAF) in 2015 which was not granted by the University for Reasons best known to them only.

Any other relevant information regarding curricular aspects which the college would like to include.

- ♦ The goals and core values of the Institution aim at empowering the needy and the underprivileged of our society. In addition to the curriculum that is designed by the University, this unaided College offers certificate courses to its students at a nominal rate.
- ♦ The Mentoring Classes has been included in the Timetable to develop the life skills of the students.
- ♦ The Faculty are sent to State /National /international level workshops/conferences to learn the recent trends in education and to widen their knowledge.

Criterion II: Teaching-Learning and Evaluation

2.1 STUDENT ENROLLMENT AND PROFILE

2.1.1 How does the college ensure publicity and transparency in admission process?

The college follows the admission procedure prescribed by the University of Mumbai and displayed on its website www.mu.ac.in

- ◆ If the students approach the college for details regarding admission they are issued with a prospectus with all admission process with a printed application form. The prospectus contains all information regarding the college and the students are able to judge the college and courses and they will have a clear picture to choose their subject. At the same time brochures are also issued to the students informing all the details of the college.
- ◆ The institution has developed a website of its own www.semtrustcolleges.net in which all the facilities of the college are exposed to enable them to know the actual position of the college. The college website displays the admission procedure to its various courses as per the guidelines given by the University of Mumbai.
- ◆ The Heads of the Departments and some faculty members of the college frequently visit the secondary schools nearby and explain the students all the details about the courses and its advantages
- ◆ Notices regarding admission to courses are also put up on the Notice Boards of the college.
- ◆ Banners regarding admission to various courses are displayed facing the road so that residents from the Nallasopara locality are informed.
- ◆ Hoarding containing complete information are also kept in the main places of the city
- ◆ To begin with, admission forms and the prospectus are issued. The college displays the schedule of admission on its notice board along with the list of documents required.
- ◆ Thereafter the students submit the duly filled in forms and documents.
- ◆ The admission committee is formed as per the guidelines of the University of Mumbai.
- ◆ The committee scrutinizes the admission forms and documents submitted by the students.
- ◆ The admission process is a very open and transparent system where the Management, teaching and non-teaching staff are all involved in the admission process. Since there is no minimum cut off percentage marks required for students to join any program, as long as the student meets the eligibility criteria framed by the Bangalore University she/he is admitted till the sanctioned number of seats are filled.

2.1.2 Explain in detail the criterion adopted and process of admission (Ex. (i) Merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and

entrance test or merit, entrance test and interview (iv) any other) to various programmes of the institution.

- ◆ From the academic year 2008-2009 the University Of Mumbai has introduced the system of online enrolment for the under-graduate courses in various colleges affiliated to it.
- ◆ The University of Mumbai Website www.mu.ac.in provides detailed guidelines regarding admission of students to the 3 year undergraduate programme
- ◆ In- house students moving upward from junior college are directly admitted.
- ◆ After in- house admissions vacant seats are filled by outside students who applied through university guidelines.
- ◆ Students of self-financing courses, such as Bachelor of Management Studies and B.Com (financial Markets) fill in online forms and admission is provided as per university rules and guidelines.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other college of the affiliating university within the city/ district.

As per Mumbai university eligibility criterion, a student is required to have a minimum pass mark (35%) in the relevant subject, for admission to the degree program, and our institution also follows the same. The following Table presents the data on the minimum and maximum marks of admitted students, during the last three academic years:

Table: Minimum and Maximum Percentage of marks for admission at entry level

Sr no	Name of the College	2012-2013		2013-2014		2014-2015		2015-2016		2016-2017	
		Min (%)	Max (%)	Min (%)	Max (%)	Min (%)	Max (%)	Min (%)	Max (%)	Min (%)	Max (%)
B.COM											
1	A.E.Kalsekar College of Com. &Mgmt	35	80	35	85	35	90	35	85	35	82
2	S.N. College , Bhavander	35	80	39	75	40	75	50	75	56	80
B.A											
1	M.B.Harris College of	35	58	35	59	35	70.67	35.23	64.7	35	80
4	S.N.College	45	65	45	62	36	65	45	82	39	70
Bachelor of Management Studies											
1	A E Kalsekar College	----	----	45	85	45	88	45	89	45	85
3	S.N.College	----	----	65	85	65	85	43	87	54	90

BFM											
1	A E Kalsekar College	----	----	55	85	45	80	38	70	38	82
3	S.N.College	---	---	60	80	75	90	65	85	55	89

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘Yes’ what is the outcome of such an effort and how has it contributed to the improvement of the process?

Each year after admissions, the Principal along with the related course faculty review the admission process and student profiles. This process helps in improving the publicity measures for the subsequent admissions. During the review, an analysis is done to find out the reasons for decrease in admission for a particular program and how to increase the demand for such courses and what are the advertising/strategies to be adopted to increase the demand. All the analyzed requirements are converted into an action plans so that they can be executed and implemented in the following year, with a schedule. The admission process is reviewed after the admissions are given and based on the profile of students certain initiatives are taken such as:

- ◆ Improvement in teaching methodology to suit the requirements of students
- ◆ Remedial Teaching
- ◆ Providing a safe and secure environment with CCTV cameras.
- ◆ A secular atmosphere of the college and a staff which has a tolerance to diversity.
- ◆ During the admission process, daily reporting of the seats filled up category-wise is done by the Admission Committee to the Principal.
- ◆ Care is taken to ensure that the reserved category students are given admission as per the Government Norms, subject to their fulfilling the eligibility conditions.
- ◆ Vacant seats, if any are filled up by adhering to the University norms.
- ◆ The college accommodates all the students from the reserved category who fulfill the eligibility criterion for admission.
- ◆ College is providing information to Jr. College students related to new courses started/offered by our college.

2.1.5 Reflecting on the strategies adopted to increase/ improve access for following categories of students, enumerates on how the admission policy of the institution and its student profiles demonstrate/ reflect the National Commitment to diversity and inclusion SC/ ST, OBC, Women, Differently able, economically weaker section, Minority community , Any other.

In order to reflect the National commitment to diversity and inclusion, the institution follows all the central/state government norms of roster in admitting students. The college does not discriminate in admitting any student based on his/her categories and at the same time provide an environment which helps the disadvantaged category to get admitted. Not only for admission alone, disadvantaged categories are given preferences but the institution also provides other assistance/support to them to pursue their studies in the college. The following points detail out the profile of the students admitted during the last three academic years.

- ◆ Reservation for different reserved categories as per Government Rules.

- ♦ The institution gives equal opportunities to all students without bias towards caste, religion or gender. All the clauses regarding admission of students belonging to the categories such SC/ST,
- ♦ OBC, Women, Differently –able, economically weaker section, Minority community and any other are strictly followed.
- ♦ WDC has formed in college for the benefit of girls.
- ♦ College is providing funds to the students from Zakat Quota.
- ♦ Institution also gives instalment facility for fees to economically weaker students.

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

Table: Year wise demand ratio for programmes offered by the institution

Programmes	Number of applications received	No of students admitted	Demand Ratio
2010 -2011			
B.A.	26	26	1:1
B.Com	150	130	1.15:1
2011 – 2012			
B.A.	08	08	1:1
B.Com	150	138	1.09:1
2012 – 2013			
B.A.	11	11	1:1
B.Com	180	156	1.15:1
2013 – 2014			
B.A.	07	07	1:1
B.Com	211	211	1:1
BMS	18	18	1:1
BFM	05	05	1:1
2014 – 2015			
B.A.	15	15	1:1
B.Com	260	240	1.08:1
BMS	58	58	1:1
BFM	15	15	1:1
2015 – 2016			
B.A.	11	11	1:1
B.Com	320	264	1.21:1
BMS	90	72	1.25:1
BFM	24	24	1:1
2016-17			
B.A.	37	37	1:1
B.Com	300	240	1.25:1
BMS	80	60	1.33:1
BFM	60	59	1.02:1

An analysis of the demand ratio indicates that the overall demand for most of the courses has remained stable. The college had applied for additional seats in last two years for B.Com and B.Com (Accounting and Finance) as the number of applications are more. The demand for B.A. course is less as compared to other courses as ours is an unaided college. Students are generally preferred aided college where the fee is very less as compare to unaided division. There is an increase in the demand for Bachelor of Accounting and Finance course. Hence, we have applied for the course to be commenced from next academic year in order to cater to the diverse need of the students. The institution has also applied for one additional division for Bachelor of Management Studies (BMS) and traditional B.Com course.

2.2 CATERING TO DIVERSE NEEDS OF STUDENTS

2.2.1 How does the institution cater to the needs of differently able students and ensure adherence to government policies in this regard?

The institution is open to admitting students of all categories and the differently- talented students, in adherence to the government policies. College is having the right mindset and is open to making changes in the infrastructure as and when necessary, and required to admit a differently- abled student. The institution makes special efforts to reach out to students who are differently able in following ways:-

- ◆ Teachers make special efforts to reach out to such students if they find such students are being isolated.
- ◆ As per university examination rules, extra time and writer facility is provided to the students who are differently able.
- ◆ Teachers provide class notes, books to such students.
- ◆ The government policy of 2 % reservation for such students is followed.
- ◆ Vehicles of such students are permitted in college premises.
- ◆ College also provides wheelchair to physically disable students.
- ◆ Counseling is given to such kind of students.

2.2.2 Does the institution assess the students' need in terms of knowledge and skills before the commencement of the programme? If 'Yes', give details on the process.

Normally the self-financing colleges do not have any procedure to access the student's needs in terms of knowledge of skills before the commencement of admission. Once the admissions are over the students are informed the date of reopening and they will be asked to bring their parents on the first day of the college. An orientation programme is conducted in which the Principal and the Heads of the Departments inform the details of the college, its significance, its facilities and code of conduct.

The institution does assess the students' needs in terms of knowledge and skills before the commencement of the programme. The college has set admission committee which has set following strategies:-

- ◆ The performance of students in last qualifying examination is one type of indicator which specifies where the student stands.
- ◆ Lecturer uses various innovative methods for assessment of students.

- ◆ Students who scored less i.e. between 25 to 30, short questions and simple exercise are given to them for improvement of subject knowledge.
- ◆ Remedial Teaching is arranged every year for giving special attention to weaker students.
- ◆ Teachers also use national & regional language in order to simplify tough concepts.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/ Remedial/ Add-on? Enrichment Course etc.)

BRIDGE COURSE

At the time of admission the students will have low profile in their knowledge level. They may not have a sound knowledge of the subject chosen for their study. They may feel difficulty to cope with an unfamiliar subject in the first year. Hence they are given extra training to gain sufficient knowledge of the subject of their choice. So bridge course is conducted to bridge the knowledge gap and cope with the new programme of their choice. As the basics of each subject are explained to them during the bridge course they are oriented to the updated curriculum and the students who are rather weak in their basics are identified and this helps the faculty to give extra coaching and focused attention to the students while taking the regular subjects. Teachers explain certain concepts in National and Regional language to help the students to understand the concept.

REMEDIAL CLASSES

The students appear for two Continuous Assessments Tests and one Model Examination before Semester End Examinations every Year. After the publication of results of the first semester, the failed students are identified as slow learners who are given extra coaching classes, retests and assignments. The record of the slow learners is maintained in the department files. For the advanced learners placement training, communication skills training and moral and ethical classes are conducted to gain more knowledge and language to appear for competitive examinations.

ENRICHMENT COURSES

The college collaborated with **Master Skills Hub** and signed an MOU on 17th February 2017 for Add-on-courses to enrich the students. Such career orientation programmes are not mandatory but interested students may attend such classes to update and upgrade their knowledge. Such programmes are:

1. Accounting (Banking & Accounting Sector)
 2. Junior Marketing Associate (Business & Commerce Sector)
 3. Junior Human Resource Associate (Business & Commerce Sector)
 4. Junior Finance Associate (Business & Commerce Sector)
- ◆ Guest Lectures are organized for enriching the subject knowledge.
 - ◆ Special emphasis is given on inviting visiting Faculty from industry so that students should get practical knowledge from industry.

- ◆ A detailed teaching plan is made by each subject teacher and is discussed in the departments meetings at beginning of each semester.
- ◆ Study Tours and Industrial Visits are organized to provide practical exposure to students every year.
- ◆ Case studies are used in various theory subjects to testify theories and thereby help students to relate theory to practice.
- ◆ Teachers also use projector for explanation.

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

In this co-education institution women outnumber men in all the years. Hence the institution stresses importance to women staff and students encouraging conducting programmes on women related topics. The college sensitizes its staff and students on issues of gender and inclusion, during a specially organized orientation program at the beginning of each academic year; During this an invited resource person addresses both, the staff and students on various academic issues, including sensitivity towards issues related to gender and inclusion. Regarding Environment, apart from the non-core subject Environmental Studies the college has a separate NATURE-CLUB for students and to address related issues. The Nature-club also helps and encourages the students to take up activities of tree planting where the students of each class are asked to bring a sapling and asked to plant it on the campus during the “green day” or “environmental day”. The students are frequently exposed to seminars and guest lectures on the various topics related to environment: rainwater harvesting, wildlife conservation, protection of the environment and forests and conservation of nature and biodiversity. The college also teaches them how to reduce, reuse and recycle essential resources by practicing in the college premises, installation of CFL bulbs, recycling one-side used papers for printouts, preventing use of plastics on the campus (making it a plastic-free zone), using of biodegradable products such as handmade cane baskets for dustbins etc.

- ◆ The college has established Women Development Cell (WDC) generates awareness among the students and staff on various women’s issues.
- ◆ Students are told about the general discipline and rules of college and their role as a student of college.
- ◆ Swaccha Bharat Campaign is arranged By NSS department, under which our students have taken and given pledge of keeping our city clean to more than 500 people on Nallasopara Railway station.
- ◆ Our Anti Ragging Committee Conducts lectures of new students as well as old students on ragging issues every year.
- ◆ Our Women Development cell organized various seminar and workshops on various issues

Table: Programmes on Women's Issues

Sr.No	YEAR	PROGRAMME	ORGANISED BY	BENEFICIARIES
1	2016-17	Lecture on Women Empowerment	Dr. AnupamaGawde (WDC Incharge of S.N.)College	120
2	2016-17	Awareness about HIV-AIDS	Mr. Amit Patel (KRUPA FOUNDATION)	50
3.	2016-17	Seminar on Entrepreneurship	Mrs. Supriya	50
4.	2016-17	Lecture on Law and Administration of Country	Advocate RamakantWaghchaure	50
5.	2016-17	Lecture on Self Defence	Dr. AnupamaGawde (WDC Incharge of S.N.)College	100

Table: Activities under Nature Club

Sr.No	Nature Of Programme	Date
01	Medicinal Garden is established.	15/08/2015
02	Tree Planation in College campus, Z B School, Municipality Garden	22/07/2015
03	Swachchh Bharat Abhiyan	26/6/2016 -
04	Tree Plantation (At Manor) collaboration with lions club	1/7/2016
05	Tree Planation in College campus, Z B School, Eidgaah ground.	15/07/2016

The institution has two important committees - Anti Ragging Committee and Prevention of Sexual Harassment Cell to avoid Gender Injustice. There is a complain box near the Principal's room in which the students are permitted to make complaints against any kind of onslaught. Hence there is a smooth and peaceful atmosphere throughout the college.

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

- ◆ Every teacher identifies the advanced learners from class-room interactions. In each class, the identified advanced learners are given an opportunity to download additional information through internet and make power-point presentations and share with the entire class. This helps the advanced learners to augment their knowledge and it also helps the slow learners to get familiarized with the breath of the topics. It also helps them to get more information about the topic and at the same time it helps in revising the subject.
- ◆ Guidance is provided to students who aspire to pursue various professional courses such as CA, CS., ICWA and Law.
- ◆ The library issues book bank facility to merit holders.
- ◆ Books and Magazines on various competitive examinations are subscribed in library
- ◆ Special guidance is given to those students who want to appear for MBA entrance examination.
- ◆ Our Vice President and Managing Trustees Mr. Sagir Dange, Mr. Najib

Chawre and Mr. Asim Khan motivate those students who have scored 'O' and 'A' grade in V semester for T.Y.B.Com/BA/BMS/BFM.

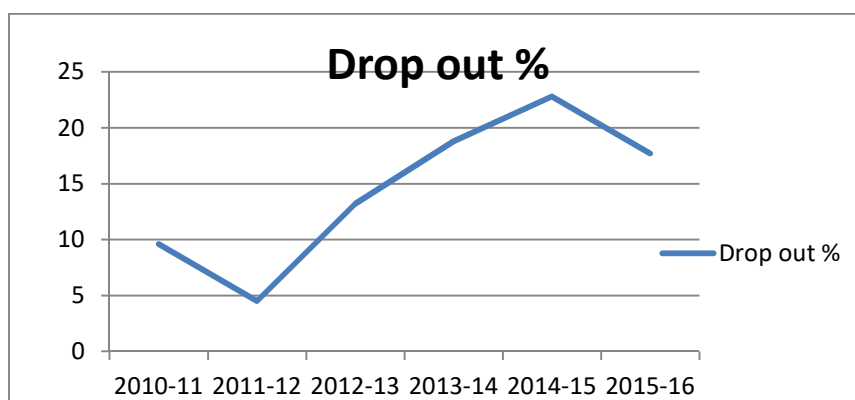
- ◆ Further, every teacher identifies the advanced learners from class-room interactions.
- ◆ There are instances where the ordinary learners with strong inner drive for learning are provided suitable and timely attention and direction. The other activity which helps the slow learners is group discussion where the students are given a topic to discuss and collect and share more information which helps the slow learners in active participation and encourages peer-learning.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of the society, physically challenged, slow learners, economically weaker sections, etc. who may discontinue their studies if some sort of support is not provided)?

Normally the Educational Institutions have dropouts from the disadvantaged sections of society - physically challenged and economically backward students. The academic performance of the students is analyzed and corrective steps are taken so that the student's performance improves. As the college is affiliated to the university the marks obtained by the students in the semester exam are analyzed for each subject based on the student's performance and the underperformers are identified and additional coaching is given through mentoring classes and remedial classes for the specific subjects by the subject teachers.

Table: Year wise Number of Dropouts

Year	No. of Drop outs	Total No. of Students admitted	Drop out %
<u>Under Graduate</u>			
2010-11	40	418	9.6%
2011-12	18	402	4.5%
2012-13	57	431	13.2%
2013-14	91	483	18.8%
2014-15	137	600	22.8%
2015-16	129	727	17.7%



- ◆ Students who are prone to dropout are identified and provided counseling and remedial coaching.
- ◆ Normally the boys dropout from the college due to financial reasons, such boys are called by the Mentors and the HODs and they are counseled. They can recommend the cases to the Management to offer them financial help and try to continue their education.
- ◆ Most of the students of our college come from vulnerable socio-economic backgrounds. Many of them are also first generation college students. Those who do not perform well are personally counseled with a view to helping them to perform better academically.
- ◆ In the case of women students they get married and shift their places, the teachers try to counsel them to continue their studies. There are cases of some students who have given up the idea of dropping out from the college after the counselling by teachers
- ◆ Attendance is taken at every lecture and class teachers analyze attendance record every week. Students whose attendance is less than 75%, their parents are called and both students and parents are counseled.
- ◆ Remedial lectures are taken by teachers every week for slow learners.

2.3. TEACHING - LEARNING PROCESS

2.3.1: How does the college plan and organizes the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

TEACHING AND LEARNING

The teaching/learning process is initiated by the college, by planning and organizing the activities and preparing the academic calendar based on the Mumbai university calendar, incorporating all the activities of each department. A teaching plan is given by each teacher on a monthly basis for each subject. Apart from the teaching plan, the other activities like inter - college functions, guest lectures, inter-class functions, inter-department functions, PowerPoint presentations, seminars etc. are all incorporated into the academic calendar of the college. All the activities are planned taking into the consideration the university stipulated semester calendar.

The College plans and organizes the teaching, learning and evaluation schedules as follows:

- ◆ The schedule is based on:
 - Opening and closing dates of the terms
 - Syllabi with prescribed hours of teaching for each unit with revisions, if any.
 - Examinations dates of respective courses as per university regulations
 - Results to be declared as per university regulations
 - Departmental Timetable
 - Roll call/Attendance
 - Faculty: Recruitments, Retirements, Reappointments and Retrenchment
- ◆ The syllabus and question paper pattern is communicated to the students in the beginning of the academic year by each course teacher.

- ♦ The teachers are supposed to prepare a lesson plan for the full semester in the following format. The lesson plans should be signed by faculty concerned and HODs. Later they are forwarded to the Principal for his/her signature weekly once.

WORK DETAILS FOR SEMESTER

Topics to be covered	Date	Unit/ Module	Topics Covered	Methodology And Reference	Staff Initial

- ♦ The university has assigned marks for class participation and a class test apart from semester end examinations. Internal evaluation of our students takes into consideration the students progression from the beginning of the semester to the end of the semester.
- ♦ Examinations are conducted as per the rules and guidelines laid down by the University of Mumbai.
- ♦ Subject teachers provide model answers and synoptic answers to maintain uniformity and objectivity in assessment. Assessed examination papers are moderated as per the University guidelines
- ♦ The results are reviewed with the faculty for necessary additional efforts required in improving teaching.
- ♦ Academic calendar is framed based on all the above factors and list of holidays, calendar etc. Guest lectures are planned and interwoven in the regular schedule.

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

The IQAC which was established very recently (in September' 2016), acts as a centralized unit for facilitating /monitoring and improving the quality of all the academics /co-curricular activities of the institution. The IQAC monitors the academic calendar of the institution. It also assures quality-related seminars and lectures, to bring about quality awareness to all the components of the college.

- ♦ Arrangement for feedback response from students, parents and alumni on the institution and curriculum.
- ♦ Organization of inter and intra institutional seminars and conferences.
- ♦ Documentation of the various programmes and activities leading to quality improvement.

2.3.3. How is learning made more students centric? Give detail on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

With a good strength of teachers it is possible to give more individual attention to the students both in academics and extracurricular activities. The entire process of teaching-learning of the institution is student-centric. This has helped the students to become more confident and interactive. The teachers also encourage interactive learning, group discussion, as well as

independent learning by the students. The teachers not only complete the stipulated syllabus prescribed by the university on time but they also take care of developing skills of the students apart from providing core knowledge. The teachers provide an environment for the students by providing an opportunity for the students to perform activities like group discussions, power-point presentations, taking leadership role in planning, organizing and conducting events related to the department or college, undertaking field trips, reaching out to the underprivileged by going for outreach programs, conducting food festivals and taking part in inter-college activities and competing in various sports and other activities, both at inter-college level and department level. The following are the student-centric teaching methods employed for learning. The following are the student-centric teaching methods employed for learning.

➤	Assignments Tutorials
➤	ICT enabled lectures
➤	Group Discussions
➤	Field Visits
➤	Case Studies
➤	Industrial Visits
➤	Hands-on training in Computer related Applications
➤	Paper presentations

Industrial visits are organized for the students to enable them to get a deeper understanding of the processes involved in the functioning of an industry and also function together as a team.

Table: Industrial Visits/ Study Tours Self Financing Courses

Sr. No	Year	Date	Industries Visited	Place	No. Of Students
1	2014-15	25/11/2014	Alok Industries Parle G Factory	Silvasa	80
2	2015-16	10/09/2015	Parle G Factory Maganlal Chikki Factory	Lonavala	100
3.	2015-16	01/12/2015	Bombay Stock Exchange, NSC, RBI	Churchgate	35
3.	2016-17	07/01/2017	Katraj Dairy	Pune	150

TEACHING METHODS USED TO MAKE LEARNING MORE STUDENT CENTRIC

♦ INTERACTIVE LEARNING

The faculties and students organise seminars, workshops, guest lecturers in the college inviting experts from outside the college, industries and companies to have interactive learning successfully. The Management permits the faculty and students to attend seminars and workshops outside the college in various colleges to develop their skills like interactive learning.

◆ **INDEPENDENT LEARNING**

The students enjoy total freedom and independence to improve their knowledge in the teaching learning process. The faculty members used to give assignments to the students on the subject related topics. The students themselves take steps in collecting materials and prepare the assignments. The students are free to access library and choose their own books and materials for further reading. In the labs also they are free to handle the instruments carefully and they have to prepare their own projects in consultation with the faculty concerned. They are permitted to attend seminars, workshops, conference outside the college with the permission of the Principal. They themselves prepare papers for presentation in other colleges.

- ◆ Discussion on topics related to their curriculum develops interactive skills of students.
- ◆ Group assignments given to the students in each term develop their collaborative learning.
- ◆ Referencing from the library and web resources develops their independent learning skills.
- ◆ The students are given assignments for self-study and these are then evaluated.
- ◆ Remedial Lectures are taken in every week by Guardian Teachers for improvement in students learning as well as in teaching methods.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life- long learners and innovators?

The institution also nurtures critical thinking of the students by frequently giving assignments and project work related to their subject and general topics which help them to bring about the originality in them (ex:-Business Plan). Apart from the academic activities, students are given chances like planning, designing and managing events all by themselves with the additional responsibility of raising fund for the event. This helps them to develop leadership qualities and gain confidence. Some of the events in which the students participate are:

Outreach programs

Industrial trips

Field trips (visit to RBI)

Food court

Visit to Historical places.

- ◆ Students take active part in organizing various co-curricular and extracurricular activities. This gives them ample scope to imagine, plan organize and realize their ideas.
- ◆ Group discussions and brain storming sessions are monitored by teachers in the class, as it helps interactive learning.
- ◆ In project work and seminars, students are encouraged to put forth their thoughts and practical experiences.
- ◆ Rangoli , Food Carving , Mehendi, Hairstyle, Nail Art, Art & Craft etc. competitions held by cultural department encourage the inherent talent of students.
- ◆ Group participation of our students in Fun & fair in Cultural Events encourages marketing skills and group dynamism.

- ◆ Project presentation conducted by commerce and Self-Finance department encourages presentation and communication skills among students.
- ◆ Undergraduate students are exposed to research activities through Innovation Projects, under the supervision of the College faculty. These activities take the students into areas beyond their immediate
- ◆ Celebrations of Marathi Bhasha Din on 27th Feb, Hindi Divas on 14th Sept as well as Urdu Day where posters are prepared by students and displayed in college premises as well as various competitions are held.
- ◆ The college library is a place where the faculty encourages the students to use the library optimally to read books, journals and magazines. They are also motivated to prepare their own magazines by contributing articles, essays, skits, drawings and paintings for publishing in the magazine. They are also encouraged to read newspapers in the library and improve their language and knowledge.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? E.g.: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The following audio visual aids are used to make teaching effective:

Apart from traditional classroom teaching practices, the teachers are encouraged to use ICT-enabled teaching pedagogy. With the initiative taken by University to Mumbai under Digital India Plan, we have applied for making the campus wified to enable the students and teachers to make use of the facility. It is also proposed to facilitate connectivity through infibnet. The college also has a well-equipped audio-visual room which helps in providing additional information to students with the help of latest educational CDs and DVDs; along with internet access so that the teacher can browse or download information from the internet and give a live presentation to the students.

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

This is done through:

- ◆ Conducting seminars, guest lectures, industrial trips as well as sends the staff and students for various workshops, exhibitions and conferences so that they are exposed to advanced level of knowledge and skills.
- ◆ Sending the staff and the students to trade fair and exhibitions and expose of various industries so that the students and staff are able to get an exposure to the various advancements and the latest trends in the particular industry.
- ◆ Reference Reading
- ◆ Accessing the vast treasure of knowledge on the internet.
- ◆ Guest speakers are invited to the college.
- ◆ The faculty attends, participate and present papers in National and International conferences, seminars and workshops.

- ◆ The faculty takes up research work.
- ◆ Interacting with colleagues from other colleges and subject experts.
- ◆ Newspaper articles, journals and reference books are used to go beyond the text book learning.
- ◆ Field trips for educational purposes are organized by departments to give students a feel of the practical possibilities of their discipline.
- ◆ Student-teacher interactions outside the classrooms mainly focus on topics and themes beyond the syllabi.

2.3.7 Detail process and the number of students benefitted on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advice) provided to students?

PERSONAL COUNSELLING

The class teacher and the subject teachers act as a counselor for addressing the student's problems, both psycho-social as well as academics. There are suggestion boxes made available which also aid in handling grievances of the students thereafter. The college has an understanding with the hospitals to address any issues related to the health of the students if needed such as mentoring system reaches all the needy students to get guidance.

In the college tutorial ward system (mentoring) is being followed for the benefit of the students. One tutor/mentor is assigned 50 students each to take care of their well-being in the college. The tutor has to maintain a record of the whole profile of the students including the counseling record. If the students have personal problems the tutor can solve the problems after proper counseling. If necessary the parents will be asked to meet the HOD and the Principal rarely.

The faculties constantly interact with students and are sensitive to their problems. They reach out to students at a personal level, counseling them whenever required in areas concerning their personal life as well as regarding further studies.

Teachers constantly serve as mentors. The college has a Career Guidance Cell which has organized various programmes for our students.

Table: Programmes organized by the Career Guidance Cell

Sr. No.	Date	External Expert	Activity / Subject
1.	28/06/2014	Ms. Catherine Joseph (Fly High Aviation Academy)	IATA
2.	09/08/2014	Mr. Vikram Trivedi	Career Guidance for MBA and Banking
3.	25/07/2015	Dr. V.N. Yadav (Principal of S.N. College)	MPSC/ UPSC
4.	6/08/2015	Prof. Kamatha Upadhyay	Career in Financial Market
5.	03/09/2016	Mr. Amol Gonsalves (HR Manager of Aditya Birla & Group)	Leadership Training
6.	17/12/2016	Ms. Catherine Joseph (Fly High Aviation Academy)	Air Hostess Training

7.	09/01/2017	Mr. Mustafa Chawre	Career Scope in Medical for Commerce Students
8.	09/02/2017	Mr. Yogesh Parmar	ICA
9.	16/02/2017	Parvez Gobrani	NET/SET

ACADEMIC COUNSELLING

Right from the admission of the students they need academic counseling from the faculties. Even while choosing the subjects the faculty helps them and guides them in the choice of the subjects.

- ♦ Some of the students face problems such as low confidence, inability to concentrate while studying and inability to comprehend topics. Teachers make significant efforts to explain topics in as simple a way as possible to reach out to such students. They are called separately to discuss their problems and are assisted in every possible manner to solve their problems.
- ♦ Punctuality and regularity in the lectures is emphasized to ensure the continuity in understanding the topics which are being taught in the lectures resulting subsequently in the better performance.
- ♦ Special guidance lectures have been organized by the Commerce and Economics Forum by inviting resource persons from other colleges to advise our students regarding how to excel in examinations. All the third year B.Com, B.A, BMS, BFM students benefit from these guidance lectures.
- ♦ Lecturers make extra efforts for weak students to teach and counsel them and to boost their confidence to perform better. As several students have done their schooling from the vernacular medium, teachers also use languages such as Hindi and Marathi to reach out to the students.

Table A: Co-curricular Seminars organized for the Arts, Commerce and Self-Finance Students

Sr. No	Date	Topic	Resource person	Organising Department	Number of students
01.	02.08.2014	How to be a smart investor	Mr. Nitesh IDFC Mutual Fund	Commerce and Self-Finance	60
02	04.09.2014	Time Management	Mrs. Nasim Shaikh	Commerce	50
03	27.11.2014	Financial +Education Programme	Mr. Anand Upadhyay	Commerce and Self-Finance	200
04	07.02.2015	Urdu-Adab-Aur-Sahafat	Dr. Saheb Ali	Urdu Department	30
05	14.02.2015	Mubadiyate Arooz aur takhti ke usool	Dr. Abbas Alam Rizvi	Urdu Department	30

06	27.03.2015	Orientation Lecture On 'How to excel in MHRM' Subject for university examination	Dr. M.K.Ahmad	Commerce	150
07	10.06.2015	SEBI	Mr. KamathaUpadhya y, Member of	Self-Finance	150
08	11.08.2015	Project Guidance of TYBMS	Mr. RambaliMaurya	Self-Finance Dept.	40
09	19.08.2015	Competitive Examination Awareness	VikramTrivedi	Arts and commerce	180
10	29.08.2015	Interview skills	Amol Gonsalves HR Manager of Aditya Birla & Group Mr.	Commerce	65
11	24.09.2015	Awareness of Income tax	Mr. Manish Bardia, CA	Commerce & Self Finance	70
12	10.01.2016	Road Safety	Mr. Ranjeet Pawar, PI Palghar district Police traffic Branch	Arts Department	100
13	13.01.2016	NCC	Dr. Afsar farooqui, Ismail Yusuf college, Jogeshwari	Arts Department	100
14	22.06.2016	Professional Courses v/s Traditional Courses	Mr. Kamatha Upadhya y	Self-Finance	40
15.	02.09.2016	Recruitment and selection Process	Mr. Asim Khan	Commerce and Self Finance	100
16	03.09.2016	Skill Development	Mr. Wazir Sirguroh	Arts, Commerce and sdlf finance	200
17	13.10.2016	Changes in Indian Economy	Dr. S.B.Singh	Economics Department	150
18	19.12.2016	Research Methodology	Dr. Anjum Ara Ahmad	Arts, Commerce & Self Finance	200
19	13.02.2017	Urdu Day	Dr. Afsar farooqui, Ismail Yusuf college, Jogeshwari	Arts Department	100
20	23.2.2017	Hindi Question Paper pattern FYBA & TYBA	Prof. Vandana Tuksano	Hindi Department	30
21	25.2.2017	History expert lecture	Prof. Yuvraj Nalwade	History Department	40

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the

institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

There are many methods of teaching to impart and inculcate knowledge among the students. The faculty in the college is using the following methods for effective teaching.

a) LECTURE METHOD:

This is a common method which is conventional and practiced by most of the teachers in the class. By this method, the teacher interprets and revises the content of text actively. The passive students are listening to the lectures without any words for a better understanding of the subjects. By this method the students do not have any strong role to play.

b) INTERACTIVE METHOD

This method facilitates the students to involve in the teaching learning method. The teachers motivate the students to participate in interaction, group discussion, educational discussion and question and answer session on the day to day events. If the students answer the questions of the teachers intelligently this method is successful in all the colleges.

c) PROJECT BASED LEARNING

If the programmes include projects in its syllabus, the subjects like Computer and Computer related courses, Commerce and Commerce related courses and Science and Science related courses are having project based learning. Either in the final semester or in the last semester the students are expected to submit projects on chosen topics. These topics come under evaluation and marks are awarded to the students. These projects are duly examined by examiners to award marks.

d) OTHER SOURCES

Other than the above said methods, to support the teaching and learning process experts from various colleges and institutions are invited to offer motivational talks in the college for the benefit of the students. Website support is also sought to teach the important sources of knowledge. The faculty and students are permitted to use the college website optimally for their benefits. Intensive training, Industrial Visits and Field visits are organised to improve the standard of the students. Exhibitions are organised and marketing melas are conducted to make the students have the firsthand knowledge and experience. Participatory programmes and paper presentations are also organised in the college or outside the college for the upliftment of the student's skills.

e) SEMINARS

The faculty and students organise seminars on the campus and participate outside the campus to update their knowledge. Such seminars develop their recent trends in their respective fields. The teaching learning method is greatly improved by special lectures organised by reputed academicians from various colleges.

Table: Innovative Teaching Methods (2009-10 to 2016-17)

Sr. No	Subject Name	Innovative Teaching Methods Used
1	Commerce	Group Discussion, Project Presentation, field Visits, mock personal interviews, case studies, study tours
2	Economics	Study Tours, Tutorials , ProjectPresentations
3	Accounts	Practical Training , Company's Financial statement analysis, Sample Income tax return filing by students
4	Self-Financing	Study tours, Industrial Visits, Presentations, Group Discussion, audio visual aids and case studies

Due to the innovative methods of teaching mentioned above, the college results (impact) are observed:

- ◆ Pass percentage of students is increasing.
- ◆ The students get practical experience of field work which enhances their learning skills and development of personality.
- ◆ Subjects are also taught in Hindi and Marathi which has helped students from vernacular medium schools to comprehend subjects in a better way.
- ◆ The institution has encouraged the faculty to use ICT in the teaching learning process by acquiring LCD projectors.
- ◆ The impact of the innovative teaching methods mentioned above has been confirmed by feedback received from the students.
- ◆ Experiential learning exposure has also been a practice of the institution through industrial visits and visits to place of inter-related to each subject.

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

The college library is a bank of information and has a wealth of challenging opinions offering students an exposure to recent issues. The faculty, students and scholars regularly use the library to increase their standard of knowledge. The economically backward students, who cannot buy books of their own, mainly depend on the college library and they can retain the books till their examinations. They can also utilize the reference books for preparing assignments and projects. The library functions from 8.00 a.m. to 3.00 p.m.

- ◆ Faculty members regularly use the library resources to update their knowledge in order to prepare teaching material.
- ◆ At the beginning of the academic year new entrants are given an orientation regarding how to use the library facilities and resources.
- ◆ Newspaper articles are filed and made available to students in the library.
- ◆ Students are taken to the library to show them the reference books of subjects as also reference books from the library are taken to the classroom for students to get an exposure.
- ◆ Browsing through new books creates an interest for students to read further.
- ◆ Students are given names of reference books available in library for relevant topics and projects.
- ◆ There is a new arrival section in the library which showcases books

recently added to the library.

2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

It is always challenging to complete the curriculum within a stipulated time frame because of the short duration of semesters, exhaustive evaluation pattern, public holidays and other administrative work. We meet these challenges by taking extra lectures. Being deputed on election duty several times during the course of the academic year makes it difficult for teachers to complete the given curriculum within the stipulated time. However, the faculty makes special efforts to complete the curriculum by preparing synoptic answers, distributing notes and sharing other reference study material with students to meet this challenge.

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

- ◆ An analysis of the subject wise results is done and discussed at the department level as well as in the staff meetings.
- ◆ The subject wise analysis of the results serves as an indicator of the areas which need improvement. Teachers take corrective steps where required.
- ◆ Regular feedback and interaction with the students helps in improving the quality of teaching learning process.
- ◆ Heads of department regularly observe the lectures engaged by the members of their department.
- ◆ Suggestions given in the Student Feedback Forms help in improving the quality of teaching learning by implementing suggestions which benefit students.

Heads of department confirm that the syllabus is completed effectively and timely as per teaching plan given by departmental members in the beginning of the Semester. Heads of department held meetings with colleagues in the department at the beginning and end of the academic year to discuss various aspects related to teaching - learning of their respective subject.

After every internal and external examination, the teachers in each department analyze the results and think of ways to improve the same. These efforts contribute to:

- ◆ Guiding the individual subject teacher.
- ◆ Initiating remedial action for slow and average learners.
- ◆ Devising plans for advanced learners so that they can perform even better.
- ◆ The entire staff constantly makes efforts to ensure that discipline is maintained. The college management liaisons with the Principal / Heads of Department to monitor the quality of teaching.

Feedback is collected from students regarding the performance of teachers and teachers are given constructive suggestions based on this feedback.

2.4 TEACHER QUALITY

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

In the case of recruitments, the college follows the guidelines given by the State Government, the University of Mumbai and the University Grants Commission (UGC) while appointing teachers.

- ◆ To begin with, a No Objection Certificate is obtained from the Joint Director, Mumbai region, getting the draft advertisement approved by the University of Mumbai.
- ◆ The vacancy is then advertised in one leading national and a regional (Marathi) newspaper.
- ◆ After receiving the applications the selection committee scrutinises the applications and interview cards will be sent to the candidates fixing date and time.
- ◆ The interview committee comprises Management Committee members, the Secretary, the Principal, and the HOD concerned.
- ◆ The eligible candidates have to attend the personal interview and they have to conduct a demonstration class to their subject students.
- ◆ Once the process is over the selection panel prepares a list of selected candidates for the existing post.
- ◆ The selected candidates are expected to submit their original certificates. They are provisionally selected and given appointment orders and prescribed a time for joining. Priority is given to Alumni and candidates with additional qualifications like M.Phil. / NET/SLET. Candidates are selected purely on merit and personal interview. The teaching faculty is from diverse backgrounds. Time tables are adjusted according to the convenience of visiting faculty.

Table: Qualifications of the teaching staff

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Femal	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./ D.Litt	---	---	---	---	---	---	---
Ph.D.	01	---	---	---	--	---	01
M.Phil.	---		---	---	---		
PG			---	---			
Temporary Teachers							
Ph.D.	---	---	---	---	---	---	---
M.Phil.	---	---	---	---	---	01	01
PG	---	---	---	---	03	09	12
Part – time Teachers							
Ph.D.	---	---	---	---	---	---	---

M.Phil.	---		---	---	---	01	01
PG			---	---	02	03	05

RETENTION OF TEACHING HANDS

Normally the teachers with efficiency and proficiency are to be retained in the college permanently.

These teachers have been working in the institution since the last three years continuously.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

- ◆ As Mumbai is an education and industry hub and our college is located at extreme southern suburb of Mumbai, the college is able to get good resource persons from institutions such as Institute of Chartered Accountants of India, institute of Cost and Works Accountant of India, SEBI, Bombay Stock Exchange, Income tax Department of India, University of Mumbai etc. to interact with our students in seminars, workshops and guest lectures on topics which add value to the syllabus. The dearth of English hands is very common and it is also difficult to get hand.
- ◆ The time table of the Visiting faculty is adjusted as per their convenience.
- ◆ The congenial atmosphere of the college contributes to retaining staff.
- ◆ The college caters to students of Commerce & Management.

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

(a) Our college management encourages teachers in their professional development in various ways:

- The college encourages teachers to participate in Orientation courses, refresher courses, short term courses and training programmes by providing them information on the schedules of these programmes.
- Whenever there is a change in syllabus, teachers are sent to the university/colleges to update themselves regarding the changes in the syllabus
- Registration fees for participating in workshops, seminars and conferences are reimbursed.
- The newly recruited faculty are welcomed by the institution in the staff meeting and introduced to the entire faculty and the facilities of the college. In departmental meetings, orientations are given to the faculty who has newly joined.

The institution has arranged faculty development programs and invites various eminent personalities and resource person for guiding the teaching staff.

Academic Staff Development Programs	No. of Programs
HRD programs	05
Orientation programs	02

M.Phil.	02
Net/Slet	03
PhD	04

- (b) **Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning.**

The faculty training programs are conducted on need based situation and as and when a new technology is introduced so that the teachers becomes familiar with the change. Below mentioned are the Faculty training programs conducted to enhance the skills and improve the quality of teaching.

Program	Number of faculty attended
Leadership Training Programme	- 10
Best Practices in teaching	- 18
New Trends/ Methods in Teaching	- 15
Time Management	- 18

- c) **Percentage of faculty invited as resource persons in Workshops / Seminars / Conferences Organized by external professional agencies / participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies / presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies.**

Table: Percentage of faculty invited, participated and presented papers (last five years)

Sr. No	Category	Percentage
1	Invited As Resource Person	5%
2	Participation In Workshop/Seminar Or Conference	95%
3	Presented Papers	95%

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

- ◆ Teachers participate in workshops, seminars and present papers as well, which help them to abreast in their subject. Duty leave is sanctioned by the college for this purpose and registration fees spent for the same are reimbursed.
- ◆ Resource persons are invited to interact with the faculty.
- ◆ Many teachers are self-motivated and their passion for teaching helps them to go ahead.
- ◆ The Institution organises guest lectures inviting eminent faculties and experts in the subjects.
- ◆ The Institution lends support to the faculty to prepare and publish articles in National and International Journals.

- ♦ The Institution encourages faculty to pursue their M.Phil. & Ph.D.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/ achievement of the faculty.

We have not yet received any awards/recognition at the state, national and international level but we are optimistic that we will receive it very soon as we are focused in the right direction.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

- ♦ The students have been given confidential evaluation forms that are distributed in the class for the respective teacher's assessment.
- ♦ On receiving feedback from students, the HOD personally gives constructive feedback to the concerned teacher.
- ♦ Senior faculty members from neighboring colleges are invited as moderators. The College takes feedback from outside moderators regarding paper assessment.
- ♦ All teachers are required to fill up a Self-Appraisal report at the end of the year. These forms are submitted through their respective Heads of the Department (HODs) who act as internal peers in monitoring a teacher's progress.
- ♦ Oral feedbacks from students are also obtained by the Principal.
- ♦ The Students are given full freedom to drop their comments in the complaint box kept near the Principals room.
- ♦ The students are permitted to meet the Principal at any time to voice their grievances and share their feelings.
- ♦ The students are allowed to speak frankly at the time of farewell meetings.
- ♦ Improvement in the teacher's performance is monitored by the Principal and Heads of the Department.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

- ♦ When the University introduced Credit Based Semester Grading System (CBSGS) in 2011-12 our faculty attended the workshop on the same and shared the learning gained with colleagues through a workshop in the college.
- ♦ Any circular related to evaluation method is sent to the examination committee which circulates the same to the faculty members.
- ♦ The circular is also put up on the notice board for the students and faculty.

- ◆ The college prospectus contains the rules and regulations about the evaluation process as per the directives issued by the University of Mumbai
- ◆ The faculty and students are encouraged to access the University of Mumbai Website for information related to examination.
- ◆ Evaluation procedure is communicated to the faculty in staff meeting that is held at the beginning of the year.
- ◆ An orientation is conducted for the new students at the beginning of the year to communicate evaluation procedure.
- ◆ In addition to this, the lecturers also explain the evaluation method to the students in their respective classes.
- ◆ The faculty and college administration access the University website regularly on their own and provide information to students about changes taking place in evaluation and about syllabi.
- ◆ The Examinations are conducted by the Examination Cell constituted by the Principal.
- ◆ The internal marks of the students are regularly sent to the University after the department valuation.
- ◆ The internal mark details may not be tampered with for any reason.
- ◆ The University Examination, Central Valuation will be conducted in any one of the colleges as Evaluation Centre. The staff members of the various colleges that are affiliated to Mumbai University are the external examiners for the valuation.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

- ◆ The University of Mumbai has introduced Credit Based Semester Grading System (CBSGS) with emphasis on continuous internal assessment and term-end examination. This is a major evaluation reform.
- ◆ The University conducts Third Year examinations, though the College conducts First Year and Second Year examinations. It strictly adheres to the University guidelines reflecting the reforms.
- ◆ The University has introduced the CBGS since 2011-12 and it has been adopted by the college. The above system was changed to CBSGS since 2012-13.
- ◆ The students are made aware of the provisions regarding revaluation and obtaining photocopies of their answer sheets as per the guidelines given by the University.
- ◆ The reforms adopted by the University regarding the curriculum and evaluation process are carried out through suggestions collected from the Board of Studies members of the institution and their suggestions and recommendations are also taken into account.
- ◆ The recent examination reforms introduced by the university and implemented by the college include:
- ◆ The new question paper pattern has replaced descriptive questions with objective questions. Students are made aware of this change and they are trained well to succeed.
- ◆ The university has devised the internal evaluation procedures which have contributed to the continuous evaluation of students. An additional exam is

conducted for students who are not able to appear for regular exams for reasons such as representing the college at the University level for sports and cultural events, on medical grounds or having failed in the regular examination.

- ◆ Since this is a self-financing institution under the University of Mumbai the Curriculum and valuation process are rigorously followed.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The college is affiliated to Mumbai University and the curriculum framed and designed by University Board of Study Members is followed. When the Board of Study members finalize the curriculum and send it to the colleges, the Principal convenes the HODs meeting to invite suggestions and recommendations. If there are any suggestions by the HODs they will be sending to the Board of Studies members concerned in the University.

Implementation of the Evaluation Reforms by the University:

After the publication of the University results, the outcome is elaborately discussed by the department staff. If there are any discrepancies in the results, the students are encouraged to apply for retotaling/ revaluation /applying for photo copies of the mark sheet. Revaluation applications are immediately forwarded to the University by the Principal. The failed students are informed to apply for supplementary examinations conducted by the University for the final year undergraduate and postgraduate students in only one subject.

The records of the University results such as result analysis, revaluation forms and retotaling forms are maintained in the college office. The result analysis is discussed in detail and action will be taken if necessary.

Implementation of the Evaluation Reforms by the College:

The college has an examination committee which ensures the smooth functioning of the examination process as per the guidelines of the University of Mumbai. The examination cell under the convenorship of Examination is wholly responsible for conducting the tests and the model examination. All the exams are conducted on corresponding dates mentioned in the academic calendar which is issued in the beginning of the year.

The preparation of the question papers and the evaluation of papers are done by the departments. The closing date of the question papers and the submission of valued papers are allotted by the Convener, Examination. The retests are conducted for the students who are absent with a reasonable cause after the college hours on specified dates

- ◆ The first and second year examinations are conducted by the college on behalf of the University of Mumbai. A plan for the same is made at the beginning of the year.
- ◆ The examination committee regularly conveys and explains examination reforms brought about by the University to all stakeholders and ensures that they are implemented.
- ◆ An orientation programme has been organized for students along with their

parents to make them aware of the changes made in the examination system.

- ◆ Preparation of the results is outsource.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

- ◆ As an affiliated college of the University of Mumbai, we have adopted an evaluation system as per the guidelines of the University. The Credit Based Grading System was introduced from the academic year 2011-12.
- ◆ As a result, the system of awarding internal marks to students based on class participation, written test and assignments started. The University followed 60-40 evaluation pattern under which 40 marks were allocated for internal assessment and 60 marks for external examination. Formative assessment of students included 40 marks.
- ◆ From the academic year 2014-15, the above mentioned evaluation pattern has been modified to 75- 25 marks.
- ◆ A summative examination of 75 marks (prior to 2014-15 the marks allotted for the semester end examination for 60 marks) is conducted at the end of the semester. Besides the class tests, students participate in activities conducted by the departments which also gives them an opportunity to develop their faculties.
- ◆ The marks obtained in the internal assessment then form a part of the total marks which will be obtained by the students after appearing for the semester examination.
- ◆ As a result of the internal assessment, teachers are able to assess performance of the students and reach out to them to improve upon areas where they face problems.
- ◆ The semester end examination results are an indication regarding how much students have been able to grasp, retain and reproduce.

The following measures are taken in order to help students perform better:

- ◆ Holding class tests.
- ◆ Conducting group discussions.
- ◆ Solving of past question papers.
- ◆ Giving projects and assignments
- ◆ Monitoring students' attendance.
- ◆ Revision Exercises.
- ◆ Monitoring students' behavior.
- ◆ Remedial Teaching.
- ◆ Spoken English Course
- ◆ Compulsory subject book to be prepared
- ◆ Giving home work
- ◆ Conducting surprise class test

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the

overall development of students (weight age for behavioural aspects, independent learning, communication skills etc.

In the new Credit Based Semester Grading System introduced by the University since the academic year 2014-15, the students are continuously evaluated in the following manner:

Internal Assessment- 25% External Assessment- 75%

Table: Particulars for weightage for Internal Assessment

Sr. No	Particulars	Marks
1	One periodical class test examination to be conducted in the given Semester	20
2	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05
	Total	25

- ◆ Continuous Internal assessment is done by teachers in assessing students.
- ◆ Teachers record the performance of students in the class tests and overall behavior of students including their active participation in the class.
- ◆ Internal assessment is one of the components of existing evaluation system of the university.
- ◆ To ensure transparency; teachers maintain the records of attendance of class test, submission of assignments and marks allotted to the students in the internal assessment.
- ◆ Teachers refer to those records as and when required to resolve the issues related to internal assessment and submit the same to the examination committee.

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

The college ensures that all the students become skilled, develop leadership qualities, have overall mental, spiritual, physical and holistic development and become responsible citizens and contribute to the growth and development of the country which is in conformity with the mission of the affiliating university that has the following objectives:

- ◆ To promote excellence in education for a vibrant and inclusive society through knowledge creation and dissemination.
- ◆ To Import quality education to meet national and global challenges.
- ◆ To blend theoretical knowledge with practical skills.
- ◆ To provide access to all sections of society to pursue higher education.
- ◆ To promote the use of new technologies in teaching and research.
- ◆ To inculcate right values among students while encouraging.
- ◆ To promote leadership qualities among students.
- ◆ To hasten the process of creating a knowledge society

The institution makes sincere efforts to create graduates with the following attributes:

- ◆ Subject knowledge.
- ◆ An Environmental consciousness.
- ◆ A Good Character
- ◆ Leadership qualities.
- ◆ Responsible citizenship
- ◆ A patriotic attitude.
- ◆ A commitment to human rights.
- ◆ A gender sensitive attitude.

To ensure the achievement of graduate attributes inputs are given through classroom teaching, organizing seminars and workshops, guest lectures, field visits and industrial visits and study tours participation in co-curricular, extracurricular and extension activities. Our Institution lays emphasis on an inter-disciplinary approach.

Many curricular, co-curricular and extracurricular activities organized by the Career Guidance and Placement Cell, different Academies and Committees aim at developing graduate attributes in students.

Owing to these efforts, everyone graduating from the College has some socially acceptable common qualities

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

- ◆ A student can apply for a photo copy /copies of their answer papers of any subject/subjects. Revaluation can also be done without a photo copy.
- ◆ After getting the photo copy/copies the students can apply for revaluation of their paper/papers which is done by inviting an external examiner of the subject after masking the marks which were awarded by the first examiner.
- ◆ This procedure is adopted for the first year and second year examination by the college and final third year university exam. In case a final year student approaches the University for Revaluation of their paper, a photo copy of the same is sent to the college which in turn handed over to the students.
- ◆ The concerned teacher then guides the students about any discrepancy in marks. Thereafter the student applies for revaluation as per University norms. This is done as per University circular number 1603 of 2005

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Yes. The College is very much focused in academics and apart from academics it also provides a better platform for developing the other skills and co-curricular activities for both the students and staff there by helping them gain more confidence and building leadership qualities. Hence, the college has clearly stated learning outcome as mentioned in the Vision and Mission statement of the college as in the college prospectus.

STUDENTS:

The students of the college are made aware of the learning outcomes in the following ways.

- ◆ The university syllabus has specified the learning outcomes clearly.
- ◆ At the commencement of the course, a copy of the syllabus is issued to every student.
- ◆ The entire core, allied, elective, skill based subjects and non-major elective courses are aimed to achieve academic excellence in studies.
- ◆ Before the commencement of the courses, orientation program is given to the students, explaining the courses, the facilities available, infrastructure, teaching methods and hostel facilities.
- ◆ At the time of work allotment the faculties discuss the subject allotment to improve the learning outcome for the students.
- ◆ The academic experts and industrial experts are invited to conduct seminars, workshops and conferences for the benefit of the students.
- ◆ The slow learners are given assignments, retests and extra coaching classes outside the college hours to improve their quality.
- ◆ NSS cell creates social awareness and commitment among the students.
- ◆ The Mentors help and guide the students morally, academically and psychologically for the overall development and success.
- ◆ The NSS camps and field visits organised and conducted by NSS create moral, social and spiritual values to create good character and behaviour.

FACULTY:

- ◆ As this is a self-financing institution the Board of studies members design the syllabus keeping in mind the various aspects such as basic knowledge in the subject, developing skills in the new fields and possible employability. The essence of these ideas is represented in academic units in favour of the students.
- ◆ At the beginning of the semester the syllabus copy is updated by the University.
- ◆ The faculties are expected to prepare a lesson plan to enable the competent delivery of the curriculum.
- ◆ The syllabus and the curriculum of every subject and topic have a planned outcome.

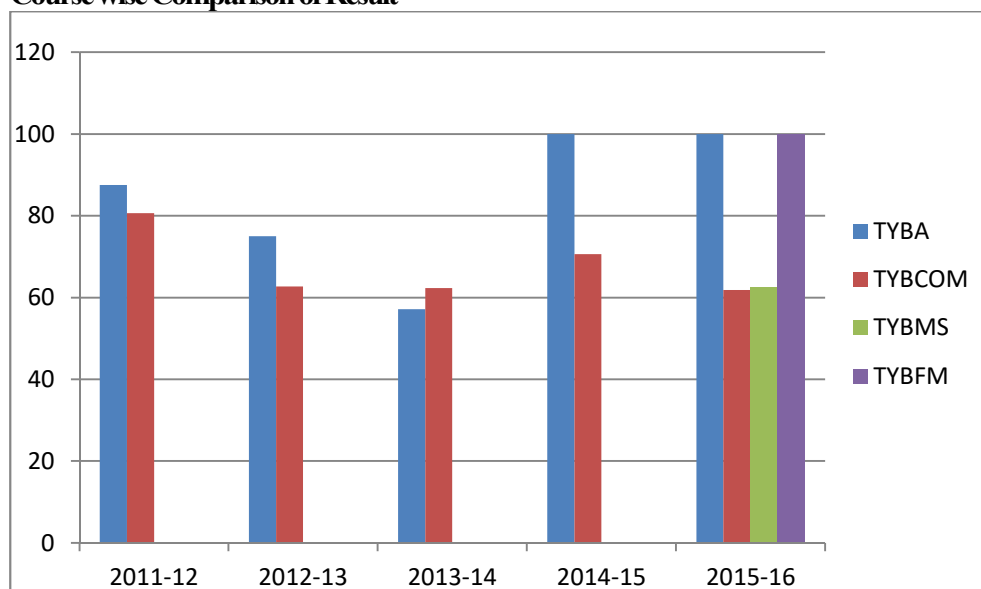
2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students' results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

- ◆ The academic progress and performance is monitored through classroom participation, internal tests and the semester end examinations and their outcome/results. The results help in identifying advanced and poor learners. As a process of monitoring, advanced learners or better performers are given extra attention and poor performers are given remedial coaching.
- ◆ The first and second year results are distributed in the classrooms and the consolidated results are displayed on the notice-boards, and the actual mark-sheets are distributed by the College office after receiving from the University

- ◆ The track record of progress and performance of each student is communicated through individual semester-end mark sheet and consolidated mark sheet.
- ◆ In the case of first year and second year classes the mark sheets help teachers in counseling students in case they have not fared well.
- ◆ Faculty repeatedly conveys to the students that excelling in each semester is important as the graduation degree reflects their cumulative performance of all the six semesters under the CBSGS.

Table: Course wise Comparison of Result

Programme	2011-12	2012-13	2013-14	2014-15	2015-16
T.Y.B.A.	87.05%	75%	57.14%	100%	100%
T.Y.B.COM	80.67%	62.71%	62.33%	70.59%	61.815%
TYBMS	-	-	-	-	62.50%
TYBFM	-	-	-	-	100%

Course wise Comparison of Result

2.6.3. How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

All the factors of teaching, learning and assessment are facilitated and contribute in producing students who complete the education and are placed in the society and thus the institution contributes in the process of nation building.

The following activities are conducted by the Institute to achieve and enhance learning outcomes.

- ◆ The institution has appointed qualified and proficient teachers to handle all the classes smoothly and successfully.
- ◆ Seminars, Workshops and Conferences help the students to develop independent learning.

- ◆ Information Communication Technology is used extensively in the teaching and learning process. High speed internet connectivity is available in which all the technologies are used by the faculty for effective teaching. The college has 35 computers 7 printers and 2 LCD projectors. Free 2 hours internet browsing is available in the library for the students
- ◆ Interactive learning also takes place through the seminars, workshops and conferences organised by the departments. The Mentors play the part of the counsellors to solve the psychological problems of the students.
- ◆ The Institution is kind enough to release funds for all the Departments to conduct various programmes.
- ◆ With the help of the cultural committee the college organises the programmes like dancing, skits, singing and develop theatrical skills of our students.
- ◆ The Library with 5505 books have rare books, journals, magazines to update and upgrade the knowledge of the students.
- ◆ Students are given problems to solve based on the theory they study.
- ◆ The academic progress & performance of the student is monitored through class-room participation, internal test, semester/theory & practical examinations. The academic result of the students help in identifying advanced & slow learners. As a process of monitoring advanced learner or better performers are given extra attention & slow learner are given remedial coaching.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

The college has taken various initiatives within the course and syllabi structure of the University to enhance the social and economic relevance of the courses offered at the undergraduate and post graduate level. Projects are designed in a manner that students get an exposure to the practical aspects of the theories learnt in classroom teaching. This enhances their knowledge and employability.

As the students are exposed to various activities like presentations, projects, assignments etc. and moreover they are allowed to take responsibility in conducting many activities/events so that they develop confidence, better problem solving skills, better decision making capacity and leadership qualities which helps them to undertake challenging assignments in the future.

2.6.5. How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?

The Institution is following a structured system of collection and analysis of data on student learning outcomes for follow up actions as follows :-

- ◆ **Faculty Feedback:** - Only the members of faculty have direct and close contact with the students. They observe different aspects of the students such as attention in the class room, ability to focus on the concepts and

subject, behaviour extracurricular activities, communication, marks obtained in the examinations etc. All these things are analyzed and the faculty members take initiatives to remove the barriers or stumbling blocks by proper counseling. If the students feel difficult in understanding the English Language teaching and English Medium instruction, the students are free to meet the teachers after class hours.

- ◆ **Student Feedback:** - The student's performance and progress is assessed through periodical review of the feedback forms filled in by the students. Some students frankly admit and confess their weakness in language, knowledge and observation and they convey this through the feedback forms. The Mentors collect and analyze these reports and come to a conclusion that the students may be offered proper counseling by their Mentors internally or by a psychologist externally.
- ◆ **Parents Feedback:** - Mostly the Stakeholders are parent. At the time of parents teachers meeting they fill up a feedback form offering suggestions and recommendations to the Management to improve the standard of the students. Sometime the parents through phone calls convey their wards difficulties and barriers and request the Management to take steps to make their wards feel at home. That is how the students overcome the barriers in the institutions.
- ◆ On the basis of feedback received from students, suggestions are taken into consideration for making changes in the teaching learning process.
- ◆ Feedback received from alumni is also incorporated in improving quality of teaching.
- ◆ The examination committee analyses the data on student learning outcomes and discusses this with the Principal who then has a discussion with the teachers of each department.
- ◆ Weak students are given special attention by teachers through remedial teaching and their morale is boosted, helping them to gain confidence in themselves and work hard towards their goals.

Based on the above understanding planning and overcoming barriers of learning is done through:

- ◆ Departmental meetings wherein teachers discuss and decide ways of solving problems that arise in the process of teaching learning.
- ◆ Remedial coaching: For academically weaker students, extra classes are conducted to improve their learning abilities.
- ◆ Students' participation in in-house events - Financial assistance to needy students as well as to those students who participate in inter-collegiate events.
- ◆ Industrial visits and field visits are organized in order to give students an exposure to real life situations and relate theory to practice.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The institution monitors the achievement of the learning outcome through continuous evaluation of the performance of the student in all the activities and also provides an opportunity and platform for the student to showcase his talents and skills. The achievement is not limited only to academic but the institution also helps them to grow in other areas such as overall development

of the student, taking leadership roles, becoming role models, come out with more creativity and innovation, building confidence to take up the challenges.

- ◆ Participation in various workshops, guest lectures, soft skills, and presentation skills training programmes, PowerPoint presentations reflect effort towards the achievement of learning outcomes.
- ◆ The Career Guidance and Placement Cell of the College monitor the learning outcomes of the students through the various training and recruitments done by the corporate.
- ◆ Some of the students take up part time jobs after college hours and during vacations which helps them to develop their aptitude in applying the theory they learn in the class room to practical situations.
- ◆ Attendance is compulsory and recorded.
- ◆ The academic progresses of students are monitored by the marks scored in test papers, assignments, presentations and viva-voce etc.
- ◆ Internal and external examinations are conducted as per university rules.
- ◆ The institution ensures the regularity and punctuality of students and teachers.

2.6.7 Does the institution and individual teacher use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes, the College uses assessment as an indicator for evaluating the progress and the performance of the students. The college also uses such indicator for the faculty also. To use this as an indicator the college has the following objectives –

- ◆ To make the students academically sound.
- ◆ To enable the students to survive in this competitive world.
- ◆ To make the students employable.
- ◆ To mould the students into valuable global citizens.

The assessment and evaluation are indicators of students' performance. The students who excel in the academics, sports and extra-curricular activities are given additional encouragement. Similarly, poor learners are given individual attention, so as to improve their academic performance. Under the existing evaluation system students' performance is evaluated on the basis of both semester examinations and internal assessment.

Classroom participation and overall behavior and attitude of the student is an indicator for evaluating students' performance in internal examination. Those students who take efforts and get good scores in internal evaluation, most often also do well in the theory papers as a result of their consistent efforts and rewards. To some extent, the feedback given by students in various subjects helps in making necessary changes in teaching methods. Students who are average or below average score well by attending classes regularly. Remedial teaching has helped students to improve their performance in examinations.

The following are the methods of assessment used as indicators of student performance.

STUDENT PERFORMANCE

S . No.	ASSESSMENT CRITERIA	LEARNING OUTCOMES	EXAMPLES
1	Written Assessment	Students can explain and improve their thinking	Internal Assessment
2	Practical Skill Assessment Seminars	It helps students to develop their creativity and better understanding of the subject	Practical experiments, exhibition, Programming lab, etc.
3	Project Assessment	Helps to widen their knowledge on emerging technologies	Individual projects for the students
4	Attendance Assessment	Propel to the punctuality behaviour	Monthly attendance is displayed on the Notice board and information is sent to the parents through SMS/Phone for students who lack in the attendance.
5	Competitive Assessments	Achieving ranks and recognitions	Rank holders
6	Tests	Helps to maintain the time management for writing the exams	Unit test, Internal Assessment
7	Feedback	Lend a hand to improve the academic and institution outcomes	Feedback collected from students and stockholders
8	Slow Learners	To learn the subject perfectly	Remedial classes.

Criterion-III: Research, Consultancy and Extension

3.1 PROMOTION OF RESEARCH

3.1.1 Does the institution have recognized research centre/s of the affiliating University or any other agency/organization?

A E Kalsekar College is not a recognized research Centre of the Mumbai University or any other agency but hopes to become one in the near future.

3.1.2 Does the institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

The college has constituted a Research Committee in the month of August to monitor and address the issues of research.

The members of research cell are as follows:

- Mr Irshad Shaikh
- Mr Shahid Ali Shaikh
- Miss Diksha Vaje
- Mrs. Dipanwita Banerjee
- Mrs. Sujata Yadav

A research cell has been earmarked in the main building to house facilities including sophisticated instruments like computers, printer, study space, books & magazines etc.

The Principal is the ex-officio chairperson of the committee. Mr. Irshad Shaikh is the convener of the committee under whom four faculty members are functioning.

Some of the recommendations of the research committee along with action taken are:

- *Common Research lab facility.* The space for the same has been identified and work of setting up the laboratory is in progress.
- *Flexibility to teachers doing research.* The committee recommended teachers pursuing active research be given special concessions in flexibility of working hours as and when required. This has encouraged faculty to present papers.
- *Encouraging faculty of the college to find guides and register for their PhD.* The committee has helped some staff members to identify guides and register for their PhDs.
- *Focus on publication and presentation of the research work:* Staff is encouraged to present and publish their research work and students encouraged to present their work through departmental seminars organized.

The recent research committee meeting was conducted in the Principals room on Oct' 10th 2016 under the convenorship of Mr. Irshad Shaikh and the following resolutions were passed .

- ❖ Resolved to encourage more faculties to do research.
- ❖ Resolved to increase the journals and magazines in the college library

- ❖ Resolved to increase the number of research scholars as the NAAC peer team is around the corner.
- ❖ Resolved to seek management financial assistance to present papers and publish books with ISBN number.
- ❖ Resolved to conduct more seminars, workshops, symposium and conferences in the college.
- ❖ Resolved to invite research guides and experts from other colleges to understand the ways and means to tap funds from sources.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- ◆ **Adequate infrastructure and human resources:** Computers, books, journals etc. can be conveniently used by the researchers for their projects. Additionally, the non-teaching staff is extremely supportive. Students are encouraged to involve themselves in research activities.
- ◆ Presently, the management is particular about the faculty members to improve their qualifications by obtaining research degree or passing NET/SLET.
- ◆ If the faculty wants to go out of the college either to present papers or to attend seminars or workshops the institution grants them "On other Duty" leave.
- ◆ Teachers mentoring and guiding students for research projects.
- ◆ Incentive to faculty for research: The management reimburses the registration fees for faculty presenting papers at conferences.

The teachers have a good access to different infrastructural facilities and technological support systems e.g. Information and Communication Technologies (ICT). Libraries, Computer, Laptop and Internet - all are freely available to the teachers during the college hours.

3.1.4. What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

A core group of active students has been formed to take up small project work under the supervision of faculty; they are trained in research methodology and the process of collection of data and analysis and presentation of report. IQAC has also organized a series of seminars on curricular innovation, best practices, and Management Information System and quality initiatives for staff and students recently.

To develop critical thinking and inculcate research aptitude of the students, they are given assignments. Undergraduate students are required to submit project assignments as a partial requirement for their degree. Reference books and journals are purchased for the students and they are encouraged to refer for their assignments. The faculty provides guidance to the students regarding referencing styles and bibliography useful for their research.

Students are also given exposure to attend seminars and workshops and also encouraged to present research projects. Organizing guest lectures by eminent persons during every semester to inculcate the spirit of original thinking. Promoting students to visit well reputed industries /institutions to know about the recent activities.

3.1.5 Give details of the faculty involvement in active research (guiding

student research, Projects, engaged in individual/collaborative research activity, etc.

Research activities	Completed	In process
Ph.D. awarded and ongoing	N.A.	NA
Minor research projects	N.A.	N.A.
Ph. D. guiding	1	7

All the faculty members have initiated research. One faculty has cleared PET and four are exempted from PET and forwarded their proposal pursuing PhD.

Teachers awarded with M. Phil. degree

Sr. No.	Name of the faculty	Department	Area of expertise
1	Mrs. Rohita Rout	Arts	Hindi
2	Mrs. Sujata Yadav	Commerce	Commerce

All the Faculties give proper guidance to the students for project related work. They also motivate them to attend and present papers in various seminars & workshops, conferences.

3.1.6 Give details of workshops/training programmes/sensitization programmes conducted/ organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

Seminars are organized in our institution to brief about research methodology to students and faculty members and to motivate them to take up research work. The faculty is motivated at every Staff meeting to widen their knowledge to develop a quest for truth and to take up research work. The faculty is motivated at every Staff meeting to widen their knowledge to develop a quest for truth and to take up research work. The members of staff have published articles. One faculty from the Department of Urdu has conducted a seminar on “ADAB & URDU SAHAFAT”. The other capacity building initiatives have been initiated on “how to start a research” by staff who are in the process of doing Ph.D. There are orientation programs every week by the principal on various topics. A series of workshops have been conducted on Key Aspects and Assessment Indicators Exercise in Quality Gap Analysis, Internal Quality Assurance System and Cell, Identifying Quality gaps of the Institution, Expectations conforming to 5 core values, Faculty Motivation and Innovation in Student Support and Assistance. The college has formed research committee at the voluntary level in the month of October, 2016. It motivates & guides faculty member to participates in different level of seminars & conferences.

Following eminent personalities visited the institution

Department of Commerce

S.NO	DATE	PROGRAMME	EXTERNAL EXPERTS
1.	04.09.2014	Time Management	Mrs. Nasim Shaikh
2.	27.11.2014	Financial+ Education Programme	Mr. AnandUpadhyay
3.	27.03.2015	Orientation Lecture On 'How to excel in MHRM' Subject for university examination	Dr. M.K.Ahmad
4.	19.08.2015	Competitive Examination Awareness	VikramTrivedi
5.	24.09.2015	Awareness of Income tax	Mr. Manish Bardia, CA
6.	02.09.2016	Recruitment and Selection Process	Mr. Asim Khan
7.	03.09.2016	Skill Development	Mr. Wazir Sirguroh
8.	19.12.2016	Research Methodology	Dr. Anjum Ara Ahmad

Department of Arts

SR.NO	DATE	PROGRAMME	EXTERNAL EXPERTS
1.	07.02.2015	Urdu-Adab-Aur-Sahafat	Dr. Saheb Ali
2.	14.02.2015	Mubadiyate- Arooz-Aur- Taqtee-ke-Usool	Dr. Abbas Alam Rizvi
3.	19.08.2015	Competitive Examination Awareness	VikramTrivedi
4.	10.01.2016	Road Safety	Mr. RanjeetPawar, PI Palghar district Police traffic Branch
5.	13.01.2016	NCC	Dr. Afsar farooqui, Ismail Yusuf college, Jogeshwari
6.	03.09.2016	Skill Development	Mr. Wazir Sirguroh
7	13.10.2016	Changes in Indian Economy	Dr. S.B.Singh

8	19.12.2016	Research Methodology	Dr. Anjum Ara Ahmad
9.	13.02.2017	Urdu Day	Dr. Afsar farooqui, Ismail Yusuf college, Jogeshwari
10.	23.3.2017	Hindi Question Paper pattern FYBA & TYBA	Prof. VandanaTuksano
11.	25.2.2017	History Question Paper pattern FYBA & TYBA	Prof. Yuvraj Nalawde

Department of BMS/BFM

S.NO	DATE	PROGRAMME	EXTERNAL EXPERTS
1.	02.08.2014	How to be a smart investor	Mr. Nitesh IDFC Mutual Fund
2.	04.09.2014	Time Management	Mrs. Nasim Shaikh
3.	27.11.2014	Financial+ Education Programme	Mr. Anand Upadhyay
4.	10.06.2015	SEBI	Mr. Kamatha Upadhyay, Member of SEBI
5.	11.08.2015	Project Guidance of TYBMS	Mr. Rambali Maurya
6.	24.09.2015	Awareness of Income tax	Mr. Manish Bardia, CA
7.	22.06.2016	Professional Courses v/s Traditional Courses	Mr. Kamatha Upadhyay
8.	02.09.2016	Recruitment and selection Process	Mr. Asim Khan
9.	03.09.2016	Skill Development	Mr. Wazir Sirguroh
10.	19.12.2016	Research Methodology	Dr. Anjum Ara Ahmad

FACULTY SPECIALIZATION – COMMERCE/ARTS

SL.NO	NAME OF THE FACULTY	SPECIALIZATION
1	Dr. Mohammad Khalil ahmad	Human Resource
2	Mr. Irshad Shaikh	Financial Accounting
3	Ms. Diksha Vaje	Financial Accounting
4	Ms. Sujata Yadav	Financial accounting
5	Mrs . Rohita Raut	Hindi
6	Mr. Shahid S. Shaikh	Urdu
7	Mrs Kavita S Mishra	Financial Accounting,
8	Ms Ruksar R Khan	Financial Accounting
9	Ms Elakshi Tawade	Financial Accounting
10	Mrs Shahida S Shaikh	Financial Accounting
11	Mrs Sheetal Shukla	Financial Accounting

12	Mrs Dipanwita Banerjee	M.A(Econometrics),MB A (Finance)
13	Mrs Mona Dedhia	Economics
14	Mr. Hiren C Gohil	Financial Accounting
15	Ms. Annjum Sayyed	History
16	Mr. Atul Narkhade	Financial Accounting
17	Mrs Rashmi Bardia	Finance
18	Mrs Kanchan A Chaurasiya	Information technology
19	Mr Sanjay Kumar Jha.	Advanced Financial Accounting

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

The Principal Dr. Mohammad Khalil Ahmed is a PhD. research guide in the subject area of Business Policy and Administration.

The following areas are recommended by the research committee for student research projects.

Sr.N	Research Area
1	Stock market analysis, study on financial derivative
2	Project on banking scripts in NSE
3	Role of Capital market in India
4	Study on merchant banking
5	Demat Services by bank
6	Mutual Fund
7	Service Marketing in Bank.
8	Study on HDFC Bank / SBI
9	Project on Online Trading
10	Women entrepreneur
11	Attrition rate in BPO Sector
12	Customer relationship management
13	A Study on six Sigma methodologies
14	Study on SEBI
15	Marketing on financial services
16	Study on Risk management
17	Outsourcing in Banking & Financial Sector
18	Report on Human resource management

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with the teachers and students?

College invites experts from various fields to interact with students and teachers on matters related to research and current topics of interest.

Following eminent researchers have been invited to share their expertise:

Table: Interactive Sessions with Eminent Personalities

Sr. no	Name of Person	Programme	Year
1	Dr. Abbas Aalam Rizvi	Vocabulary	2015
2	Dr. Farooqui	HRM	2016
3	Mrs. Naseem Shaikh	Cultural Function	2016
4	Dr. Audrine Sir	Taxation	2016
5	Mr. Asim Khan	Team Building	2016
6	Mr. Anand Upadhyay	Financial Awareness	2017
7	Dr. V. N Yadav	Annual Function	2017
8	Dr. Mrs. Anjum Ara Ahmed	Research Methodology	2017
9	Mr. Himadri Banerjee	Leadership Training	2017
10	Dr. S.B. Singh	Motivation	2017

3.1.9. What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

We have not sanctioned such kinds of leaves for research activities.

3.1.10. Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

- ♦ Being a commerce college main activities are- participation in workshops, conferences and seminars and presentation of research papers at state, national level, publication of research studies and acquiring research qualifications such as Ph. D.
- ♦ The faculty shares their research findings and knowledge acquired at seminars and conferences with colleagues in staff meetings.

Details of research activities of faculty from Commerce, Arts and Management departments are given in the following table.

Year	Workshops attended	Seminar/Conference attended	Paper Presented	Paper published	Books Published
2016-17	6	22	36	36	-----
Total	6	22	36	36	-----

3.2 RESOURCE UTILIZATION FOR RESEARCH

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The Institution is a self-financed Institution. Any increase in the budget and any allocation of additional expenditure lays burden on the revenue, as students' fee is the only source of income. We have not allocated major amount for research activity. However from this academic year onwards we have started allocating 5 % of the total budget for research activity. But college

made expenses as and when required.

Table: Financial Allocation for Research (in Rs.)- 2016-17

Sr.No	Heads of Expenditure	Allocation	Utilization
1	Books and Research Journals	37500	50,000
2.	Computers and Printers	140,000	1,29,000
4.	Seed Money	2,00,000	
5.	Furniture and Fixtures	30,000	27500
6.	Organizing Seminars and Conferences	1,50,000	165,000
7.	Others (Fees & other expenses to teachers for attending conferences)	10000	13000
	Total	567500	3,84,500

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years.

No. We have not given any fund to the faculty for research. But faculties are encouraged to attend conferences and workshops. Registration fees and conveyance for such conferences and workshops is borne by college.

3.2.3 What are the financial provisions made available to support research projects by students?

The college provides basic infrastructure and library facilities to students involved in research, besides every faculty member is involved in supervising the research of the students. As and when required the college provides computer facilities, reprography and amount needed for field work

The college provides funds to support research activities. Funds are utilized to acquire infrastructure like computers, internet facilities, printers, photocopiers etc. and to pay membership fees of other institutions and libraries such as British council library.

3.2.4 How does the various departments/units/staff of the institution interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing inter-disciplinary research.

Not Applicable

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

- The institution provides facilities to researchers such as reference books, journals, internet facilities etc.
- There is a computer lab in the college. The research guides and scholars are permitted to use the laboratories maximum possible even outside the college hours
- An orientation course is organized by the library staff to apprise students

about the use of library

- The faculty assists students in referencing work for their projects.
- Sharing of equipment across departments is routinely done which acts as a platform for sharing all the instruments available in the college

3.2.6 Has the institution received any special grants or finances from industry or other beneficiary agency for developing research facility? If yes, give details.

So far the college has not received any special grants from industry for developing research facility in the college.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of on-going and completed projects and grants received during the last four years.

Not applicable.

3.3 RESEARCH FACILITIES

3.3.1 What are the research facilities available to the students and research scholars within the campus?

To inculcate research aptitude of students the college has provided following facilities:

- ◆ Students and the faculty doing research have access to books, journals, newspapers, and web resources in the library.
- ◆ Standalone computers with internet facility for data process and Analysis.
- ◆ Wi-Fi in the campus enables staff and students to access free internet facility on their Laptops, I- pads and other mobile devices.
- ◆ Printer and copier facility for report printing -which enables the researchers to publish reports in the journals and in-house magazines.
- ◆ Multi media /Audio-visual room for presentations.
- ◆ Library: Well equipped with ample books, journals, encyclopedia in different areas.
- ◆ Internet facility available to students & Teachers.
- ◆ To inculcate research aptitude of students the college has provided following facilities:
- ◆ The College has one advance computer labs with 33 computers.
- ◆ Students and the faculty doing research have access to books, journals, newspapers, and web resources in the library.
- ◆ Students are given all possible assistance to present papers and posters at inter college and inter university competitions.

3.3.2 What are the institutional strategies for planning, upgrading and creating infra structural facilities to meet the needs of researchers especially in the new and emerging areas of research?

- ◆ In the beginning of the academic year, the institution reviews the existing learning resources such as books, journals and technological support and plans the additions which would be needed to give a boost to research.

- ◆ Adequate funds are allocated to purchase books and other academic infrastructure necessary for research.
- ◆ The software and hardware of the computers are upgraded from time to time.
- ◆ Program on data analysis and presentation are done regularly. Based on the need the subscriptions are made for journals, books and magazines.
- ◆ All departments have been provided computers/laptops, printers, Internet and LAN network to share resources.
- ◆ Upgrading of students & staff by providing technological support.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments / facilities created during the last four years?

NIL.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

The Institution has not received any special grants from any agency or industry for developing research facility. It has to create infrastructure on its own resources and savings. Research facilities made available to the students and research scholars outside the campus / other research laboratories.

Students and staff involved in research have the provision to access for journals, periodicals, books and e-journals in the relevant subject in Mumbai University Library.

The library is connected to E-granthalya and the Staff can access e-journals through this facility.

All the research faculty and students in our college are permitted to use the University library where they can utilize all the facilities available there. They are allowed to use the books, journals and magazines showing their individual identity card.

Students of Third Year Management Studies and Financial Markets are guided for their University Projects.

Students are also motivated to participate in "Avishkar Research activity" of the University.

3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

- ◆ The students utilize the well stocked library optimally for improving their research acumen. There are standard books and internet facilities made available to them. They also use the reference books in the library to jot down notes for their use. They are given special permission to retain the library books for their personal use for more time.
- ◆ The college staff and students can make use of facilities provided by the library for their research projects.
- ◆ The college library stocks 726 reference books, 14 academic journals.
- ◆ The college is well-stocked and well-equipped with books & Journals.
- ◆ Separate sitting arrangements for staff members in the library.

3.3.6. What are the collaborative research facilities developed / created by the research institutes in the college? For example Laboratories, library, instruments, computers, new technology etc.

As of now there is no research facility created by any agency in our institution. However the process is initiated and we are approaching various institutions to establish research facilities and center in our institution.

3.4 RESEARCH PUBLICATIONS AND AWARDS

3.4.1 Highlight the major research achievements of the staff and students in terms of:

- Patents obtained and filed (process and product): None
- Original research contributing to product improvement: None
- Research studies or surveys benefiting the community or improving the services. None
- Research inputs contributing to new initiatives and social development - **None**
- The faculties have published a number of research papers in national/International journals. Two faculty members have applied for their Ph.D.
- Under NSS, various surveys are conducted in the neighbouring community during campaigns like :

Save Electricity

Clean Goveli Village

Voters Awareness Rally

Blood Donation Camp

AIDS Awareness Rally

Tree Plantation

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

The institute has not published research journal till the date.

3.4.3 Give details of publications by the faculty and students:

- * Publication per faculty
- * Number of papers published by faculty and students in peer reviewed journals (national / international)
- * Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- * Monographs
- * Chapter in Books
- * Books Edited /authored
- * Books with ISBN/ISSN numbers with details of publishers
- * Citation Index
- * SNIP

- * SJR
- * Impact factor
- * h-index

Publication by Principal- **Dr. Mohammad Khalil Ahmad**

(A) Published in Reputed International Journals

Sr. No	Title with page nos.	Journal	ISSN / ISBN No.
1	A composite EVA-ABC Method- A decision making tool for manufacturer pp. Vol. 1, Issue 1, July 2011, pp.115-130	International Journal of Research (IJR) Rizvi college, Mumbai.	ISSN 2231-6124
2	Medical Tourism in India- Growth and Opportunities”, Vol. 1, Issue 1 , July 2011, pp.9-18,	International Journal of Research (IJR) Rizvi college, Mumbai.	ISSN 2231-6124
3	Social Responsibility of Business and its linkages with Ethical Marketing Vol. 1, Issue 1, July 2011, pp.82–93.	International Journal of Research (IJR) Rizvi college, Mumbai.	ISSN 2231-6124
4	FDI in retailing in India- A Critical Study. Vol. 1, Issue 2, Jan 2012, pp. 183-200.	International Journal of Research (IJR) Rizvi college, Mumbai.	ISSN 2231-6124
5	Islamic banking as an alternative to conventional banking in India. pp. 62-77	Published in an online inter disciplinary journal http://www.oijrj.org	ISSN 2249-9598
6	Rural Entrepreneurship: Prospects and challenges, pp. 102-106	IJBMS Vol.1, issue 7(II), March 2012	ISSN: 2249-7463
7	An empirical study of informal service sector in Thane district with special help to Domestic help. April 2012, pp. 124-131	IJBMS Vol.1, issue 8(III), 01-04-2012	ISSN: 2249-7463
8	Indian Capital Market- Pre and Post liberalization scenario, pp. 135-141	IJBMS, Vol II, Issue 5(I), Jan'2013	ISSN: 2249-7463
9	A study on the problems and challenges faced by Indian Women Entrepreneurs, pp. 60-73	COSMOS, July 2012	ISSN: 2249-6408
10	CRM in Indian Banks with special reference to banks in Mumbai city, pp. 55-67	Revelation vol VII, June 2012	ISSN: 0975-1211
11	Internal marketing as a tool to integrate HR with business strategy. pp. 27-31	IJR, vol. 3(1), July;2013	ISSN. 2231-6124
12	The prospects and issues of retailing in India. pp: 36-41	Sanshodhan Ganga, vol 1, issue 1, Jan 2014.	ISSN. 2348-036X
13	Employees' involvement and their personal traits in Indian construction companies. pp: 25-32	Sanshodhan Ganga, vol 1, issue 5, March. 2014.	ISSN. 2348-036X
14	HRM in the 21 st century: Context and challenges. pp. 5-15	COSMOS, July 2013	ISSN: 2249-6408
15	FDI in Multi Brand Retail- An Introspection, IJR, vol. 3(2), Jan 2014, pp. 15-19	IJR, vol. 3(2), Jan;2014	ISSN: 0975-1211
16	Human Resource Management in the 21 st century : Context and Challenges	COSMOS, July 2013	ISSN: 2249-6408

17	Charismatic Leadership And Job Involvement And Its Influence On Corporate Image Building .pp. 104-109	IJFM, vol. 2 (3), SSM Educational and Research Foundation, Salem, June 2014	ISSN. 2319-1406
18	Empowerment Through Islamic Micro Finance, pp: 518-524	Sanshodhan Ganga, Vol 1, issue 5, Sept. 2014.	ISSN. 2348-036X
19	Emerging Challenges and prospects of Indian Banking industry, pp 501-509	Sanshodhan Ganga, vol. 1, issue5, Sept 2014	ISSN. 2348-036X
20	Role of HR Practices on Employees' Job, satisfaction of Insurance sector in India, pp 24-28	IJR, Vol. 4(1), July 2014,	ISSN: 0975-1211
21	Relationship between motivation and level of job satisfaction among college teachers in Greater Mumbai, pp. 36-45	IJMMS, Vol.1 (3), Dec'2014, New Sanghvi, Pune	ISSN: 2394-207X
22	Islamic Micro finance- A conceptual Framework pp. 102-118	Episteme, Online Journal, Vol. 3(3), Bharat College of Commerce, Badlapur, MMR	BCC-ISSN – 2278-8794
23	Perception of organisational climate on employees' job performance, pp. 1-9	COSMOS, Jan 2015	ISSN: 2249-6408
24	Relationship between superior management model and business success- A study	Tactful Management, www.Tmgt.isrj.in, pp. 1-7, March'2015	ISSN. 2319-7943 IF-2.1632(UIF)
25	Advertising channels and product categories: An empirical study on compatibility, pp. 127-130	The International Journal Of Business & Management, Vol. 3(2), Feb 2015	ISSN 2321 – 8916
26	A study on the relationship between Stores Size and Impulsive Buying Behaviour of Customers in Mumbai City pp. 100-109	OIJR Special January 31, 2015. Vol. 1 Jan'2015	ISSN 2249-9598 IF: 2.089
27	Prospects and issues in Human resource Management- A case study, pp. 250-256.	The Business and Management Review, Vol 5(4), 29-30 Jan'2015 www.abrmmr.com	ISSN: 2047-2854
28	Innovative practice in Modern Marketing: A study of ambush marketing in India, pp 54-60	Vision Research, A referred Journal, Vol. 5(1), Jan' 2015	ISSN 2250-2025
29	Service quality analysis of co-operative banks with a particular reference to Jharkhand. Pp. 21-29	Jamshedpur Research Review, International journal of Multidisciplinary Research, Vol.III (X), March' 2015	ISSN: 2320-2750
30	CRM In Indian Retailing- Factorial analysis	Episteme, Online Journal, Vol. 3(3), Bharat College of Commerce, Badlapur, MMR June'15	BCC-ISSN – 2278-8794
31	Shopping Experience in mall: An Empirical study with a particular reference to Mumbai City Pp: 28-38	COSMOS, July 2015	ISSN: 2249-6408
32	Exploring the Trends of Retail formats in India: A study of shopping malls pp:58-74	Episteme, Online Journal, Vol. 4(2), Bharat College of Commerce, Badlapur, MMR, Sept 2015	BCC-ISSN – 2278-8794
33	A study on the general buying pattern of women consumers in Mumbai for certain products	NBR E-JOURNAL, Volume 1, Issue 1 (Jan-Dec 2015)	ISSN 2455-0264

34	Organizational Sustenance through HRD and Participative strategies	IJMMS (Feb'2016)	ISSN: 2394-207X
35	Making Talent Count: Prospects and issues of Talent management pp.29-34	Research Dimensions Vol.V, issue II, Jan'2015	ISSN:0976-8564
36	Training of Managers- Japanese way	JRR, International Journal of Multidisciplinary Research, Jan'2016	ISSN: 2320-2750
37	Trade Liberalization and its Impact on the Indian Textile Industry's Export Performance vis-a-vis Other Competing Countries pp. 33-40	COSMOS, Jan 2016	ISSN: 2249-6408
38	A Study of the Insurance Perspective in Greater Mumbai	Episteme, Online Journal, Vol. 4(4), Bharat College of Commerce, Badlapur, MMR March'16	BCC-ISSN – 2278-8794
39	Effect of Advertising on the mindset of Young Consumers pp. 28-31	IJR, Vol. 6 July 2016	ISSN: 2231-6124
40	A study on the stress level of police personnel with a particular reference to Mumbai	Episteme, Online Journal, Vol. 5(2), Bharat College of Commerce, Badlapur, MMR Sep'16	BCC-ISSN – 2278-8794
41	Impact of Organizational Stress on Employees' Job Behaviour	IJMSS, Vol. 5(3), Mar'2017 Scopus Indexed (IF: 6.178)	ISSN: 2321-1784

(B) Published in Conference Proceedings

Sr. No	Title with page Nos.	Details of conference publication	ISSN / ISBN No.
1	“Emerging Trends and Opportunities in organized Retailing in India”, pp 24-30	Two Day UGC sponsored National Level Seminar on Emerging Trends in Indian Retail Management by Sydenhem College of Commerce, Mumbai on 10-11 Feb 2011	ISBN: Volume1: 978-93-80697-62-8
2	Conceptual study of Islamic Finance and Banking : Present and Future Challenges, pp 424-429	Published in the conference proceedings organized by Department of Economics, Poona College of Arts, Science & Commerce, Pune on 27 th , April'2011	ISBN 978-81-920045-7-0.
3	“The Role of HRM in CSR”, pp 480-492	Proceedings of One Day National Level Conference on CSR Organized by organized by Baba Saheb Gawde Institute of Management Studies, Maratha Mandir, Mumbai in 26 th March'2011. Allied Publishers Pvt. Ltd. , Mumbai	ISBN: 978-81-8424-681-0.
4	“CSR in Indian Organization, pp 154-165	Proceedings of One Day National Level Conference on CSR Organized by organized by Baba Saheb Gawde Institute of Management Studies, Maratha Mandir, Mumbai in 26 th March'2011. Allied Publishers Pvt. Ltd. , Mumbai	ISBN No. 978-81-8424-681-0.

5	Rural Entrepreneurship- Prospects and Challenges	Choice College and More College of Arts, Science & Commerce on a Three Day International conference held on 23- 25 th Feb'2012.	ISSN 2249-7463: Vol 1. Issue 7(II), March 2012
6	Micro finance- A tool for poverty alleviation- issues and challenges. pp. 160-166	Reforms in governance for inclusive growth and poverty alleviation organised by Poona College of Arts, Sc & Commerce held on 10 th Feb 2012	ISBN: 978-81-920045-8-7
7	Corporate Governance in India – Emerging Issue, pp 112-114	International conference on Business, Engineering and Industrial Applications -2011 by Choice Institute of Management Studies and Research, Pune on 22 nd September 2011	ISBN: 978-81-921739-4-8.
8	Overview of multi brand retail in India pp.72-79	5 th International Research conference on Retail 2012 “Managing Business in Economics Crises” by Padamshree Dr. D Y Patil University, Navi Mumbai held on 15 December’ 2012	ISBN: 978-81-920416-5-0
9	Women Entrepreneurship and the role of micro finance, pp. 328-343	I ICERC-2013, Published by Univ. of Mumbai , Vol 2, Conference organised on 6-7 April 2013	ISBN: 978-93-83072-08-8
10	FDI in Multi Brand Retail in India- Prospects and issues, PP. 53-58	FDI in retail and multi brand: Challenges and opportunities in India- 7 th April 2013, Poona College of ASC, Pune,	ISBN: 978-93-89965-46-9
11	Islamic Banking- An emerging Trend, pp10-16	National seminar on Service Sector in the 21 st Century, Sheth Publishers Pvt. Ltd. On 15 Dec 2012	ISBN: 978-93-82429-97-5
12	An exploratory study on the constraints and opportunities of female entrepreneurs in India with a particular reference to Bihar. pp. 12-18,	National conference on women empowerment and entrepreneurship, Tolani College, Sheth publishers Pvt. Ltd. Vol. II. on 24 Nov 2012	ISBN:978-93-82429-94-4
13	Constraints faced by women entrepreneurs in Maharashtra, pp. 32-39	International seminar on Status of women in transitional society: issues and challenges, 25 th Jan'2014, Vol. 3.	ISBN:978-93-82429-94-4
14	FDI and its impact on India, pp. 32-38	Recent trends in the sectoral development and their impact on the Indian economy. Feb 2014.	ISBN: 978-93-83072-19-4
15	Micro finance in India and MDG: Maximizing impact on poverty, pp. 85-88	Emerging trends in Banking and Finance in India, Feb’ 2014.	ISBN: 978-93-89965-46-9
16	Outsourcing in India- an analytical study	UGC sponsored state level seminar on Outsourcing : Boon or Bane organised by VES college of ASC, Chembur, Mumbai on 12th Aug'2014	ISBN: 978-81-923044-2-7
17	Viability of Islamic Banking in India- Its need and Scope	UGC sponsored National conference on emerging trends in Banking, commerce and Insurance: opportunities ,	81-89217-04-6

		challenges and strategies organised by Dyansadhna college, Thane on 21' Nov'2014	
18	Determinants of Foreign institutional investment in Indian Debt market	National seminar on Monetary policy in the present context in India- 6-7 th Feb'2015, Poona College of ASC, Pune,	ISBN: 978-81-927093-3-8
19	Green marketing and Environmental protection	Research conclave on Management of environment with special reference to India organised by JM Patel College of Commerce on 14th Feb' 2015	ISBN: 978-81-928786-2-1
20	Sustainability of Organization through Innovative HR Practices	International Conference on Change for sustainable businesses organised by NIT graduate school of Management, Nagpur on 27-28th Feb'2015	ISSN- 2277-2170
21	Association between organisational personality and cultural engineering- A conceptual study	One day National Symposium on Law and social sciences on 27th March;2015 organised by Vivek college, Mumbai	ISBN: 978-1-329-01492-3
22	Corporate Social Responsibility- Its survival in the global Economic Downturn	National Conference on India 2020- Challenges and Opportunities Organised by Anna Leela College of Com, Kurla, Mumbai on 21 st Feb'2015	ISBN 93-78-93-5202-817-7
23	Paradigm shift in marketing through social networking site	UGC sponsored one day National seminar on- e-revolution: challenges and opportunities, 23rd Feb'2015 by Model College, Dombivali	ISBN: 978-93-5149-338-9
24	Sustainable Marketing: Challenges and Opportunities	International conference on "Environmental Concerns and Sustainable Development: Issues and Challenges for India, 10-12 Feb'2016. Poona College	ISBN: 978-81-931130-1-1
25	Business sustainability through CSR- A long term perspective pp. 50-56	UGC Sponsored National Seminar on 24th & 25th April, 2015, Investing in a Sustainable Future: Integrating Environmental, Social and Governance Factors Ruia's College, Mumbai	ISBN:978-93-84869-56-4
26	Women Consumers' Attitude towards footwear purchase	National Conference on Application of Statistics in Com., eco and Social Sciences (8-9 jan'2016). Rizvi College, Mumbai and JJTU	ISSN: 0975-1211
27	A study on the Effectiveness of Advertising Techniques used in Television Commercials on Women	National Conference on " Recent Trends in Research Methodology in Commerce, Mgt. and Social Sciences (18-19 th Jan'2016) by Univ. of Mumbai and Sant Gadge Maharaj College of Com.& Eco, Mumbai	ISSN: 0976-8564
28	Recent Trends of Retail formats of India- A study of Shopping Malls	State Level Seminar on Recent Advances in Business, Trade and Commerce , Poona College of ASC, Pune (15-16 Feb'16)	ISBN: 978-81-931130-2-8

29	Predictors of Financial Performance of Banks	National Conference on Emerging Trends in finance and management accounting, auditing and reporting in India on 25 th Feb'2016 by RDAV College, Bhandup	ISSN: 2319-2429
30	Recent Trends and Changes in Global Brands	National Conference on Contemporary Issues in Management- a Pathway for vision 2020 by RDAV College, Bhandup on 13 th March'2016.	ISSN: 2319-2429

Publication by faculties:

Sr no	Teacher's Name	Topic	Level	Year
1	Prof Mr Shahid Ali Shaikh	Mirza Dabir as a Marcsiya - Go shayar	National	2014
		Urdu Adab or shahafat	State	2015
		Kalame Hali Ki Manaviyat	International	2016
		Way of Swachh Bharat	International	2016
2	Ms. Diksha Vaje	International Trade	International	2017
		Green Marketing	International	2017
		Retailing	International	2017
		Climate change and human rights- Issues and Challenges	International	2016
		Human Resource Accounting	National	2017
3	Mr. Irshad Shaikh	Valuation of Green Marketing & Industry	International	2016
		Islamic Banking	International	2017
4	Mrs. Dipanwita Banerjee	The Economic of climate change – Special Reference to its impact on health	International	2016
		Demonetization and Its pros and cons	National level	2017
		Effect of demonetization on rural economy	National	2017
		Demonetization & Eradication of black money	International	2017
5	Mrs. Kavita Mishra	Environmental Issue & Sustainable Development	International	2016
		Doctrine of Sustainable Development & Challenges faced by Indian Judiciary	International	2016
		Digital India Its initiative & advantages	International	2017
6	Ms. Anjum Sayyed	Wild Life Conservation	International	2016
		Freedom movement in Asia	International	2017
7	Ms. Elakshi Tawade	Natural Resource and Sustainable Development	International	2016

		Advertising Strategies	International	2017
		Management Accounting	National	2017
8	Mr. Hiren Gohil	Natural Resource Management	International	2016
9	Ms. Ruksar Khan	Impact of Environmental Pollution on Human Life	International	2016
		Air ,Water ,Land & Noise Pollution – Effect & Solution	International	2016
10	Mrs. Shahida Shaikh	Impact of Transportation on Environment in India	International	2016
		Growth of Human Population in India & its impact on Natural Environment	International	2016
11	Mrs. Mona Dedhia	WTO & Sustainable Agriculture Development	International	2016
		The Challenge – Environmental Sustainability in Development of Economic with reference to Industrial Sector in India	International	2016
12	Mrs. Sujata Yadav	Swachh Bharat Abhiyan – a Mission to clean India	International	2016
12	Mrs. Sheetal Shukla	Environmental Ethics	International	2016
13	Mr. Atul Narkhede	Remedies to save Environment	International	2016
14	Mrs. Kanchan Nag	ICT & Sustainable Development	International	2016
15	Mrs. Rashmi Bardia	Environmental Problem & Sustainable Development	International	2016
16	Mrs. Rohita Raut	Bhumandalikaran Aur Stri Vimarsh	International	2017

◆ **Table: Details of Research by the Faculty**

Name of the Faculty	Paper Presented			Publications				
				In journal		In conference proceedings	Indexed/ listed in international data base	Impact factor
	S	N	I	N	I			
. Dr. M.K. Ahmad	3	18	17	-	41	30	Scopus (1) Others (6)	7
Mr Shahid Ali Shaikh	1	1	2	-	1	01		

Ms.	-	1	4	1	4			
Mr. Irshad Shaikh	-	-	2	-		02		
Mrs. Dipanwita	-	1	3	1	2	01		
Mrs. Kavita Mishra	-	-	3	-	3			
Ms. Anjum Sayyed	-	-	2	-	2			
Ms. Elakshi Tawade	-	1	2	1	2			
Mr. Hiren Gokil	-	-	1	-	1			
Ms. Ruksar Khan	-	-	2	-	2			
Mrs. Shahida	-	-	2	-	2			
Mrs. Mona Dedhia	-	-	2	-	2			
Mrs. Sujata Yadav	-	-	1	-	1			
Mrs. Sheetal Shukla	-	-	1	-	1			
Mr. Atul Narkhede	-	-	1	-	1			
Mrs. Kanchan	-	-	1	-	1			
Mrs. Rashmi Bardia	-	-	1	-	1			
Mrs. Rohita Raut	-	-	1	-	1			

3.4.4 Provide details (if any) of research awards received by the faculty.

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

The faculty has not received any award in this regard.

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

Research committee identifies the research that can be carried out in the college, identifies the type of industry through correspondence and one to one interaction and MOU is established between the college and industry. The students and teachers are encouraged to utilize the knowledge available from the industries. The committee also identifies groups of students to carryout research.

- ◆ The college has organized industrial visits to establish institute-industry interface wherein the students are provided practical orientation.
- ◆ We have made recruitment drives through our functional placement cell and also have linked up with various colleges like Shankar Narayan college Campus recruitment drives wherein the organizations make presentations about their functioning and needs, conduct aptitude tests, group discussions and personal interviews as part of their selection process.
- ◆ Experts from the industry are invited to deliver guest lectures.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The principal and management encourage the faculty to take up consultancy activities. The College offers professional service or advice through its faculty to an external party which may be provided in exchange for money or other consideration or for free of cost. There are three types of consultation: private consultancy, community service activity, consultancy in the college. There is a standard procedure set for the approval of this service.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

Though, the facilities are not sufficient, the institution encourages the members of faculty to prove their expertise either for money or extension service. Hence, the faculty and students have close contact with the people of other industries and companies

The College authorities provide the required infrastructure such as audio-visual room & computer lab with ICT facilities. The college provides these facilities without charging anything from the participants. College also pays registration fees and other expenses on behalf of staff for attending seminars, conferences and workshops.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The following consultancy services have been conducted free of cost by the college in the form of consultancy to the students and local community:

- ◆ Former Principal Dr. S.B. Singh
- ◆ The Principal Dr. Mohammad Khalil Ahmad has been providing consultancy on improving score on API for promotion of teachers under CAS.
- ◆ He has also been providing consultancy on choosing the right area of research and research topics to the research scholars, as he himself is a research guide in Commerce from Mumbai University.
- ◆ For selecting higher education avenues
- ◆ Consultancy in regard of selecting job
- ◆ Availability of experts' advice to start a business.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Normally, the faculty and students who are doing the consultancy services inside and outside the college are not sharing any money with the Management as the Management is not interested in it. As of now there is no income generated through consultancy services. However there is a recommendation by the research committee to fix a revenue sharing mechanism.

3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

Institution encourages students to develop and help the community by reciprocal co-operation and understanding. Our students with the support from faculty teach various subjects to the middle and high school students of Z.B. Zakaria School.

Regular mentoring classes are held by the respective class teachers in order to inculcate values.

The college makes conscious efforts to promote institution-neighborhood-community network through various activities conducted by the NSS unit. The National Service Scheme (NSS) unit organizes various activities for spreading awareness about social issues among the local community. Students enrolled in the NSS unit actively participate in these activities thus contributing to good citizenship, service orientation and holistic development of students.

Some of the community services are as follows:

- ◆ Cleaning awareness programs, blood grouping programs, free eye checkup programs, and traffic regulating programs.
- ◆ Apart from this there is Women Welfare Cell which conducts lectures on women related topics.
- ◆ The students conduct rallies on social issues, Solid Waste Management ,Keep the City Clean Program, Consumer awareness Programs etc.,
- ◆ The department of Police used to have the cooperation and involvement of students in conducting Road safety Patrolling(RSP).
- ◆ The faculty and students conduct street plays to create awareness on important social issues among the public.
- ◆ Last year Students participated in a civic sense movement started by Mumbai University.
- ◆ .Rashtriya Swachata Abhiyan
- ◆ Tree Plantation Drive
- ◆ Blood Donation camp
- ◆ Assistance to local police for traffic control during festivals
- ◆ Registration for voter ID
- ◆ Awareness about HIV diseases.
- ◆ Cleanliness & Hygienic Rally.
- ◆ Save Girl Child Campaign.

3.6.2 What is the Institutional mechanism to track students' involvement

in various social movements / activities which promote citizenship roles?

Apart from Women Development Cell and NSS the institution has 18 committees two involve the students in various social movements. The college conducts various activities which are funded by the management to involve students in inculcating good citizenship and social responsibility. Women's Development Cell conducts various activities involving students to spread awareness about current social issues. The college has an active NSS unit and Women's Development Cell which conduct these activities.

- a) Alumni plays important role to bring up talents of college children of Sopara, Vasai Virar Mahanagar Palika.
- b) NSS Promote the students in various social activities like AIDS awareness, tree plantation, voter id registration, Blood Donation Camp etc.
- c) Nature club visits backward area Zillaparishad School where it donates books & stationery.

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

The stakeholders of the college are the Alumni and the parents. They appreciate and recognize the college activities and the community service nicely. Though there are regular activities on the campus by NSS units of the college, the NSS units conduct a seven days camp in the nearby villages every year. Once the camps are over the feedback from the villages is collected wherein they convey the overall performance in the village. Feedback from stakeholders is obtained; analyzed, discussed and suitable measures are taken accordingly. The college has regular formal and informal interactions with various stakeholders and all suggestions for improvement of overall performance.

All stakeholders are encouraged to voice their opinion and interactive approach is maintained. Management, Principal, teaching staff, non-teaching staff, parents, alumni and students approach the institute for academic, financial and technical support. The same is achieved through:

- ◆ Experts on the IQAC are consulted to improve the quality and performance of the institute.
- ◆ The College gets feedback about the overall performance and quality from its stakeholders.
- ◆ Students have the freedom to approach the Principal during working hours without prior appointment.
- ◆ The Alumni also informs the College authorities regarding the general discipline efforts required to enhance the results of various semester examinations, the books and journals to be subscribed by the College library and involvement of the students in extension activities.
- ◆ The parents of the students advise the College authorities from time to time on measures to be introduced to enhance the overall performance of the institution in the PTA meeting.
- ◆ Contacts via phone calls and sms with parents
- ◆ Principal conducts meeting with staff at regular intervals
- ◆ Student Council meetings are also constructive in nature

- ♦ In the staff meetings, faculty gives various suggestions for the improvement in the overall performance of the institution and improvement of the teaching-learning process.
 - ♦ The community members, social workers and institutional well-wishers also suggest the measures the institution should adopt for enhancement of institutional performance.
 - ♦ Local management committee holds meetings regularly.
- All these activities culminate in the improvement of the quality and performance of the institution.

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

The College got the permission to start NSS Unit in September 2011. All expenditures are borne by college. The college forms committees in the beginning of the academic year. The committees chalk out the yearly plans for the activities to be conducted during the year. Appropriate budget is allocated annually for organizing extension and outreach programmes. By extension activities students are exposed to the problems prevailing in the society. They also learn the responsibility of sharing, caring, helping the needy people, the importance of savings and community service. Various activities conducted by committees develop responsible citizenship, imbibing qualities such as leadership, community living, communal harmony, cleanliness and social service among students.

Blood Donation Camp, Swachata Abhiyan, Awareness programme on road safety was organized students in collaboration with the Regional Transport Authority, Mumbai.

Women Development Cell Activities:

Table: Programmes on Women's Issues

SR. NO	YEAR	PROGRAMME	ORGANISED BY	BENEFICIARIES (APPROX)
1	2016-17	Lecture on Women Empowerment	Dr. Anupama Gawde (WDC Incharge of S.N.) College	120
2	2016-17	Awareness about HIV-AIDS	Mr. Amit Patel (KRUPA FOUNDATION)	50
3.	2016-17	Seminar on Entrepreneurship	Mrs. Supriya	50
4.	2016-17	Lecture on Law and Administration of Country	Advocate Ramakant Waghchaure	50
5.	2016-17	Lecture on Self Defence	Dr. Anupama Gawde (WDC Incharge of	100

Orientation / Training:

Orientation of the new entrants in the college, Library orientation for new

students.

Awareness about social issues: Environmental Protection:

The college has taken initiatives such as tree plantation etc. Our students Participated in a social campaign “Swacha Bharat Abhiyan”.

There is no specific budget for extension & outreach programmes. They are voluntarily conducted. The students, Teachers & management & other organization contribute towards such programmes.

Year-wise Budgetary Allocations for NSS Activities

Year	Budget (in Rupees)			
	For NSS activities within Campus (Regular)	For NSS activities at the Camp (In Rupees)		
		University	College	Total
2012-13	22,600	22500	28,510	51010
2013-14	21,285	22500	21,285	43785
2014-15	22,510	22500	38,411	60911
2015-16	15,110	22500	47,012	69512
2016-17	13,288	22500	63,800	86300

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

At the start of every academic year, the Teacher In-charge of extension activities provide motivation to the students and encourage them to join extension activities like NSS.

The college enrolls students for the NSS every year and conducts various activities which benefit the students in a multi-faceted manner. Enrolments start from the first week of July after which the Programme Officer of NSS and Volunteers are familiarized with the type of activities and projects, both at College and community level to be conducted during the year.

New students are also shown the past years’ activities done by their seniors and the impact of such activities on community.

Some of the activities which encourage the students to join NSS are:

- ◆ Orientation for new students to promote awareness about the NSS activities and its needs to the society.
- ◆ Motivation by faculty.
- ◆ The students are addressed by their Programme Officer about how to establish a different image in the society. This gives them necessary motivation to execute large number of extension activities.
- ◆ To promote such activities, as per University Ordinance, 10 grace marks are awarded to those NSS Volunteers who has completed 120 hours in extension services. Faculty members who co-ordinate those activities are given honorarium.
- ◆ To encourage such activities, the Management presented with gifts and certificates to the best NSS volunteers and Best Humanitarian award to the students. For one full academic year the best sports person is selected for various games and they are presented with gifts and certificates.

- ◆ Moreover, the management always encourages the faculty to participate in the outreach programmes organized by the college.

Generally the students undertake many rallies through the streets advocating the causes of NSS. The Management liberally helps the students and the faculty financially in all their activities and so all their activities are completed smoothly and successfully.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The College acknowledges the need to empower underprivileged students and extends whole-hearted support for this cause. To ensure social justice and empower students from under-privileged and vulnerable sections of society.

College has adopted the Zilla Parishad Primary School which primarily educates children from the nearby slum. The departments of Hindi and Urdu teach the school children the languages. College has devised a plan to conduct social survey in the slums regarding the problems faced by them, a study on children's education and problems faced by parents to send their children to school through the research committee.

Generally, the NSS units of the college search for poor and downtrodden villages for doing Extension services. The needy people who require help from the students invite the college NSS students to do some service in their villages. The underprivileged people are educated by our own students in the matters of health, hygiene, education and savings. The students visit the schools in the villages and offer them books, notebooks, stationary and study materials.

College students had participated in various social activities such as

- ◆ Students are motivated to participate in Extension Activities through posters, Displays & Classroom presentations.
- ◆ The Principal takes a proactive step up in encouraging staff & students to carry forward extension activities.
- ◆ Teachers are motivated to participate in extension activities.
- ◆ NSS Program officers are appointed considering their potential & interest.
- ◆ The Mega event organized by NSS like Tree plantation based on Global warming that spread the message regarding Environmental awareness.
- ◆ The Blood Donation Camp also supports to help the needy people in the community.
- ◆ Participated in Road Safety campaign organized by vasai Traffic Police.
- ◆ Students taking up NSS activities are awarded 10 grace marks as per the university guidelines.
- ◆ The college provides special incentives in the form of certificates, trophies, medals to the excellent & active volunteers & cadets.
- ◆ The following table shows the strength of NSS wing

Year	No of Students	No of students who completed the programme (120 hours list)
2011-12	100	60
2012-13	100	67
2013-14	100	94
2014-15	100	99

2015-16	100	90
2016-17	100	70

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The institution aims at developing responsible citizens having social awareness and leadership qualities. Various programmes and activities organized by the institution not only enrich students' academic learning but also develops various skills such as:

- ◆ Team work
- ◆ Leadership
- ◆ Dealing with challenges
- ◆ Patriotism
- ◆ Human touch
- ◆ Self-esteem enhancement
- ◆ Spirit of service to the society
- ◆ Communal harmony
- ◆ Gender sensitization

When the students organize seven days camp in the villages they themselves approach the government officers to make the necessary arrangements for the camps. The community particularly the villagers are highly benefitted by our college students who organize seven days camps in the backward areas. The students have an opportunity to live with the villagers for seven days to have a firsthand knowledge of the villages and villagers. Both the villagers and the students greatly acquire the practical knowledge of life during those days.

By conducting activities in the village the students develop confidence in them which is helpful to build up confidence in their future life. This will enable them to choose their life and career. The students have understood the first-hand knowledge of the villagers and their lives and the feeling of compassion and charity are created in them. By understanding the moral and ethical values of the villagers the students acquire positive thinking, ethical values, self-confidence and behavioural changes.

Though the students are mainly from the deprived areas of our city, the Institution has made it mandatory to take up outreach programs every year. Students organize food courts to generate funds and take up extension activities. They have firsthand experience of the problems faced by the underprivileged sections like orphans, destitute, cancer patients and blind students. They understand the need for social service and to extend their resources for those less privileged in the society. Students' participation in activities such as blood donation etc. creates awareness about social responsibilities

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The College recognizes the need of a two way interactive process between the students and the community at large. It has always ensured the involvement of the community in its reach out activities. The initiatives of the institution that encourage community participation in its activities are as follows:

- ◆ Assists the traffic police during Ganapati Visarjan.
- ◆ Voter's Awareness Programme in the neighborhood.
- ◆ Students' participation in activities such as blood donation etc. creates awareness about social responsibilities
- ◆ Blood donation Camp with the help of Sir J .J. Hospital, Mumbai.
- ◆ Clean up drive at Nallasopara station in partnership with The Lions club.
- ◆ Beautification project involving tree plantation at Municipality Park ,Z.B School and college campus etc.
- ◆ The institution ensures and encourages the involvement of the community in its activities as well as contributes to community development.
- ◆ Students attend NSS camps and work with rural citizens towards improvement of infrastructure or basic facilities, students visit and offer volunteering services in Special schools, orphanages, old homes NGOs. Students also carry out social problem related surveys
- ◆ The 7-day residential rural camps promote community values and citizenship roles in NSS Volunteers who understand the inequities in the society.
- ◆ The community comprises local village panchayat leaders, local people and local party people, when the students conduct 7 days camp. Only these people take steps to accommodate them to make the camp successful. They offer their full support and cooperation for the conduct of the camps in coordination with the local people and teachers. Apart from manual work the students select National messages and State messages to preach to the villagers in the form of skits, mimes, one act plays, mono acting and folklores. The villagers take the message and the students inform them the advantages and disadvantages of the National themes like Swatch Bharath and hygiene practices like toilet uses. When the students organize health care programmes not only the village doctors are helpful but also some of the city doctors are interested to offer their help. That is the reason many free health programmes, free dental checkup programmes and blood donation programmes are organized in the villages. The institution is in the process of establishing an MOU with Rotary club/Lions Club. The institution also encourages the members of the community to voice their problems.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The following points illustrate the extension and outreach activities organized by the college forging constructive relationship with them.

- ◆ Blood Donation camp arranged on 28/09/2016 & also with Nayar Blood Bank 2015.
- ◆ Rashtriya Twacha Rog search mission associated by municipal hospital by Dr. Aniruddha as on 19/09/2016.
- ◆ Skill Development training program for college student.

- ◆ Society welfare programme organized on world peace day
- ◆ Self-defense training for firefighting & management training.
- ◆ Swach Bharat Abhiyan organized on cleanliness.
- ◆ Social Worker Advocate Ramakant Wagh Chore (President of BAR Association) provides counseling services to the students on request.

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

The institution is actively involved in the NSS activities every year but yet not received any award for the contribution in social development.

3.7 COLLABORATION

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives -collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

Every department in this college has some collaboration or interaction with other research bodies, institutes and industries. Apart from this many eminent personalities and industrial experts are invited to the college to enlighten both the faculty and the students in their fields. They also engage the teachers to pursue research in their areas.

Students were taken for a site-seeing tour to self-finance students to Alok Industries, Parle G Factory (silvassa, Lonavala), National Stock Exchange, Bombay Stock Exchange, Reserve Bank of India, Katraj dairy, vasai fort (historical place) during the last three years.

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

The College has Collaboration with Lions' Club which helps in personality development of students.

Institution is the process of Developing MOU's with Institutes of National Importance through IQAC.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

We have received enormous support from the community for upgrading many of our facilities. Janab A. R. Kalsekar, a Philanthropist contributed Rs.70 lakhs for the purpose of upgrading Computer lab.

Normally we approach Industries for permission to carry out research study for our BMS and BFM students. After obtaining the permission they conduct the study and submit a copy of the project report to the company. Through this

interaction we also explore the possibility of placing students to the respective company.

3.7.4 Highlight the names of eminent scientists/participants, who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

The college has organized one international Conference in Nov'26, 2016 in collaboration with INAAR. A total of 100 participants participated the event. 55 papers were presented by the faculties representing various universities and colleges. The conference proceedings were published with ISSN in the form of CD.

Following Eminent persons have visited our College in last four year:

Dr. Yunus Agaskar. (Head of the Urdu department in University)
Dr. Anjum Ara Ahmad (Vice Principal of Rizvi College)
Dr. V. N. Yadav (Principal of S.N. College)
Dr. Ajay B. Bhamre (Principal, RDAV College, Bhandup).
Dr. Mahmood Shaikh (Principal, Akbar Peerbhoy College, Mumbai)
Principal Khurade (DTSS College, Malad).
Dr. M.Z. Farooqui (Principal, Rizvi College of Arts, Sc. & Com, Bandra)
Dr. (Mrs) Jayshree Mehta (Principal, St. Joseph College, Satphale).
Dr. Aftab Anwar Shaikh (Senate Member, Pune University).
Dr. Shakeel Ahmed (Director, PIMSE, Pune).
Dr. K Y Shinde (Principal, Sant Gadge Maharaj College, Mumbai).

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

Curriculum development/enrichment

- a) Internship/ On-the-job training
- b) Summer placement
- c) Faculty exchange and professional development
- d) Research
- e) Consultancy
- f) Extension
- g) Publication
- h) Student Placement
- i) Twinning programs
- j) Introduction of new courses
- k) Student exchange
- l) Any other

- a) **Curriculum development/enrichment:** Our College is affiliated with University of Mumbai and the curriculum is designed and framed by the Mumbai University which is followed by all the affiliated colleges. If any other college conducts enrichment programmes the faculty and students participate

- b) **Internship:** Some subjects have programmes of Internship training in the company, factory and industry. The students are supposed to submit the report after returning from internship training. In most of the cases the students seek their jobs in the same industry. We had campus selection drive conducted by S N College Company for final years students.
- c) We encourage our students to participate in the POOL campus recruitment process and job fairs with our linked up colleges so that they get an opportunity to find better offers.
- d) **Summer placement-** Some corporate company and industries use the summer holidays in conducting placement selection for the students and in some cases the students are successfully given call letters for appointments in the reputed companies.
- e) **Faculty exchange and professional development-** Faculties of this college are invited to other institutions like S. N. College, Bhayander, Rizvi College of Arts, Science & Commerce, Bandra, Poona college of Arts, Science & Commerce, Pune, to give lectures on their subjects in the form of Faculty Development Programmes. Like that other college experts are also visiting our college to deliver lectures.
- f) **Research:** Only Principal is having the PhD. Degree in this college and two faculty members are having M.Phil. Degree. Some of the faculties are preparing to enroll themselves for PhD. Work.
- g) **Consultancy** - Consultancy services are being done by both faculty and students who are doing part time work. They are doing these works for remuneration outside the college hours.
- h) **Extension-** Most of the faculty members are undertaking extension service in the form of social service by involving themselves with NSS students. Some of them are taking home tuition for poor children without remuneration.
- i) **Publication-** Every year annual college magazine is being published to bring out the hidden talents of the students who are well versed in writing essays, poems, drawing and paintings.
- j) **Student Placement- 11**
- k) **Twinning programmes- Nil**
- l) **Introduction of new courses** – Two new courses have been introduced in the last 5 years.
- m) **Student exchange--** No formal students exchange programmes are conducted in the institution but students are permitted to participate in the inter collegiate tournaments, functions and activities.
- n) **Any other-** The faculty provides the guidance on Union Public Service Commission, Maharashtra Public Service Commission, Staff Selection

Commission, Railway Recruitment Board, Banking etc. Competitive examinations to the students.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing implementing the initiatives of the linkages/collaborations.

The college authorities, in collaboration with the institutions with whom linkages have been established, plan activities that would mutually benefit students and faculty. The institution is making consistent efforts to further establish linkages with other institutions to identify areas of collaboration. The college has already established linkage with library, other institutions and corporate houses to exchange knowledge and for placement of our students. College is making a systematic effort to build scientific temper among students and staff. Staff is encouraged to make presentations on various topics.

Our institution is a self-financed Institution and does not have ample funds for research activities. However within the available resources we are making efforts to induce research culture among students and faculty.

Students also are taking part in research activities and have started learning about research basics. Students are also being trained through field visits to prepare questionnaire, to collect feedback and prepare simple research reports, presenting the reports to targeted audience and implement the outcomes.

College regularly organizes industrial exposure trips for the all the students. Industrial visits represent important activities in any undergraduate program that contribute to the achievement of various essential learning outcomes and program objectives.

The concept of Industrial visits has been woven into the academic practices of the institute keeping in mind that experiential learning is the ethos of A E Kalsekar College. The motive is to provide the students with a right blend of theoretical learning and an opportunity to witness how those concepts are utilized in the practical environment.

Few of the Visits are listed below:

Year	Industries	Place	Stream
2014-2015	Alok industries	Silvassa	Self Finance
2014-2015	Parle G Factory	Silvassa	Self Finance
2015-2016	Parle G Factory	Lonavala	Self Finance
2015-2016	Maganlalchikki factory	Lonavala	Self Finance
2015-2016	BSE, RBI	Mumbai	Self Finance
2016-2017	Katraj Dairy	Pune	Self Finance
2016-2017	Vasai Fort	Vasai	Arts

Criterion-IV: Infrastructure & Learning Resources

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitates effective teaching and learning?

The policy of the institution is to offer education to the backward and the downtrodden, especially to the rural people. It also provides higher education to the students with all the facilities in the college. Only for this purpose was the college established in the heart of the city. The college has a fine infrastructure with ground facilities, catering facilities, infrastructure facilities. The college offers free ships, scholarships, concessions and privileges to the deserved people. There is a fine ambiance for teaching and learning. The college has sufficient physical facilities to conduct all the programmes successfully and smoothly.

The suggestions are made by management, principal and college staff for additions, up gradation of infrastructure at the beginning of every year and put before the Local Management Committee (LMC). Thereafter requisite decisions for purchase, addition and modification of existing infrastructure are executed. The Board of Management approves the annual audited statement and Balance Sheet of the Institution (which includes creation and enhancement of the Infrastructure facilities) and Raise the funds for the Institution in accordance with the policies and guidelines stipulated by the Board of Management to create Infrastructure facilities. It is the Policy of the Institution to seek the Professional technical consultation from the competent persons on matters pertaining to the landscaping, building, library augmentation, computer installation, flooring, power generator etc. It is the policy of the Institution to review from time to time progress in the implementation of above mentioned Infrastructure.

All the departments in the college conduct their department activities in the seminar hall inviting eminent personalities and experts in their subjects. There is a staff in charge for cultural activities which are regularly conducted in the seminar hall. The seminar hall can accommodate 100 students for subject related functions, activities, seminars, workshops and conferences.

The college follows a policy of continuously upgrading the infrastructure in the premises in order to facilitate the environment for effective teaching and learning. The college has been making enhancement to existing infrastructure as per requirements of increasing academic needs and as per the guidelines of affiliating University and Government.

4.1.2 Detail the facilities available for

A) Curricular and co-curricular activities: Classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, computer laboratories, library and reading rooms, garden showcasing biodiversity of plants, animal house, specialized facilities and equipment for teaching, learning and research.

Facilities available for Curricular and co-curricular activities:

- ◆ The college campus is spread over an area of 2500 sq.mtrs out of which the building is housed in an area 2120.sq. mtrs and open ground of 380 sq. mtrs.
- ◆ The college building has five floors.
- ◆ Lecture halls located on these floors are well ventilated and adequately illuminated.
- ◆ The corridors are spacious to enable safe and easy movement of students.
- ◆ All floors have a closed circuit surveillance system.

➤ **LECTURE HALLS:**

The college has 24 spacious lecture halls. The lecture halls are well ventilated with comfortable seating arrangement for students. All classes are equipped with CCTV camera.

➤ **TECHNOLOGY ENABLED LEARNING SPACES:**

The college has five Audio visual class rooms & one IT lab with projector to aid the teaching-learning process.

➤ **SEMINAR ROOM:**

The college has Audio visual room with a seating capacity of 100 to conduct curricular and co-curricular activities such as guest lectures, seminars, workshops and meetings. There is an open-air auditorium in front of the college which can accommodate 1000 people.

➤ **Tutorial Spaces:**

As such no separate tutorial space is allotted for the purpose, but the Mentors meet their wards and give counseling in their respective class rooms on all Tuesdays.

➤ **COMPUTER LAB**

The college has one well-equipped computer laboratory with 33 computers (extendable to 50) with LAN and internet facility.

➤ **TUTORIAL SPACES**

The college makes provisions for conducting tutorials in the subjects of Mathematical and Statistical Techniques and Business communication.

➤ **LIBRARY AND READING ROOM**

The college Library is located on 1st floor. Library has seating capacity of 80 students and there is a separate reading area for faculty. Reprography and internet facility is given for academic purpose.

➤ **Specialized facilities and equipment for teaching, learning and research etc.:**

All the classrooms are equipped with sufficient furniture, board and ventilated facilities. A separate room is allocated for the research scholars with computers, printers and a small library is also functioning.

- ◆ The college computer lab has one well equipped with latest computer systems.
- ◆ The college has one AV room with projector.

- ◆ Remedial classes and spoken English classes are taken for weak students.
- ◆ Hygienic Toilet facilities are available separately for girls, boys and Staff.
- ◆ The college 4 class room with projector

➤ **EXAMINATION ROOM:**

The college has one separate examination room for all courses.

➤ **IQAC Cell:** Coordinator room is used for IQAC purpose

➤ **PLACEMENT AND CAREER GUIDANCE CELL**

➤ **CO-CURRICULAR ACTIVITIES:**

College has a seminar room to conduct co-curricular activities such as guest lectures, seminars, workshops and meetings.

B) Extra-curricular activities: sports, outdoor and indoor games, gymnasium, auditorium, NSS, cultural activities, canteen, public speaking, communication skill development, yoga, health and hygiene etc.

The Management is interested in improving the mental and physical health of the students. The sports director is responsible to conduct intra mural and inter collegiate tournaments in the college. He also accomplishes the students who participate in games and sports conducted by the University outside the college. The boys play football, cricket, ball badminton, kabbadi, volley ball and basketball. The girls play kho kho, kabbadi, hand ball and throw ball. There are also facilities for indoor games like chess and carom. The faculty members also use the play grounds to maintain their health. College playground is used to conduct many sports activities such as volley ball, kabaddi, kho-kho, tug of war, box cricket etc. The annual prize distribution and cultural gatherings are also organized on this play ground.

- ◆ A spacious passage with capacity of 100 persons (approximate) to conduct extra-curricular activities like cultural competitions - Mehendi, Rangoli, Mono acting, elocution competition, singing competition, Radio Jockey competition and many more.
- ◆ Classrooms utilised for conducting extra-curricular activities.
- ◆ Separate NSS Room to administer NSS activities.
- ◆ A canteen facility with fresh and hygienic food items.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed / augmented and the amount spent during the last four years. (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

Right from the establishment of the college in 2004, the management takes initiatives to improve the infrastructure steadily. For example, at the inception of the college there were only few students and faculty members. At present

there are 4 courses with 20 teaching staff. The decision to upgrade existing Infrastructure facility is taken by the Management Local Managing Committee and the Principal as and when required. The following infrastructural improvements have been made in the college during the last four years to ensure academic growth and the all-round development of our students.

- ◆ Computers and Internet facilities
- ◆ Acquisition of additional books, reference books and periodicals, newspapers by the library.
- ◆ Better ventilation of class rooms by changing the existing electronic materials like tubes, fans etc.
- ◆ Renovation of Seminar room with ICT facilities.
- ◆ Examination room with ICT facilities, photocopier and CCTV.
- ◆ CCTV system in the college premises to ensure safety.
- ◆ Inverter to avoid the inconvenience of power cuts.
- ◆ Renovation of the entire college premises including class rooms, corridors, wash rooms, staff room, administrative office, principal & chairman office.
- ◆ Redesigning the administrative office to provide better services to the students.
- ◆ Biometric Attendance Machine

UPGRADATION OF INFRASTRUCTURE FACILITIES (Amount in Rupees)

COMPUTER & PRINTER, SOFTWARE	
2012-13	-
2013-14	58,000
2014-15	198500
2015-16	2,84,380

FURNITURE & FITTING	
2012-13	51,770
2013-14	23,025
2014-15	34400
2015-16	127670

COLLEGE BUILDING REPAIRINGS & RENOVATION	
2012-13	38,38,220
2013-14	70,05,094
2014-15	76,10,354
2015-16	64,67,522

EQUIPMENTS	
2012-13	2,28,188
2013-14	1,70,115
2014-15	164962
2015-16	2,41,590

The total amount spent for developing/augmenting the infrastructure during the last four years is approximately Rs. 2,66,03790 (2012-13 to 2015-16).

Optimum utilisation of college premises is done by making it available apart from college hours for:

- ◆ Institute of Distance and Open Learning - University of Mumbai for conducting Annual examinations.
- ◆ Various government and non-government bodies such as Railways, Indian Post to conduct examinations.

➤ **FUTURE PLANS :**

The institution has purchased 2 acres of land in the nearby locality, Nallasopara. Plans have been made to expand the organization with new educational institutions like, autonomous Business school with full residential facilities.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of the students with physical disabilities?

There are no students of physical disabilities this in this year in the college, but there were some students with physical impairment and visual impairment. However, a ramp is available just near the lift to enable the students to reach the floors. The visually impaired students are helped with a scribe during the examination and mostly non-teaching staff is allotted the assignment. Toilet facilities are provided exclusively for the physically disabled students in the second floor.

The infrastructure of the college meets the requirements of differently -able students by not only providing them a congenial atmosphere, but by also providing them:

- ◆ A wheel Chair
- ◆ Special seating arrangement during examination

4.1.5 Give details on the residential facility and various provisions available within them:

The college is only caters to students living in local area and these are well connected with cheap and fast transport system therefore there is no need for Residential Hostel facility.

Hostel Facility - Accommodation available	NA
Recreational facilities, gymnasium, yoga center, etc.	NA
Computer facility including access to internet in hostel	NA
Facilities for medical emergencies	NA
Library facility in hostels	NA
Internet and Wi-Fi facility	NA
Recreational facility-common room with audio-visual equipment	NA
Available residential facility for the staff and occupancy	NA
Constant supply of safe drinking water	NA
Security	NA

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus:

The college is surrounded with reputed hospitals within the reach. If any eventuality occurs the college takes care of the affected students and admits them in the hospital and initial expenditure is met out by the Management. The parents are informed immediately and if necessary the students are permitted to go on medical leave. The faculty members financially help the sick students as and when necessary. If necessary the Principal permits the students to go out and consult the doctor outside.

- ◆ The college has an arrangement with physicians in the neighborhood and is available on call for any medical emergency of students and staff.
- ◆ The college has made provisions to keep first-aid kit in staff room, Office, NSS office, Gymkhana.
- ◆ The college arranges for Blood checkup & donation camp for our students and staff members.
- ◆ The college periodically cleans up the water tanks, provides water coolers for clean water.
- ◆ A woman's common room is provided with facilities such as a couch to relax, first aid box, sanitary provisions etc.
- ◆ Regular fumigation is ensured to keep campus malaria and dengue free.

College has normally entered into Annual maintenance contracts for following purposes: Pest control to prevent breeding of pests and rodents.

4.1.7 Give details of the common Facilities available on the campus spaces for special units like IQAC, Grievance Redressal unit, Women's cell Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium etc.

Following committees /Cells / facilities have been provided with separate space for carrying out their activities.

UNITS	FACILITIES
IQAC	Along with Incharge Room, Computers with printers, Internet Connection, Notice Board etc.
Grievance Redressal Unit	Complaint Box,
Women Development Cell	Available
Counselling and Career Guidance	Available
Placement Unit	Available
Health Care	Tie up with Dr. Asmat Patel
Canteen	Separate kitchen, seating capacity for students
Recreational Spaces for staff	Separate teacher's common room with basic minimum facilities
Recreational facilities for students	Separate Boys and Girls common room with minimum facilities, indoor games, cultural activities room
Safe drinking water	Available
Auditorium	Available

➤ **IQAC**

As the college goes for first cycle of accreditation the question does not arise. Still we have formed IQAC Cell.

➤ **GRIEVANCE REDRESSAL CELL**

There are two grievance redressal cells functioning in the college - one for students and another for faculty. Student grievance redressal cell is headed by a HOD who receives the grievance from the students and tries to solve the problems. If the problem is intense, the matter will be taken to the Principal who will find a solution. The members of faculty directly represent their grievances through the HOD to the Principal. If the problems are severe only the Secretary will interfere with the members concerned and the problems are solved.

➤ **WOMEN DEVELOPMENT CELL:** Women's cell was constituted in the college with five women staff under the convenorship of the Principal. If there are problems pertaining to women staff or women students the Principal will take necessary action depending on the intensity of the complaints. The women cell quite often conducts seminars and lectures inviting women experts from other colleges who make speeches on women's topics.

➤ **COUNSELLING AND CAREER GUIDANCE**

Normally, the students may get confused in connection with their career. They are in need of some guidance or helpline to have some direction. As far as this college is concerned one counselor Mr. Asim Khan, has been working exclusively for this purpose of career guidance and counseling. He also helps the students to get scholarships from various sources.

Though, we don't have any psychological counselor, we are having mentoring system evolved in our college, wherein all the mentors (teachers) act as psychological counselor for the needy students.

➤ **HEALTH CENTRE**

A separate room is allotted for health on the campus. If the visiting doctor comes to the college the students assemble in the room and get advice from the doctor. Furniture like two long benches a table, a chair and a wash basin adjacent to the room are provided with first aid box materials.

➤ **CANTEEN**

A well-established mobile canteen is available in the college. It provides snacks, cool drinks, tea and coffee in the morning and full meals in the afternoon. Vegetarian and non-vegetarian foods are provided to the students at subsidiary rate.

➤ **RECREATIONAL SPACE FOR STAFF AND STUDENTS**

Both staff and students involve themselves in all sorts of recreational activities whenever they have time in the college. Sports and games facilities are provided to them after the college hours. Staff tournaments and competitions are conducted regularly to spend their time apart from the

college working hours. For a change, they are taken to some resorts to spend their time happily. Sometimes students are also taken along with them.

➤ **SAFE DRINKING WATER FACILITY**

Safe drinking water is provided to all the faculty members and students. In all the floors in the college water doctors are provided and aqua water is available.

➤ **AUDITORIUM**

In front of the college there is an open space by which the college provides open air auditorium for grand functions. For ordinary activities and day celebrations there is a mini auditorium which can accommodate hundred people. In the college building itself, there is a small seminar hall on the ground floor which can accommodate 300 people. The department functions and association meetings are conducted in this hall.

- ◆ A play ground where many sports activities like kabaddi, kho-kho, volleyball matches are conducted.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The library does have an advisory committee. It consists of the Principal, a librarian, and four faculty members. This committee meets at regular intervals during the academic year to review the library facilities and suggest improvements. The members decide on the annual budget of the library and plan for annual activities conducted by the library.

The committee is responsible for:

- ◆ Allocation of funds for the purchase of text books and reference books.
- ◆ To subscribe books & journals and periodicals as per requirement.
- ◆ Suggest improving readership and library usage.
- ◆ To monitor the procurement of library collection.
- ◆ To add the latest books, journals, magazines, CDs, etc.
- ◆ Conducting periodical stock verification of the library and submit the report to the principal.

The recommendations and suggestions of the committee are carried out immediately after arranging for funds from the management. Firstly, the librarian quotes the amount for each department and invites proposals from all the HODs. After receiving the proposals, depending on the necessity and importance of books the HODs give a list of books to be purchased within the prescribed amount. The staff and the students are supplied with ID cards. The reference books are supposed to be only inside the library.

The following efforts have been made by the library committee to render the library student/user friendly:

- ◆ Orientation to new entrants on library services
- ◆ Open-access system to all students.
- ◆ Free Internet access
- ◆ Newspaper and periodicals stands

- ◆ Display and compilation of interesting and important articles
- ◆ Book bank facility for economically & socially backward class students.
- ◆ Availability of past examination question papers
- ◆ Separate space for faculties.
- ◆ Reprographic service
- ◆ Availability of additional pc with internet access for educational purpose.

4.2.2 Provide details of the following:

- ◆ **Total area of the library (in Sq. ft.): 1200 sq. ft.**
- ◆ **Total seating capacity: 80**
- ◆ **Working hours (on working days, on holidays, before examination days, during examination days, during vacation):**

The library is open from 8.00 am to 4.00 pm on all days, including before examination, during examination and during vacation. It is closed on Sundays and public holidays.

- ◆ Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources).
- ◆ Layout plan (Enclosed).
- ◆ Total area of the library (in Sq. Mts.) - 1200 Sq.ft.
- ◆ Seating capacity 80 students.
- ◆ Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

On working days - 8 Hours

Before examination days- 8 Hours

During examination days- 8 Hours

During vacation – 5 Hrs.

- ◆ Lay out of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)
Lounge area for browsing and relaxed reading – Yes

LIBRARY LAYOUT



4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years:

The library committee will recommend for the purchase of new titles. The HODs and concerned faculty members can suggest for new acquisitions. The students can also place their requirement at any point of time. The librarian is expected to act immediately and place the same before Principal. Principal will make arrangements for new purchases. Many a times publishers also approach the teachers and librarians arrange book-fair and on the recommendations of the teachers, books will be purchased

- ◆ Every year the library circulates book order forms among professors along with catalogues of various publishers.
- ◆ The respective faculties decide regarding the books to be purchased and the same is conveyed to the librarian.
- ◆ These books are purchased after receiving approval from the Principal.
- ◆ The faculties are intimated about the new arrivals.
- ◆ The college library also subscribes to British Council Library for e-journals, e-books.

The following table shows the year-wise procurement of books and periodicals and newspapers including e-resources.

Library Holdings	Year - 1 (2012-2013)		Year - 2 (2013-2014)		Year - 3 (2014-2015)		Year - 4 (2015-2016)	
	NO.	Total Cost	NO.	Total Cost	NO.	Total Cost	NO.	Total Cost
Text-	706	73,291	699	80,694	1326	1,55,665	567	69,411
Reference Books	40	35,500	32	27,700	26	22,950	15	8,500
Journals/	52	1405	86	2300	57	2090	82	2481
Newspapers	6	5800	6	6000	6	5700	6	6000
TOTAL								

4.2.4 Provide details on the Introduction of Computer Technology and other tools deployed to provide maximum access to the library collection

OPAC	No
Electronic Resource management package for e-Journals	Yes
Federated searching tools to search articles in multiple database through INFLIBNET	No
Library Website	Information about library available on the college website

In-house/remote access to E-publications	Yes, students and teachers have in-house access to E-publications
Library automation	No
Total numbers of printers for public access	1
Internet band width/speed	2 mbps
Institutional Repository	No
Content management system for E-learning	No
Participation in Resource sharing networks/consortia (like INFLIBNET)	Membership of INFLIBNET accessing N-LIST is proposed. E-Granthalaya is available.

4.2.5 Provide details on the following items:

Average no of walk-ins	50
Average no of books issued/returned	48
Ratio of library books to students enrolled	06:01
Average no of books added during last three years	864
Average no of Login to OPAC	0
Average no of e-resources downloaded/printed	6
No of information Literacy Training organized	0
Details of “weeding out” of books and other materials	The newspapers are weeded out after 3 months. Magazines & Journals does not scrap but kept as back volume. Till the date books are not weeded out.

4.2.6 Give details of the specialized services provided by the library:

Manuscript	No
Reference	Yes
Reprography	Yes. Xerox machine is provided.
ILL (Inter Library Loan Service)	No.
Information deployment & Notification	Yes – information is displayed on the Notice Board and circulated in the class Rooms. As well as notices forward on whatsapp numbers to students.
Download	Allowed for educational purpose only.
Printing	Yes. Printing facility is provided for educational purpose only.
Reading list/Bibliography compilation	Yes
In-house/remote access to e-resources	Yes
User Orientation and awareness	Yes. It is conducted on every year for new students only.
Assistance in searching Databases	Yes
INFLIBNET/IUC facilities	No

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers Of the College:

There are two library staff members in our college library. They are very cordial and user friendly to both the faculty and the students. In case of necessity for the borrowers they themselves used to search for the books and find out for them. The faculty and the students are permitted to retain the books for a specific period but if they delay in returning the books they extend the date of return after the prescribed time.

Support provided by the Library staff to the students and teachers

- ◆ The library staff have arranged for a convenient and a comfortable space for reading and reference for the magazines and journals.
- ◆ At the time of examinations, the students are helped by the library staff to have more books with them and they can return the books at the time of hall tickets disbursement.
- ◆ Those who prepare for competitive examinations are helped by the library staff with general knowledge books and back volumes.
- ◆ Computer & Internet search support.
- ◆ Allow students issue of competitive exams magazine & books.
- ◆ Help to search books from the bookshelf.
- ◆ Provide separate reading space for the faculty.
- ◆ Introduction of Library Services to new students through Library Orientation.
- ◆ Provide information about competitive examination to the students.
- ◆ Help to select book according to readers' interest.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

There are no visually impaired students in the institution. We have only some hearing-impaired students. The staff assists the students in searching library resources and makes them available on priority basis.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services? (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Yes, Librarian takes feedbacks from the students. A structured questionnaire is prepared to obtain feedback about library services which is analyzed carefully to improve the systems.

The suggestions received from such feedback are placed before the library committee based on which the following improvements have been made in the library.

- ◆ Library provides reprography service for students & staff.
- ◆ Libraries provide additional PC for internet service.
- ◆ Additional newspapers & books have been purchased on students demand.

Apart from this,

- ◆ Compulsory and continuous meeting of students and teachers,
- ◆ Compulsory and continuous meeting of principal and students and
- ◆ Compulsory and continuous meeting of librarian and students are held and oral feedback is being taken regularly from above meetings and suitable measures are implemented.

4.3. IT Infrastructure

4.3.1 Give details on the computing facility available (hardware & software) at the institution.

DETAILS OF COMPUTING FACILITY

Number of computers with Configuration (provide actual number with exact configuration of each available system)

- No. of computer: 42
- Computer-student ratio: 1:23
- Stand-alone facility: Yes
- LAN facility: - Yes
- Licensed software: Yes
- Number of nodes/ computers with Internet facility: - 42

Computer/printer/Network Switch/Modem/Scanner	Configuration	Operating System	Total
Xerox Machine	Gestetener dx	N.A.	1
Modem	8 mbps	N.A.	1
Switch	Dlink	N.A.	2
Principal Cabin (with Internet Facility)			
Laptop	core i3 1TB HDD 500	Windows 10	1
Printer	HP LaserJet pro MFPM 126	N.A.	1
Office Room (with Internet Facility)			
Desktop	Dual Core, 2 GB RAM, HDD 250	Windows 7	1
Desktop	I3 3GB RAM HDD 500GB	Windows XP	1
Printer	HP LaserJet pro MFPM 126	N.A..	1
Printer	HP LaserJet P1008	N.A..	1
Printer	HP LaserJet P1018	N.A..	1
Scanner	HP Scanjet 3010	N.A..	1
IT LAB (with Inernet Facility)			
Desktop Computer	P4	Windows 7	1
Desktop Computer	I 3	Windows 7	26
Desktop Computers	Dual Core	Windows 7	3

Desktop Computers	Core 2 Duo	Windows 7	4
Switch	Dlink	N.A..	2
CC TV		N.A..	32

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

Yes. Computer laboratory serves as a central computing facility. The college staff and students have access to computer, internet and printing facility. Computer labs are extensively used by students of all courses as per their timetable. There are around 50 computers in the college out of which 33 computers are in the three labs. Amay Cable broadband upto 10Mbps connection and cable net facility in the computer lab have been provided to students and staff.

In case of issues with Amay Cable Broadband connections, the authorities immediately respond to our call.

Students browsing time

Morning Hours: 8.30-12.30 a.m.

Lunch Time : 12.45-1.30 p.m.

Evening Hours: 2.00-4.00 p.m.

Staff Browsing Time: Round the clock.

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

The IT department of the college has been periodically upgrading the IT infrastructure. In all the HOD's meeting, the position of hardware up gradation and software updation are discussed in a detailed manner with a hardware engineer and a system analyst. The outcome of the meeting is in the form of proposals to the management by the Principal and the action will be taken immediately.

The college regularly makes provisions in the Annual Budget for up gradation of existing computers and IT infrastructure and purchase of new computers for additional requirements. The college acquires computers of latest configuration and new software as required by changes in curriculum.

Following are the future plans to upgrade the IT infrastructure:

- ◆ College is planning to purchase research related software.
- ◆ To purchase more computers.
- ◆ To acquire Wi-Fi connection in college campus.
- ◆ Video conferencing facilities.
- ◆ The institute in the near future is optimistic as far as the infrastructural upgradation is concerned. The College intends to upgrade the PCs with latest configuration available in the market.
- ◆ The Department of IT intends to replace the non-functional parts with new parts. Non-working computer hardware components are used as models to demonstrate in the classes.
- ◆ The future plan includes increasing the ICT enabled classrooms.
- ◆ Library will be provided with web-based software in future.

4.3.4 Provide details of provision made in annual budget for procurement

and deployment, upgradation, maintenance of computers and their accessories in the institution. (Year wise).

All expenses are approved by management as well LMC as and when arises.

- ◆ The College aims to prepare and make use of Information and Communication Technology (ICT) optimally. Conscious effort is also being made to invest in hardware and to orient the faculty suitably whenever is required.
- ◆ The College has no fixed budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution. College has been adding new computers with latest configuration for the last 3 years due to manifold increase in requirements by students and also for administrative work.
- ◆ The College always prefers to purchase branded computers and accessories. Maintenance of such branded equipment is done by the company during the warranty period which is generally of 2-3 years. When the warranty period is over, the College maintains the equipment through an Annual Maintenance Contract.

Year	Procurement (in Rs)	Maintenance (in Rs)
2012-13	-	37800
2013-14	58,000	60,993
2014-15	198500	78041
2015-16	2,84,380	173030

4.3.5 How does institute facilitate use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

Faculty and students have access to ICT resources in the college which is used by them for referencing. The various avenues through which ICT resources are made available are:

- ◆ Library with internet facility for students, library staff and faculties.
- ◆ Students of all streams have open access to ICT resources.
- ◆ Faculty of Information Technology Department assists the staff and students in the use of ICT resources.
- ◆ Audio Visual Room is used by the faculty, guest lecturers at meetings and for seminars and conferences.
- ◆ For teaching and presenting the lesson:
- ◆ LCD projectors are used in regular teaching and learning process
- ◆ The institution is planning to increase the usage and to upgrade to more advanced ICT enabled teaching.
- ◆ The students are allowed to watch UGC programme in the AV room.
- ◆ Relevant audio-visual clippings are shown during Language hours.

1.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled classrooms/ learning spaces etc.) by the institution place the student at the center of teaching- learning process and render the role of a facilitator for the teacher.

AV room and computer labs provide the students freedom to use the services any time they want. Students prepare lessons and presentations and the teachers' role is of a facilitator. The students browse on Google, YouTube for ideas and this helps in creation of novel programs. During the literary, cultural, management and commerce fests the students are able to come up with some unique plans that have been much appreciated

Under the guidance of the faculty students' access various web resources.

- ♦ The college provides the students with computers and reference books whenever required.
- ♦ The college has acquired one projector to enhance teaching learning process.
- ♦ The faculty regularly uses the AV room to conduct lectures and guest lectures.

4.3.7 Does the institution avail of the National knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of.

No. We are planning for subscription to INFLIBNET to avail of the National Knowledge Network connectivity.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years.

College makes provision for funds in the annual budgets for maintenance and upkeep of various infrastructural facilities. It is ensured that the funds allocated are properly utilised.

YEAR	BUILDING	EQUIPMENT	FURNITURE	COMPUTERS
2012-13	70,00,000	2,50,000	60,000	-
2013-14	75,00,000	1,75,000	25,000	65,000
2014-15	80,00,000	1,70,000	40,000	2,20,000
2015-16	70,00,000	2,80,000	1,50,000	3,10,000
TOTAL	2,95,00,000	8,75,000	2,75,000	5,95,000

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

- ♦ Orientation programmes are organised for new entrants. Stress is laid on the careful use of college infrastructure. Faculty periodically

- reminds students regarding the same.
- ◆ The college infrastructure, facilities and equipments are maintained by entering into annual maintenance contracts with professional agencies.
- ◆ Appropriate anti-virus package has been purchased for internet security.
- ◆ Signage are put up on the campus served as a constant reminder for students to keep the campus clean.
- ◆ Students are instructed for careful and judicious use of computers and peripherals.
- ◆ Annual maintenance contracts are signed to maintain:
 - ◆ Computers and peripherals
 - ◆ Invertor
 - ◆ Pest control
 - ◆ Water Coolers and Purifier
 - ◆ Air conditioner
 - ◆ Xerox machine
- ◆ An electrician, plumber and carpenter are available on call to attend to any problems arising on a day to day basis.
 - ◆ Electrical maintenance
 - ◆ Plumbing
 - ◆ Furniture Carpenter work
 - ◆ Keeping the campus clean
 - ◆ Pest control
 - ◆ Fire Extinguishers are installed in all the floors.
 - ◆ The 5KVA generator is on a maintenance contract with kirloskers.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

Our College is multi- faculty Commerce and Arts College. There is no need to have laboratories except for Information Technology. Hence, calibration not required

As far as the Computers are concerned a hardware engineer is responsible for maintaining the equipment and instruments. Regarding the performance and progress of the instruments he has in touch with the Head of the Institution for corrective measures. In case of necessity and emergency professionals from outside are invited to the college to attend to the work.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment? (Voltage fluctuations, constant supply of water etc.)

VOLTAGE FLUCTUATION

- ◆ Sufficient electric power supply has been established to provide uninterrupted power supply to all the laboratories.
- ◆ There are separate UPS systems for each laboratory.
- ◆ There is also a power room established with a generator to support the systems in case of power failure.
- ◆ Steps have been initiated to establish a separate transformer to resolve the voltage fluctuations.

- ◆ Above all these things the Management has got a good rapport with the local electricity department officials.
- ◆ The college has installed inverter to avoid inconvenience due to power cuts.
- ◆ For maintenance of all electrical installations and all computing facilities two special persons are appointed as electrician and IT engineer.
- ◆ Anti-virus software has been installed in all the computers. Fire safety equipment has been installed in the campus.

CONSTANT SUPPLY OF WATER

The college has a strong water pipe line network. All the floors have water purifiers and pure and hygiene water is supplied for the benefit of the students and the faculty. The Municipal Corporation provides regular water supply to the college. Overhead water storage tanks have been constructed to maintain uninterrupted supply.

The management which runs Schools and Junior College understands and values the importance of uplifting the disadvantaged sections of society and therefore has provided the best of infrastructure facilities to this college so that both the affluent and the poor students will be educated in equal standards and receive equal opportunities.

Criterion-V: Student Support and Progression

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus / handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes. The college publishes its updated prospectus every year at the beginning of the academic year. It is also made available on the college website to make it publicly accessible.

The prospectus contains the following information:

- ◆ List of Management Committee members
- ◆ Details of working hours
- ◆ Guidelines to parents / guardians about their wards
- ◆ College profile
- ◆ Admission guidelines including the reservations for caste, physically disadvantaged, sports persons, etc
- ◆ Eligibility criteria for admission
- ◆ Fee structure including refund rules
- ◆ Discipline and code of conduct
- ◆ Rules regarding attendance
- ◆ List of programmes with courses and electives offered, with intake capacity of each course
- ◆ Detailed information about examination/evaluation pattern
- ◆ Rules of unfair means enquiry committee
- ◆ Library information
- ◆ Student council
- ◆ Alumni association
- ◆ Gymkhana activities
- ◆ National Service Scheme
- ◆ Canteen
- ◆ College committees
- ◆ Student welfare schemes
- ◆ Information Technology Centre
- ◆ Faculty profile
- ◆ List of value added courses

At the beginning of the year the college committees are constituted to plan and implement the programmes in order to attain the organizational goals. In addition to the college prospectus, information about the various student support services is communicated to students through the college website, signage, notice boards and circulars. Feedback is collected formally and informally from the students, parents and faculty for improving the student-support services.

The college adopts the events calendar very strictly. The college calendar coordinates with university calendar and makes the change accordingly if required. The calendar consists of both

academic and extra-curricular activities. It depicts the dates for all major activities carried out during that particular year as the dates are preplanned so that there is enough time for planning each activity. The students and staff are made aware what is in store and can plan accordingly for both academic and non-academic activities. Through the calendar all the stake holders are informed well in advance about the activities and the meeting schedules.

♦ **WEBSITE;**

Institution has moved towards electronic data management and has its official institutional website www.semtrustcolleges.net to provide ready and relevant information to the Students & Stakeholders.

5.1.2 Specify the type, number and amount of institutional scholarships / free-ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The institution has a dedicated person in the administrative office that looks after the free ships and scholarship which are available to the students from the government and also from the institution. In the beginning of the academic year students are informed about various free-ships and scholarships which are available to them through notices sent to the class rooms and displayed on the notice board and the college website. Telephonic contact is also made with the eligible students. The college also provides computer with an internet facility to the students to fill up on-line, application forms for free-ship/scholarship. The administrative staff ensures timely disbursement of these scholarships /free-ships.

Scholarship from the Association of Non-Government Colleges

Year	Amount Per Students	No. of Students
2014-15	800	01
Total Amount Received		800

Freeship from S.E.M Trust

Year	Boys	Girls	Total no of students	Total Amount In Rs.
2011-12	5	13	18	60,400.00
2012-13	4	27	31	92,740.00
2013-14	10	27	37	1,13,850.00
2014-15	20	24	44	1,44,900.00
2015-16	20	31	51	1,37,875.00
2016-17	20	22	42	1,26,000.00
TOTAL	79	144	223	6,75,765.00

5.1.3 What percentage of students receives financial assistance from state government, central government and other national

agencies?

Financial assistance received from State Government: N.A.

Details for the academic year: -N.A.

Total number of students on the rolls: -N.A.

Total number of students who got scholarship / free-ship: N.A.

Percentage of students who have received financial assistance: N.A.

5.1.4 What are the specific support services/facilities available for –?

SPECIAL AND SPECIFIC SUPPORT SERVICES :

♦ **Students with physical disabilities: College is providing Lift facility and 2 wheelchairs are there in the college.**

Overseas students: NIL

♦ **Students to participate in various competitions/National and International events.**

Our college encourages highly talented and skillful students in various fields like, sport and competitions both National & International levels. They are motivated by the management and faculty in various competitions inside and outside the college. Such people are given concessions and privileges.

♦ **Medical assistance to students: health centre, health insurance etc.**

All the students are provided with medical insurance policy by the management with a collection of minimum amount. A health centre is available in the college and a doctor is regularly visiting the hostels to provide consultation and medical assistance

Organizing seminar for competitive exams.

The institution has conducted seminars for competitive examinations. Next year the Institution has decided to provide coaching classes for these students by itself as there are competent teachers available.

♦ **Skill development (spoken English, computer literacy, etc.).**

♦ **Support for-slow learners.**

After the publication of first semester results the weaker students are identified as slow learners and they are given extra coaching, assignments and retests after the college hours. Their progress and performance are reported to their parents.

- ♦ Remedial classes are being conducted After Regular Classes.
- ♦ Teacher-Counselors try to look in to the problems with “slow learners”.
- ♦ Additionally Assignments are given to students who are weak in weak subjects.
- ♦ All possible and required care is taken to help these students.

Exposures of students to other institution of higher learning/corporate/business house etc.

For the Commerce and Commerce related course (BMS and BFM) students have industrial visits regularly every year to have contact with companies, industries and other institutes of higher learning. The Management encourages such activities morally and financially.

- **Publication of student magazines**

Splash - College magazine is published by the college with the participation of the students. It has been the practice to publish the students' magazine annually wherein the students have the opportunity to demonstrate their talent.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The Career Guidance and Placement Cell of the College not only gives guidance to the students to shape their career for higher education and placement assistance but it also extends guidance towards building up the confidence of the students for self-employment and starting up their own ventures. The Cell organizes lectures/seminars by inviting professionals from industry. The College motivates students to participate and present papers in various seminars. This helps to develop their presentation skills. The College organises Industrial visits every year to various reputed industries, wherein the students get exposure to the various aspects of real life situations. Fun Fairs are organised in the College during Annual days. The students put up stalls for games and food items and they learn the business skills like how to manage the finance and market the product efficiently.

As a result of all the above, students have taken up Self-employment/ have started their own business ventures or joined their family business to further strengthen and develop their enterprises with the knowledge acquired in the Institution. Various job oriented courses and add on courses have to be started by the College next academic year such as Direct and Indirect tax, Computer application, Tally etc.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

The hidden talents of the students are brought out only by motivating them to participate in various competitions and activities. Through these activities their skills are exposed to a great extent. The management encourages them morally and financially to some extent.

The college has a policy of providing adequate opportunities, infrastructure and encouragement to the students to participate in sports, extracurricular and co-curricular activities. The necessary financial support is provided by the management. Every year our Institution conducts competitions in extra-curricular and co-curricular activities and the winners are suitably rewarded with a merit certificate and trophy.

The following co-curricular activities are conducted by the college:

- Elocution competitions in Marathi, Hindi, and English.

- Debate and discussions on current social and political issues.
- Quiz competitions on general knowledge, current affairs, subject knowledge.
- Field trips, Industrial Visits and subject-related competitions are organized.

Extra-curricular activities:

- ◆ It is the policy of the institution to give maximum opportunities to students to participate in activities like sports, games, debates and competitions. Various sports competitions are conducted for men and women students in indoor and outdoor games such as chess, carom, badminton, kabaddi, kho-kho, cricket, volley ball, tug of war etc.
- ◆ Annual sports were organized by the College with its usual significance of providing a stage for students potential in which students demonstrated their sporting skills and talent, more encouragement is given to girl students in participation.
- ◆ NSS volunteers actively participate in programmes of social relevance at the college level.
- ◆ To develop the leadership qualities among students, our College NSS Unit and Cultural Dept. organized one day workshop on "Leadership Training Program me" on 26th Sept. 2014.
- ◆ The College arranges various cultural activities and competitions both at intra -collegiate level. Cultural Competitions include Mehndi, Rangoli, Tattoo making, Fashion show, Nail art, Poster making, Cartoon making and Quiz etc.
- ◆ Cultural forum organizes competitions in fine arts, literary events and performing arts which provide them a platform to showcase their latent talents.
- ◆ Additional academic support is given to such students who cannot attend the classes due to their participation in inter college and inter university by giving them special consideration in attendance.
- ◆ College provides necessary sports kits to the students who participate in the intercollegiate competitions.
- ◆ Travelling and daily allowance is provided to the students who participate in intercollegiate competition.
- ◆ The students participating in inter-collegiate tournaments are given TA and DA to meet their requirements. Participants are given snacks, tea/coffee and lunch during the tournaments.
- ◆ Additional Examinations are conducted for students who miss their regular examinations due to their participation in inter-collegiate/University Sports and Cultural activities.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

The faculty guides the students who aspire to appear for competitive examinations such as CAT, SEBI,UGC-NET, SLET, Banking exams (PO). The students are enlightened with competitive examinations and they are encouraged by the members of faculty and the Management to undergo coaching classes and appear for the examinations. The students are also suggested to develop their reading habits by reading newspapers, journals and magazines. The Management provides library facilities and computers with internet facilities for such students.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.?)

Staff members informally help students by providing them personal counseling on one-to-one basis as and when they approach for guidance

Academic:

- ◆ Every 50 students are assigned to one tutor/mentor for academic counseling. Some students may have problems with their education and teaching learning process. In that case the tutor gives counseling stressing the need of maintenance of discipline, regularity, time management and participation in learning activity. The slow learners are advised to undergo extra classes, assignments and retests. At the same time the advanced learners are given opportunities to improve their skills in writing competitive examinations. College conducts programmes like workshop on yoga, seminar on stress management etc.
- ◆ The Communication Skills of the students are enhanced during the regular lectures in the subject Business Communication taught at the First year level at B.Com.
- ◆ During the orientation lectures, arranged in the beginning of the academic year, proper counseling is provided by all teachers with respect to the subjects taught, syllabus, teaching plan, Schedule of Examinations, Results, extra-curricular and co-curricular activities.
- ◆ The Admission Guidance Cell helps students in selecting the right Programme and subjects.
- ◆ The Head of the Institution also extends counseling services to the students particularly those who are faring poorly in their subjects from time to time. He also call the parents, if need arises, to guide them regarding the academic progress of their ward.

Personal Counseling:

- ◆ Some students are afflicted with personal problems like financial, social and domestic. They are asked to contact their HODs or their Mentors to find solutions for their problems. The Mentors are highly responsible to record their problems and solve them smoothly.
- ◆ The Counseling Cell and Women's Development Cell looks after the interests of female students and counsels them whenever the need arises.

Career Counseling:

The Career Guidance and Placement Cell: Give counseling to students

regarding opportunities of higher education and job options available for their course of study. Arrange lectures and seminars inviting academicians and industry professionals to create awareness of the current market trends, placements and new courses. They also advise on the additional skills required in industry. The college has invited eminent civil services administrators, creative writers, certified investment planners, practicing advocates, Chartered Accountants and IT professionals and Environmentalists etc. to interact with students.

Psycho-social Counseling:

The students may have some physiological problems due to various reasons. Mentor-tutor system is followed in our college. The Class teacher takes up the socio-psychological issues of a student and confide with the principal of the college. Counseling is done in this case by the principal. Apart from this psychological experts are invited from various sources to speak on psychological problems of youth.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If ‘yes’, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students’ selected during campus interviews by different employers.(list the employers and the programmes).

Yes. Institution has established a Career Development Office under the guidance of a faculty member of management department. The council provides the following services to the students. The placement and career forum of M.B.Harris College of Arts & A E Kalsekar College of Commerce & Management enables young students to make independent and informed choices..

Career development program oversees the following:

Information on Higher Education, Conduct seminars on career opportunities, Conduct and evaluate analytical tests with external support, Provide assistance to prepare resume and face interviews, Interaction with employers,

Employed through Campus selection :

Year	Date	Organisation	Status
2016-17	1/09/2016	Dange Group of company	5 Student Selected
2016-17	30/9/2016	Novelty Group	2 Student Selected
2016-17	25/10/2016	FlyhighAviaionAcadamy	1 Student Selected
2016-17	3/12/2016	Rudra International	1 Student Selected
2016-17	14/1/2017	Alona Motors Co.(IT)	1 Student Selected
2016-17	11/2/2017	Mahindra Co.	1 Student Selected

5.1.10 Does the institution have a student grievance redressal committee? If

yes, list (if any) the grievances reported and redressed during the last four years.

Yes, the students 'grievance redressal cell' has been formed to find solutions for the grievances of the students. The students are encouraged to confide to their class teachers, head of the department and even the head of the Institution. Since the student's strength is not very big, this practice is working well and there is certainly a one to one contact between the student and the teacher. But for all purposes the grievance/suggestion boxes are available in the campus.

Mostly the students will have problems like insufficiency of water facility, toilet facility, transport facility and hostel facility. There is a written format for the grievances and the students are expected to submit the filled in forms to the HOD's. The HOD's send the letter to the authorities concerned and that is how the grievances are redressed. Mostly the students will be satisfied once their grievances are eliminated. Some of the grievances reported and redressed are:

- ◆ Advancing the college time
- ◆ Supply of more newspapers
- ◆ Separate reading rooms for boys and girls
- ◆ More water facilities
- ◆ Asking for more furniture in the class rooms
- ◆ Requisition to conduct several functions
- ◆ Asking for granting money for activities

The following grievances were found and addressed to.

Sr.No	Year	No of grievancesreported	No. of grievances redressed
1	2009-10	--	--
2	2010-11	--	--
3	2011-12	--	--
4	2012-13	--	--
5	2013-14	3	3
6	2014-15	4	4
7	2015-16	8	5

No major grievances were found. There were few minor grievances which were resolved by the committee.

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

The faculty makes concerted efforts to emphasize upon the students the importance of respecting women and creating a safe environment for all of us to live and work in. The college has a 'Women's Development Cell'. It follows the guidelines given by the Central Women's Development Cell at the University level based on the Vishaka Judgement. A complaint box has been put up which is opened periodically in the presence of the members of the Women's' Development Cell. The staff members are vigilant in the campus and CCTV cameras are installed to prevent such instances. Students are made aware of the Women's Development Cell and regular programmes conducted

by it to empower women and educate them on issues relating to women's safety. There have been no cases of sexual harassment on the campus so far.

5.1.12. Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes, The UGC has made it mandatory for all the students to submit a document promising that they will not indulge in ragging. All the students have signed this document and there is an anti-ragging committee to look after the issues. The college has an 'Anti Ragging Committee'. Students are made aware of this committee during orientation sessions, through notices, prospectus and the college website. College conducts an orientation programme for fresher, wherein they are informed about what actions can be taken against the students indulging in ragging. They are also informed to contact their mentors/ anti ragging committee members/ authorities/ immediately if any such incident takes place, so that such erring students can be suitably dealt with. The staff members are vigilant in the campus and CCTV cameras are installed to prevent such instances. This has led to make our college campus safe and free from ragging. No cases have been reported in the last four years.

Constitution of the committee:

Principal : Dr. M. Khalil Ahmad

Convenor : Prof. Irshad Shaikh

Faculty : 1) Prof. Elakshi Tawade
: 2) Prof. Mona Dedhia
: 3) Prof. Kavita Mishra

Students : 1) Aayushri Davankar
: 2) Hafsa Jasnak
: 3) Rehan Shaikh

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The college provides:

The central library with 5505 books is situated inside the college campus. Internet facilities are available both for the faculty and the students. A Reprography machine is also provided for the benefit of the students. There is a separate place for staff and students.

➤ **CANTEEN FACILITIES**

There is a mobile canteen in the college which can accommodate around 75 students. Both vegetarian and non-vegetarian food are available at subsidiary rate. There is a separate space for students and faculty. Cold drinks and snacks are sold to the students.

➤ **COMPUTER AND INTERNET FACILITIES**

- There are more than 42 computers in the college with internet facilities. The students are allowed to use the computers from 9.00 a.m. to 4.00 p.m. daily. The interested students are permitted to use the internet facilities in the library. The time for using the PC has been notified to the students.

➤ **COUNSELLING CELL**

There are different counseling like personal counseling, career counseling and psychological counseling. A Professor incharge is appointed to organise on-campus interviews regularly and most of the students are benefitted by getting call letters from reputed companies. There is a psychological counseling cell which gives counseling to the mentally weak students whenever and wherever necessary.

➤ **FIRST AID FACILITEIS**

The college has first aid boxe in Collage office. The box contains first aid materials like tincture, cotton, betadine and boric acid power with bandage pieces.

- ◆ Assistance to reserved categories students in obtaining freeships and scholarships from the State government.
- ◆ Provides flexibility in payment schedule of fees to needy students.
- ◆ Travelling and daily allowances to all students participating in intercollegiate sports.
- ◆ Lecture halls to the students for study purposes beyond college hours.
- ◆ Concession in fees to deserving sports students.

5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

The college has an Alumni Association, but the same is not yet registered. The Alumni Association meets annually. The members of Alumni Association enquire about the progress made in academic, infrastructure and students progression achieved. Members of our Alumni are placed in high positions in various companies and industry. Some of them are self-employed. While recruiting new staff in the college, alumni are given preference. Some of the Alumni are employed in the college. Some of the Alumni conduct seminar and workshop for the benefit of students.

Our students are in responsible positions in the following sectors and have brought laurels to the college -

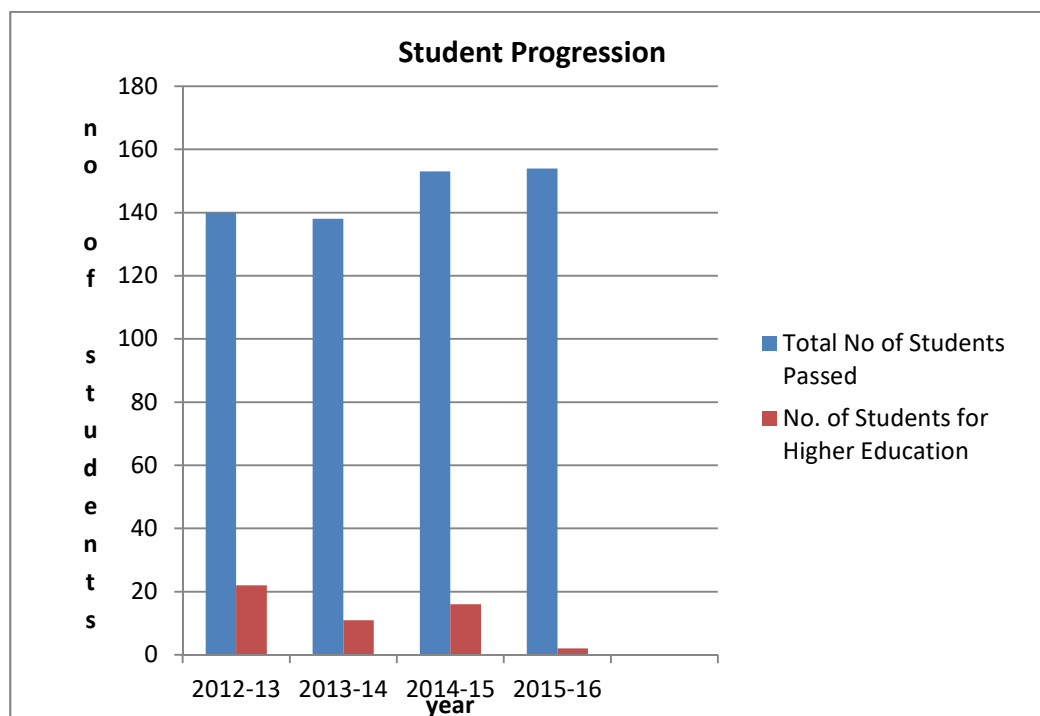
1. Some have become successful entrepreneurs
2. Some are working and settled in other countries
3. State national & International Sports.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches), highlight the trends observed.

Table: Students Progression to Higher Education

Year	Total No of Students Passed	No. of Students for Higher Education	Percentage (%)
2012-13	140	22	15.71
2013-14	138	11	7.97
2014-15	153	16	10.45
2015-16	154	02	1.29



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

TITLE	2011-2012		2012-2013		2013-2014	
	COLLEGE /UNIV		COLLEGE /UNIV		COLLEGE /UNIV	
TYBA	87.05%	38.93%	75%	58.63%	57.14%	69.64%
TYBCOM	80.67%	79.51%	62.71%	81.83%	62.33%	82.85%
TYBMS	-	--	-	-	-	-
TYBFM	-	-	-	-	-	-

TITLE	2014-2015		2015-2016	
	COLLEGE /UNIV		COLLEGE /UNIV	
TYBA	100%	N.A	100%	N.A
TYBCOM	70.59%	N.A	61.81%	N.A
TYBMS	-	-	62.50%	N.A
TYBFM	-	-	100%	N.A

N.A. = NOT AVAILABLE

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The Career Guidance and Placement Cell interacts with various agencies. It organizes workshops with their collaboration to inform students about the various options available for higher education both within the country. The assistance of Recruitment Agencies is taken to provide information to the interested students about the employment opportunities available - both during their studies and after the completion of their courses. Off-Campus Recruitment Drives are conducted by pooling S.N. College, Bhayander. The information about such drives is communicated to the students through circulars which are read out in the class rooms and through notices put up in the notice board at a prominent location. In addition the information about the time, date, eligibility criteria, method of selection, job profile, compensation package, etc. is also communicated to the students. The faculty encourages students to participate in the Recruitment Drives and also guides them to face the interview with confidence. Informal guidance is also provided by the faculty to the students in planning their career. Programmes on personality development and soft skills are also organized by the college to make the students more employable. The faculty members also guide the students informally about the other courses of study they can take up while doing their undergraduate studies or after completing them. A dedicated area is allotted in library for students with internet facility. The college has been promoting earn while you learn scheme.

Quite often aptitude tests are conducted for the students to develop their skills. Such classes enable the students to bring out their hidden talents and get a clear idea of the opportunities of employment. At the time of Alumni meet the students who are placed in companies are asked to give lectures on the employment opportunities. Ways and means are suggested to them to establish their own industries without taking risk.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

STUDENTS AT RISK OF FAILURE

All the students cannot fare better in examinations because they may have low

profile in their IQ. There may be failures in the examinations who are considered to be slow learners for whom special classes are arranged and extra coaching classes are arranged to improve their quality. They are given assignments, retests and exercises after college hours. There are some faculty who take personal interest in improving their knowledge and standards. Such students are issued with written materials in order to help their position. The Mentors take keen interest in counselling such students

STUDENTS AT RISK OF DROP OUTS

As such there are very minimum numbers of dropout students in this college. There are various reasons for drop outs for boys and girls. Generally speaking mostly students discontinue their education due to financial reasons. The faculty extends all possible help and takes measures to support the academically disadvantaged students and also for the students who are at the risk of dropping out:

- ◆ At that time the Mentors take the initiatives and counsel them to continue their studies in the college. More over the Mentors bring this to the notice of the Management and Principal. The Management intervenes by offering financial help to such students who will continue their studies afterwards.
 - ◆ The faculty counsels students on a one-to-one basis.
 - ◆ Students are provided guidance by the faculty to plan their study schedules to excel in examinations.
 - ◆ Remedial classes are conducted.
 - ◆ All the staff members are available for guidance.
 - ◆ Interaction with parents.

As far as the girls are concerned, when they get married they stop coming to the college as they have shifted their place after marriage. If the Principal comes to know about this from the Mentors he counsels the students to take wise decisions to stay back and complete their studies.

Year	No. of Drop outs	Total No. of Students admitted	Drop out %
<u>Under Graduate</u>			
2010-11	40	418	9.6%
2011-12	18	402	4.5%
2012-13	57	431	13.2%
2013-14	91	483	18.8%
2014-15	137	600	22.8%
2015-16	129	727	17.7%

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The institution has a range of sports, games, cultural and extra-curricular activities which contribute to the overall development of the students. The students not only actively participate but also take part in the organizing committees formed in order to organise the events.

Table: List of activities organised for the overall development of the student.

Sports	Chess	Carrom	Volleyball	Kho-Kho
	KABADDI	BADMINTON	CRICKET	
Cultural	Singing	Skit	Acting	Street-Play
Literary	Essay Writing	Elocution	Groupdiscussion	Debate
Fine Arts	Rangoli	Mehendi	Poster Making	Nail Arts
	Hair Styling	Pot - Designing	Best Out Of Waste	
Fashion Show	Ramp Walk Organized For Girls And Boys Separately			
Fun&Fair	FOOD	GAME	JUICE CENTER	etc
Extra Curricular Activities	NSS	Nature Club	WDC	-

Under the guidance of the Principal's students organize sports activities themselves. This is an opportunity given to students to gain leadership quality. They raise funds by themselves for all the sports activities every year. Inter class cricket tournament is organized every year in fond memory of Late Mr. Ridwan Harris. The students actively participate in Intercollegiate sports tournament. The participation of the students in sports is increasing by the year.

NSS ACTIVITIES**Annual Report for the Year :2015-2016****1. Basic Information:**

- a. Name of the College : **S.E.M.T.'S Moinuddin B. Harris College of Arts & A.E. Kalsekar College of Commerce, Sopara**
- b. Name of the Programme Officers : Sheetal Mishra_
- c. Whether Part time/Full time : Full time
- d. Date of Appointment of P.O. : July 2015
- e. Subject you teach at College : Computers and management
- f. Expertise you have other than your subject (Resource Person for the topic) : NA
- g. Date of Meeting of College Advisory Committee : First Meeting-
Second Meeting-
- h. Total No of Student in Senior College : 726
- i. Total No of Students Volunteers in NSS : 100
- j. Total no. of NSS Units : 1

2. NSS Strength allocated under Regular Activities by University :
Actual Enrollment : Male-73 Female- 27 Total-100

3. NSS Strength allocated under Special Camping by University : 50
No of NSS Special Camp organized: 1 No of villages adopted : 1
No of participant: Male:45 Female: 05 Total 50

Activity conducted:-

Particular	quantity	Participants			Particular	quantity	Participants		
		Male	Female	Total			Male	Female	Total
Bandhara-Bund	-	-	-	-	Road Repair	-	-	-	-
Plantation	-	-	-	-	Road construction	-	-	-	-
Toilet Blocks	-	-	-	-	Road Safety Drive	-	-	-	-
Soak pits	-	-	-	-	Cleanliness Drive	1	45	05	50
Compost pits					Street Plays	1	20	05	25
Detailed note, if any:-									

4. Total No of NSS Prog Officer : Male- 00 Female- 01 Total- 01
Total Trained NSS PO : Male - 00 Female - 00 Total - 00
Total Untrained NSS PO : Male - 00 Female- 01 Total- 01

5. Information on participation and organisation of various programmes , if any

a. Details of Tree Plantation:-

S. N.	Date of Plantation	Name of the area	No of plantation	Participants			Remark, if any
				Male	Female	Total	
1	17/09/2015	Soara village	25	64	26	90	
2	22/09/2015	Soara village	25	64	26	90	

b. Details of Blood Donation:- Please attach List of Blood Donors along with blood group

S.N.	Date	Name of the Blood Bank	No of Bottle/ Unit Collected	Participants			Remark, if any
				Male	Female	Total	
1 st camp		Nayar Blood Bank	50	64	26	90	

6. Information on participation of NSS Volunteers in various State / Regional / National level programmes, if any during the year:

Sr.	No of Volunteers participated			Date / Period of programme	Nature of Programme	Organiser / Venue of the Programme
	Male	Female	Total			
1	10	08	18	5/02/16	Street Play competition	S.N. college, Bhayandar

Disaster Management activities:- Disaster Management Cell:

Name of the area / venue of the Campaign : Soara village
Total No. of NSS Volunteers participated : 90

Total No. of Beneficiaries :90

Activities description:

1) Fire brigade training to all our NSS units. Lecture are given how u can manage risk, prevention measures are given. Demos are teaches to the student. Some demo done by student.

2).Disaster management:

Guest lecture by **Mr NitinNaik**. Some video clips are shown to student .First aid training given to student. Some demo done by student

Road Safety Campaign :- Activity conducted:-

Campaign organised: NA, Rally:1, Exhibitions: , Street Play: two, Posters: **50**, Essays: _ N.A., Slogans: **50**, Workshops:_1 , Lectures:_ 1
Any Other, Specify, NIL

Any other activity not covered above- Please give details: Done

Anti-plastic movement in this from waste cloths cloth bags are prepared by the NSS students. Distributed those bags to **URDU MUNCIPALITY SCHOOL**.Lecture was alsogiven by PO Sheetal Mishra.

Brief report of the activities conducted under the National Service Scheme
Regular/Special Camping Programme during the year 2015-16

1. Name of the College: S.E.M.T.'S M.B. HARRIS COLLEGE OF ARTS &A. E. KALSEKAR COLLEGE OF COMMERCE& MANAGEMENT
2. No. of Unit/s: One
3. Number of students enrolled in NSS: 100
4. Total Number of students who participated in Regular/Special Camping Programme: 100
5. Total Expenditure incurred on the Regular Programme: **15110/-**
6. Nature of the work done:
NSS Programme Officer: Mrs.Sheetal Mishra
Ph: 0250 642 1694 Email: semtcollege@yahoo.com

We have successfully completed our annual programme at S.E.M.T.'S M.B. HARRIS COLLEGE OF ARTS & A. E. KALSEKAR COLLEGE OF COMMERCE, NAWAYAT NAGAR, NALASOPARA (W), TAL-VASAI, DIST-THANE .No of 100 students were participated in the programme.
During the academic year we have conducted the following activities:

First we have started with the orientation Meeting for the student with the help of Mrs.Rekha Gore a programme officer from D.G Ruparal College. After that we started with following activities:-

1) Swachha Bharat Abhiyan

- (a) Cleaning of college campus
- (b) Z.B Zakaria High School
- (c) Cleaning of Municipal Garden

2) Seminar on Social Issue

- (a) Aids awareness
- (b) Consumer awareness
- (c) Anti Superstitions
- (d) Child Labour and Dignity of women

3) Special Training on Yoga (Health and hygiene)

4) Street Play (Social issues)

- ◆ (a) Anti-Drug/Smoking
- ◆ (b) Swachh Bharat etc.
- ◆ (c) Women Empowerment
- ◆ (D) Railway Act Awareness

5) Environment related Projects and area based Health programme:-

- ◆ Tree plantation
- ◆ Go Green Rally
- ◆ Anti-Plastic Movement (Distribution of plastic bags)
- ◆ Free Distribution of Notebook to poor children.
- ◆ Pulse Polio Programme
- ◆ Blood Donation Drive with the help of Lions Club and J.J Hospital
- ◆ Celebrated Traffic week (Guest lecturer and Training on Traffic Rule)

6) College Level Programme:-

- ◆ NSS day celebration
- ◆ Constitution day celebration
- ◆ Yuwadiwas
- ◆ Wet land day
- ◆ Voting awareness campaign

Apart from this we had arranged a Fire Management Training at Vasai Fire Brigade Office and Disaster management training cum workshop for the students in the college campus. Volunteers that joined the NSS reluctantly have expressed a great deal of satisfaction. Thanks for the management and officer for providing such a beautiful programme in Sopara village. It was a great experience to work as NSS programme officer.

NSS ACTIVITIES

Annual Report for the Year :2016-2017

1. Basic Information:

- a. Name of the College : **SEMT's M.B.Harris College of Arts &A.E.Kalsekar College of Commerce**Nawayat Nagar, Nallasopara (W), Tal-Vasai, Dist- Palghar,401203
- b. Name of the Programme Officers : 1)Sheetal K Mishra
2) Hiren Champak Ghoil
- c. Whether Part time/Full time : Full time
- d. Date of Appointment of P.O. : 1/08/2015
- e. Subject you teach at College : Self Finance (BMS, BFM)
- f. Expertise you have other than your subject (Resource Person for the topic) : NA
- g. Date of Meeting of College Advisory Committee : First Meeting-31/08/2016
: Second Meeting-15/01/2016
- h. Total No of Student in Senior College : 849
- i. Total No of Students Volunteers in NSS : 100
- j. Total no. of NSS Units : 01

2. NSS Strength allocated under Regular Activities by University:100

Actual Enrolment: Male: Female: Total-100

3. NSS Strength allocated under Special Camping by University:50

No of NSS Special Camp organized: 01No of villages adopted:01

No of participant: Male:50 Female:NA Total 50

Activity conducted:-

Particular	quantity	Participants			Particular	quantity	Participants		
		Male	Female	Total			Male	Female	Total
Bandhara- Bund	NA	-	-	-	Road Repair	NA	-	-	-
Plantation	25	69	31	100	Road construction	NA	-	-	-
Toilet Blocks	NA	-	-	-	Rod Safety Drive	NA	-	-	-
Soak pits	NA	-	-	-	Cleanlines Drive	03	69	31	100
Compost pits	NA	-	-	-	Street Plays	03	69	31	100
Shramad an	1	50	00	50					

Detailed note, if any:-ON 01/07/2016 NSS student has participated in Tree Plantation Programme AT MANORE associated with Lions Club. Total about 1000 tree planted by whole Unit.

4. Total No of NSS Prog Officer : Male 01Female 01 Total 02
- Total Trained NSS PO : Male 01 Female 00Total 01
- Total Untrained NSS PO : Male 00Female 01Total01

5. Information on participation and organisation of various programmes , if any

c. Details of Tree Plantation:-

S. N.	Date of Plantation	Name of the area	No of plantation	Participants			Remark, if any
				Male	Female	Total	
1	26/06/2016	Sopara village (College Campus)	25	69	31	100	Fruits, and Flower

d. Details of Blood Donation:- Please attach List of Blood Donors along with blood group

S.N.	Date	Name of the Blood Bank	No of Bottle/ Unit Collected	Participants			Remark, if any
				Male	Female	Total	
1 st camp	28/09/16	J.J Hospital	53	69	31	100	
2 nd Camp	NA	NA	NA	NA	NA	NA	NA

e. P.P.I. Campaign participation:

S.N.	Date	Name of the Area	Participants			No of beneficiaries
			Male	Female	Total	

f. Programme organized related to Health- health checking camp/ detection camp/ any other health campaign- Health/Eye /T.B./Malaria / Thalassimia/ Pulse-Polio/etc.

Name of the health Programme	Date	Participants			No of beneficiaries
		Male	Female	Total	
1.Rashtriya TwachaRog Search Mission(Associated with Municipal Hospital By MR.DrAniruddha)	19/09/2016	69	31	100	Patankar Park Area(NallaSopara)
2.Rashtriya TawachaRog Search Mission	20/09/2016	69	31	100	Patankar Park Area(NallaSopara)

7. Information on the organization of any other activity/workshops State/National level or any other collaborative programmes, if any conducted during the year:

Name of the Programme	Activities / Work done in brief	Date & Venue of the Programme	No. of vol. participated		
			Male	Female	Total
Skill Development	Leadership	05/09/2016	69	31	100

training / prog.	programme for whole college student.				
Society welfare Programme	World Peace Day	20/09/2016	69	31	100
Self Defence training for girls	Fire Fighting and Fire Management Training	27/09/2016	69	31	100

8. Programme organized under Swachh Bharat Abhiyan – during the year at College Campus, Adopted Area, Nearby area,

Nature of Activity	No of programme conducted	Name of the programme	Participants		
			Male	Female	Total
1.Swach Bharat Abhiyan	03	Clininess,Rally,Poster Making	69	31	100

9. Information on participation of NSS Volunteers in various State / Regional / National level programmes, if any during the year:

Sr.	No of Volunteers participated			Date / Period of programme	Nature of Programme	Organiser / Venue of the Programme
	Male	Female	Total			
1.	01	00	01		Leadership Training	SonopantDandekar College
2.	01	01	02	20/09/2016	SRD Selection	Shroff College
3.	01	01	02	04/03/17-050317	Digital India	Wada college

10. Voters Registration and Awareness Campaign

Nature of Activity	No of programme	Venue	Name of the programme	Participants		
				Male	Female	Total
Registration of new Voters	01	A.E Kalsekar College	Distributed and guided student for enrolment on voter registration	69	31	100
Street Plays/Guest Lecture	01	A.E Kalsekar College	Talk BY Mr .Sagir Ahmed Dange on importance of Vote	69	31	100

11. HIV/AIDS activities- RED RIBBON CLUB:

Total No. of NSS Volunteers participated 100

Total No. of Beneficiaries : 800

Activities description: Guest Lecture by MR.Amit Patel from Krupa Foundation as on 02/012/2016 Aids Awareness at A.E Kalsekar College. Educational Movie Shown to the student. Interaction session was done at the end of the session.

12. Disaster Management activities:- Disaster Management Cell:

Name of the area / venue of the Campaign : A.E Kalsekar College at Sopara

village
Total No. of NSS Volunteers participated : 100
Total No. of Beneficiaries : 100(NSS UNIT)
Activities description: Training on Disaster Management was conducted by Mr NitinNaik and his Team at A.E Kalsekar College. Lecture BY Guest and detailed demonstration done by all the student.

13. Any other activity not covered above- Please give details:

- Independence 70:
 - 13/08/2016 Patriotic Song Competition
 - 15/08/2016 Street play(Topic Unity in Diversity)
 - 19/08/2016 Rally(Hum SabkahoEk hi Nara,Sabsepyaradeshhamara)
 - 23/08/2016 Candle March(College premises)
 - 24/08/2016 Talk by UP-MahapaurMr.Sagir Ahmed Dange
- Free Book Distribution:
 - Total 4 books per student from the old book were prepared by the Nss student. Distributed those notebooks to Urdu Municipality School to the poor needy children. Some new books also donated by non-nss student. Also distributed the same.

Special Camp Report 2016-2017

1. Basic Information:

- a. Name of the College :SEMT's**M.B.Harris College of Arts &A.E.Kalsekar College of Commerce**Nawayat Nagar, Nallasopara (W), Tal-Vasai, Dist- Palghar,401203
- b. Name of the Programme Officers :1)Sheetal K Mishra
2) Hiren Champak Ghail
- c. Whether Part time/Full time : Full time
- d. Date of Appointment of P.O. : 1/08/2015
- e. Subject you teach at College : Self Finance (BMS, BFM)
- f. Expertise you have other than your subject (Resource Person for the topic) NA
- g. Date of Meeting of College Advisory Committee : First Meeting-31/08/2016
: Second Meeting-15/01/2017
- h. Total No of Student in Senior College : 849
- i. Total No of Students Volunteers in NSS : 100
- j. Total no. of NSS Units : 01
2. NSS Strength allocated under Regular Activities by University: 100
Actual Enrolment: Male: Female: Total-100
3. NSS Strength allocated under Special Camping by University: 50
No of NSS Special Camp organized: 01No of villages adopted: 01
No of participant: Male:50 Female:NA Total 50

Activity conducted:-

We have completed our annual special camp at Sopara village at A.E Kalsekar college from25/12/2016 to 31/12/2016

During the camp we have conducted the following Activity:

- 1)Sawach Bharat Mission(College ,Municipality garden,Municipality school etc)
- 2)Seminar on Social issues
- 3)Special training on yoga everyday
- 4)Street Play(social issues)

Date	Activity	Guest
25/12/2016	Inauguration	Mr .NajeebChawre(Managing secretary of college)
26/12/2016	Seminar on Aids Awareness	Mr.Amit Patel from “KRUPA FOUNDATION”
27/12/2016	Lecture on Personality development by Dr.M.K Ahmed (Principal of College)	A.E kalsekar College
28/12/2016	Workshop on Consumer Awareness	Mr.GajananPatil
29/12/2016	Talk on Law and Administration in country	Mr. Advocate RamakantWaghchore(President of BAR Association)
30/12/2016	Lecture on Various government health projects and scheme	By DR. Anirudha
31/12/2016	Workshop on Entrepreneurship	Miss. Supriya Madam from VIVA College

5.3.2. Furnish the details of major student achievements in co-curricular, extra-curricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

No. of students participated and awarded medals

Year	Name	State Level		National Level		International Level	
		Participant	Award	Participant	Award	Participant	Award
2010	RuhiShingade	2	5	1	2	-	-
2012	RuhiShingade	-	-	1	4	-	-
2013	RuhiShingade	-	-	-	-	1	1
2015	RuhiShingade	-	-	-	-	1	1
2015	OmkarSawant	1	1	-	-	-	-
2016	RuhiShingade	1	3	1	2	-	-
Total			9		8		2

Participation of Students in Cultural/Sports etc. outside the college

Sr. No	Name of Event	Name of student	Prize	Year of Event	Event organized by
1	Drama	TahirKhatib	1 st	2014-2015	Dhrishti festival of N.M College
		RizwanNachkani			
		KirtiPandey			
		GauriBirwadkar			
		SabaShaikh			
		MariyamShaikh			
		SamreenChawre			
		Nikhat Ansari			
2	Mimicry	RonitPadaya	1 st	2014-2015	Collosseum Festival of MithiBai College
3	Human Stock Exchange	TahirKhatib	1 st	2014-2015	Mirage Festival of N.I college
4	Singing	TahirKhatib	2 nd	2014-2015	Mirage Festival of N.I college
5	Go Karting Racing	TahirKhatib	1 st	2015-2016	Mirage Festival of N.I college
6	Solo Dancing	EzazGhother	1 st	2015-2016	Namdar Shri Ajit Pawar College

STUDENTS ENRICHMENTPROGRAMMES(DEPARTMENT WISE)
DEPARTMENT OF COMMERCE
Department of Commerce

S.NO	DATE	PROGRAMME	EXTERNAL EXPERTS
1.	04.09.2014	Time Management	Mrs. Nasim Shaikh
2.	27.11.2014	Financial+ Education Programme	Mr. AnandUpadhyay
3.	27.03.2015	Orientation Lecture On 'How to excel in MHRM' Subject for university examination	Dr. M.K.Ahmad
4.	19.08.2015	Competitive Examination Awareness	VikramTrivedi
6.	24.09.2015	Awareness of Income tax	Mr. Manish Bardia, CA
7.	02.09.2016	Recruitment and Selection Process	Mr. Asim Khan
8.	03.09.2016	Skill Development	Mr. Wazir Sirguroh
9.	19.12.2016	Research Methodology	Dr. Anjum Ara Ahmad

Department of Arts

SR.NO	DATE	PROGRAMME	EXTERNAL EXPERTS
1.	19.08.2015	Competitive Examination Awareness	VikramTrivedi
2.	10.01.2016	Road Safety	Mr. RanjeetPawar, PI Palghar district Police traffic Branch
3.	13.01.2016	NCC	Dr. Afsar farooqui, Ismail Yusuf college, Jogeshwari
4.	03.09.2016	Skill Development	Mr. Wazir Sirguroh
5	13.10.2016	Changes in Indian Economy	Dr. S.B.Singh
6	19.12.2016	Research Methodology	Dr. Anjum Ara Ahmad
7	13.02.2017	Urdu Day	Dr. Afsar farooqui, Ismail Yusuf college, Jogeshwari
8	23.3.2017	Hindi Question Paper pattern FYBA & TYBA	Prof. VandanaTuksano
9	25.2.2017	History Question Paper pattern FYBA & TYBA	Prof. Yuvraj Nalawde

Department of Urdu

1.	07.02.2015	Urdu-Adab-Aur-Sahafat	Dr. Saheb Ali
2.	14.02.2015	Mubadiyate- Arooz-Aur- Taqtee-ke-Usool	Dr. Abbas Alam Rizvi
3	13.02.2017	NCC	Dr. afsarfarooqui, Ismail Yusuf college, Jogeshwari

Department of Economics

1	13.10.2016	Changes in Indian Economy	Dr. S.B.Singh
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Department of History

1.	10.01.2016	Road Safety	PI Mr. RanjeetPawar, Palghar district Police traffic Branch
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Department of Hindi

1.	23.3.17	Expert lecture on Question paper pattern	Prof. VandanaTuskano, st.Joseph college, virar west.
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Department of BAF/BMS

S.NO	DATE	PROGRAMME	EXTERNAL EXPERTS
1	27.11.2014	Financial Education Programme	Mr. Anand Upadhyay
2	10.06.2015	SEBI	Mr. Kamatha Upadhyay, Member of SEBI
3	11.08.2015	Project Guidance of TYBMS	Mr. Rambali Maurya
4..	24.09.2015	Awareness of Income tax	Mr. Manish Bardia, CA

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

The college has obtained feed-back from the out-going students through questionnaires.

The feedback is obtained on various aspects such as academic, infrastructure, administrative, extra-curricular and co-curricular activities and about their overall impression of the institution. Feedback received from alumni includes compliments given to the college for:

- Infrastructural development.
- Automation of library.
- Awards and medals in sports.
- Establishment of research centre.
- Feedback also reflected need for the following facilities:
- Provision for clean drinking water facilities.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.

All the departments in the college are promoting creativity among students by encouraging them to publish papers, booklets, pamphlets and magazines

Students are encouraged to contribute articles, short stories, essays, poems, jokes, puzzles and brain teasers in English, Marathi and Hindi and publish their own newspaper. The college has published manuscript on the occasion of Marathi Bhasha day annually which provides a platform to publish their creative writings. They are also encouraged to participate in inter college literary events. Students have been provided a dedicated space to showcase their artistic and literary works. In the college magazine the creative thinking of the students are revealed through their articles, poems, rhymes and different kinds of pictures

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The government has banned student's union elections strictly. Moreover the self-financing colleges never conduct union elections to elect the students council. Hence the Principal nominates a few best students for the posts of

Secretary and Joint Secretary. The students are responsible for conducting all the activities and the programmes and the celebrations like College Day, Sports Day and Graduation Stage. To avoid unnecessary problems in the college no fund is collected from the students. Yes, our college has a student council. It consists of:

- Chairperson (Principal) : Dr. M.K.Ahmed
- One faculty nominated by the Principal : Ms. Elakshi Tawade
- NSS Programme Officer : Mrs. Sheetal Shukla
- Sports Director : Prof. Shahid Shaikh
- One student (University Representative of the college, who is elected by the students who are nominated to the Student Council) : Master Tahir Khatib
- One student representative from each programme.: Master Tahir Khatib
- Two ladies' representatives : 1) Prof. Diksha D. Vaje
2) Prof. Elakshi G. Tawade
- One Cultural Representative. : Prof. Rohita Raut
- One NSS Representative. : Prof. Hiren Gohil
- One Sports Representative. : Prof. Ruksar Khan
- The College follows University norms for selection and constitution of the students' council. The students' council assists the college administration to organise various activities.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them

All committees functioning in the college make an effort to involve the students in organizing programmes both in co-curricular and extra-curricular activities. Students' are involved in the:

- **NSS Committee**
- **Cultural Committee**
- **Sports Committee**
- **WDC Committee**
- **Students Council Committee**
- **Cleanliness Committee**
- **Placement Committee**
- **Marathi Wandgmay Mandal**

The student's council consists of the Chairman, Vice Chairman, Secretary and Joint Secretary. Apart from this every class has a student representative and few of them are allowed only in few committees. Their main work is to share their views of the committees. The following committees have student's representatives.

Admission Committee

The college follows rules and regulations of Mumbai University in the matter of admission. The committee is responsible for the smooth and successful conduct of admissions in the presence of student representative. It is their responsibility to see admissions is made following the rules and regulations strictly.

Discipline Committee

As this is a co-education college, there may be few discipline problems then and there, and the Principal is responsible to maintain discipline on the campus. If there is any ragging problems or eve-teasing problems, the Principal has to convene the Disciplinary Committee Meeting in the presence of students' representatives.

Library Advisory Committee

Library Advisory committee is convened every year before the reopening of the college. The committee meets with the students' representatives to take the following decisions.

1. Purchase of more new books
2. Purchase of journals, magazines and newspapers.
3. To provide more facilities for the library.

Sports Committee

The sports Incharge of the college convenes sports meeting with the students' representative every semester to take decisions regarding Sports activities.

College Magazine Committee

The Principal sends a circular to all the departments informing them to prepare essays, articles, drawings, paintings to publish in the annual meetings. It is the duty of the student's representative to collect material from various classes and submit them to the committee. Once the correction is over the Convenor of the meeting takes steps to prepare the magazine before the end of year.

Cultural Committee:

The college has three main celebrations - College Day, Sports Day and Graduation Day. The management expects the faculty and the students to organize and conduct various events and Cultural programs to hone up the skills of the students to bring out their hidden talents. The committee decides the number of events and members to be participated.

Anti-Ragging Committee

This committee is convened every month and if any cases are reported Principal takes action with the recommendations of this committee. One student representative is included to advocate the case of erring students and support their cause.

Prevention of Sexual Harassment committee:

As this is a co-education college and most of the students are girls this committee plays a important role. If any case is reported to the Principal, she informs the committee to take necessary action depending on the intensity of the case. Again, in this committee a student representative is a must.

Students Grievance and Redressal Committee:

In the beginning of every year, the students are issued grievance redressal forms to express their grievances. Once in two months the grievance forms are collected and scrutinized by the committee and the committee gives its

recommendations to the Principal to take action. The grievance and complaints are forwarded to the Management who are responsible for redressing the grievance of the students

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The Institution invites former faculty and the alumni for all major events organized in the college. The College helps the alumni association to organize its annual meetings. The College collects all the information of Alumni with their names, present position and contact numbers. Whenever necessary, the HODs used to contact the Alumni for their guidance and help. The website and the email address of the Alumni are collected. 2 Alumni are placed in the same institution. The institution collaborates with the alumni through college website, social media and personal contacts.

Any other matter:

Though the College has limited finances, it has never shied away from using external resource persons to train and empower its Staff and Students. Studies on adult leadership suggest that leaders are chosen not because of some unitary trait of leadership, but because of personal characteristics of empathy, friendliness, self-esteem, a sense of responsibility to others, independence of judgment, and skill in communication. In fact, the qualities of potential leadership are apparently the same qualities expected of good followers.

Research on self-esteem and peer acceptance in children strongly suggests that those with strong self-esteem tend to be more powerful in social relations, that they attempt to influence others, and that they are less susceptible to others' attempts to influence them. In contrast, those with low self-esteem tend to seek the acceptance and support of others. Studies on leadership at the adolescent and adult level show a similar relationship. The institution is always in the forefront in increasing the student support. Similarly the institution has always provided its helping hand in upbringing sports in our premises. The achievements made by our students are a testimony to the support provided by the institution.

Criterion VI: Governance, Leadership and Management

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

VISION

“To nurture innovation and creativity through quality education and provide higher education to weaker and deprived students of neighboring rural area irrespective of caste, creed and religion.

MISSION

“To develop an Organization which serve a diverse community of students with accessible & affordable education that enhances the quality of life.”

The mission statement defines institutions characteristics in the form of following objectives:-

- The main objective is to provide affordable education to the students from Nallasopara area. As large number of students is from economically and educationally disadvantaged sections of the society.
- To inculcate the core values and ethics to students
- Motivate students to for academic excellence and overall development
- To make the students responsible citizen and contribute for societal development.
- Imparting education to the disadvantaged and needy, regardless of caste, colour or creed.
- Empowering the minority students
- Providing the appropriate levels of experience in life skills, leadership skills and inculcate patriotism among the learners.
- Developing the slow learners to meet the challenges of a competitive world with confidence and self esteem
- Instilling values based on truth and integrity for a holistic development of the students

The college fulfils these objectives through various committees, appointing of well qualified faculties, organizing seminars & workshops.

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

The Management and trustees of our college take a keen interest in the working of the institution. The management formulates various policies for sustainable development of institute and holds regular meetings with the Principal and staff members. They are also members of LMC. The management ensures good governance of the college through strategy development. The management has adequately empowered the Principal to design and implement policies and plans for the betterment of the institution. This is done in consultation with the various committees and stakeholders.

Role of the Management:

- To monitor and govern the institution in line with the vision, mission and the objectives
- To provide the required financial support to the institution.
- To provide and upgrade infrastructure
- To interact with staff representatives through the Local Managing Committee (LMC) and the Internal Quality Assurance Cell (IQAC).

Role of the Principal:

- ◆ To ensure academic growth of the college.
- ◆ To assist in planning and implementing academic programmes.
- ◆ To participate in teaching work, research and training programmes of the college.
- ◆ To administer and supervise curricular, co-curricular and extracurricular activities of the college.
- ◆ Admission of students and overall administration including maintenance of accounts.
- ◆ Conducting and Supervision of college and University exams.
- ◆ Assessing reports of teachers and maintenance of service books of teaching and non-teaching staff.
- ◆ To be a link between management and staff
- ◆ To ensure smooth working of the institution
- ◆ To encourage staff by providing opportunities for growth.

Role of the Faculty:

- ◆ To enrich the teaching learning and evaluation process.
- ◆ To undertake and motivate students to pursue research/projects.
- ◆ To provide inputs to the Management and the Principal in planning its activities to achieve the goals and objectives.
- ◆ To promote academic excellence by upgrading the skills and knowledge.
- ◆ To be a facilitator in co-curricular and extra-curricular activities.
- ◆ To be a mentor to students.
- ◆ To be a counselor.

6.1.3. What is the involvement of leadership in ensuring the policy statements and action plans for fulfillment of the stated mission formulation of action plans for all operations and incorporation of the same into the institutional strategic plan.

THE POLICY STATEMENTS AND ACTION PLANS FOR FULFILLMENT OF THE STATED MISSION

The Management and the Principal believe that education is not complete without translating the action plans into emphasis on performance. All programs on teaching and learning have an emphasis that is conducive to the all-round development of aspiring youth of the 21st Century. New facilities are provided consistently and the existing ones are constantly renewed and upgraded in order to cater to the needs of the diverse and changing student population. The Management and the Principal ensure that the institution forges ahead with all the planning, to consolidate and become one of the premier institutions in the area, providing excellence in

education to the most needy and the weakest of the weak in our society.

The involvement of leadership in ensuring the policy statements and action plans for fulfillment of the stated mission:

- ◆ The Principal is the Head of the Institution and he bears the ultimate responsibility for the smooth running of the College. The role of the Principal of the College is multi-dimensional. As the Head of the Institution, the Principal is responsible for both the academic and administrative functioning of the College. He prepares the agenda for Governing Body meetings and it is placed before the body for academic and administrative matters requiring for the approval.
- ◆ The Principal conducts staff meetings in the beginning and at the end of each term and as and when required to provide information about new programmes and projects. A review of the programmes conducted and committee functioning is taken regularly.
- ◆ The Principal formulates strategies with the help of the governing body, committees.
- ◆ Transparency is ensured by discussing the institutional plans and their implementation with the faculty.
- ◆ The involvement of leadership in formulation of action plans for all operations and incorporation of the same into the institutional strategic plan.
- ◆ The members from all sections of the institution, provides them the necessary support in planning and decision making process to maintain quality in the institution.
- ◆ An academic calendar for all curricular and extra-curricular activities has been made by involving all departments and committees.
- ◆ Semester wise teaching plans for every subject are made by the faculties.
- ◆ The Heads of the Department ensure smooth and timely completion of the syllabi in their respective departments.
- ◆ The personal interaction of the Principal with various stakeholders, such as Faculties, Non- Teaching Staff, the Students and the Guardians play an important role in this. As information available in student's feedback forms and information available in self-appraisal forms of teachers help the authorities to plan properly for the policies.
- ◆ The participatory role of the management encourages and sustains the involvement of the College staff, which is necessary for the efficient and effective running of the College.
- ◆ The Principal receives reports from the different College Committees, which offer advice to him in matters defined in the terms of references of their functions.

FORMULATION OF ACTION PLANS FOR ALL OPERATIONS AND INCORPORATION OF THE SAME IN TO THE INSTITUTIONAL STRATEGIC PLAN

All the faculty members are expected to complete the syllabi within stipulated time. So they have organized and unitized schedule to complete their curriculum which is regularly reviewed and restructured. Apart from lecture methods the supplementary methods like use of audio visual methods and field trips, internship training and industrial visits are also arranged.

INTERACTION WITH STAKEHOLDERS

At the time of admission the parents get all the information of the institution from the admission committee members who explain in detail the number of courses, the rules and regulations of the college and facilities available. An orientation programme is conducted before the commencement of the college in which the stake holders have a thorough knowledge of the institution and its structure. Every year PTA meeting and Alumni meeting are conducted where the stake holders express their opinions, recommendations and suggestions. The institution gets feedback forms from the parents to know their suggestions and their views are taken into account. The college follows tutor ward system by which the parents have a close contact with the institution through their Mentors. The parents are also informed about the progress and performance of the students and if necessary the parents are asked to meet the Principal.

The involvement of leadership in interaction with stakeholders:

- The stakeholders are involved in the planning and implementing activities in the institution.
- Interactive sessions are organised with the stakeholders - the management, staff, students and Alumni.
- The members of staff coordinate with students, parents and local community.
- All our activities are student-centric. The institution gives importance to all round development of students. Students are encouraged to participate in co-curricular and extra -curricular activities.
- The faculty interacts with parents of students as and when required.

The involvement of leadership in proper support for policy and planning through need analysis, with the stakeholders.

Our Principal interacts with academicians from other institutions, government officials and University officials, and professionals from industry to understand the requirements for making our students employable. Based on these requirements, the existing courses are modified and avenues for opening new courses are explored.

REINFORCING THE CULTURE OF EXCELLENCE

The atmosphere found in this college is fit for conducive environment for competitive academic activities and disciplinary ambiance to improve the quality of human excellence, eminent faculties and experts from various fields are invited to deliver lectures to improve the personality development and religious tolerance. The Management focuses on the need for unity of excellence in behaviour.

CHAMPION ORGANIZATIONAL CHANGE

As this is a self-financing college the Management is running the college with the help of the Principal and the faculty members. In the administrative side, the Principal is assisted by the Incharges and other non-teaching staff. The powers of the Principal are decentralized to all the Heads of the Departments to handle academic and non-academic matters.

6.1.4 What are the procedures adopted by the institution to monitor and

evaluate policies and plans of the institution for effective implementation and improvement time to time?

The Management is the ultimate authority to frame the general policies for development and direction of the Institution from time to time, in the spirit of service, ideals and principles, and in consonance with the stated objectives.

The Management also ensures that the property and finances are judiciously managed, administered and shared as per the rules and regulations of the SEMT. Management is assisted by a constituted Local Managing Committee. This committee is wholly responsible to plan, control and coordinate to direct all the activities in the college. The constitution of the committee is as follows -

1. Management Representative
2. Secretary of the College
3. Principal
4. Two senior Faculty
5. One non-teaching Staff.

The committee is responsible for the appointment of teachers, monitoring the department activities and introducing of new courses. Based on the committee's decision the Principal convenes the HODs meeting and elaborately discusses the plans and implementations to be followed in future. The Principal is the Head of the Institution who has close interaction with the Management and makes policy decisions. The lesson plan is written by the faculty members monitored by the HODs and supervised by the Principal. The members of faculty are advised to complete the syllabus within a stipulated time. Quite often the department meetings are convened to discuss the celebrations, functions, activities, workload, and examination work and result analysis elaborately. In the HODs meetings the Principal discusses co- curricular and extra-curricular activities. The faculty is informed of their duties and responsibilities by the head of the institution in the scheduled staff meetings and departmental briefings. The Management immediately responds to any request to improve the structure of the college.

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

- ◆ The management provides autonomy to the Principal.
- ◆ The Faculty is empowered to take up these responsibilities:
- ◆ Development and implementation of teaching and learning strategies, policies and processes.
- ◆ Development of student experience and engagement activities.
- ◆ Implementation of system-wide Institution-wide strategies and policies for learning, teaching and the student experience.
- ◆ Encourage and drive forward relevant and appropriate pedagogic research within the college.
- ◆ Chair the Teaching, Learning and Quality Committees.
- ◆ Ensure that program design, monitoring and review is informed by best pedagogical practice.

- ◆ Monitor and ensure action is taken on annual monitoring reports for programs.
- ◆ Identify, disseminate and implement good practice in teaching and learning
- ◆ Promote innovation in learning and teaching, including the oversight of e-education initiatives
- ◆ Identify staff training needs and co-ordinate staff development activities in teaching and learning.

6.1.6 How does the college groom leadership at various levels?

STAFF LEVEL: The Principal is the highest administrative authority in the college who plays a pivotal role in the administration and the Management of the institution. She is the sole controller of academic and non-academic activities of the college. Normally in any institution the Management will not interfere with the administration. Instead it delegates full powers to the Principal. In the same way Principal allots powers to the HODs to act as leaders. The members of faculty are also given freedom to take decisions in matters related to students. The faculty are assigned the work of convenience of various committees. The NSS officers take their individual decisions for the conduct of programmes. That's how leaders are groomed among the faculties.

STUDENT LEVEL: Student Council is formed and Chairman, Vice Chairman and Secretary nominated by the Management. Every class has student representative and they represent the problems of their own students. They are helpful in organising and conducting functions and activities in the college. Apart from this the NSS groom leaders on their own. The students are also encouraged to participate in literary functions, inter collegiate programmes.

Planned preparation of the annual college calendar for the whole year to executing the same is taken up by the different committees consisting of the faculty and the students. Through this process, their organizational abilities, facing challenges at difficult situations and decision-making skills are developed. Similarly, the students are guided to be leaders in their own right, which helps them to build confidence and a strong integrated personality. The college grooms leadership at various levels through work rotation in different committees

- ◆ By sponsoring faculty for training programmes
- ◆ By inviting Resource Persons in various subjects to enhance their knowledge and skills
- ◆ By delegation of responsibilities to the new faculty
- ◆ By decentralizing decision-making powers
- ◆ By grooming students to take up leadership roles through co-curricular and extra-curricular activities.

6.1.7 How does the college delegate authority and provide operational autonomy to the department/ units of the institution and work towards decentralized governance system?

The functioning of the institution is decentralized, wherein the Heads of department and Coordinators are entrusted with the decision making process. At the beginning of every year the faculty is assigned responsibilities in various committees. Since the academic calendar is framed and printed, the faculty takes individual responsibility to complete the task. The Departments have the freedom to conduct their own value added programs and are encouraged to be accountable to all the stakeholders. From time to time, the Principal and the Management monitor the progress of the Departments and guide them to achieve the aspired levels of excellence. There is also a proposal to conduct performance appraisal to motivate them to fare better.

Various committees are constituted to plan, implement and review programmes:

1. Local Managing Committee (LMC)
2. Admission Committee
3. Examination Committee
4. Unfair Means Enquiry Committee
5. Women's' Development Cell
6. Students Council
7. Anti-Ragging Committee
8. Grievance Cell
9. National Service Scheme (NSS)
10. Time Table Committee
11. Discipline Committee
12. Attendance Committee
13. Library Committee
14. Magazine Committee
15. Cultural Committee
16. Sports Committee
17. Counselling and Career Guidance Committee
18. Commerce Forum
19. Research Committee
20. Marathi Vangmay Mandal
21. Cleanliness Committee
22. Placement Committee

The Heads of the Departments and some of the senior members of the faculty are appointed as conveners whose responsibility is to convene the meetings at least twice a semester. They are totally responsible for not only conducting the activities of their committees but also for the smooth and successful running of the college. The Committee members are selected and appointed by various departments and the nature of the committees jobs are assigned to them. That's how the delegations of powers and operational autonomy are granted to the committees.

The Principal has given full powers to the Heads of the departments to organize and conduct department meetings in which all the important aspects and the requirements of the departments are elaborately discussed. The faculty members ask for books, journals, magazines and equipments. This will be taken to the Principal and in turn the Management involves in solving the problems of the department. The

Management does not hesitate to spend money to provide the requirements of the departments.

The Management convenes the review meetings regularly under the chairmanship of the Secretary and depending on the urgency and necessity takes decisions to accept the demands of the faculty members.

6.1.8 Does the college promote a culture of participative management? If 'yes' indicate the Levels of participative management?

Yes. The Management conducts periodical meeting with HODs to update management regarding the work of the departments. The Management and Principal interact with subordinate staff to discuss important issues like admission and development of departments. They are encouraged to plan for the future activities, in the departments. In this way the culture of participative management is encouraged

There is a high level of participation by the faculty in all student matters. Various committees have been formed to implement the plans of the college. They regularly meet and deliberate on the actions to be initiated to meet the goals of the college.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 Does the institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes.

The institution has a formally stated quality policy which is as follows:

We at Kalsekar College are committed to contribute to the transformation of society by empowering our students with value based quality education. We strive to provide quality education by creating a congenial learning environment.

The details of the strategies are as follows:

- ◆ Integrating professional requirements with needs of the society.
- ◆ Developing a multi-disciplinary perspective for the overall development of students.
- ◆ Using classroom situations to sharpen analytical skills and rational thinking.
- ◆ Making education a job oriented process by offering a spectrum of courses.
- ◆ Providing the staff opportunities to update their knowledge and skills
- ◆ Ensuring the enhancement of the quality systems in the institution.

Quality Policy: The management of the college is committed to impart a complete all –round education of high academic excellence by providing:

- ◆ Opportunities for development of personality and character of students by disciplined habits, sustained work, devotion to duty and co-operative spirit through co-curricular activities.
- ◆ The management is committed to continually improve the service quality through training and retraining of educationalist to enhance the competencies.
- ◆ Improvement in learning resources such as laboratories, library etc.
- ◆ By introducing various teaching-learning methods.
- ◆ By displaying the Vision and Mission on the website and at prominent places in the college.
- ◆ Improving the infrastructure of the college.

- ♦ improving the ICT facilities available in the Teaching-Learning process.

The Quality Policy of the institution has been developed by the management in consultation with the stakeholders. The sense of commitment to the cause of education drives the faculty and staff towards the implementation of the quality policy. The college management provides a conducive environment for the same.

The feedback that we obtain from various stakeholders helps us ensure quality in all our efforts and systems.

6.2.2 Does the institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, the Institute has a perspective plan for development. Normally the University sends a common schedule for the whole year's academic plan. In the ensuing meeting the Principal discusses in detail the plan of the college for the whole year. Later this plan is sent to the departments where the HODs concerned prepare the departmental annual plan. The work is split up and assigned to various committees for the successful functioning of the college. Every committee has its own objectives to perform. So according to the requirements their perspective plans are to achieve success. The plans include the provision for faculty development in curriculum and co-curriculum. To improve the quality of research activities the perspective plan is properly earmarked

ACADEMIC PLAN:

- To add more UG courses
- To start Value Added programmes with the approval of the University
- To start bridge courses and remedial courses in all the subjects
- To encourage the staff to appear for SLET/NET examinations
- To start courses with collaborations
- To establish MOUs with reputed companies and industries
- To encourage the faculty members to prepare mini projects from funding agencies

Teaching-Learning Process

- ♦ **The academic calendar** for the academic year would be prepared in advance to plan the activities throughout the year.
- ♦ **The time table** for the academic year would be handed over to the head of the departments in advance so that the workload in the department is distributed and every faculty has the time table in their hand by 30th April in every year which give ample preparation time to the faculty for the next academic year's teaching accordingly.
- ♦ **Teaching plan** shall be submitted by each department at the beginning of the year to ensure completion of syllabus within the stipulated time. These teaching plans would be uploaded on college website. Based on teaching plan, academic diary would be maintained by individual teachers, which would then be duly signed by the HOD at the end of months and the Principal at the end of Semester. Teachers will also write their daily activities conducted in the diary.
- ♦ The departments decide on a **tentative plan** towards organization of various extracurricular activities, study cum educational tours and excursions, seminars, workshops and guest lectures and get the sanction for

the same from the Principal. Towards the end of the academic year each department would submit the reports of their activity along with the proof and photographs to the documentation committee. A copy of the same would be emailed to IQAC.

- ◆ Each department shall be ensured to do the **methodological planning** to enhance the student centric learning. Apart from lectures regular tutorials and remedial teaching would be engaged to give individual attention to all those in need and also extra lectures shall be engaged when need arises.
- ◆ In case when the **completion of syllabus** require extra teaching due to delay or prolonging of exam schedule as it happens in case of third year Bachelor of Arts students due to subject combinations at university level concerned faculty shall engage extra lectures to complete syllabus in time.
- ◆ **The examination committee** shall ensure the enactment of all the prescribed norms of the University for conducting and evaluation of both internal and external exams. From paper pattern to centralized assessment and timely declaration of the results the prescribed set of rules as per the University would be followed. All the details pertaining to the same shall be communicated to the students through circulation of notices from time to time in the class room and notice boards. Examination time table will also be displayed on the notice board, college website and **display screens** well in advance.
- ◆ Student services and **Information Advice and Guidance (IAG)** at the college have to be made holistic, with a joined up approach, in order to make high levels of consistency and quality.
- ◆ *'During enrolment there is a strong focus on ensuring the **right student is on the right course at the right level**, which is enhanced by the use of initial and diagnostic assessments*
- ◆ Information Advice and Guidance shall be made available to potential and enrolled students at the college throughout their learning journey.
- ◆ There is a strong emphasis on **impartial advice and guidance** so that students are guided to make the most suitable choices and understand entry and course requirements.
- ◆ **Careers advice on employment** and higher education is to be focused on student progression and a number of student support services have to be made proactive in engaging current students through internal outreach activity, including the student induction process.
- ◆ We are planning for those students who are academically strong and gifted would be encouraged to **participate in research and related activities** through participation in Avishkar Research Convention, conferences, workshops, poster competitions and presentations.
- ◆ **Analytical, critical and organizational skills** would thus be developed. They are also expected to take part in outreach activities involving social service to the less privileged.
- ◆ At the beginning of the academic year, the mentors and the faculty shall **identify the potential learners** who can go beyond classroom learning, to take up research and be a part of numerous academic activities.
- ◆ These students would be given an opportunity to make presentations, participate in seminars and workshop. They shall also be given an opportunity to serve as the members of organizing committee for national and state level workshops/seminars organized by college from time to time.

- ◆ In **identifying key areas of focus for the strategic plan**, Management and staff would engage the full range of stakeholders. They shall also undertake a thorough analysis of different information sources, including on local and national economic and social contexts that would provide insights into future demand and need.
- ◆ If we could **get extra divisions and new courses** to commence in the ensuing year we need all the five floors to accommodate students in the current infrastructure and junior college shall be shifted in the afternoon session, so that the entire floors can be used even for junior college after 12.00 pm. My suggestions would be to make extra efforts to extend as many divisions as possible in junior college that can be accommodated in all the 5 floors. This will boost our income to be utilized for repayment of enhanced liabilities and better of the conditions of staff members.
- ◆ The whole premises have to be made wified. Negotiation is going on with **Reliance Jio**, an initiative taken up by the university under Digital India Plan.
- ◆ Efforts would be made to commence new courses like **BAF/ M.Com/ Add on courses** like computerized accounting, event management, e-commerce/ BSc. IT.
- ◆ An **international conference** to be organized in collaboration with University of Mumbai and JJT University next academic year.
- ◆ Efforts would be made to get **study centres** of open universities like NIOS, YCMOU etc.

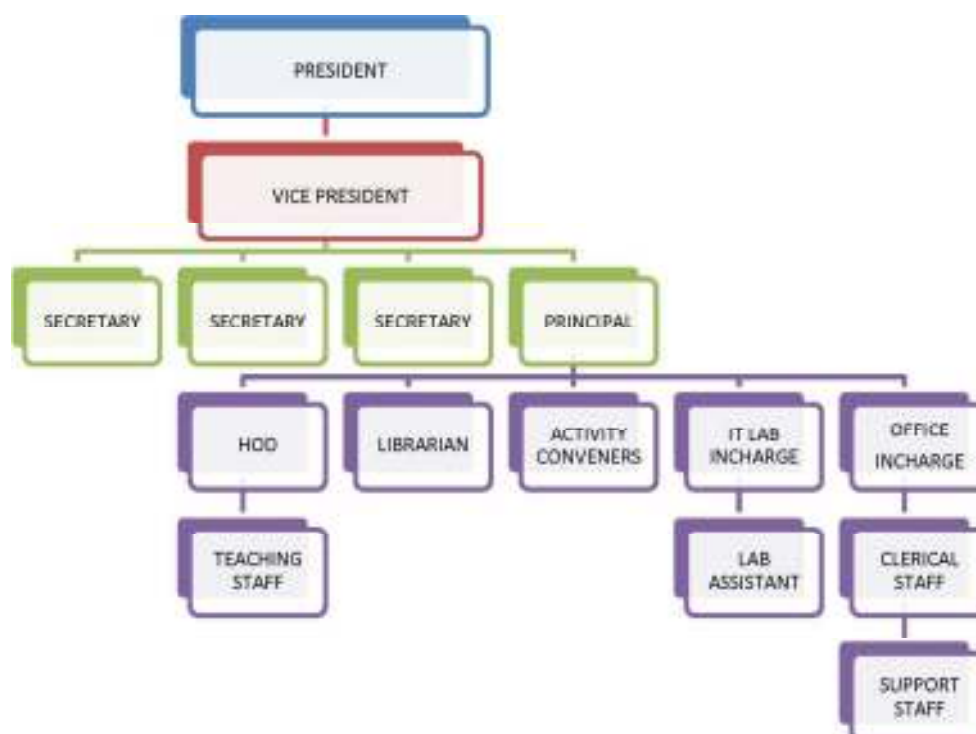
6.2.3 Describe the internal organizational structure and decision making processes.

Normally the college committee is the supreme body in policy taking and the committee meets twice in a year before the reopening of the college. As far as the college is concerned the Principal is the supreme body in the college to take decisions and to lead the faculty and the students. He is 100% responsible to look after the academic functioning and administrative functioning of the college. To manage all its activities of the college, the Principal has delegated the responsibilities by forming various academic and administrative committees as listed under 6.1.7.

The decisions of the college committee are conveyed to the members of the faculty either in the meeting or through circulars. If at all the faculty members have any suggestions they can represent their views to the Management.

The committee conveners through Principal of the college make proposals which in turn are forwarded to the management committee.

The principal and the governing body take the appropriate decisions. The college internal organizational structure is as follows



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

1. Teaching and Learning:

As an institution affiliated to the University of Mumbai, the college follows its guidelines for teaching, learning and evaluation. The institution has framed for itself various strategies which enhance the quality improvement. These strategies are framed by the College keeping in view the quality changes required for the development of the College. The procedure adopted for admissions to various courses provided by the College is based on student's academic records. The rules and regulations set by the affiliating University and the State Government are strictly followed for students' admission. All the courses in the college are provided with sufficient class rooms, adequate furniture, well equipped computer Lab and well stocked library which are used for teaching and learning process.

- ◆ The lesson plan is prepared by the members of the faculty with date, time, period, topics and syllabus monitored by the Heads of the Departments and supervised by the Principal. After duly signed by the Principal the lesson plans will be returned to the teachers concerned. The Management provides registers for lesson plan, internal assessment register etc.
- ◆ Every semester the college conducts two continuous internal tests and one model examination before the University Examination. Evaluations of these test papers are done by the members of the faculty themselves.
- ◆ The Management lends moral and financial support to the faculty members to conduct seminars, workshops, conferences and guest lecturers in the college.
- ◆ Seminars are organized to give students an opportunity to interact with subject experts.

- ◆ Faculty participate in orientation, refresher and short term courses to update themselves on developments which take place in their subject and teaching methods.
- ◆ Field trips and industrial visits are organized with the aim of exposing students to the real world and relate theory to practice.
- ◆ Several co-curricular activities are organized to involve students in the learning process.
- ◆ The library is extensively used by the faculty and students in the teaching-learning process.
- ◆ At the time of reopening of the college the 1st year students are given orientation programme in which the management and the Principal speak about the strength of the college courses offered and the facilities available.
- ◆ The bridge courses to the non-major students and remedial courses for the slow learners are offered to improve their quality.
- ◆ The college follows a feedback mechanism to know the real position of the college and faculty member

2. Research & Development:

The College is not having a recognized Research Centre duly approved by the affiliating university. Besides this, College is having a research committee at College level. The faculty is very much aware of the growing importance of the research based education. The College encourages the teachers & students for research work. The composition of the committee is as follows:

Chairperson : Dr. Mohd. Khalil Ahmad
Members : Mr Irshad Shaikh
Mr Shahid Ali Shaikh
Miss Diksha Vaje
Mrs. Dipanwita Banerjee
Mrs. Sujata Yadav

- ◆ Research activities are promoted by providing opportunities to the faculty to participate and present research papers in seminars and workshops.
- ◆ Participation of the faculty in these activities is facilitated by providing them financial support and duty leave.
- ◆ The faculty is encouraged to register for M. Phil. and Ph.D.

3. Community Engagement:

The students are very active involving themselves regularly inside and outside the college. The students are motivated to join NSS. As far as development is concerned, NSS officer involves in various extension activities of the College. Through NSS, the students are encouraged to undertake community-oriented activities like Social work

Health-Hygiene Awareness, Medical Camp, Blood Donation, AIDS Awareness, Environmental Awareness and education programmes taking social surveys. The NSS students are conducting regular activities and 7 day camps in villages for the upliftment of their villagers. They also help the police to regulate the traffic during festival times. The students have actively participated in the following programmes as part of their social responsibility:

- ◆ Blood Donation Drive
- ◆ Activities creating Environmental awareness such as Tree plantation and Rashtriya
- ◆ Swachata Abhiyan.
- ◆ Activities promoting Responsible Citizenship such as Voter Awareness Campaign, Road Safety.

4. Human Resource Management:

The institution follows the prescribed guidelines of the concerned authorities such as Government of Maharashtra, University Grants Commission and the University of Mumbai while recruiting the staff.

The management ensures that there is no gender bias in recruitment of staff.

The existing faculty and non-teaching staff are deputed for faculty improvement and other Training programmes.

In addition to teaching, the faculty also plays an important role as members of various committees in the implementation of various plans of the college.

Non-teaching staff is provided with in service training to enhance their skills.

They are motivated to improve upon their educational qualifications. They are also encouraged to participate in workshops and seminars. Improvements made in performance are rewarded in terms of recognition and promotion.

5. Industry Interaction:

The institute interacts with various local as well as outside industries. It consults with other industry on various issues for the improvement of education system.

- ◆ Industrial visits and field trips are organized to establish linkage with various organizations.
- ◆ Eminent persons from industry are invited to conduct seminars and guest lectures.
- ◆ Students are facilitated to visit commercial and industrial organizations for conducting research activities as part of their curriculum.
- ◆ •Campus Placement drives are conducted in the college.

6.2.5 How does the head of the institution ensure that adequate information (from feedback and personal contacts etc?) is available for the top management and the stake holders, to review the activities of the institutions?

The management information system (MIS) includes reports, committee meetings, functions, publications and discussions with all stakeholders.

The feedback forms are framed based on the guidelines given by the UGC. They are issued to all the students and educate them to fill up the forms properly. The third year students during the last semester have to fill up the feedback forms and grading the teachers' efficiency. The stakeholders have a separate form issued to them at the time of PTA meetings and some alumni also fill up the feedback forms. All these forms are collected and consolidated by the Heads of the Departments and submit them to the top management for further action, to improve the quality of the students and the college. This is

one of the ways by which the members of faculty improve their quality. The outcome of the feedback forms is discussed and the teachers may change or alter their teaching techniques.

- ♦ The Management of the college has its representatives on various committees such as selection and the LMC. The Principal is the co-opted member of the management committee.
- ♦ The Principal communicates the feedback received from the staff and students to the Management regularly during meetings with the Governing Body. The reports received from various committees are forwarded to the management. Thus the Principal ensures that all necessary information is made available to the management.

5.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The Management is very progressive. It is committed to a vision of quality education as a deeply humanizing and civilizing endeavor, one that is anchored in the bed rock of Islamic values. To encourage the staff to achieve excellence in performance, welfare measures are instituted such as PF, Teacher's Day gifts, and others as incentives and Management's appreciation for their committed service to the Institution. The members of the faculty have every right to express their views and opinions whenever and wherever necessary. Each member of the faculty is an important factor for the development of the institution. By improving themselves they improve the institution as well. They also give valid suggestions for the growth of the college. The Management encourages the faculty and students for social and community service to earn a good name in the society. For NSS activities and Sports activities the Management is considerate enough to sanction sufficient money even if the Government does not sanction the money. They provide all sorts of facilities to the visitors. Sometimes the Management provides financial assistance to the students in the institution. The management welcomes any suggestions given by the faculty through the Principal and in LMC meetings. The management provides the required support to implement the suggestions given by the staff.

6.2.7 Enumerate the resolutions made by the management council in the last year and the status of implementation of such resolution?

The College has a committee to help the Principal to run the college smoothly and perfectly. Every Year the committee is convened in the college and the following members assemble in the Board Room.

The college management has passed the following resolutions:

Sr. No.	Resolutions	Year	Action Taken
1	For starting BAF	20.02.2017	Processing
2	for starting B.Sc. I.T.	20.02.2017	Next Academic year
3.	Add on Courses: <ul style="list-style-type: none"> Accounting (Banking& Accounting Sector) Junior Marketing Associate (Business& Commerce Sector) Junior Human Resource Associate (Business& Commerce Sector) Junior Finance Associate (Business & Commerce Sector) 	19.02.2017	Processed
3	Additional division for BMS	August 2016	Processed
4	Additional courses of B.Com.	August 2016	Processed
5	To apply for NAAC Accreditation I Cycle soon.	August 2016	Processed

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If ‘yes’, what are the efforts made by the institution in obtaining Autonomy?

Yes. The college has presently no plans for obtaining Autonomy.

6.2.9 How does the institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholders relationship?

Yes, the institution has a grievance redressal cell to ensure that grievances/complaints are promptly attended to and resolved efficiently. There is the open access system followed by the students and staff while passing on their grievances about facilities, emotional and interpersonal issues. They are encouraged to directly approach the faculty or the Principal with genuine grievance.

For Faculty:

If at all a faculty member has any grievance or complaint, it should be sent to the Principal, through the head of the Department with remarks. Based on the nature and intensity of the complaint, the Principal will take action. Suppose, the grievance warrants seriousness, the Management will interfere and find solutions. Once the problem is solved the solution will be informed to the complainant.

To reduce the grievances of the staff and students many committees have been formed to help the faculty members. Any grievance will be sent to the

Grievance- Redressal committee for proper counselling and guidance. The members of prevention of Women Harassment Cell meet the girl's students with grievances and counsel them properly. If necessary, they arrange for special meetings in which girls centred issues are discussed elaborately. Later, the Mentors are advised to give counseling to their respective students whoever have grievances and complaints. This system is the only solution to redress their grievances.

For Students:

The students have to submit the grievance letter to the Head of the department through their Mentors. For small issues and problems the HOD can solve the problem. If the problem is serious and intense, HOD forwards the letter to the Principal, who will refer the letter to the grievance-redressal Committee. Somehow, the Principal initiates action in solving the problems of the students.

The Institution also encourages the students to drop their letters of grievances anonymous or otherwise into the suggestion boxes which are installed at various places in the building. These suggestions are analyzed and suitable solutions are evolved by the Grievance Redressal Committee. The college classifies grievances according to their nature. The grievance redressal committee resolves grievances communicated to them at the earliest possible date. This helps to promote better relationship with the stakeholders.

6.2.10. During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No

6.2.11 Does the institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an efforts?

Yes, the institution has the mechanism to issue the feedback forms prepared by the UGC on performance of the teachers. There is another feedback form by which the stakeholders express their opinions of institutional performance. Wherever and whenever necessary the feedback forms are collected and consolidated. The feedback is analyzed on a point scale of 4 to 1. The IQAC which co-ordinates the programs has the responsibility of analyzing the feedback from the students. This exercise has proved to be an eye opener and self-motivating. The students are asked to fill feedback forms which cover areas such as office administration, library services, teaching learning process and curriculum aspects. These feedback forms are analyzed by the committee formed for the purpose. Based on the recommendations of the committee, corrective measures are taken.

6.3 FACULTY EMPOWERMENT STRATEGIES:

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

To enhance the professional development of teaching and non-teaching faculty, the governing body of the college provides various facilities such as:

The faculty is:

- ◆ Encouraged to participate in orientation programmes, short term and refresher courses organised by Academic Staff College, University of Mumbai.
- ◆ Encouraged to participate in seminars, conferences and workshops.
- ◆ Motivated to undertake research activities.
- ◆ Encouraged to carry out exchange programmes with other institutions.

The Management is interested in improving the professional knowledge of the non-teaching staff also. Hence, the institution organizes programs on stress management, Computer-awareness programs, office accounts etc.,

The non-teaching staff is :

- trained for enhancing their office automation and computer skills.
- Groomed in personality development and spoken English skills.
- A Conference room with ICT facility and Air conditioned auditorium is made available to the faculty to organize conferences and seminars.

NAME OF THE STAFF	SEMINAR'S / WORKSHOP /LEADERSHIP PROGRAM/ PAPER PRESENTATION WORKSHOP attended from 2008
DR.MOHAMMAD KHALIL AHMAD	PAPER PRESENTATION : 1. QUALITY MANAGEMENT & ITS CHALLENGES IN SERVICE MARKETING 2. HUMAN RESOURCE EXCELLANCE TO TECHNOLOGY MANAGEMENT 3. CORPORATE TRAINING PROGRAMME 4. USE OF MODERN TECHNOLOGIES IN BANKS 5. THE EFFECT OF BUILDING BRAND ETHICS IN GENERATING CUSTOMER LOYALTY
IRSHAD SHAIKH	1. ATTENDED SEMINAR ON DESIGN DEVELOPMENT 2. ATTENDED ONE DAY WORKSHOP ON RESEARCH GUIDANCE FOR BEGINNERS. 3. ATTENDED ORIENTATION PROGRAMME FOR B.COM / B.A
DIKSHA VAJE	1. ATTENDED ONE DAY INTERNATIONAL CONFERENCE ON GREEN MARKETING 2. ATTENDED INTERNATIONAL CONFERENCE ON THE TOPIC RETAILING 3. ATTENDED MULTI DISCIPLINARY INTERNATIONAL CONFERENCE ON TOPIC: INTERNATIONAL TRADE 4. ATTENDED SEMINAR FOR SYLLABUS CHANGE OF FC IN S.N.COLLEGE 5. ATTENDED SEMINAR FOR GST IN MUMBAI UNIVERSITY
ELAKSHI TAWADE	1. ATTENDED WORKSHOP FOR REVISED SYLLABUS AND QUESTION PAPER PATTERN OF B.M.S. 2. ATTENDED INTERNATIONAL SEMINAR FOR PAPER PRESENTATION 3. EXTERNAL PROJECT GUIDE FOR T.Y.B.FM 4. ATTENDED SEMINAR ON IQAC

ROHITA RAUT	1. ATTENDED WORKSHOP FOR SYLLABUS OF FYBA PATKAR COLLEGE
MONA DEDHIA	1 .ATTENDED SEMINAR FOR CHANGE IN SYLLABUS OF F.Y.B.A/B.COM
SUJATA YADAV	1.PARTICIPATED IN ONE DAY SEMINAR ON GLOBAL ECONOMIC – PROBLEMS AND ACTION 2. ATTENDED WORKSHOP ON REVISED SYLLABUS AND QUESTION PAPER PATTERN OF B.MS

Sr no	Teacher's Name	Topic	Level	Year
1	Prof Mr Shahid Ali Shaikh	Mirza Dabir as a Marcsiya - Go shayar	National	2014
		Urdu Adab or shahafat	State	2015
		Kalame Hali Ki Manaviyat	International	2016
		Way of Swachh Bharat	International	2016
2	Ms. Diksha Vaje	International Trade	International	2017
		Green Marketing	International	2017
		Retailing	International	2017
		Climate change and human rights- Issues and Challenges	International	2016
		Human Resource Accounting	National	2017
3	Mr. Irshad Shaikh	Valuation of Green Marketing & Industry	International	2016
		Islamic Banking	International	2017
4	Mrs. Dipanwita Banerjee	The Economic of climate change – Special Reference to its impact on health	International	2016
		Demonetization and Its pros and cons	National level	2017
		Effect of demonetization on rural economy	National	2017
		Demonetization &Eradication of black money	International	2017
5	Mrs. Kavita Mishra	Environmental Issue & Sustainable Development	International	2016
		Doctrine of Sustainable Development & Challenges faced by Indian Judiciary	International	2016
		Digital India Its initiative & advantages	International	2017

6	Ms. Anjum Sayyed	Wild Life Conservation	International	2016
		Freedom movement in Asia	International	2017

The management reimburses the registration charges for the faculties if they are presenting the papers.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The faculty of this college is enriched by the in-service training, orientation program and faculty development program which increase their knowledge and experience. The head of the institution, in his capacity as the Principal of the college empowers the faculty members through various developing programs.

To achieve this:

- ◆ The college encourages faculty to participate in activities like Seminars, Workshop, Conferences, and Short term Courses, Orientation Programmes and Refresher Courses for faculty empowerment.
- ◆ To acquire the latest trend of their subject faculty development programs are conducted by inviting eminent personalities and experts from various colleges.
- ◆ The faculties in large number perform responsibilities related to examination work as Examiners, Moderators etc.
- ◆ Programmes organised for Administrative staff:
- ◆ Yoga sessions
- ◆ Training in ICT
- ◆ The tutor ward system gives full responsibility and power to analyze the students situation and find solutions. Only the faculty members are more considerate and responsible to deal with issues of the students

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The members of staff are required to submit duly filled self-appraisal forms to the Principal through their respective heads of the department. Faculty appraisal is done by using feedback and self-appraisal forms. The UGC has designed an appraisal form to evaluate and revive the performance of the faculty members. Normally the only way to judge the faculty performance is the result they have produced. The Management honours the faculty members who are producing distinctions, University ranks and first classes. Hence, the teachers should improve their knowledge and skill by improving their teaching learning process with the advent of the development of recent trends. Each member is issued with an appraisal form, who will return them to the Principal of duly filled in. The principal carefully scrutinises and evaluates to give solid suggestions to improve the standard of the teachers. The Principal also gets an idea about the college and its growth and development with the help of the feedback taken from the stakeholders during PTA/Alumni meeting.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The Principal after collecting the appraisal forms from the faculty members submits them to the Secretary for his Perusal and action. If the faculty members are having sound knowledge and performance with good experience, they are appreciated by the Management. But, if their standard of education and experience is less than expected the Secretary encourages to work hard to achieve the target. He also suggests to perform better in future. To assess the ability and efficiency of the faculty the Management considers these appraisal units for career advancement and increment. The Management convenes review meetings with the faculty members to discuss their strength and weakness. The Management motivates the faculty members to register for Ph.D., to guide more students and to appear for NET and SLET.

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The college has many welfare schemes for both teaching and non-teaching staff members. The management also provides counselling to teaching staff who are in need of counselling.

The welfare schemes made available by the top management for the benefit of teaching and nonteaching staffs are:

- ◆ Provident Fund by the Management- 12.5% of the basic is deposited as contribution of the management.
- ◆ Incentives for the completion of Ph.D./SLET/NET
- ◆ Ample opportunities for the members of faculty and research scholars to use computers with internet facility.

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

To attract and retain the eminent faculty, the management provides the following facilities.

- Granting regular and reasonable annual increment.
- The faculty members are encouraged to do research activities.
- Faculty members are allowed to go for external evaluation in other colleges.
- Faculty members are allowed to go for 'Other Duty' to present papers and attend seminars in other colleges.
- Granting incentive for publications in general and international journals.
- Faculty members are encouraged to act as Board of studies/Senate Members.
- Healthy work culture.
- Democratic functioning.
- Opportunities for professional development.
- Felicitations of faculty for their achievements.

6.4 FINANCIAL MANAGEMENT & RESOURCE MOBILIZATION

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The Management takes initiatives to cater to the educational requirement of students from poor background and under privileged sections of the society. Initially the pre-planned budget proposal by the departments is submitted to the Principal in turn the Principal hands it over to the Management. At the beginning of the financial year budgetary provision is made as per the requirements of each department. A budgetary plan is made by the Local Managing Committee in the beginning of the financial year. It is approved by the Governing Body of the college after discussions.. The college has transparent system of accounting. Towards the end of every year the collage has inter audit mechanism to monitor the utilisation of the budget effectively.

For department activities and functions the HODs are asked to submit proposal for the expenditure. The financial resources of the college are mobilized mainly through collection of fees only. Mostly larger part of collections is spent for paying salary to the teaching and non-teaching staff. Some amount is allotted for the welfare of the students by conducting various development programmes like Association meetings, Department meetings, seminars, workshops and conferences. Every year some amount is allotted for the development of infrastructure of the college and purchase of library books and equipments. All the payments are made by cheques and drafts. Any transaction should be supported by vouchers and all the amount are deposited in the Trust Account in Bassein Co-operative Bank, Nallasopara. There is a quarterly review of the financial position in the Governing Body meeting. The Governing Body monitors the utilization of funds allocated. It is the privilege and sole authority of the Governing Body to approve or reject proposals for fund allocations.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The Institution has an eminent Auditor who is appointed by the Management. The college complies with the statutory audit requirement by appointing an external auditor. The latest audit was done for the financial year 2015 - 16. There were no major audit objections. However, suggestions, given by the auditor for improvement are considered and complied upon.

6.4.3 What are the major sources of institutional receipt/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund / corpus available with Institution, if any.

The major sources of the institutional receipts/ funding are:

- Fees collected from students under various heads as prescribed by the University of Mumbai

- Scholarship received from Social Welfare Department.
- Deficit or shortage, if any, is replenished by the management.
- As per the university norms the management has kept a reserve fund of Rs. 500000/-

6.4.4 Give details on the efforts made by the institution in securing additional funding and utilization of the same (if any).

The institution has not taken efforts to secure additional funding.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal assurance quality cell (IQAC)

(a) Has institution established an Internal Quality Assurance Cell (IQAC)? If yes, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

The College has established an Internal Quality Assurance Cell (IQAC) on 20.08.2016, as a first step towards Assessment and Accreditation by NAAC. Through the IQAC, a planned Quality policy and manual are being prepared. The activities of the IQAC have ushered the quality movement in the institution, towards internalizing quality assurance. All necessary work relating to quality assurance is done through IQAC only. Earlier all necessary work relating to quality assurance was done through various committees.

Institutional policy / IQAC is actively involved on the following issues:

- i) Infrastructural requirements
- ii) Requirement of staff and students in terms of teaching and equipment, machines, books, journals etc.
- iii) Welfare scheme for students and staff.
- iv) Discussion on Proposals for workshops, Seminars, Conferences, lectures.
- v) Strategies for further improvements in sports, academics, cultural activities

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

The decisions of the IQAC are endorsed by the Management even before implementation as all the decisions get to be implemented as desired. All most all decisions of IQAC have been approved by the management and about 71% of the decisions have been implemented. Examples

1. Training and development of the faculty: Suggestion of IQAC that teachers may select the type of programme required was implemented.
2. Students' attendance: Methods to improve attendance of students and intimation of weekly attendance status to parents – this was implemented.

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

Yes, Dr. (Mrs). Anjum Ahmad is an external member. She addressed the students for career guidance, instrumental to get good resource persons.

(d) How do students and alumni contribute to the effective functioning of the IQAC?

Students and alumni give feedback and communicate their opinion on the requirements of the students. These inputs are considered in the working of the IQAC.

(e) How does the IQAC communicate and engage staff from different constituents of the institution?

IQAC can be formed only after first cycle of accreditation from NAAC as per the instructions in the manual. But an IQAC cell has been formed formally to function along with the steering committee of the college.

Since we have no Heads of the department. Only two in charges are there. One looks after the commerce and Arts stream and another looks after professional courses. Both the incharges do represent in IQAC. Additionally, minutes of meetings are circulated to all.

The vision of the institution affirms open mindedness and its functioning encourages participative and democratic principle of management. The policy infuses quality in all the programmes and seeks the all-round growth of the College.

6.5.2. Does the institution have an integrated framework for quality assurance of the academic and administrative activities? If yes, give details on its operationalization?

Yes. There is an integrated framework for the quality assurance of the academic and administrative activities in the college. For academic activities the Principal is the supreme head to improve the academic activities. The Office superintendent is the Head of the office who takes care of the quality of the administrative side.

The various forums at which discussions take place on quality related information are:

- Local Managing Committee(LMC)
- Staff Meetings
- Various academic and administrative committees including research committee, examination committee, library committee etc.

Following matters were discussed in the meeting and accordingly discussions were taken for improvement.

1. Discussion on Attendance of the students in the Class.
2. Discussion on How to improve College Examination system.
3. Discussion on improving office administration.
4. Discussion on improving Teaching - Learning activities in the class rooms.

6.5.3 Does the institution provide training to its staff for effective implementation of the quality assurance procedures? If 'yes', give details enumerating its impact?

Yes. The institution provides the necessary opportunity to the staff. The faculty takes effective measures and makes significant contribution in the quality enhancement of the institution. Our faculty and staff members participate in several seminars and workshops on issues relating to enhancing quality in higher education. Insights gained from such forums are shared with the faculty and other stake holders and implemented.

The following steps are taken by the Management for improving the quality of both the faculty and students.

1. The Management encourages to organize Faculty Development Programmes for teachers and Student Development Programmes for students.
2. For faculty members and students, periodically educational tours are arranged to improve their knowledge and experience.
3. The faculty members and the students are encouraged to use ICT procedures to the maximum.
4. To allow the teachers to organise and participate in seminars, workshops and conferences inside and outside the college.
5. The details are as follows:

2014-2015

Name	Designation	Department	Workshops/ Seminars /Other programs
Ms. Elakshi Tawade	Co-ordinator and Asst. Prof.	Self Finance	Workshop for change in syllabus and Q. paper pattern of BMS at Nirmala College, Kandivli
Ms. Sujata Yadav	Asst. Prof	Self Finance	Workshop for change in syllabus and Q. paper pattern of BMS at Nirmala College, Kandivli
Mr Shahid Ali Shaikh	Asst. Prof	Arts	1.Paper presentation in National Conference, Bandra

2015-16

Name	Designation	Department	Workshops/ Seminars /Other programs
Prof Mr Shahid Ali Shaikh	Asst. Prof	Arts	1.Paper presentation in State level Conference, Bandra 2.Paper presentation in International level Conference, Bandra
Mrs. Sheetal Shukla	Asst. Prof	Self Finance	1. Workshop for syllabus change in SYBMS

2016-17

Name	Designation	Department	Workshops/ Seminars /Other programs

Ms. Elakshi Tawade	Co-ordinator and Asst. Prof.	Self Finance	1.Paper presentation in International Conference, Nallasopara 2.Paper presentation in International Conference, Ghatkopar 3. Paper presentation in National Level Conference, Mahad 4. Seminar on IQAC
Mr. Irshad Shaikh	Co-ordinator and Asst. Prof.	Commerce	1.Paper presentation in International Conference, Nallasopara. 2.Paper presentation in International Conference, MVM Degree college 3. Orientation program for FYBCOM & FYBA, University of Mumbai 4.Paper presentation in International Conference,N K Degree college
Mrs. Sujata Yadav	Asst. Prof.	Self Finance	1.Paper presentation in International Conference Nallasopara.
Mrs. Sheetal Shukla	Asst. Prof.	Self Finance	1.Paper presentation in International Conference, Nallasopara
Mrs. Rohita Raut	Asst. Prof.	Arts	1. Paper presentation in International Conference, Shahapur 2.Workshop for paper pattern of FYBA at Patkar College
Mr Shahid Ali Shaikh	Asst. Prof.	Arts	1.Paper presentation in International Conference, Nallasopara
Ms. Ruksar Khan	Asst. Prof.	Commerce	1.Paper presentation in International Conference, Nallasopara
Mrs. Dipanwita Banerjee	Asst. Prof.	Self Finance	1.Paper presentation in International Conference, Nallasopara 2. Paper presentation in International Conference, Powai 3. Paper presentation in International Conference, Malad
Ms. Diksha Vaje	Asst. Prof.	Commerce	1.Paper presentation in International Conference, Nallasopara 2.Paper presentation in International Conference, Shahapur 3. Paper presentation in International Conference, Palghar 4. Paper presentation in International Conference, Ghatkopar 5. Paper presentation in International Conference, Mahad
Mrs. Mona Dedhia	Asst. Prof.	Commerce, Arts	1.Paper presentation in International Conference, Nallasopara 2. Seminar for syllabus change of FYBCOM at Raheja college 3. Seminar for syllabus change of FYBA at Ruparel College.
Mr. Atul Narkhede	Asst. Prof.	Self Finance	1.Paper presentation in International Conference, Nallasopara
Mrs. Kanchan Nag	Asst. Prof.	Self Finance, Commerce	1.Paper presentation in International Conference, Nallasopara

Mr. Hiren Gohil	Asst. Prof.	Self Finance, Commerce	1.Paper presentation in International Conference, Nallasopara
Ms. Anjum Sayyed	Asst. Prof.	Self Finance, Commerce	1.Paper presentation in International Conference, Nallasopara
Mrs. Rashmi Bardia	Asst. Prof.	Self Finance	1.Paper presentation in International Conference, Nallasopara
Mrs. Kavita Mishra	Asst. Prof.	Self Finance	1.Paper presentation in International Conference, Nallasopara
Mrs. Shahida Shaikh	Asst. Prof.	Self Finance	1.Paper presentation in International Conference, Nallasopara

Thus participation of the faculty and the staff on large scale in training programme enhances the efficiency and quality of the work while performing their respective duties.

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

Though academic Audit is not mandatory for all the colleges. It was mandated for those colleges that has got 2.5 and above in the earlier accreditation. Since it is our first cycle, hence, we did it internally by inviting three principals of reputed college to conduct academic audit of our college. The university has prescribed its own annual academic audit procedure. Accordingly, a Local inspection committee (LIC) consisting university authority visits the college on annual basis so as to renew/ audit whole academic aspects. They do give recommendations suggestions and comments which will be taken care of meticulously. Compliance report to be submitted to the university. This mechanism runs as per University guideline. ISO reviews the academic activities, such as timely completion of syllabus, customers' satisfaction, examination results, satisfactory achievement of quality objectives etc. and make suggestion for improvement.

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

The internal quality mechanism of the college is based on the guidelines given by National Assessment and Accreditation Council (NAAC), University of Mumbai, office of the Joint Director of Higher Education and University Grants Commission (UGC). All the requirements of the University of Mumbai regarding affiliation and its continuation, appointments, career advancement scheme, faculty improvement, admission, courses, syllabi, examinations, evaluation etc. are implemented.

6.5.6. What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

- ♦ The institution plans and organizes the teaching learning evaluation schedule at the end of the every semester.

- ◆ The results are analyzed and discussed at the departmental level. The Heads of Department discuss the results with the Principal. Results are also discussed in the staff meetings.
- ◆ The Principal with the help of Head of the Departments takes cognizance of all issues after the results are out.
- ◆ Counseling is given to slow learners. Parents of such students are called to meet their respective faculty member, if required.
- ◆ The faculty members are encouraged to conduct surprise tests, quizzes, etc. to monitor the academic progress of each student.
- ◆ This teaching plan is made by the faculty and discussed in departmental meetings.
- ◆ Extra lectures are taken when required.
- ◆ Suggestions given by the students regarding improvement in the teaching learning process are considered and implemented by the faculty.

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

- ◆ By prominently displaying the vision and mission of the college on the college website and in the premises.
- ◆ By keeping quality related literature in the library for easy access to all stakeholders. Notices are sent to all faculty members and the librarian whenever material is added to the compilation on quality related literature in the library.
- ◆ By communicating to the students and their parents during the orientation programmes.
- ◆ Discussing in meeting various steps that can be taken to improve the college.
- ◆ Democratically working on the goals and objectives of our college by having discussions with all the stakeholders.
- ◆ Collectively working on the feedback forms filled by the students, library users and those approaching the office.
- ◆ In the meetings of the Students' Council.
- ◆ In the Principal's address (students' orientation programme for new entrants) to students, faculty and staff.
- ◆ In the parents' meetings and alumni.
- ◆ Through notice board circulars, prospectus and website.

A) Library Feedback form is stated as under

LIBRARY FEEDBACK FORM

We would appreciate your opinion of how well we are functioning. Please complete this form and be as specific as possible. Thank you for your interest and support.

Please tick the appropriate box.

Parameters	Strongly agree	Agree	Disagree	Strongly disagree
1. The Library is a learning space. I desire to spend time				
2. Library resources like Subject books, Question papers, Journals, Magazines, Computer with Internet are				
3. Library services like Ready Reference, Reservation of books, SC/ST Book Bank, Documentation services, Project reports are provided effectively.				
4. The Librarian is knowledgeable and helpful.				
5. The timing of the Library is convenient.				

6. Any other suggestions.

Date:

Your comment is important to us. Thank you for your time and for helping us to improve.

Since this is an important mechanism leading to corrective action, a greater emphasis is laid to find the best solution in the interest and progress of the Institution.

Internal Quality Assurance Cell (IQAC)

Executive Summary

INTRODUCTION:

In the pursuit of excellence, the Management, Principal and Staff of A E Kalsekar Degree College have decided to begin an Internal Quality Assurance Cell. The primary task of the Cell is to plan, execute, evaluate and monitor programs that match with globally recognized quality standards and ideologies.

THE COMMITTEE:

The Internal Quality Assurance Cell will be comprised of a dedicated team that will supervise and oversee all activities and its seamless execution of all programs across departments.

The team is a mixture of External Consultants and Internal existing staff of the Institution. The names of the Committee are as follows:

Mr. Asim Khan	: Management Representative
Mr. NajeebChawree	: Management Representative
Dr. Mohammad Khalil Ahmad	: Principal
Mr. ShaikhIrshad	: Co-ordinator

Ms. ElakshiTawade	: Faculty
Ms. Shaheen Khan	: Librarian
NamrataGujar	: Admin Office
Dr. Mrs. Anjum Ahmad	: NAAC Consultant.
TahirKhatib	: Student
NishatFarid	: Student
ZeenatDange	: Student

FOCUS AREAS:

The primary focus areas of the IQAC will be towards building a culture of Quality in every activity that A E Kalsekar College undertakes. This would begin at a curriculum level and dwell into the depths of non-curriculum and co-curriculum activities as well. As the institution wants to join in the foray of being a Quality-cultured community, the IQAC will also focus on Infrastructure and Student support services. To summarize, the IQAC will focus on:

A E Kalsekar College Motto: **“Service for all with selflessness and dedication”**

To set qualitative standards for curriculum designing, teacher-learner evaluation, research promotion and management, leadership and governance for all students.

1. Innovate and bring new practices into the teaching system and sustain it.
2. Develop feedback processes so all stakeholders work with the passion and intent to see and be the change.
3. Making reasonable recommendation to the Principal and Staff body so to maintain the Quality culture across all levels.

ROLES AND RESPONSIBILITIES:

As the IQAC have a multi-faceted impact on all departments, there is an attempt to define roles and responsibilities for all that are connected to the Cell.

Criterion-VII: Innovations and Best Practices

7.1 ENVIRONMENT CONSCIOUSNESS

The College strives hard to address the pressing environmental challenges that dog the modern world. We have been pushing forward a strong eco-friendly program that is financially viable and sustainable in the long term. This program not only ensures a safe eco-friendly environment for the college but also ensures that the students are well aware and know the safety measures to be taken for safe-guarding our natural environment.

7.1.1 Does the College conduct a Green Audit of its Campus?

No. So far we have not conducted Green Audit externally, but a system for green-auditing of its facilities which is carried out informally by the National Service Scheme and Nature Club.

- ◆ The use of plastic bags is avoided in the campus and the authority is planning to declare the entire campus as "No Plastic Zone".
- ◆ Students and staff are motivated to use jute bags or cotton bags
- ◆ The students and staff have planted several tree saplings during various tree plantation programmes organized by the institution through the NSS wing and all these trees are taken care of and maintained by the gardeners of the institution.
- ◆ Care is taken to ensure that the college environment has low levels of carbon emission and low pollution levels so that the campus is healthy for all.
- ◆ The college is declared as 'No Tobacco Zone'

The IQAC has the responsibility of conducting green audit on a periodic basis and to implement effective measures to protect and preserve a green atmosphere in the college campus.

The recommendations from IQAC committee are: -

1. To make the college campus greener by planting more saplings
2. Make campus plastic free zone
3. To take initiative to keep campus clean
4. To plant variety of fruit bearing and flower trees
5. To give botanical names to each plant/tree

7.1.2 Initiatives Taken by the College to Make the Campus Eco-Friendly.

The following initiatives are taken by the college to make the campus eco-friendly:

Energy conservation

- ◆ The College conducts awareness programmes on energy conservation and adopts measures to ensure that energy is conserved wherever possible.
- ◆ Class rooms in the old block have very wide and long windows with a high roof of almost 12 ft. which ensures that the use of lights and fans would be minimum as ventilation is naturally enhanced.
- ◆ Many classrooms, departments, administrative office and the Principal Chamber of the college are airy and well illuminated for the maximum use of natural lighting during the day time.

- ◆ Tube lights are used instead of incandescent bulbs wherever the natural lighting is insufficient to minimize power consumption.
- ◆ The institution strictly observes to see that no electric equipments run unnecessarily. Thus enough measures are taken to use electricity carefully.
- ◆ Whenever possible it is essential to switch off the electric usage to minimize the energy and maximize the use of natural light.
- ◆ When the computers are not in use the electricity power supply should be cut off. The energy devices may be shared to reduce the wastage. It is advisable to switch off all the electric gadgets in the office and home.
- ◆ To avoid the wastage of electricity, stabilizers are used.
- ◆ There are more than 33 computers in the computer related labs and LCD monitors are used for less consumption of energy. In the college, modernized and updated computer peripherals are used to conserve energy.
- ◆ Air conditioners are used only in months when the temperatures are not comfortable and they are set at 20 degree Celsius.
- ◆ Signboards have been put up in the campus appealing to the students and staff to switch off lights and fans when not required.
- ◆ Large sliding windows constructed to allow natural light and air.

Use of renewable energy

- ◆ Presently no renewable energy sources are present in the campus
- ◆ Plans are ahead to install roof top solar panels

Check dam construction

As the college is located in the city area, and the campus is hard surfaced there is no provision for check dams in this area.

Efforts for Carbon Neutrality:

There is no science laboratory in the College, so the carbon generation is almost nil;

Still the College makes the student aware of the Carbon Credits, Carbon Neutrality; its advantages etc. as a curriculum in the subjects of Foundation course and Environmental Studies in the first and second year programmes. Projects/assignments are also given to students based on topics like India's Carbon Credit policy, Earnings from Carbon Credit. Industrial waste, e-waste etc.

- ◆ The college has formed 'Nature Club' which conducts various activities to sensitize the students and the staff about the environment.
- ◆ The Tree Plantation drive.
- ◆ All the students and faculty members have been instructed to subject their vehicles for periodic emission check.
- ◆ No wastes are burnt in the campus, but are deposited in college pit.
- ◆ Garbage bins have been placed all over the campus including each classroom to keep the campus area clean.
- ◆ Tree plantations done in college campus, school and municipality gardens.
- ◆ 1500 trees have been planted at Manor (Virar) in collaboration with Lions club.
- ◆ Various co-curricular activities like Essay competition, debates, poster making, in regards to Environmental Consciousness.
- ◆ Making of envelope and carry bags out of old newspaper.
- ◆ The College has made arrangements for the parking of the vehicles of the

students and staff near the entrance. This helps in keeping the campus as much clean as possible.

- ◆ The campus is also smoke free.
- ◆ The dead leaves and waste papers are not allowed to be put on fire. The dead leaves and waste papers are scientifically decomposed off by burying them in the college pit.

E-waste management:

- ◆ Electronic goods are put to optimum use; the minor repairs are set right by the staff and the Laboratory assistants; and the major repairs, by the professional technicians, and are reused. Finally they are exchanged with the local dealers. UPS Batteries are recharged / repaired / exchanged by the suppliers.
- ◆ The waste compact discs are used by students for decoration and participation in competitions on 'Art from Waste'. When they fall out of use, they are handed over to the agent of the suppliers of electronic equipments.
- ◆ Printer Cartridges are generally refilled and not disposed. Wherever refilling is not possible, the cartridge is returned to the manufacturer

Plantation

Various trees are planted and maintained to keep the campus green.

Hazardous waste management

Not Applicable

7.2 INNOVATIONS

7.2.1 Give details of innovations introduced during the last four years which have created a Positive impact on the functioning of the college.

‘Innovate or perish’, is the present mantra of the modern competitive world. In view of the challenges existing in today’s aggressive employment sector, there is a demand to equip students with global exposure. The institution conducts Faculty Development programs regularly by focusing on contemporary challenges. FDP participation is mandatory for all the teaching staff. Secondly, the Top management has regular interaction with faculty so as to formulate strategies for admission and academic development. Additionally, the institution has established mandatory cells like Anti ragging cell, Anti sexual harassment cell, equal opportunity cell and Counseling. This is done in compliance with statutory requirement also.

Few of the new practices adopted in the college areas follow:

- ◆ **Academic Innovation**

Bridge Courses have been started for students moving from HSC to Degree College and for the students enrolling for PG Courses. **Remedial teaching** and intensive coaching is offered to students who need extra and special attention. **Enrichment courses** like personality development programme and English speaking courses are conducted to improve students' personality.

We have entered into an MOU with Master Skills Hub an initiative under Make in India on 17th February’2017 to commerce enrichment courses for

students. Following are the details of the add on courses likely to commence in the new academic year 2017-18.

- Accounting (Banking& Accounting Sector)
- Junior Marketing Associate (Business& Commerce Sector)
- Junior Human Resource Associate (Business& Commerce Sector)
- Junior Finance Associate (Business & Commerce Sector)

- ◆ **Mentoring:** One faculty member is assigned as a mentor to a group of 50 students. Monthly meetings are held to facilitate student support, academic guidance and to help to deal with personal or emotional problems. Extreme cases are referred to the counselling centre. The students are also encouraged to contact the mentor in case of need. This has had a positive impact on the teacher-student relationship and has improved self-efficacy of the students.
- ◆ The college has launched its website to provide all information about the institution in one click.
- ◆ **Organizing Tuck Shops:**-It is one of the most awaited events held in the college every year.
- ◆ Students cook on the spot or bring and sell food and food items. This helps in developing self-confidence, creates business awareness in them, and helps to inculcate marketing skills and to understand the concept of investments. It builds the spirit of team work and sense of competitiveness.
- ◆ **OUTCOME** - Conducting such events help students to prepare themselves to face Exams and also to shape their lives in future. The profit generated through tuck shops is used for helping the poor students and for outreach programs.
- ◆ **General health check-up and Blood donation**
- ◆ “Health is Wealth”, people who are hale and healthy are the richest people today. A Healthy mind has a healthy body- keeping this in mind; the college organizes free medical check-up for the students. Free medical check-up is conducted by Sir J.J. Hospital, Mumbai that organizes blood donation Camp in the campus in collaboration with Lions Club. The main purpose of this camp is to encourage care and concern for human life on earth. This creates a platform for counseling students on health issues, mental stress and how to handle psychological issues/problems.
- ◆ **OUTCOME:** - All the students utilized this facility and around 53 units of blood donated by the students to the Lion’s Club, Mumbai this year which has been greatly appreciated by everyone.
- ◆ **Feedback System**
- ◆ Student feedback is taken for all the courses B.Com, B.A. and all Self-financing at random. This feedback is collected on a regular basis on quality of education, provision of resources etc. Students' feedbacks are analyzed and improvement plans are initiated to enhance quality of education. The feedback is discussed and reviewed between teachers and the Principal in a confidential manner. Weak points are analyzed and corrective actions are taken. Students can also give their feedback through the suggestion boxes placed in college premises.
- ◆ **Remedial Lectures:** - Remedial lectures are conducted in the College for those students who are below average/ weak/Slow learner students for clear understanding of the basics and concepts of the given subject.

- ◆ The faculty uses various innovative methods in teaching such as subject quiz, mini projects, role-plays, mock interviews, engaging students in small study-groups and to boost the confidence of the students in facing the interviews and increasing the possibility of securing better jobs.
- ◆ To teach economic terms and concepts, the faculty uses students as models representing various economic entities for better understanding of difficult economic concepts.
- ◆ Field trips and industrial visits which have been organized, give an opportunity to Students to relate theory to practice.
- ◆ With an emphasis given to gender issues, a self-defense programme has been organized for women students.
- ◆ Nature Club encourages all the stakeholders of the college to maintain eco-friendly environment in and around the college premises.
- ◆ Notes are provided to the students in regional and local languages.
- ◆ Fire safety workshops conducted by Vasai-Virar Mahanagarpalika to educate about the safety measures.

Conclusion- From these innovative practices, we believe that our goals and objectives are constantly met and we try to gain better understanding of our social responsibilities. As the world progresses there will be new challenges that have to be addressed and we have always tried to keep an open mind to learn and to improve ourselves for a better world.

7.3 Best Practices

7.3.1 Elaborate on any two best practices in the given format at page no.98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

The college holds a number of best practices. Even though the college has quite a number of healthy practices, two of them, 'Student's mentoring System' and 'Value Education' deserve special mention. There is a growing need for educational institutions to become more accountable to the needs of the students and the society. Taking this responsibility into consideration, the institution has given special emphasis for these two Best Practices. These, in tandem with the Innovations mentioned above, have contributed, in a large measure, to the achievement of the institutional objectives as well as to the quality improvement of the activities of the college.

Best practice I:

1) TITLE OF THE PRACTICE: - Personalized attention to students through mentoring systems.

NAAC CRITERIA: - STUDENT SUPPORT AND PROGRESSION:

2) OBJECTIVES OF THE PRACTICE: -

What are the objectives/ intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

The main objective of mentoring classes is to go beyond purely academic concern towards the all-round well-being of the students and to ensure they gain emotional stability.

3) THE CONTEXT:

What are the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

AE Kalsekar College caters to the needs of under privileged students, especially those who are economically weaker and can't afford tuitions. One faculty member is assigned as a mentor to a group of 50 students. Monthly meetings are held to facilitate student support, academic guidance and to help to deal with personal or emotional problems. Extreme cases are referred to the counseling centre. The students are also encouraged to contact the mentor in case of need. This has had a positive impact on the teacher-student relationship and has improved self-efficacy of the students. Hence, initiatives are taken by the college to conduct classes for those students who are very weak in the respective subjects. Faculty members divide students according to the competence and each individual is given attention and encouragement in co-curricular activities and extra-curricular activities. Extensive remedial teaching is given for academically weaker students. Faculty members counsel students through mentoring system and special counseling is given for girls. Also career guidance and counseling is done for all students.

4. THE PRACTICE:

Describe the practice and its uniqueness in the context of Indian higher education. What were the constraints/ limitations, if any, faced (in about 400 words)?

In college placement cell, students are given career guidance as well as job guidance. Apart from degree courses there is short term courses offered in the college that enables the students for skill development and overall personality development. College also provides book bank facilities for needy students.

5. EVIDENCE OF SUCCESS

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words

Most of our students are working in reputed corporate companies, in the media, and colleges have employed our students as faculty, most of our students are public figures in the field of events management, in politics, sports personality, Teachers Advocates, HR and in police departments etc.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources (Financial, Human and other) required to implement the practice in about 150 words.

Problems encountered in mentoring system:

1. Deviance take place in Planning and mentoring structure.
2. Proper Implementation of planning.
3. Controlling and measuring results.
4. Support and commitment from all appropriate levels.
5. Participants (mentees) give up due to- lack of interest, time constraint, frustration, and understanding.
6. Lack of dedication from mentees during the entire programme.
7. Mandatory mentoring perceived as punishment.
8. Insufficient training to the mentors and mentees.
9. Matching of people with flexible timings as they are not in the same location.

Notes

- Name of the Principal: Dr. Mohammad Khalil Ahmad
- Name of the Institution: M.B.Harris College of Arts and
A E Kalsekar College of Com. & Mgmt.
- City: Nallasopara Pin Code: 401203
- Accredited Status: Ist Cycle
- Work Phone: 7840941177 Fax: (0250-2402323)
- Website: www.semtrustcolleges.net E-mail: khalila8@gmail.com
- Mobile: 9987202200

Best Practices 2

1) TITLE OF THE PRACTICE: - VALUE EDUCATION

NAAC CRITERIA: - STUDENT PROGRESSION

2) OBJECTIVES OF THE PRACTICES: - To inculcate and to create awareness of regional culture, to retain and develop cultural values and practices, emphasizing the need to accept people with different cultural values and to co-exist with them.

3) NEEDS ADDRESSED AND THE CONTEXT: -

Youth today are faced with a myriad challenges. Their lifestyle is inter-twined with various psycho-social dilemmas and expectations. The institution attracts youth from diverse ethnic and cultural backgrounds. The friction of inclusion in a metro culture adds to the existing plight of the youngsters. The pull of technology and peer pressure may also act as deterrents in holistic development. Incidences of addiction, depression and suicidal tendencies are on the increase in Mumbai city. Behavioral changes due to emotional upheavals and relationship issues need to be addressed with care. Youth who enter into collegiate life are in the prime of life where they can be groomed positively to contribute towards individual and societal development.

India is a diversified country with various languages, castes, cultures, customs, beliefs and practices. Being a secular country, people here have freedom to practice and to celebrate their culture. Values are central to one's personality and they affect every aspects of one's life. In the context of today's prevailing confusion among the youth caused by variety of factors like breakdown of traditional cultural values without proper replacements and conflicting ideologies, there is a great need for educating them on how to be proud of one's own roots and traditions without looking down upon it.

Since its inception, the college endeavors to mould individuals into integrated personalities who are intellectually competent, physically strong, spiritually mature and socially sensitive. Various programmes were conducted addressing this objective

The programme aims to empower the individual to bring about the prosperity of the society and nation. College focuses on both academic as well as cultural programs in order to bring a linkage with theory and practice and between knowledge and action.

4) THE PRACTICE: - True to its Vision, Mission and Goal, the college initiated Value education to the first and second year students. The programme inculcated students with values and attitude for holistic development. AE Kalsekar College organizes all the important regional festivals in the college such as Ethnic day, Hindi Diwas, Marathi Bhasha Diwas, Independence Day celebrations, Republic Day Celebration, Urdu Day, Maharashtra Day, Sports and Cultural fest and many more. These festivals are observed in a wholesome manner involving total participation by students in all the programs. Presentations are also encouraged from students so as to make them involved completely in understanding the practices associated with the culture. National fests are celebrated in a meaningful way so as to symbolize the spirit of freedom and patriotism.

Language is the mother of human existence. It acts as a bridge between the students and faculty. Celebration of Marathi Bhasha diwas, Hindi diwas and Urdu Day give the message of oneness, love towards the language, values associated in the language, history of language, its source, contributions from the various noted personalities for the growth of the language, contributions from great men and women of literature.

During the celebrations, students involve completely in depicting the history, about its evolution, famous personalities and their contributions for the development of Marathi, Hindi and Urdu. Short skits are also acted by the students to show how to preserve the language in the midst of western languages and its influence.

5) EVIDENCE OF SUCCESSES:-

Organizing such cultural events help in building strong bondages among student community who come from different cultural background. Students participate enthusiastically in all the competitions which help them to develop positive attitude towards teachers and peer groups. Value Education serves as an effective tool for character building and attitudinal development. It has resulted in building healthy relationship amidst students, family and institution.

6) Problems Encountered and Resources Required

Please identify the problems encountered and resources (Financial, Human and other) required to implement the practice in about 150 words.

The programme encountered some hurdles during implementation. However they seem so insignificant when compared to the overall impact of the programme.

- The success of value education is witnessed in the attitudinal change of the students which cannot be accurately measured
- The need for providing training to new faculty members constantly is a challenge. These challenges are overcome with the consistent efforts of the management.

Resources

This flagship programme requires:

- Well trained faculty members.
- Infrastructure support and ICT tools.
- Creative training aids.

7. Notes (Optional)

Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution (about 150 words).

Notes

- | | |
|---|--|
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| • Website: www.semtrustcolleges.net | E-mail: khalila8@gmail.com |
- Mobile: 9987202200

EVALUATIVE REPORT OF THE DEPARTMENT OF COMMERCE

1. Name of the Department	Department of Commerce
2. Year of Establishment	2004
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)	UG-B.Com
4. Names of Interdisciplinary courses and the departments/units involved	Foundation Course - Mathematics and Statistics – Environmental Studies –
5. Annual/ semester/choice based credit system (programme wise)	Credit Based Semester Grading System (CBSGS)
6. Participation of the department in the courses offered by other departments	Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses/programmes discontinued (if any) with reasons	Nil
9. No. of Teaching Posts :	
Professors	0
Associate Professors	0
Assistant Professors	8
Total	8

10. Faculty Profile

Name	Qualification	Designation	Specialization	Experience (Yrs.)
SHAIKH IRSHAD WAJIDALI	B.com, M.com, B.ed, M.ed, SET, PET exam	Coordinator of B.Com & B.A	Account, Maths & Taxation	4years
TAWADE ELAKSHI GOPINATH	M.Com	Coordinator of BMS &	Account, Maths & Taxation	4years
Khan Ruksar Rahim	M.Com	Ast. Professor	Account & Maths	3 year
DIKHA DAMODAR VAJE	M.Com	Ast. Professor	FC & Commerce	3 year
MONA NIMESH DEDHIA	M.A. Economics, B.ed	Ast. Professor	Economic	3 year

SHEETAL ARUNESH	M.Com	Ast. Professor	FC & Commerce	3 year
Mishra Kavita	M.Com,L.L.B, pursuing C.S	Ast. Professor	B.C,M.com & EVS	2year
Kanchan Ashish Chaurasiya	M.Sc.It	Ast. Professor	Computer	2 year

11. List of Visiting faculty	01
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	100
13. Programme-wise Student Teacher Ratio	B.Com – 70:1
14. No. of administrative staff:	5
15. Qualifications of teaching faculty with DSc/ D.Litt/ PhD/ MPhil/PG. TOTAL	Ph.D : 0 M.Phil : 1 PG : 08 08
16. Number of faculty with ongoing projects from a) National b) international c) Total grants	Nil
17. Departmental projects funded by DST-FST; DBT, ICSSR, etc.; total grants received	Nil
18. Research Centre /facility recognized by the University State recognition national recognition International recognition	Nil
19. Publication Per Faculty	Total : 01
20. Areas of consultancy and income	Nil
21. Faculty as members in a) National committees b) International Committees c) Editorial Boards...	Nil
22. Students projects a) Percentage of students who have done in-house projects including inter departmental/programme b) Percentage of students placed for projects in	Nil Nil
23. Awards/recognitions received at the national and international level by Faculty Doctoral/Post-doctoral fellows Students	Nil
24. List of eminent academicians and scientists/ visitors to the department	<ul style="list-style-type: none"> •Dr. Khurade, Dean of Arts, University Of Mumbai •Dr. P.D. Shinde, Principal and Chairman of Board Of Studies in Commerce University Of Mumbai • Dr. M.Z. Farooqui, Principal Of Rizvi College of Arts, Sc., & Com., Bandra.
25. Seminars/ Conferences/Workshops organized & the source of funding. National, International Workshops organized	One

26.Students profile- 2011-12, Applications Received / Selected / Enrolled M & F / Pass Percentage

Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.COM	140	72	61	133	63.41%
S.Y.B.COM	104	58	46	104	60.00%
T.Y.B.COM	126	65	61	126	80.67%

Students profile- 2012-13, Applications Received / Selected / Enrolled M & F / Pass Percentage

Class	Applications	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.COM	160	83	73	156	41.45
S.Y.B.COM	122	61	61	122	53.33
T.Y.B.COM	116	63	53	116	62.71%

Students profile- 2013-14, Applications Received / Selected / Enrolled M & F / Pass Percentage

Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.COM	240	113	75	188	60.00%
S.Y.B.COM	112	54	58	112	75.24
T.Y.B.COM	112	58	54	112	62.33%

Students profile- 2014-15, Applications Received / Selected / Enrolled M & F / Pass Percentage

Class	Applications	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.COM	240	166	73	239	39.52
S.Y.B.COM.	139	81	58	139	72.39
T.Y.B.COM	99	48	51	99	70.59%

Students profile- 2015-16, Applications Received / Selected / Enrolled M & F / Pass Percentage

Class	Applications	Selected	Selected Female	TOTAL	Pass percentage
F.Y.B.COM	270	149	115	264	36.20
S.Y.B.COM.	144	87	57	144	87.23
T.Y.B.COM	120	73	47	120	55.56

27. Diversity of students

Class	% of students from the state	% of students from other states	% of students from other countries
B.Com	98%	02%	Nil

28. How many students have cleared Civil Services, Defense Services, NE
NIL
any other competitive examinations?
29. Student Progression:

From UG to PG	70%
PG to M.Phil.	Nil
P.G. to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed :	

Campus Selection	00 students
Other than campus selection	2 %
Entrepreneurship/Self-employment	0 %

30. Details of Infrastructural facilities Library:

Commerce Department does not have separate Library. It shares Common Library. Various books purchased for the department are as follows: (2015-16)

Text books	Reference Books	Journals & Magazines
567	726	14

Internet facilities for staff and students: Internet facilities for staff and students are provided through library & Computer laboratory.

c) Total Number of Classrooms:	05
Class room with ICT facility:	01
d) Laboratories:	00

31. Number of students receiving financial assistance from college, university, government or other agencies (2015-16)

Sr.No	Scholarship				Free ship		
	Category	Boys	Girls	Total	Boys	Girls	Total
1	OBC	Nil	Nil	Nil	Nil	Nil	Nil
2	SC	Nil	Nil	Nil	Nil	Nil	Nil
3	VJNT	Nil	Nil	Nil	Nil	Nil	Nil
4	General	Nil	Nil	Nil	20	31	51
	Total	Nil	Nil	Nil	20	31	51
	Total				Rs 137875/-		

32. Details of student enrichment programmes (special lectures/ workshops/ seminars) with External expert:

S.NO	DATE	PROGRAMME	EXTERNAL EXPERTS
1.	04.09.2014	Time Management	Mrs. Nasim Shaikh
2.	27.11.2014	Financial+ Education Programme	Mr. AnandUpadhyay
3.	27.03.2015	Orientation Lecture On 'How to excel in MHRM' Subject for university examination	Dr. M.K.Ahmad
4.	19.08.2015	Competitive Examination Awareness	VikramTrivedi
5.	24.09.2015	Awareness of Income tax	Mr. Manish Bardia, CA
6.	02.09.2016	Recruitment and Selection Process	Mr. Asim Khan
7.	03.09.2016	Skill Development	Mr. Wazir Sirguroh
8.	19.12.2016	Research Methodology	Dr. Anjum Ara Ahmad

33. Teaching methods adopted to improve student learning

- Chalk and Talk Method
- Group discussion
- Case study
- PowerPoint Presentation
- Field Visit and Industrial Visit
- Self-Learning (with the use of library Internet)
- Co-curricular activities such as competition, quiz, audio-visual programmes, etc.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The faculty members of department are actively involved in activities of NSS , Cultural Committee, Admission Committee, Unfair Means Committee, Magazines Committee, Examination Committee, Local Management Committee, Grievance Cell, Gymkhana Committee of the college.

Our faculty members help in preparing budgets and in maintaining accounts of college and NSS.

35. Detail any five: Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department:

Strength:

- Our One Faculty members are pursuing Ph.D Programme
- Our One Faculty have Cleared SET Examination
- Our faculty members give both academic and career guidance to the students.
- We Promote Cultural & Sports activities
- We are having big campus with big Playground.
- We take efforts on Skill based education

Weaknesses:

- Limitation of space & Funds restricts the expansion.
- Lack of infrastructure
- Due to time constraints more attention could not be given in exposing students to case laws and complex problems in accountancy and taxation.

Opportunities:

- Scope for Campus Placement
- Scope in MOUs and Collaboration with Professional institutes.
- Scope for Faculty & Students Development in regards of research

Challenges:

- Students lacks in Communication Skill and confidence.
- Making provision for additional time for extra lectures.

Evaluative Report of Departments of Self-financing Courses

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.					
Sr. No	Information Required		Information Provided		
1	Name of the department		Self-Financing Courses		
2	Year of Establishment		2013		
3	Names of Programmes / Courses offered (UG, PG,M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)		Bachelor of Management Studies(BMS)		
			Bachelor of Commerce- Financial Market (BFM)		
4	Names of Interdisciplinary courses and the departments/units involved		Commerce faculty take lectures in all the other courses.		
5	Annual/ semester/choice based credit system (programme wise)		Semester/choice based credit system		
6	Participation of the department in the courses offered by other departments		Commerce faculty take lectures in BMS and BFM.		
7	Courses in collaboration with other universities, industries, foreign institutions, etc.		NA		
8	Details of courses/ programmes discontinued (if any) with reasons		Nil		
9.	No. of teaching posts (Year : 2016 – 17`)				
	Course		Assistant Professors		
	Bachelor of Management Studies (BMS) / Bachelor of Commerce - Financial Market (BFM)		Full Time : 04 Part Time : 07 Visiting : 01		
10	Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,) YEAR 2014 – 15				
	Name	Qualification	Designation	Specialization	Experience in Yrs.
	Ms. Elakshi G. Tawade	M.Com	H.O.D (Self-Finance)	Accounts, Maths, Tax	04 years
	Mrs. Sujata Yadav	M.Com, B.Ed, MPhil.	Asst. Profess	Management and Marketing	04 years
	Mrs. Sheetal Shukla	M.Com	Asst. Professor	Computers	03 years
	Mrs. Dipanwita Banerjee	BSc.(Hons.) (Economics) M.B.A(Finance) M.A(Econometrics)	Asst. Professor	Economics	03 years
	Mr. Hiren	M.Com	Asst.	Accounts	03 years
	Mrs. Lubina Gonsalves	Mast.in Personal Management Industrial Law	Asst. Professor	Marketing, B.C, Industrial Law	02 years

Mr. Atul Narkhede	M.Com, B.Ed	Asst. Professor	Entrepreneurship, Consumer Relationship Mgmt	02 years
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Mrs. Kanchan Nee	Msc-IT	Asst. Professor	Computer Applications	02 years
Mr. Sanjay Jha	M.Com I.C.W.A.I (final) G.D.C.A, NET	Asst. Professor	Costing , Operational Research	02 years
Mrs. Rashmi	M.B.A (Finance)	Asst. Professor	Equity, Derivative, Commodity Market	02 year
Ms. Nisha	M.Com	Asst. Professor	HRM & Marketing	03 years
Mrs. Shahida Shaikh	M.Com	Asst. Professor	Business Communication, Marketing	03 years

11	List of senior visiting faculty	Mr. Sanjay Jha
12	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	100%
13	Student -Teacher Ratio (programme wise)	B.M.S / B.F.M – 19.25 : 1
14	No. of administrative staff:	Common administrative
15	Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.	MPhil – 01 PG – 10 NET – 01
16	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	Nil
17	Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received	Nil
18	Research Centre /facility recognized by the University	Nil
19	Publications:	
	Publication per faculty	Details given below
	Number of papers published in peer reviewed journals (national / international) by faculty and students	04
	Number of publications	Nil
	listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)	
	Monographs	Nil
	Chapter in Books	01
	Books Edited	Nil

	Books with ISBN/ISSN numbers with details of publishers	Nil
	Citation Index	Nil
	SNIP	Nil

	SJR		Nil
	Impact factor		Nil
	h-index		Nil
19	Publications: 04 Publication per faculty : Detailed below		
Sr. no.	Faculty Name	Paper Title	Published in
1	Ms. Elakshi Tawade	Natural Resource and Sustainable Development	International
		Advertising Strategies	International
		Management Accounting	National
2	Ms. Diksha Vaje	International Trade	International Conference, Parulekar College,
		Green Marketing	International
		Retailing	International
		Climate change and human rights- Issues and Challenges	International
		Human Resource Accounting	National
3	Mrs. Dipanwita Banerjee	Demonetization & Eradication of Black Money	International Conference,
		The Economic of climate change – Special Reference to its impact	International
		Demonetization and Its pros and cons	National level
		Effect of demonetization on rural economy	National
4	Mr. Hiren Gohil	Natural Resource Management	International
5	Mrs. Sujata Yadav	Swachh Bharat Abhiyan – a Mission to clean India	International
6	Mrs. Sheetal Shukla	Environmental Ethics	International
7	Mr. Atul Narkhede	Remedies to save Environment	International
8	Mrs. Kanchan Nag	ICT & Sustainable Development	International
9	Mrs. Rashmi Bardia	Environmental Problem & Sustainable Development	International
10	Mrs. Shahida Shaikh	Impact of Transportation on Environment in India	International
		Growth of Human Population in India & its impact on Natural Environment	International
20	Areas of consultancy and income generated		Nil

21	1. Faculty as members in a) National committees b) International Committees c) Editorial Boards			Nil Nil Nil	
22	Student projects				
	a) Percentage of students who have done in-house projects including inter departmental/programme b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies			100 Nil	
23	Awards/ Recognitions received by faculty and students			Nil	
24	List of eminent academicians and scientists/ visitors to the department				
	Year	Course	Details Of Academicians Who Visited		
	2015-16	B.M.S.	Dr. V.N.Yadav, Principal of S.N. College		
	2016-17	B.F.M.	Dr. Anjum Ara Ahmad, Vice Principal of Rizvi College		
25	Seminars /Conferences/Workshops organized & the source of funding				
	a) National	Nil			
	b) International	01			
26	Student profile (programme /course-wise)				
B.M.S.					
Year	Application Received	Students Admitted	Enrolled		Pass Percentage
			Male	Female	
2014-15	FYBMS - 58 SYBMS - 17	58 17	29 14	29 03	53.7% 94.11%
2015-16	FYBMS - 90 SYBMS - 43 TYBMS - 17	72 43 17	50 20 14	22 23 03	36.62 % 76.46 % 62.50%
2016-17	FYBMS - 80 SYBMS - 51 TYBMS - 41	60 48 41	41 29 19	19 19 22	Result Pending
B.F.M.					
Year	Application Received	Students Admitted	Enrolled		Pass Percentage
			Male	Female	
2014-15	FYBFM - 21 SYBFM - 05	21 05	14 -	07 05	56.25% 80%

2015-16	FYBFM - 24 SYBFM - 13 TYBFM - 05	24 13 05	18 07 00	06 06 05	34.72% 80.07% 100%	
2016-17	FYBFM - 60 SYBFM - 15 TYBFM - 10	59 13 10	37 08 04	22 05 06	Result Pending	
27	Diversity of Students : % of students from the same state / % of students from other states / % of students from abroad (2016 – 17)					
Name of the course		% of students from the same state	% of students from other states		% of students from other countries	
BMS		100%	Nil		Nil	
BFM		100%	Nil		Nil	
28	How many students have cleared Civil Services, Defence Services, NET, SLET, GATE and any other competitive examinations?		Nil			
29	Student Progression		Against % enrolled			
	UG to PG		Nil			
	PG to M Phil		Nil			
	PG to Ph.D.		Nil			
	Ph.D. to Post-Doctoral		Nil			
	Employed Campus selection Other than campus Recruitment		Nil			
	Entrepreneurship / Self employment		Nil			
30	Details of infrastructure facilities					
	a) Library		Well-equipped library			
	b) Internet facilities for staff and students		Available in the library and information technology			
laboratories (1)						
	c) Class room with ICT facility		01			
	d) Laboratories		one Electronics laboratory available			
31	Number of students receiving financial assistance from college, university, government or other agencies					
Financial assistance from college Management				Financial assistance from government		
Year	Course	No. Of Students	Total Amount Rs.	Year	Course	No. Of Students
2016-17	BMS & BFM	Boys – 10 Girls – 01 Total – 11	33,000	2016-17	BMS& BFM	Nil
		Total - 11				
32	Details of student enrichment programmes (Special lectures/workshops/seminars) with external expert:					
Year	External Expert		Organization		Subject of Seminar	
2014-15	Mr. Anand Upadhyay		Bajaj Finance		Financial Education Programme	
2015-16	Prof. Rambali Maurya		S.N. College		Guidelines for Project TYBMS	

2015-16	Prof. Kamatha Upadhyay	SEBI	Financial Market
2016-17	Mr. Yogesh Parmar	ICA	MBA Guidance
2016-17	Mr. Vikram Trivedi	MBA Institute	Guidance for MBA and Banking
2016-17	Dr.Afsar Farooqui	Ismail Yusuf	NCC campaign
2016-17	Dr. Anupama Gawde	WDC, S.N.College	Women Empowerment
2016-17	Mr. Wazir Sirguroh	Master Skills Hub	Skill Development
2016-17	Prof. Kamatha Upadhyay	SEBI	Professional Courses
2016-17	Dr. Anjum Ara Ahmad	Rizvi College	Research
33	Teaching methods adopted to improve student learning	<ul style="list-style-type: none">• Chalk Blackboard method.• Demonstration on personal computers• PowerPoint presentation.• Brain storming session.• Question answer session.• Group discussions• Industrial visits• Open text examination and surprise tests	
34	Participation in Institutional Social Responsibility (ISR) and Extension activities		
	<p>The following faculty members of the Self Financing Courses participated in the Rural Camp organized by the NSS unit of the college: Mrs. Sheetal Shukla Mr. Hiren Gohil Mr. Atul Narkhede Mrs. Sujata Yadav Mrs. Dipanwita Banerjee Mrs. Rashmi Bardia Ms. Diksha Vaje</p> <p>The faculty and students participated in the following Extension Activities conducted by the college Blood Donation : Members of Student Council, NSS students, Mrs. Sheetal Shukla, Mr. Hiren Gohil. Free Health Check-up: NSS Unit Students, Mrs. Sheetal Shukla, Mr. Hiren Gohil Tree Plantation Drive: NSS Unit Students, Mrs. Sheetal Shukla, Mr. Hiren Gohil</p>		

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

- **Strengths:**
 - Our faculty members give both academic and career guidance to the students.
 - We Promote Cultural & Sports activities to encourage students ability
 - One faculty is NET qualified
 - We are having big campus.
 - We take efforts on Skill based education.
- **Weaknesses:**
 - Limitation of space & Funds restricts the expansion.
 - Lack of infrastructure

- Due to time constraints more attention could not be given in exposing students to case laws and complex problems in accountancy and taxation.
- **Opportunities:**
 - Scope for Campus Placement.
 - Scope in MOUs and Collaboration with Professional institutes.
 - Scope for Faculty & Students Development in regards of research.
- **Challenges:**
 - Students lacks in Communication Skill and confidence
 - Making provision for additional time for extra lectures.

Input from the Arts Department

Evaluative Report of Department of Economics (Arts)

1. Name of the Department	Department of Economics (Arts)
2. Year of Establishment	2004
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)	UG- B.A.
4. Names of Interdisciplinary courses and the departments/units involved	Economics
5. Annual/ semester/choice based credit system (programme wise)	Credit Based Semester Grading System (CBSGS)
6. Participation of the department in the courses offered by other departments	Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses/programmes discontinued (if any) with reasons	Nil
9. No. of Teaching Posts	
Professors	0
Associate Professors	0
Assistant Professors	1
Total	1

10. Faculty Profile:

Name	Qualification	Designation	Specialization	No. Of Years Of Experience
Mrs. Mona. N. Dedhia.	M.A. (Economics), B.ed	Asst. Professor	Economics	6years

11. List of visiting faculty	00
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	00
13. Programme-wise Student Teacher Ratio	B.A. – 48:1
14. No. of administrative staff:	The college has common academic support staff and administrative staff.
15. Qualifications of teaching faculty with DSc/ D.Litt/ PhD/ MPhil/PG. TOTAL	Ph.D : 0 M.Phil : 0 PG : 01
16. Number of faculty with ongoing projects from a) national b) international c) Total grants received.	Nil
Mention names of funding agencies and grants received project-wise	
17. Departmental projects funded by DST-FST; DBT, ICSSR, etc.; total grants received	Nil
18. Research Centre /facility recognized by the University State recognition national recognition International recognition	Nil
19. Publication Per Faculty	Total :01
20. Areas of consultancy and income generated	Nil
21. Faculty as members in a) National committees b) International Committees c) Editorial Boards...	NIL
22. Students projects a) Percentage of students who have done in-house projects including inter departmental/programme b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/other agencies	
23. Awards/recognitions received at the national and international level by Faculty Doctoral/Post-doctoral fellows Students	NIL
24. List of eminent academicians and scientists/ visitors to the department	01
25. Seminars/ Conferences/Workshops organized& the source of funding. National International Workshops organized	Nil Nil Self-Funded

26.Students profile- 2011-12, Applications Received / Selected / Enrolled M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	08	01	07	08	76%
S.Y.B.A.	18	02	16	18	100%
Students profile- 2012-13, Applications Received / Selected / Enrolled M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	11	00	11	11	100%
S.Y.B.A.	09	01	08	09	100%
Students profile- 2013-14, Applications Received / Selected / Enrolled M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	07	00	07	07	83.33%
S.Y.B.A.	10	00	10	10	100%

Students profile- 2014-15, Applications Received / Selected / Enrolled M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	15	05	10	15	84.61%
S.Y.B.A.	05	00	05	05	100%
Students profile- 2015-16, Applications Received / Selected / Enrolled M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	11	01	10	11	100%
S.Y.B.A.	12	03	09	12	100%

27. Diversity of students			
Class	% of students from the state	% of students from other states	% of students from other countries
B.A	100%	00%	Nil
28. How many students have cleared Civil Services, Defense Services, NE T, SLET, GATE and any other competitive examinations?			NIL
29. Student Progression:			

From UG to PG	100%
PG to M.Phil.	Nil
P.G. to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed :	
Campus Selection	00 students
Other than campus selection	0 %
Entrepreneurship/Self-employment	0 %

30. Details of Infrastructural facilities Library:

Arts Department does not have separate Library. It shares Common Library.

Various books purchased for the department are as follows:

Text books	Reference Books	Journals &
374	05	03

- a) Internet facilities for staff and students: 01
- b) Internet facilities for staff and students are provided through library & Computer laboratory.
- c) Total Number of Classrooms : 03
- d) Class room with ICT facility : 00
- e) Laboratories: 00

31. Number of students receiving financial assistance from college, university, government or other agencies (2015-16)							
Sr.No	Scholarship				Free ship		
	Category	Boys	Girls	Total	Boys	Girls	Total
1	OBC	Nil	Nil	Nil	Nil	Nil	Nil
2	SC	Nil	Nil	Nil	Nil	Nil	Nil
3	VJNT	Nil	Nil	Nil	Nil	Nil	Nil
4	SBC	Nil	Nil	Nil	Nil	Nil	Nil
5.	General	Nil	Nil	Nil	01	02	03
	Total	Nil	Nil	Nil	01	02	03
	Total Amount				8190		

32. Details of student enrichment programmes (special lectures/workshops/seminars) with External expert:

Sr. No	Date	Topic	Resource person	Organising Department
01	13.10.2016	Changes in Indian Economy.	Dr. S.B.Singh.	Economics.

33. Teaching methods adopted to improve student learning

- Chalk and Talk Method
- Group discussion
- Preparation of Manuscript
- News collection and Preparation of News Paper
- Self-Learning (with the use of library Internet)
- Co-curricular activities such as competition, quiz, audio-visual programmes, etc.

34. Participation in Institutional Social Responsibility (ISR) and

Extension activities

The faculty members of department are actively involved in activities of NSS, Cultural Committee, Admission Committee, Unfair Means Committee, Magazines Committee, Examination Committee, Local Management Committee, Grievance Cell, and Gymkhana Committee of the college. Our faculty members help in preparing budgets, and in maintaining accounts of college and NSS.

35. Detail any five: Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department:

Strength:

- Our faculty members give both academic and career guidance to the students.
- We Promote Cultural & Sports activities
- We are having big campus.
- We take efforts on Skill based education.

Weaknesses:

- Limitation of space & Funds restricts the expansion.
- Lack of infrastructure

Opportunities:

- Scope for Campus Placement
- Scope in MOUs and Collaboration with Professional institutes.
- Scope for Faculty & Students Development in regards of research

Challenges:

- Students lacks in Communication Skill and confidence
- Making provision for additional time for extra lectures.

Evaluative Report of Department of Urdu

1. Name of the Department	Department of Urdu
2. Year of Establishment	2004
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters: Integrated Ph.D.,	UG- B.A.
4. Names of Interdisciplinary courses and the departments/units involved	Urdu:
5. Annual/ semester/choice based credit system (programme wise)	Credit Based Semester
6. Participation of the department in the courses offered by other departments	Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses/programmes discontinued (if any) with reasons	Nil
9. No. of Teaching Posts Professors	0
Associate Professors	1
Assistant Professors	1
Total	1

10. Faculty Profile:

Name	Qualification	Designation	Specialization	No. Of Years Of Experience
Shahid Ali Shaikh	M.A. NET.	Asst. Professor	Urdu	3 year

11. List of visiting faculty	01
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary	00
13. Programme-wise Student Teacher Ratio	B.A. – 14:1
14. No. of administrative staff:	The college has common academic support staff and administrative
15. Qualifications of teaching faculty with DSc/ D.Litt/ PhD/ MPhil/PG.	Ph.D : 0 M.Phil : 0 PG :
TOTAL	01 NET : 01

16. Number of faculty with ongoing projects from a) national b) international c)	Nil
Mention names of funding agencies and grants received project-wise	
17. Departmental projects funded by DST-FST; DBT, ICSSR, etc.; total grants received	Nil
18. Research Centre /facility recognized by the University State recognition national recognition	Nil
19. Publication Per Faculty	Total :01
20. Areas of consultancy and income generated	Nil
21. Faculty as members in a) National committees b) International Committees c) Editorial Boards...	Nil
22. Students projects a) Percentage of students who have done in-house projects including inter departmental/programme b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/other agencies	Nil
23. Awards/recognitions received at the national and international level by Faculty Doctoral/Post-doctoral fellows Students	Nil
24. List of eminent academicians and scientists/ visitors to the department	01
25. Seminars/ Conferences/Workshops organized& the source of funding. National International Workshops organized	Nil Nil Self-Funded

26.Students profile- 2011-12, Applications Received / Selected / Enrolled M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	04	01	03	04	100%
S.Y.B.A.	18	00	08	08	100%
T.Y.B.A	01	00	01	01	100%
Students profile- 2012-13, Applications Received / Selected / Enrolled M & F / Pass Percentage					
Class	Applications	Selected	Selected	TOTAL	Pass percentage

	Received	Male	Female		
F.Y.B.A	04	00	04	04	100%
S.Y.B.A.	03	00	03	03	100%
T.Y.B.A	11	00	11	11	100%
Students profile- 2013-14, Applications Received / Selected / Enrolled					
M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	07	00	04	04	100%
S.Y.B.A.	10	00	04	04	100%
T.Y.B.A	03	00	03	03	100%
Students profile- 2014-15, Applications Received / Selected / Enrolled					
M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percent age
F.Y.B.A	03	00	03	03	100%
S.Y.B.A.	03	00	03	03	100.%
T.Y.B.A	04	00	04	04	100%
Students profile- 2015-16, Applications Received / Selected / Enrolled					
M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	11	00	02	02	100%
S.Y.B.A.	00	00	02	12	100%
T.Y.B.A	03	00	03	03	100%
27. Diversity of students					
Class		% of students from the state		% of students from other states	% of students from other countries
B.A		100%		00%	Nil
28. How many students have cleared Civil Services, Defense Services, NE T, SLET, GATE and any other competitive examinations?					NIL
29. Student Progression:					

From UG to PG	100%
PG to M.Phil.	Nil
P.G. to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed :	
Campus Selection	00 students
Other than campus selection	0 %
Entrepreneurship/Self-employment	0 %

30. Details of Infrastructural facilities Library:

- a) **Arts Department does not have separate Library. It shares Common Library. Various books purchased for the department are as**

follows:

Text books	Reference Books	Journals & Magazines
660	80	20

b) Internet facilities for staff and students: 01

Internet facilities for staff and students are provided through library & Computer laboratory.

c) Total Number of Classrooms : 04

d) Class room with ICT facility : 00

e) Laboratories: 00

31. Number of students receiving financial assistance from college, university, government or other agencies (2015-16)							
Sr.No	Scholarship				Free ship		
	Category	Boys	Girls	Total	Boys	Girls	Total
1	OBC	Nil	Nil	Nil	Nil	Nil	Nil
2	SC	Nil	Nil	Nil	Nil	Nil	Nil
3	VJNT	Nil	Nil	Nil	Nil	Nil	Nil
4	SBC	Nil	Nil	Nil	Nil	Nil	Nil
5.	General	Nil	Nil	Nil	01	01	02
	Total	Nil	Nil	Nil	01	01	02
	Total				Rs 5200		

32. Details of student enrichment programmes (special lectures/workshops/seminars) with External expert:

Sr. No	Date	Topic	Resource person	Organising Department
01	07-02-2015	Urdu Adab aur Sahafat	Dr.Saheb Ali(HOD Mumbai University)	Urdu
02	14-02-2015	Mubadiyate-Arooz-aur-Taqtee-ke-Usool	Dr. Abbas Aalam Rizvi(HOD Rizvi College, Bandra)	Urdu
03	13-02-2017	Urdu Day	Dr.Afsar Farooqui(Head of Dept),Ismail Yusuf College, Jogeshwari	Urdu

33. Teaching methods adopted to improve student learning

- Chalk and Talk Method
- Group discussion
- Preparation of Manuscript
- News collection and Preparation of News Paper
- Self-Learning (with the use of library Internet)
- Co-curricular activities such as competition, quiz, audio-visual programmes, etc.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The faculty members of department are actively involved in activities of NSS, Cultural Committee, Admission Committee, Unfair Means Committee, Magazines Committee, Examination Committee, Local Management Committee, Grievance Cell, and Gymkhana Committee of the college. Our faculty members help in preparing budgets, and in maintaining accounts of college and NSS.

35. Detail any five: Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department:

Strength:

- Our faculty members give both academic and career guidance to the students.
- We Promote Cultural & Sports activities
- We are having big campus.
- We take efforts on Skill based education.

Weaknesses:

- Limitation of space & Funds restricts the expansion.
- Lack of infrastructure

Opportunities:

- Scope for Campus Placement
- Scope in MOUs and Collaboration with Professional institutes.
- Scope for Faculty & Students Development in regards of research

Challenges:

- Students lacks in Communication Skill and confidence
- Making provision for additional time for extra lectures.

Evaluative Report of Department of History

1. Name of the Department	Department of History
2. Year of Establishment	2004
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)	UG- B.A.
4. Names of Interdisciplinary courses and the departments/units involved	History:
5. Annual/ semester/choice based credit system (programme wise)	Credit Based Semester Grading
6. Participation of the department in the courses offered by other departments	Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses/programmes discontinued (if any) with reasons	Nil
9. No. of Teaching Posts Professors	
Associate Professors	00
Assistant Professors	00
Total	01 01

10. Faculty Profile:

Name	Qualification	Designation	Specialization	No. Of Years Of Experience
Ms. Annjum Rashid Sayyed	M.A. (History), B.Ed	Asst. Professor	History	2year

11. List of visiting faculty	00
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary	00
13. Programme-wise Student Teacher Ratio	B.A. – 58:1
14. No. of administrative staff:	The college has common academic support staff

15. Qualifications of teaching faculty with DSc/ D.Litt/ PhD/ MPhil/PG. TOTAL	Ph.D : 0 M.Phil : 01 PG : 01
16. Number of faculty with ongoing projects from a) national b) international c)	Nil
Mention names of funding agencies and grants received project-wise	
17. Departmental projects funded by DST-FST; DBT, ICSSR, etc.; total grants received	Nil
18. Research Centre /facility recognized by the University State recognition national recognition International recognition	Nil
19. Publication Per Faculty	Total :01
20. Areas of consultancy and income generated	Nil
21. Faculty as members in a) National committees b) International Committees c) Editorial Boards...	Nil
22. Students projects a) Percentage of students who have done in-house projects including inter departmental/programme b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/other agencies	
23. Awards/recognitions received at the national and international level by Faculty Doctoral/Post-doctoral fellows Students	Nil
24. List of eminent academicians and scientists/ visitors to the department	Nil
25. Seminars/ Conferences/Workshops organized& the source of funding. National International Workshops organized	Nil N i l

26.Students profile- 2011-12, Applications Received / Selected / Enrolled M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percent age
F.Y.B.A	08	01	07	08	85.71%
S.Y.B.A.	18	02	16	18	100%
T.Y.B.A	08	05	03	08	100%
Students profile- 2012-13, Applications Received / Selected / Enrolled M & F					

F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	11	00	11	11	90.90%
S.Y.B.A.	09	01	08	09	71.42%
T.Y.B.A	16	02	14	16	93.75%
Students profile- 2013-14, Applications Received / Selected / Enrolled M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	07	00	07	07	83.33%
S.Y.B.A.	10	00	10	10	100%
T.Y.B.A	07	00	07	07	100%

Students profile- 2014-15, Applications Received / Selected / Enrolled M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass %
F.Y.B.A	15	05	10	15	76.92%
S.Y.B.A.	05	00	05	05	100%
T.Y.B.A	08	00	08	08	100%
Students profile- 2015-16, Applications Received / Selected / Enrolled M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	11	01	10	11	100%
S.Y.B.A.	12	03	09	12	100%
T.Y.B.A	04	00	04	04	100%
27. Diversity of students					
Class	% of students from the state		% of students from other states		% of students from other countries
B.A	100%		00%		Nil
28. How many students have cleared Civil Services, Defense Services, NE T, SLET, GATE and any other competitive examinations?					NIL
29. Student Progression:					

From UG to PG	90%
PG to M.Phil.	Nil
P.G. to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed :	
Campus Selection	00 students
Other than campus selection	0 %
Entrepreneurship/Self-employment	0 %

30. Details of Infrastructural facilities Library:

- f) Arts Department does not have separate Library. It shares Common Library. Various books purchased for the department are as follows:**

Text books	Reference Books	Journals & Magazines
50	07	01

- g) Internet facilities for staff and students: 01**
Internet facilities for staff and students are provided through library & Computer laboratory.
- h) Total Number of Classrooms : 03**
- i) Class room with ICT facility : 01**
- j) Laboratories: 00**

31. Number of students receiving financial assistance from college, university, government or other agencies (2015-16)							
Sr.No	Scholarship				Free ship		
	Category	Boys	Girls	Total	Boys	Girls	Tota
1	OBC	Nil	Nil	Nil	Nil	Nil	Nil
2	SC	Nil	Nil	Nil	Nil	Nil	Nil
3	VJNT	Nil	Nil	Nil	Nil	Nil	Nil
4	SBC	Nil	Nil	Nil	Nil	Nil	Nil
5.	General	Nil	Nil	Nil	01	02	03
	Total	Nil	Nil	Nil	01	02	03
	Total Amount				Rs 8190		

32. Details of student enrichment programmes (special lectures/workshops/seminars) with External expert:

Sr. No	Date	Topic	Resource person	Organising Department
01	25-02-2017	Guidance for the students of TYBA and FYBA	Dr. Yuvraj Nalawade	History

33. Teaching methods adopted to improve student learning

- Chalk and Talk Method
- Group discussion
- Preparation of Manuscript
- News collection and Preparation of News Paper
- Self-Learning (with the use of library Internet)
- Co-curricular activities such as competition, quiz, audio-visual

programmes, etc.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The faculty members of department are actively involved in activities of NSS, Cultural Committee, Admission Committee, Unfair Means Committee, Magazines Committee, Examination Committee, Local Management Committee, Grievance Cell, and Gymkhana Committee of the college. Our faculty members help in preparing budgets, and in maintaining accounts of college and NSS.

35. Detail any five: Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department:

Strength:

- Our faculty members give both academic and career guidance to the students.
- We Promote Cultural & Sports activities
- We are having big campus.
- We take efforts on Skill based education.

Weaknesses:

- Limitation of space & Funds restricts the expansion.
- Lack of infrastructure

Opportunities:

- Scope for Campus Placement
- Scope in MOUs and Collaboration with Professional institutes.
- Scope for Faculty & Students Development in regards of research

Challenges:

- Students lacks in Communication Skill and confidence
- Making provision for additional time for extra lectures.

Evaluative Report of Department of Hindi

1. Name of the Department	Department of Hindi
2. Year of Establishment	2004
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters: Integrated Ph.D.,)	UG- B.A.
4. Names of Interdisciplinary courses and the departments/units involved	Hindi
5. Annual/ semester/choice based credit system (programme wise)	Credit Based Semester Grading System
6. Participation of the department in the courses offered by other departments	Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8. Details of courses/programmes discontinued (if any) with reasons	Nil
9. No. of Teaching Posts Professors	
Associate Professors	0
Assistant Professors	1
Total	1

10. Faculty Profile:

Name	Qualification	Designation	Specialization	No. Of Years Of Experience
Rohita Raut	M.A. (Hindi), B.Ed, M.Phil (Hindi)	Asst. Professor	Hindi	4year

11. List of visiting faculty	00
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary	00
13. Programme-wise Student Teacher Ratio	B.A. – 43:1
14. No. of administrative staff:	The college has common academic support staff and administrative

15. Qualifications of teaching faculty with DSc/ D.Litt/ PhD/ MPhil/PG. TOTAL	Ph.D : 0 M.Phil : 01 PG : 01
16. Number of faculty with ongoing projects from a) national b) international c)	Nil
Mention names of funding agencies and grants received project-wise	
17. Departmental projects funded by DST-FST; DBT, ICSSR, etc.; total grants received	Nil
18. Research Centre /facility recognized by the University State recognition national recognition International recognition	Nil
19. Publication Per Faculty	Total :01
20. Areas of consultancy and income generated	Nil
21. Faculty as members in a) National committees b) International Committees c) Editorial Boards...	Nil
22. Students projects a) Percentage of students who have done in-house projects including inter departmental/programme b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/other agencies	Nil
23. Awards/recognitions received at the national and international level by Faculty Doctoral/Post-doctoral fellows Students	Nil
24. List of eminent academicians and scientists/ visitors to the department	01
25. Seminars/ Conferences/Workshops organized& the source of funding. National International Workshops organized	Nil Nil Self-funded

26.Students profile- 2011-12, Applications Received / Selected / Enrolled M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	08	00	03	03	100%
S.Y.B.A.	10	02	08	10	100%
T.Y.B.A	08	05	02	07	100%

Students profile- 2012-13, Applications Received / Selected / Enrolled					
M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	07	00	07	07	85%
S.Y.B.A.	04	00	04	04	100%
T.Y.B.A	04	00	04	04	100%
Students profile- 2013-14, Applications Received / Selected / Enrolled					
M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	02	00	02	02	100%
S.Y.B.A.	04	00	04	04	100%
T.Y.B.A	07	00	04	04	100%
Students profile- 2014-15, Applications Received / Selected / Enrolled					
M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percent age
F.Y.B.A	10	03	07	10	100.00%
S.Y.B.A.	01	00	01	01	100.00%
T.Y.B.A	04	00	04	04	100%
Students profile- 2015-16, Applications Received / Selected / Enrolled					
M & F / Pass Percentage					
Class	Applications Received	Selected Male	Selected Female	TOTAL	Pass percentage
F.Y.B.A	11	01	10	11	100%
S.Y.B.A.	09	03	06	09	100%
T.Y.B.A	01	00	01	01	100%
27. Diversity of students					
Class		% of students from the state		% of students from other states	% of students from other countries
B.A		100%		00%	Nil
28. How many students have cleared Civil Services, Defense Services, NE T, SLET, GATE and any other competitive examinations?					NIL
29. Student Progression:					

From UG to PG	Nil
PG to M.Phil.	Nil
P.G. to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed :	
Campus Selection	00 students
Other than campus selection	0 %
Entrepreneurship/Self-employment	0 %

30. Details of Infrastructural facilities Library:

- k) Arts Department does not have separate Library. It shares Common Library. Various books purchased for the department are as follows:**

Text books	Reference Books	Journals & Magazines
13	30	01

- l) Internet facilities for staff and students: 01**
Internet facilities for staff and students are provided through library & Computer laboratory.
- m) Total Number of Classrooms : 04**
- n) Class room with ICT facility : 00**
- o) Laboratories: 00**

31. Number of students receiving financial assistance from college, university, government or other agencies (2015-16)							
Sr.No	Scholarship				Free ship		
	Category	Boys	Girls	Total	Boys	Girls	Total
1	OBC	Nil	Nil	Nil	Nil	Nil	Nil
2	SC	Nil	Nil	Nil	Nil	Nil	Nil
3	VJNT	Nil	Nil	Nil	Nil	Nil	Nil
4	SBC	Nil	Nil	Nil	Nil	Nil	Nil
5.	General	Nil	Nil	Nil	01	02	03
	Total	Nil	Nil	Nil	01	02	03
	Total				Rs 8190		

32. Details of student enrichment programmes (special lectures/workshops/seminars) with External expert:

sS r.	Date	Topic	Resource person	Organising Departmen
01	23 -03- 2017	Guidance for the students of TYBA and FYBA	Prof Vandana Tuskano	Hindi

33. Teaching methods adopted to improve student learning

- Chalk and Talk Method
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Opportunities:

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- Scope for Faculty & Students Development in regards of research

Challenges:

- Students lacks in Communication Skill and confidence
- Making provision for additional time for extra lectures.



SHURPARAKA EDUCATIONAL & MEDICAL TRUST'S
M. B. HARRIS COLLEGE OF ARTS &
A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT
~ AFFILIATED TO MUMBAI UNIVERSITY ~

Nawayat Nagar, P.O. Sopara (West), Tal. Vasai Dist. Palghar, Pin-401 203. Tel.: 0250-6421694 E-mail:semtcollege@yahoo.com

Ref.No.: _____

SEMT/NAAC-SSR/898/2016-17

27/04/2017

Declaration by the Head of the Institution

I certify that the data included in this Self Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the Institution after internal discussions and no part thereof has been outsourced.

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

Date: 27/04/2017

Place: Nallasopara (Maharashtra)

Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Commerce & Management
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.



**SHURPARAKA EDUCATIONAL & MEDICAL TRUST'S
M. B. HARRIS COLLEGE OF ARTS &
A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT**

~ AFFILIATED TO MUMBAI UNIVERSITY ~

Nawayat Nagar, P.O. Sopara (West), Tal. Vasai Dist. Palghar, Pin-401 203. Tel.: 0250-6421694 E-mail:semtcollege@yahoo.com

Ref.No.: _____

Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that **Moinuddin B. Harris College of Arts & A.E. Kalsekar College** of Commerce & Management fulfils all norms

- 1) Stipulated by the affiliating University and/or
- 2) Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc] and
- 3) The affiliation and recognition [if applicable] is valid as on date.

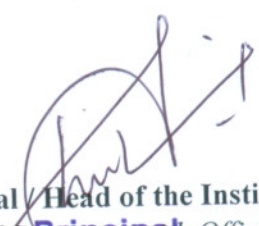
In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date:

Place: Nallasopara (W)


Principal / Head of the Institution
(Name and Signature with Office seal)
Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Commerce & Management
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.



SHURPARAKA EDUCATIONAL & MEDICAL TRUST'S
M. B. HARRIS COLLEGE OF ARTS &
A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT

AFFILIATED TO MUMBAI UNIVERSITY

Nawayat Nagar, P.O. Sopara (West), Tal. Vasai Dist. Palghar, Pin-401 203. Tel.: 0250-6421694 E-mail:semtcollege@yahoo.com

Ref.No.: _____

To

Dr. Ganesh Hegde

Deputy Adviser

National Assessment & Accreditation Council P. O. Box. No. 1075, Opp: NLSIU Nagabhavi,
Bangalore - 5600072

Subject: Intimation regarding uploading of SSR/RAR on website

Dear *Sir*,

We hereby intimate that SSR/ RAR is uploaded on website as per following details.

Sl. No.	Particulars	
1.	Name of the Institution:	SEMT'S M.B.HARRIS COLLEGE OF ARTS & A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT
2.	Head of Institute	DR. M.K.AHMAD
3.	Contact Mobile No.:	9987202200
4.	Coordinator	MR. IRSHAD SHAIKH
5.	Contact Mobile No.:	8806258025
6.	Track Id of NAAC:	MHCOGN27514
7.	Accreditation Cycle	Cycle 1
8.	a. Web site:	www.semtrustcolleges.net
	b. Web-link showing SSR	http://semtrustcolleges.net/wp-content/uploads/2017/03/Self-Study-Report-2017-SSR.pdf
9.	a. Date of Uploading SSR/RAR : b. Probable date of submission of SSR/RAR :	a. 18/02/2017 b. 30/04/2017
10.	12 B UCC status and XII Plan Development grant copy submitted to NAAC:	--
11.	Probable date of NAAC Peer Team Visit:	27,28,29 th September,2017
12.	Nearest Airport for the Peer team members to arrive :	Mumbai
13.	Mention the distance from Airport to Institution (College)	50Km

With regards

Principal

Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &

A. E. Kalsekar College of Commerce & Management
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.

Annexure 1: Affiliation Letter

902/University letter

736/17

University of Mumbai



AFFILIATION SECTION

No. Aff-II/ICD/2016-17/2505

29th March, 2017

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Shurparaka Educational and Medical Trust's Moumuddin Burhan Harris College of Arts & A.E. Kalsekar College of Commerce & Management, Nawayat Nagar, P.O. Nallasopara (W), Dist.- Thane- 401 203 is an affiliated College to the University of Mumbai and the following courses are conducted in the said College.

Sr. No	Course	Duration	Affiliation (Permanent/ Temporary)	Period of Validity for the years (s)
1	B.A.	3 Years	Temporary	From 2003-2004 to 2016-17
2	B.Com.	3 Years	Temporary	From 2003-2004 to 2016-17
3	B.M.S.	3 Years	Temporary	From 2013-2014 to 2016-20
4	B.Com. (F.M.)	3 Years	Temporary	From 2013-2014 to 2016-20

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

(DR. M. A. KHAN)
REGISTRAR

Principal
Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Commerce & Management
Nallasopara (W), Tal. Vashi, Dist. Palghar - 401 203.

Annexure 2: IEQA submission form

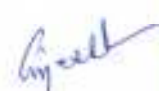
Track ID-MHC0GN27514		College Name-SHURPARAKA EDUCATIONAL & MEDICAL TRUSTS M.B.HARRIS COLLEGE OF ARTS & A.E.KALSEKAR COLLEGE OF COMMERCE & MGT		Page 1 of 3
IEQA SUBMISSION DATED: 17/04/2017				
INSTITUTIONAL ELIGIBILITY FOR QUALITY ASSESSMENT(IEQA) QUESTIONNAIRE				
1 COLLEGE DETAILS				
Name of the college	SHURPARAKA EDUCATIONAL & MEDICAL TRUSTS M.B.HARRIS COLLEGE OF ARTS & A.E.KALSEKAR COLLEGE OF COMMERCE & MGT	Year of establishment	2003	
Location of the college	RMS-URBAN			
2 ADDRESS				
Address	NEAR Z.B.ZAKARIA ENGLISH HIGH SCHOOL,NAWAYAT NAGAR, NALLASOPARA W. TAL- VASAR DIST- PSLGRIHAR	City	Nalgapure	
State	Maharashtra	Pin Code	401201	
Website	www.shurparakacollege.net	E-Mail	info@shurparakacollege.net	
Phone STD Code	0250	Phone No	06421694	
Fax STD Code	0	Fax	0	
3 HEAD OF THE INSTITUTION				
Name	Dr. MOHAMMAD KHALIL AHMAD	Designation	PRINCIPAL	
Status of appointment	PERMANENT			
4 CONTACT DETAILS OF HEAD OF THE INSTITUTION				
Phone std code	0250	Phone number	06421694	
Fax std code	0250	Fax	2402222	
Mobile	+91987200700		E-Mail khalil@shurparakacollege.net	
5 DOES THE COLLEGE FUNCTION FROM				
a. MAIN CAMPUS				
	AREA OF THE CAMPUS IN ACRES	TOTAL BUILT UP AREA IN sq.m.		
OWN BUILDINGS	2.0	2300.0		
RENTED BUILDINGS	0.0	0.0		
b. SATELLITE CAMPUS				
	AREA OF THE CAMPUS IN ACRES	TOTAL BUILT UP AREA IN sq.m.		
OWN BUILDINGS	0.0	0.0		
RENTED BUILDINGS	0.0	0.0		
6 NAME OF THE UNIVERSITIES TO WHICH THE COLLEGE IS AFFILIATED OR CONSTITUENT				
University 1	University of Mumbai, Mumbai	Other		
Nature of relationship with the university	AFFILIATED	If affiliated, status of affiliation	TEMPORARY	
University 2		Other		
Nature of relationship with the university		If affiliated, status of affiliation		
University 3		Other		
Nature of relationship with the university		If affiliated, status of affiliation		
7 STATUTORY PROFESSIONAL REGULATORY COUNCIL(S)				
Does the college offer any programme recognized by any Statutory Professional Regulatory Council(s)?				
Programme offered		Name of the Regulatory Council(s)		
8 COLLEGE FUNCTIONING				
Type of college	CO-EDUCATION	Time of functioning	DAY COLLEGE	
Source of funding	SELF-FINANCING			

Track ID-MHCOGN27514		College Name-SHURPARAKA EDUCATIONAL & MEDICAL TRUSTS M.B.HARRIS COLLEGE OF ARTS & A.E.KALSEKAR COLLEGE OF COMMERCE & MGT		Page 2 of 3				
9 MANAGEMENT/TRUST DETAILS								
Name of the Management	SHURPARAKA EDUCATIONAL & MEDICAL TRUST		Recognition under Uge Act,1956	NEITHER 21NOR 12N				
10 MANAGEMENT/TRUST OF THE COLLEGE IS REGISTERED UNDER								
Society's registration Act of 1960	no		Religious Act of the respective state Govt.	no				
Any other (please specify)	BOMBAY PUBLIC TRUST ACT 1950							
11 NUMBER OF DEGREES OFFERED BY THE COLLEGE								
UG	4		PG	0				
Research	0		Others	0				
Total	4							
12 DETAILS OF DEGREES OFFERED(B.A., M.A., B.Com., M.Com., B.Sc., M.Sc., M.Phil., Ph.D., etc.)								
Arts	B.A		Commerce	B.COM, B.COM (FINANCIAL MARKETS), BACHELOR OF MANAGEMENT STUDIES				
Science	N.A		Education	N.A				
Health Science	N.A		Engineering & Technology	N.A				
Management	N.A		Others	N.A				
Is the college opting for Assessment & Accreditation of Teacher Education department separately?								
no								
Is the college opting for Assessment & Accreditation of Physical Education department separately?								
no								
Number of departments								
6								
13 TOTAL NUMBER OF STUDENTS(EXCLUDING THOSE IN SELF-FINANCING PROGRAMMES)								
	UG		PG		M.Phil/Ph.D		Value Added Course/Cert/Diploma/	
	Male	Female	Male	Female	Male	Female	Male	Female
General	0	0	0	0	0	0	0	0
SC/ST	0	0	0	0	0	0	0	0
OBC	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
Grand Total	0							
14 TOTAL NUMBER OF STUDENTS IN SELF-FINANCING PROGRAMMES								
	UG		PG		M.Phil/Ph.D		Value Added Course/Cert/Diploma/	
	Male	Female	Male	Female	Male	Female	Male	Female
General	474	355	0	0	0	0	0	0
SC/ST	2	2	0	0	0	0	0	0
OBC	7	10	0	0	0	0	0	0
Total	483	367	0	0	0	0	0	0
Grand Total	850							
Total number of students in the college						850		
15 NUMBER OF TEACHING, TECHNICAL AND ADMINISTRATIVE STAFF								
	Permanent		Temporary		Total			
	Male	Female	Male	Female	Male	Female		
Teachers with PG	0	0	0	2	0	2	0	2
Teachers with M.Phil	0	0	0	0	0	0	0	0
Teachers with Ph.D	0	0	0	1	0	1	0	1
Teachers with NET/SET	0	0	0	3	0	3	0	3
Technical staff	0	0	0	1	0	1	0	1
Administrative staff	2	1	1	1	3	2	0	5
Support staff	0	0	0	2	0	2	0	2
Total no. of teachers	0	0	0	6	0	6	0	6
16 SUPPORT SERVICES								
Number of copies of Books						5265		
Number of Journals						12		
Number of e-resources						0		

ck ID-MHCOGN27514	College Name-SHURPARAKA EDUCATIONAL & MEDICAL TRUSTS M.B.HARRIS COLLEGE OF ARTS & E. KALSEKAR COLLEGE OF COMMERCE & MGT	Page 3 of 3
Does the college have a registered Alumni Association?		
Does the college have a functional Placement Cell?		
17 UNIT COST OF EDUCATION		
Unit Cost-Total annual expenditure divided by no. of students enrolled	7010.33	
Unit cost calculated excluding salary component	2092.13	
18 MENTION FIVE ACADEMIC MILESTONES OF THE COLLEGE		
First	STARTED B.COM(FM),BACHELOR OF MANAGEMENT STUDIES FROM A.Y 2013-14	
Second	STRONG STUDENTS MENTORING SYSTEM	
Third	APPLIED FOR ADDITIONAL DIVISIONS OF B.COM(FM) AND BACHELOR OF MANAGEMENT STUDIES	
Fourth	ONE DAY INTERNATIONAL CONFERENCE ON MULTI DISCIPLINARY RESEARCH IN COMMERCE, MANAGEMENT AND SOCIAL SCIENCE HELD ON 26TH NOVEMBER 2016	
Fifth	MORE THAN 30 SEMINARS HAVE BEEN CONDUCTED FOR STUDENTS AND TEACHERS	
Section 2: Institutional Data Questionnaire		
1. The college has in place a structured internal quality assurance system for ensuring continuous quality monitoring or improvement	YES	
2. Library has reading room facilities for students and faculty separately	YES	
3. The college uses the students feedback for analysis and improvement purposes	YES	
4. Basic computer literacy is ensured for all students in a structured way such as add on courses	YES	
5. The college provides financial aid to at least 10% of the general category students	YES	
6. The college has a mechanism for counselling students	YES	
7. An annual in-house academic calendar is prepared and implemented by the college	YES	
8. The college has a mechanism for addressing grievances of students and staff	YES	
9. The college promotes scholarly activities of the faculty beyond the college	YES	
10. Internet facility is available in the college for faculty and students	YES	
11. The college campus is differently-abled friendly	YES	
12. The college has a formal mechanism to promote research activities of its students and faculty	YES	
13. The college has adequate sports facility	YES	
14. The college has developed a short term and a long term plan for its development and growth	YES	
15. Percentage of classrooms equipped with LCD projector	25-50%	
16. Percentage of teachers using audio-visual aids including computer-aided teaching	>40%	
17. The average number of extension activities organised by the college during the last four years	>6	
18. Average percentage utilization of annual allocated funds for the last four years	>75%	
19. Maintenance expenditure on infrastructure as percentage of the total annual budget	>4%	
20. Average pass percentage of graduating students	60-70%	
21. Computer students ratio	<1:30	
22. Percentage of faculty benefited from UGC and other staff development programmes (average of last four years)	>5%	
23. Percentage of permanent teachers with Ph.D. qualification	>20%	
24. Percentage of classes taught by guest faculty or temporary teachers	<20%	
25. Students teacher ratio	30:1-30:1	
26. Percentage of faculty positions filled against sanctioned posts	>80%	
27. Number of add-on courses conducted by the college	<1	
28. Awards received by the students in sports and cultural activities in the last four years	National or International Level	
29. Percentage of teachers having on-going or completed research projects in the last four years	<10%	
30. Number of academic seminars or conferences or workshops that the college has organized (average of last four years)	<5	
31. Number of Journals subscribed in the library National or International	10-20	
32. Percentage of students admitted against the reservation category as per Government of India norms	85-95%	
Certificate		
This is to certify that the information given in the IEQA application is true to the best of my knowledge and ability and if the same is found to be false or misleading, I authorize NAAC to initiate any action which it deems fit including withholding the outcome of the Peer Team Visit.		
Principal Shurparaka Educational & Medical Trusts M. B. Harris College of Arts & E. K. Kalsekar College of Commerce & Management		

Annexure 3: Audited Financial Statement

Balance sheet 2013-14

		Bombay Pt SC Vii
		Name of the Public Trust: SHURP.
		BALANCE SHEET
id		
FUNDS AND LIABILITIES:-		AMOUNT:
TRUST FUND OR CORPUS:-		
Balance as per last Balance Sheet.	275,991.43	
Add: Capital Gain on Switchover of Mutual Fund.	Nil	275,991.43
OTHER EARMARKED FUNDS:-		
(Created under the provision of the Trust Deed or Scheme or out of the Income)		
Depreciation Fund.	Nil	
Sinking Fund.	Nil	
Reserve Fund.	Nil	
Any Other Fund.		
As per Separate Annexure No.1 Part-A	28,310,081.00	28,310,081.00
LOANS(Secured or Unsecured)		
From Trustees.	Nil	
From Others.	Nil	Nil.
LIABILITIES:		
For Expenses.	Not provided for	
For Advances.	Nil	
For Rent and other Deposits.	83.15	
For Sundry Credit Balance.	Nil	
Other Liabilities:-		
As per Separate Annexure No.1 Part-B	564,085.00	564,172.35
INCOME & EXPENDITURE ACCOUNT:		
As per last Balance Sheet.	29,647,873.13	
Add: Surplus as per Income & Expenditure Account.	9,097,493.75	38,745,366.88
TOTAL Rs.....		67,895,611.48
		 TRUSTEE:

WMA Trust Act, 1999
 Section 11
 14 Nov 2010

REGISTERED ACCOUNTANT

WMA EDUCATIONAL & MEDICAL TRUST
 AS OF 31st MARCH 2010

PROPERTY AND ASSETS		AMOUNT
IMMOVABLE PROPERTIES (M Cost)		
Balance as per last Balance Sheet	Rs 0.00	
Additional during the year	Rs 0.00	
Less: Sales during the year	Rs 0.00	
Depreciation upto date	Rs 0.00	
		Rs 0.00
INVESTMENTS:-		
In Term Deposit Fixed Deposit & Bonds & Loans	4,000,000.00	
In Fixed Deposit with Banker/Creditors Bank Up	200,000.00	
		4,200,000.00
SCHOOL ASSETS		
Balance as per last Balance Sheet	Rs 0.00	
Additional during the year	Rs 0.00	
Less: Sales during the year	Rs 0.00	
Depreciation upto date	Rs 0.00	
		Rs 0.00
LOANS (Secured or Unsecured)		
By Cash/ Cheque/ Bank	Nil	
By Bank	Nil	
		Nil
DEPOSITS:- (as per last Balance Sheet)		
For Telephone	5,000.00	
For Electric	7,110.00	
For Gas/ Cable	5,100.00	
		17,210.00
REVENUES:-		
To Teachers	Nil	
To Students	Nil	
To Contributions & Loans	Nil	
To Others	Nil	
To Others	Nil	
To TDS paid	Nil	
		Nil
INCOME DISTRIBUTIONS:-		
By Cash	Nil	
By Bank	Nil	
		Nil
CASH AND BANK BALANCES:-		
a) In Current Account with	Rs 0.00	
b) Fixed Deposit Account with	Rs 0.00	
c) With the Trustee	Rs 0.00	
d) With the Banker	Rs 0.00	
		Rs 0.00
		Rs 0.00

AS PER OUR REPORT OF EVEN DATE:
 For FIDELITY AND COMPANY
 REGISTERED ACCOUNTANT

28/4/10

Dr. A. SUDHAKAR H. DESHMUKH
 Partner

Principal

WMA Educational & Medical Trusts
 P. B. Harris College of Arts &
 A. Harris College of Commerce & Management
 Nallasopara (W), Tal. Vengal, Dist. Palghat - 491 203.

Balance Sheet 2014-15

1 Act, 1950

VIII

(11)

REGISTERED No.E-8818(BOM):

EDUCATIONAL & MEDICAL TRUST:

1st MARCH,2015:

PROPERTY AND ASSETS:	AMOUNT:
IMMUTABLE PROPERTIES:(At Cost)	
Balance as per last Balance Sheet.	As per
Transactions during the year.	Separate
Sales during the year.	Annexure
Depreciation upto date.	No.2 Part-A
	57,396,900.63
INVESTMENTS:-	
Equity Ethical Fund Plan A Growth - 45105.99 Units.	6,000,000.00
Fixed Deposit with Bassien Catholic Bank Ltd.	569,367.00
	6,569,367.00
FIXTURES	
Balance as per last Balance Sheet.	As per
Transactions during the year.	Separate
Sales during the year.	Annexure No.3-Part I
Depreciation upto date.	
	3,428,068.00
ASSETS	
Balance as per last Balance Sheet.	As per
Transactions during the year.	Separate
Sales during the year.	Annexure No.3-Part II
Depreciation upto date.	
	14,822,827.85
Secured or Unsecured)	
Loans Scholarship	Nil
Other Loans	Nil
	NIL
FIXTURES:- (As per last Balance Sheet)	
Telephone.	1,000.00
Electric	7,110.00
Gas Cylinder.	1,700.00
Mahanagar Palika	30,500.00
	40,310.00
DEBTS:-	
Trustees	Nil
Employees.	Nil
Contractors & Others	Nil
Lawyers	Nil
Others. - TDS Paid	20,210.00
	20,210.00
DEBTS OUTSTANDING:-	
Interest.	Nil
	NIL
CASH AND BANK BALANCES:-	
Balance in Current Account with:	As per
Balance in Fixed Deposit Account with:	Separate
With the Trustee	Annexure
With the Manager.	No. 2 Part-B
	940,476.25
	83,218,159.73

AS PER OUR REPORT OF EVEN DATE:
For FAKIH AND COMPANY,
CHARTERED ACCOUNTANTS:



(C.A. MUDASSIR H. DESHMUKHI),
Partner:

Mumbai, 28th September, 2015

Balance Sheet 2015-16

Joint Trust Act, 1950
 Schedule VIII
 & Rule 17(1)

REGISTERED No. E-2818(BDM)

SHARADA EDUCATIONAL & MEDICAL TRUST:
 AS ON 31st MARCH 2016:

PROPERTY AND ASSETS:-		AMOUNT:-
IMMOVABLE PROPERTIES (At Cost)		
Balance as per last Balance Sheet.	As per	*
Additions during the year.	Separate	
Less Sales during the year.	Annexure	
Depreciation upto date.	No. 2 Part-A	64,290,819.81
INVESTMENTS:-		
In Tata Ethical Fund Plan A Growth - 45105.99 Units.	6,000,000.00	
In Fixed Deposit with Basimien Catholic Bank Ltd.	369,367.00	6,369,367.00
FURNITURE & FIXTURES		
Balance as per last Balance Sheet.	As per	
Additions during the year.	Separate	
Less Sales during the year.	Annexure No. 3-Part I	3,493,002.00
Depreciation upto date.		
INCHQ. ASSETS		
Balance as per last Balance Sheet.	As per	
Additions during the year.	Separate	
Less Sales during the year.	Annexure No. 3-Part II	25,186,848.91
Depreciation upto date.		
LOAN (Secured or Unsecured)		
Loan Scholarship	Nil	
Other loans.	Nil	Nil
EXPENSES:- (As per last Balance Sheet)		
Telephone	1,000.00	
Electric	7,110.00	
Gas Cylinder.	1,700.00	
Motor Vehicle	30,500.00	40,310.00
LIABILITIES:-		
Trustees	Nil	
Employees	Nil	
Contractors & Others	Nil	
Debtors	Nil	
Debtors - TDS Paid	20,210.00	20,210.00
INCOME OUTSTANDING:-		
Interest	Nil	
Dividend	Nil	Nil
CASH AND BANK BALANCES:-		
In Current Account with:	As per	
In Fixed Deposit Account with:	Separate	
With the Trustee	Annexure	
With the Manager.	No. 2 Part-B	3,029,001.21
		101,418,192.75

AS PER OUR REPORT OF EVEN DATE:
 For FAKH AND COMPANY,
 CHARTERED ACCOUNTANTS

(C.A. MUDASSIR H. DESHMUKH,
 Partner)

Mumbai, 27th September, 2016

Principal
 Sharada Educational & Medical Trust's
 M. D. Harris College of Arts &
 A. E. Kalekar College of Commerce & Management
 Nallasopara (W), Tal. Vasai, Dist. Palghar - 401 203.

Income and Expenditure Account 2015-16

		SHRUT SEM D
		RECEIPTS AND PAYM
R E C E I P T S:		AMC
TO: OPENING BALANCES: (As on 1.4.2015)		
<u>In hand,</u>		
General Account.	1,534.00	
<u>In Saving Bank Account with :-</u>		
Bassein Catholic Co-op. Bank Ltd. A/c. No. 009100100020897	554,632.56	
Bassein Catholic Co-op. Bank Ltd. - A/c. No. 009100100027050.	333,182.00	
* FEES FROM STUDENTS:-		
Admission Fees.	175,150.00	
Computer Fees.	292,260.00	
Development Fees	310,510.00	
Tuition Fees.	4,952,760.00	5
* OTHER FEES FROM STUDENTS:-		
Alumni Association Fees.	3,140.00	
Disaster Relief Fund.	6,100.00	
E-Charges.	13,600.00	
Enrolment Fees.	74,200.00	
E-Suvidha Charges	33,570.00	
Examination Fees.	1,101,839.00	
Group Insurance.	12,210.00	
Gymkhana Fees.	90,440.00	
I Card Fees	33,380.00	
Industrial Visit Fees	63,285.00	
Laboratory Fees	139,000.00	
Library Fees.	167,950.00	
Magazine Fees.	67,600.00	
Other Fees/Extra Curricular Activities.	153,500.00	
Project Work.	10,000.00	
Statement of Marks.	27,550.00	
Stationery Charges	22,675.00	
Student Welfare Fund.	30,300.00	
University of Mumbai Contribution	1,924.00	
University Sports & Cultural Fees	18,290.00	
Utility Fees.	154,530.00	
Vice Chancellors Fund.	12,280.00	
* BANK INTEREST		
On Saving Bank Account		
* DEDUCTION FROM SALARY:-		
Professional Tax.		
		CARRIED OVER..

AL & MEDICAL TRUST'S
ARTS AND COMMERCE
COUNT:
THE YEAR ENDED 31st MARCH, 2016:

PAYMENTS:	AMOUNT:
SALARIES AND ALLOWANCES:-	3,574,800.00
BANK CHARGES:-	50.00
CLEANING EXPENSES:-	13,450.00
COMPUTER MAINTENANCE:-	24,320.00
COMPUTER SOFTWARE EXPENSES:-	148,710.00
CONVEYANCE:-	10,096.00
ADVERTISEMENT CHARGES	56,460.00
ELECTRICAL EXPENSES	70,396.00
ELECTRICITY CHARGES:-	189,810.00
FUNCTION & PROGRAMME	3,620.00
GARDENING EXPENSES	1,468.00
GENERATOR MAINTENANCE	14,651.00
INDUSTRIAL VISIT	72,000.00
LIFT MAINTENANCE	16,000.00
Medical Expenses	478.00
NEWSPAPER & MAGAZINES:-	4,753.00
POSTAGE & COURIER CHARGES:-	80.00
PRINTING & STATIONERY:-	122,493.00
PRIZES & GIFTS	21,631.00
RENT	429,792.00
REPAIRS AND MAINTENANCE:-	210,135.00
SPORTS EXPENSES:-	600.00
STAFF WELFARE EXPENSES:-	42,205.00
SUNDRY EXPENSES	10,582.00
TELEPHONE & INTERNET CHARGES:-	12,770.00
WORKSHOP EXPENSES	300.00
DEDUCTION FROM SALARY:-	
Profession Tax	44,850.00
CAPITAL EXPENSES:-	
AIR CONDITIONER	68,000.00
BOOKS	71,458.00
CCTV	22,000.00
COMPUTER	284,880.00
CUPBOARD	11,000.00
DESK & BENCHES	79,620.00
FANS	7,200.00
GRILL WORKS	15,000.00
PROJECTOR	47,090.00
RACKS	5,050.00
SHED	32,000.00
TABLES	17,000.00
UPS BATTERY	51,300.00
WATER FILTER	14,000.00
	725,098.00

CARRIED OVER.

5,821,806.00



2014-15

SHURPARAKA EDUC
SEM DEGREE COLLEGE
GENE

RECEIPTS AND PAYMENTS ACCOUNT

RECEIPTS:	AMOUNT:
TO: OPENING BALANCES:-(As on 1.4.2014)	
<u>In hand,</u>	
General Account,	5,388.25
<u>In Saving Bank Account with :-</u>	
Bassein Catholic Co-op. Bank Ltd. A/c.No.20897	39,154.00
Bassein Catholic Co-op. Bank Ltd. - Other Fees.	218,001.00
In Fixed Deposit with Bassein Catholic Co-op. Bank Ltd.	163,044.00
	425,587.25
* FEES FROM STUDENTS:-	
Admission Fees.	-
Computer Fees.	274,300.00
Tuition Fees.	3,613,050.00
	3,887,350.00
* FEES FROM STUDENTS:-	
Admission Processing Fees.	157,877.00
Development Fees.	258,900.00
Disaster Relief Fund.	4,789.00
E-Charges.	10,570.00
Enrolment Fees.	64,020.00
Examination Fees.	1,004,550.00
E-Suvidha Charges.	27,500.00
Group Insurance.	9,600.00
Gymkhana Fees.	105,800.00
I Card Fees.	25,800.00
Library Fees.	120,950.00
Magazine Fees.	52,400.00
Project Work.	42,470.00
Statement of Marks.	24,800.00
Student Welfare Fund.	24,010.00
University Spot.	14,380.00
Utility Fees.	125,600.00
Vice Chancellors Fund.	9,800.00
University of Mumbai Contribution.	95,061.00
Other Fees/Extra Curricular Activities.	122,000.00
	2,300,877.00
* BANK INTEREST	
On Saving Bank Account.	54,702.00
On Fixed deposit.	7,853.00
	62,555.00
* DEDUCTION FROM SALARY:-	
Professional Tax.	45,350.00
CARRIED OVER..	6,721,719.25

Brought forward.....		4,992,384.89
MUMBAI UNIVERSITY FEES:		
Disaster Relief Fund.	6,070.00	
E Charges.	6,070.00	
E-suyvidha Charges.	30,350.00	
Enrollment Fees.	66,400.00	
Gymkhana Fees.	36,420.00	
Examination remuneration.	79,266.00	
Entry Fees.	600.00	
University contribution.	166,400.00	
Continuation & Affiliation fees	213,000.00	
Examination Expenses	219,400.00	
University Sports & Cultural Exp	18,210.00	842,186.00
MANAGEMENT (SEMT) ACCOUNT:		
Amount paid during the year.		100,000.00
CLOSING BALANCES:- (As on 31.03.2015)		
In hand.	1,534.00	
In Saving Bank Account with Basseln Catholic Bank Ltd.		
Account No. 20897	554,632.96	
Account No. 27050	333,183.00	889,348.56
		6,823,919.25

DEGREE COLLEGE OF ARTS & COMMERCE (GENERAL ACCOUNT), with the books of
is correct to the best of our information and according to the explanations given to us and

For FAKIH AND COMPANY,
CHARTERED ACCOUNTANTS:



Mudassir H. Deshmukh
29/9

(C.A. MUDASSIR H. DESHMUKH),
Partner;
Membership No. 47492.

[Signature]
True Copy
Principal
Shriparvati Education & Medical Trust's
Chingappa B. Hanik College Of Arts &
A. E. K. Jeevan College of Commerce & Management
Newayz Nagar P. O. Sonawale, Dist. Thane- 401203

2008年08月 4,211 次浏览

Principal
Shri. J. K. Kulkarni, P. N. Vas
M. E. Harris College of Arts &
A. E. Kulkarni College of Commerce & Management
Nakasopara (W), Tal. Vasal, Dist. Palghar - 401 223.

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Principal
Shri. A. E. Kalsekar's College of Commerce & Management
Narasopore (W), Tal. Vasal, Dist. Palghar - 401 223.

SHARPARAKA EDUCATIONAL & MEDICAL TRUSTS
BEN DEGREE COLLEGE OF ARTS AND COMMERCE
GENERAL ACCOUNT
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st MARCH 2014

RECEIPTS:	AMOUNT:	PAYMENTS:	AMOUNT:
TO: OPENING BALANCE (As on 1.4.2013)		BY: SALARIES AND ALLOWANCES:-	2,126,983.00
In hand		* CONVEYANCE:-	13,185.00
General Account	28.50	* CLEANING EXPENSES:-	8,218.00
		* ALLOT FEES:-	8,315.00
In Savings Bank Account with >		* ELECTRICITY CHARGES:-	98,918.00
Barwell Catholic Co-op Bank Ltd. A/c No. 20817	87,871.00	* POSTAGE & COURIER CHARGES:-	805.00
Barwell Catholic Co-op Bank Ltd. - Other Facs.	53,708.00	* NEWSPAPER & MAGAZINES:-	2,688.00
In Fixed Deposit with Barwell		* PRINTING & STATIONERY:-	72,987.50
Catholic Co-op Bank Ltd.	124,118.00	* REPAIRS AND MAINTENANCE:-	102,065.00
	265,715.50	* RENT	88,800.00
* FEES FROM STUDENTS:-		* SPORTS EXPENSES:-	21,110.00
Admission Fees	1,800.00	* STAFF WELFARE EXPENSES:-	37,060.75
Computer Fees	100,000.00	* ADVERTISEMENT EXPENSES:-	7,890.00
Tuition Fees	1,885,100.00	* TELEPHONE & INTERNET CHARGES:-	10,985.00
	1,819,900.00	* PRIZES & GIFTS	4,830.00
		* WATER CHARGES	1,440.00
* FEES FROM STUDENTS:-		* WORKSHOP EXPENSES	1,200.00
Admission Processing Fees	118,200.00	* BANK CHARGES:-	275.00
Development Fees	424,000.00	* COMPUTER MAINTENANCE:-	80,983.00
Classroom Field Fund	4,880.00	* CONTINUATION FEES	30,380.00
E-Charges	7,400.00	* ELECTRICAL EXPENSES	28,544.00
Enrolment Fees	43,140.00	* EXAMINATION REMUNERATION:-	80,574.00
Examination Fees	570,820.00	* CARD EXPENSES	11,580.00
E-Scholarship Charges	21,550.00	* EXAMINATION EXPENSES	180,622.00
Group Insurance	8,280.00	* UNIVERSITY SPORTS & CULTURE EXPENSES	13,718.00
Gymkhana Fees	76,890.00	* LIBRARY EXPENSES	500.00
I Card Fees	50,880.00	* ENTRY FEES	800.00
Library Fees	82,200.00		
Magazine Fees	88,680.00	PROPERTY TAX	154,328.00
Project Work	52,280.00		
Statement of Marks	20,520.00	* DEDUCTION FROM SALARY:-	
Student Welfare Fund	20,900.00	Professional Tax	30,100.00
University Spot	43,430.00		
Utility Fees	188,400.00	CAPITAL EXPENSES:-	
University sports & Culture fees	12,060.00	COPIER MACHINE	80,000.00
Vice Chancellors Fund	8,100.00	WATER FILTER	10,000.00
Other Fees/Extra Curricular Activities	156,900.00	CLIPBOARD	11,025.00
	2,106,800.00	COMPUTER	58,000.00
* INTEREST ON BANK ACCOUNT	57,500.00	FIRE EXTINGUISHER	8,000.00
INTEREST ON FD	8,904.00	RACKS	12,000.00
		Books	88,715.00
* DEDUCTION FROM SALARY:-		LPTS & BATTERY	18,125.00
Professional Tax	30,900.00	CCTV Camera	55,200.00
			337,811.00
SALARY RECOVERY	12,500.00		

CARRIED OVER. 4,373,854.50

CARRIED OVER. 1,481,727.25



Principal
Sharparaka Educational & Medical Trusts
Mourukhi S. Harris College of Arts &
Kaleekar College of Commerce & Management
1st Nagar, P.O. Sengra (W), Dist. Thane - 401 203

275

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We have received the data in Tanager and Tanager Account for the year 2010. The data is being used by the NEW JERSEY COLLEGE OF NURSING & HEALTHCARE ADMINISTRATION, all the names of students and faculty members will be available on faculty website for the year 2010. The data is being used for the year 2010 and is not to be used for any other purpose. The data is being used for the year 2010 and is not to be used for any other purpose. The data is being used for the year 2010 and is not to be used for any other purpose.

For a complete list of
available activities



3.4. *Reliability estimates*

10

1000000

Received 2008 September 22; accepted 2008 November 10.


Principal
Shurpare Education & Medical Trust
H. H. Maria College of Arts &
A. E. Kulkarni College of Commerce & Management
Nallasopare (W), Tal. Vasai, Dist. Palghar - 401 203.

Income & Expenditure Account 2012-13

SHRIPANHA EDUCATIONAL & MEDICAL TRUST
SHRI DEEPA COLLEGE OF ARTS AND COMMERCE
 SPECIAL ACCOUNT
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st MARCH 2013

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
TO: OPENING BALANCE (Rs) 01.12.12		BY: SALARIES AND ALLOWANCES:-	71,526,004.30
IN HAND		CONVEYANCE:-	9,614.00
General Account	3,687.00	CLEANING EXPENSES:-	11,842.00
		AUDIT FEES:-	5,004.00
IN BANK ACCOUNT WITH:-		ELECTRICITY CHARGES:-	128,890.00
Bank of India Co-op Bank Ltd. A/c No 20587	198,626.00	POSTAGE & COURIER CHARGES:-	478.00
Bank of India Co-op Bank Ltd. - Other Fees	101,273.00	NEWSPAPER & MAGAZINES:-	3,445.00
IN HAND DEPOSIT WITH BANK		PRINTING & STATIONERY:-	24,709.00
Bank of India Co-op Bank Ltd.	198,626.00	REPAIRS AND MAINTENANCE:-	1,07,718.00
	740,892.00	ADMIT	355,350.00
FEES FROM STUDENTS:-		SPORTS EXPENSES:-	21,000.00
Admission Fees	15,400.00	STAFF TRAVEL EXPENSES:-	34,446.00
Computer Fees	84,000.00	ADVERTISEMENT EXPENSES:-	51,473.00
Tuition Fees	1,277,776.00	TELEPHONE & INTERNET CHARGES:-	3,978.00
	1,387,776.00	BUNNY EXPENSES	2,608.00
FEES FROM STUDENTS:-		VOUCHER CHARGES	700.00
Admission Processing Fees	14,300.00	GARDENING EXP	880.00
Development Fees	387,000.00	BANK CHARGES:-	1,786.00
Donation Market Fund	3,040.00	COMPUTER MAINTENANCE:-	37,800.00
E-Charges	12,310.00	CONTRIBUTION FEES	
Examination Fees	34,100.00	ELECTRICAL EXPENSES	15,440.00
Examination Fees	318,480.00	EXAMINATION FEES:-	20,000.00
B-Scholarship Charges	10,400.00	EXAMINATION NOMINATION:-	35,112.00
Group Insurance	7,040.00	FUNCTION & PROGRAMMES:-	5,572.00
Gratuitous Fees	84,000.00	CARD EXPENSES	8,462.00
Library Fees	80,800.00	INTERNET EXPENSES	14,000.00
Magazine Fees	67,800.00	AFFILIATION FEES	30,000.00
Project Work	53,200.00	New faculty charges	52,000.00
Statement of Marks	15,800.00	ENTRY FEES	9,000.00
Student Welfare Fund	10,200.00	PROPERTY TAX	286,182.00
University Fund	10,800.00	DEDUCTION FROM SALARY:-	
Utility Fees	143,400.00	Professor Tax	20,046.00
Treasury certificate fee	400.00	CAPITAL EXPENSES:-	
Vice-Chancellor Fund	7,200.00	COMPUTER MACHINE	51,000.00
Other Funds/Bank Current Accounts	115,800.00	WATER FILTER	4,000.00
	1,811,402.00	CLIPBOARD	29,127.00
INTEREST ON BANK ACCOUNT		LCD	25,550.00
INTEREST ON PD		TABLE	8,384.00
Interest on Bank A/c	21,300.00	ALUMINIUM	110,000.00
Professional Tax		Chair	81,714.00
		NOTICE BOARD	6,278.00
R.S.E. CAMP		CCTV Camera	24,800.00
Amount received during the year	8,02,000.00		350,572.00
CARRIED OVER	3,87,462.00	CARRIED OVER	3,105,432.00

Principal
 Shripanha Education & Medical Trust's
 Shri Deepa College of Arts & Commerce
 P. K. Kulkarni College of Commerce & Management
 Anant Nagar, P.O. Sopani (M), Dist. Thane - 401 352

[illegible]

Principal
Shriparvika Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Galsekar College of Commerce & Management
Kallaspore (W), Tal. Vasai, Dist. Palghar - 401 203.

ANNEXURE 4:
FLOOR-WISE DETAILS

GROUND FLOOR

- A spacious seminar hall
- Well-furnished Principal's Office
- Air-conditioned and well equipped Management room
- Administrative Office - well designed and self-contained with counters for students-service
- Play Ground - 500 Sq. mtr
- Parking facility for vehicles
- Two large entrance gates have been provided at the front and back side of the building
- Bore well.
- Meter Box
- Canteen facility
- One Audio- visual Seminar Room
- The floor has CCTV cameras

FIRST FLOOR

- Incharge / IQAC Room
- Staff Room self-contained toilet for staff
- Gents Toilet
- Water cooler
- One well equipped Library
- Two Audio visual Class Room
- One spacious Class Room
- The floor has CCTV cameras

SECOND FLOOR

- Examination Room
- WDC
- One Audio visual Class Room
- Four spacious classrooms
- Girl's Common Room
- Ladies Toilet
- water cooler
- The floor has CCTV cameras

THIRD FLOOR

- Four spacious class room
- Well-equipped Air Conditioned Computer Lab
- Water cooler
- Gents toilet
- One Audio visual Class Room
- Gymkhana
- The floor has CCTV cameras

FOURTH FLOOR

- Four spacious classrooms
- One class Room with projector

- Incharge Room of Junior College.
- Water cooler
- Gents toilet
- The floor has CCTV cameras

FIFTH FLOOR

- Five spacious classrooms
- staff Room of Junior College.
- Water cooler
- Ladies toilet
- The floor has CCTV cameras
- Research Cell

Annexure 5: LOI submission Copy



**SHURPARAKA EDUCATIONAL & MEDICAL TRUST'S
M. B. HARRIS COLLEGE OF ARTS &
A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT**

AFFILIATED TO MUMBAI UNIVERSITY

Newayut Nagar, P.O. Sopara (West), Tal. Vasai Dist. Palghar, Pin-401 203. Tel.: 0250-6421694 E-mail: semtcollege@yahoo.com

Ref.No.: SEMT/895/17

LOI Fee Submission Intimation Format

To,
The Director
National Assessment and Accreditation Council
P. O. Box. No. 1075,
Opp: NLSIU, Nagabhavi,
Bangalore -5600072
Karnataka

Subject: Intimation regarding LOI Fee Submission Format

Dear Sir,

We hereby intimate that LOI submitted with following Bank Details:

Sl.No.	Particulars	
1.	Track Id of NAAC:	MHCOGN27514
2.	Name of the Institution:-	SHURPARAKA EDUCATIONAL & MEDICAL TRUSTS M.B.HARRIS COLLEGE OF ARTS & A.E.KALSEKAR COLLEGE OF COMMERCE & MGT
3.	Head of Institute:	MOHAMMAD KHALIL AHMAD
4.	Contact Mobile No.:	7840941177,9987102200
5.	DD No.	051908
6.	DD Date	29/03/2017
7.	DD Amount	28750
8.	Bank Name and Address	Bank of Baroda NALLASOPARA W House No 41, Sainel Pada, Nallasopara West, Thane, Maharashtra - 401 203

With regards,

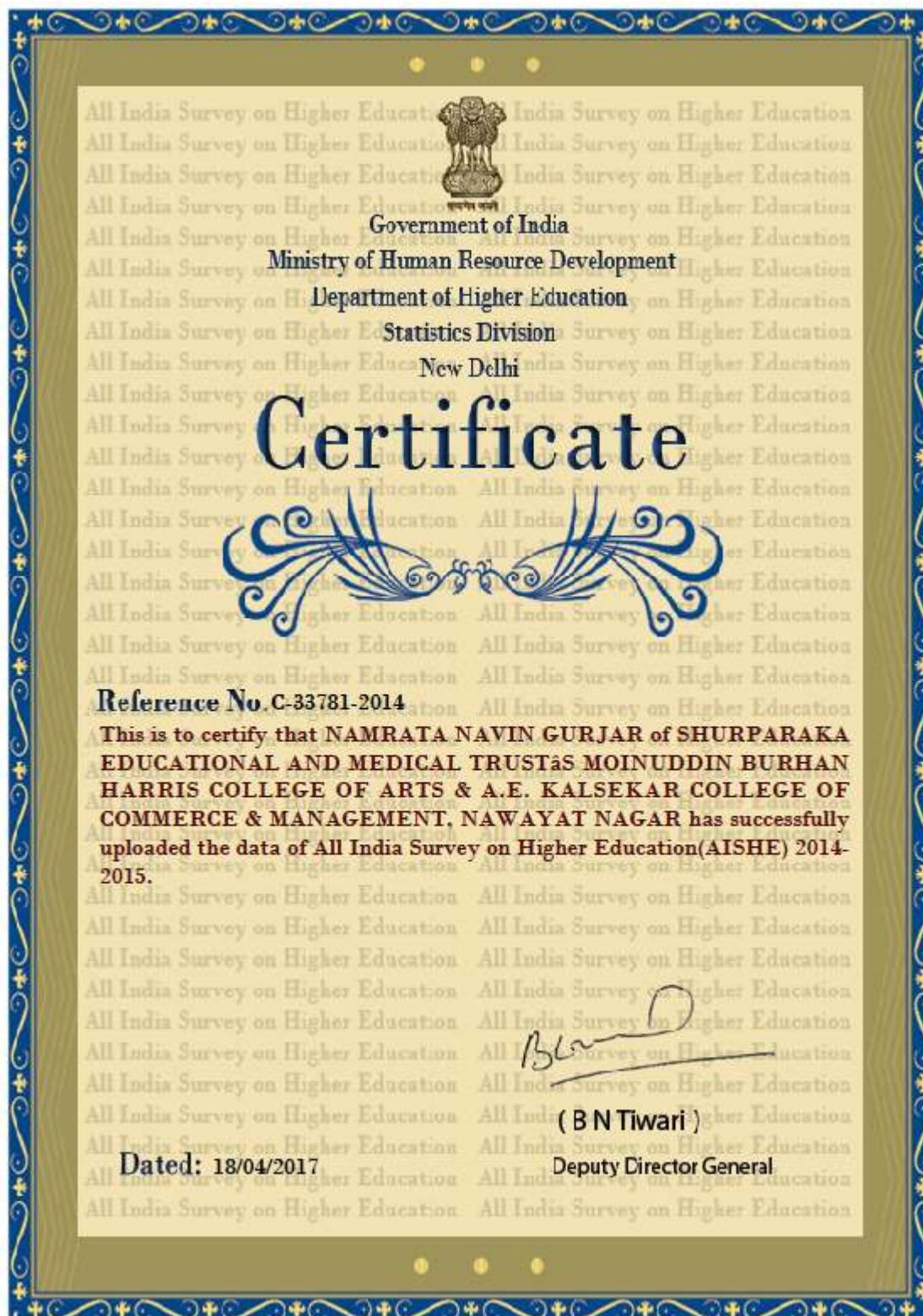
Enclose DD of ₹ 28500/- along with this letter.

(Signature with Seal)

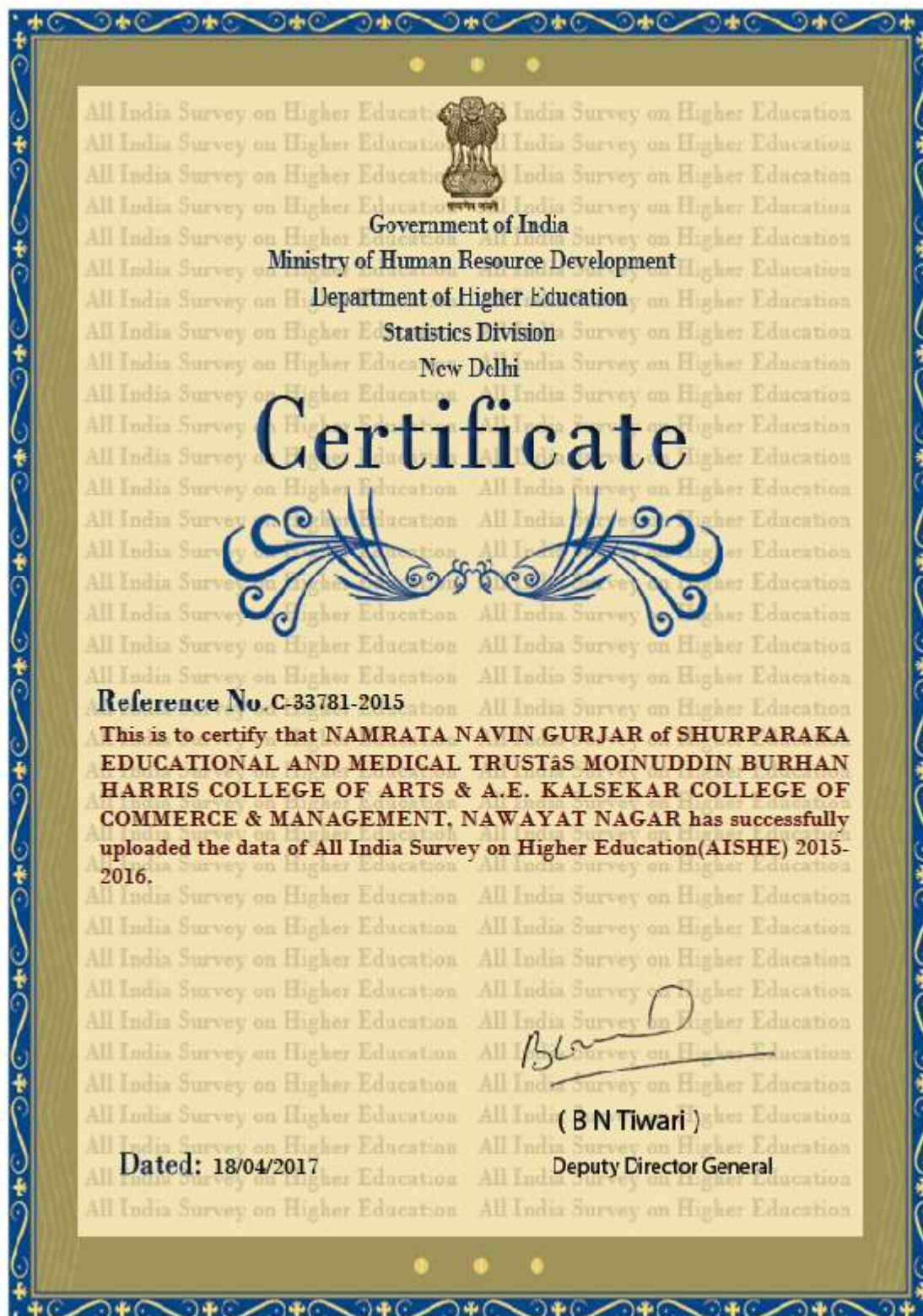
Principal
Shurparaka Education & Medical Trust's
Moinuddin B. Harris College of Arts &
A. E. Kalsekar College of Commerce & Management
Newayut Nagar, P.O. Sopara (W); Dist. Thane - 401 203

Annexure 6

AISHE CERTIFICATE 2014-15



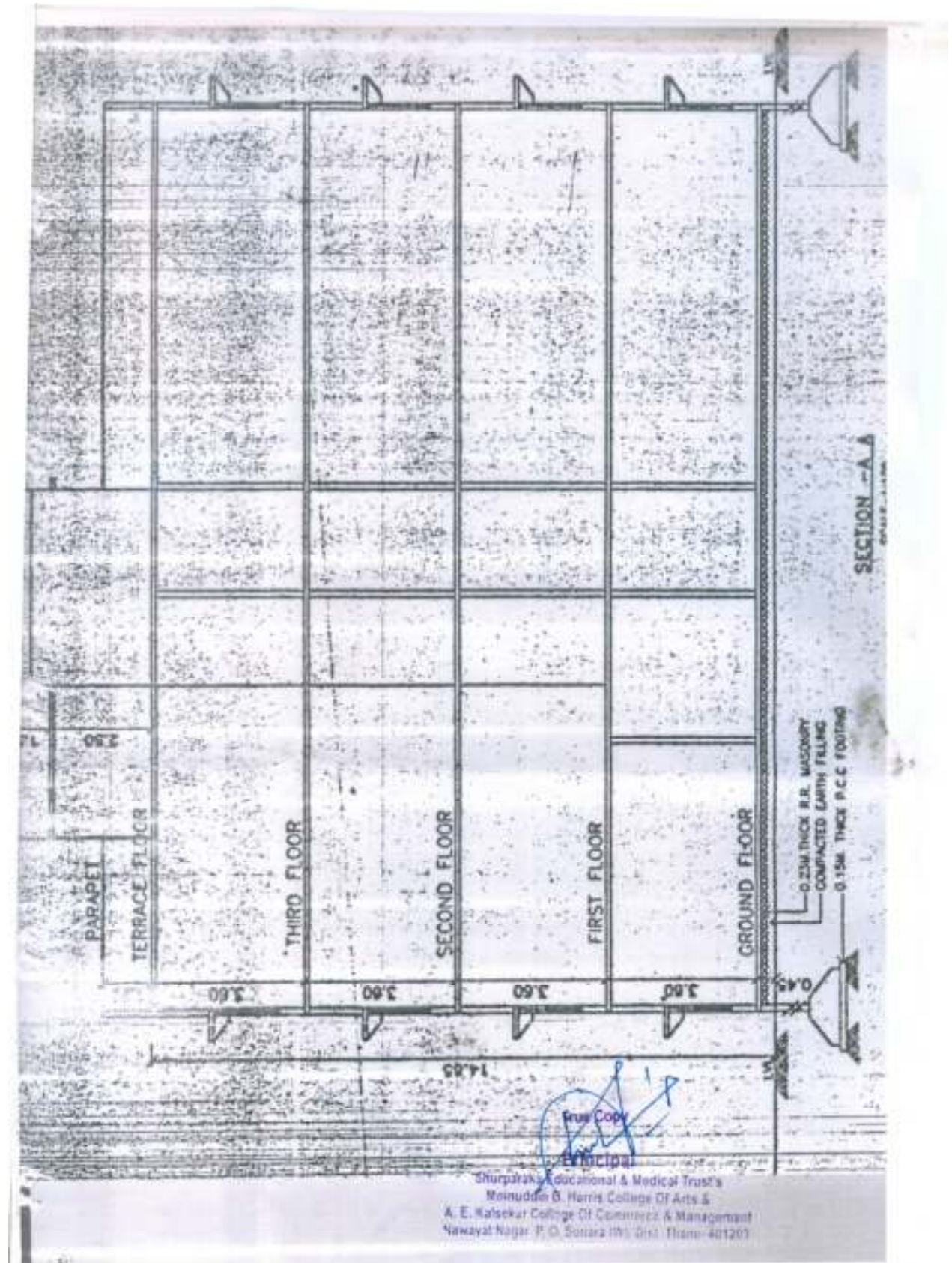
AISHE CERTIFICATE 2015-16

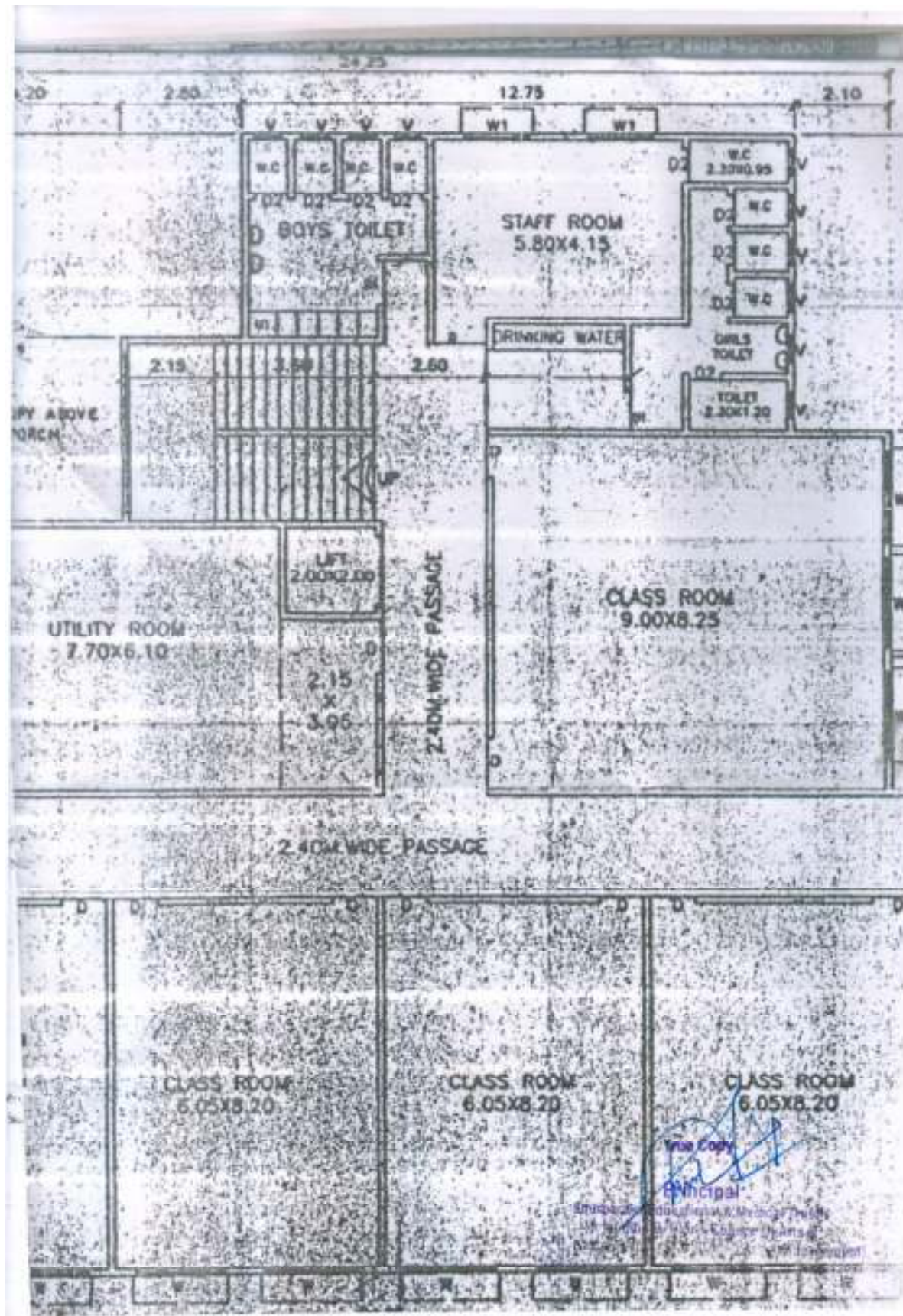


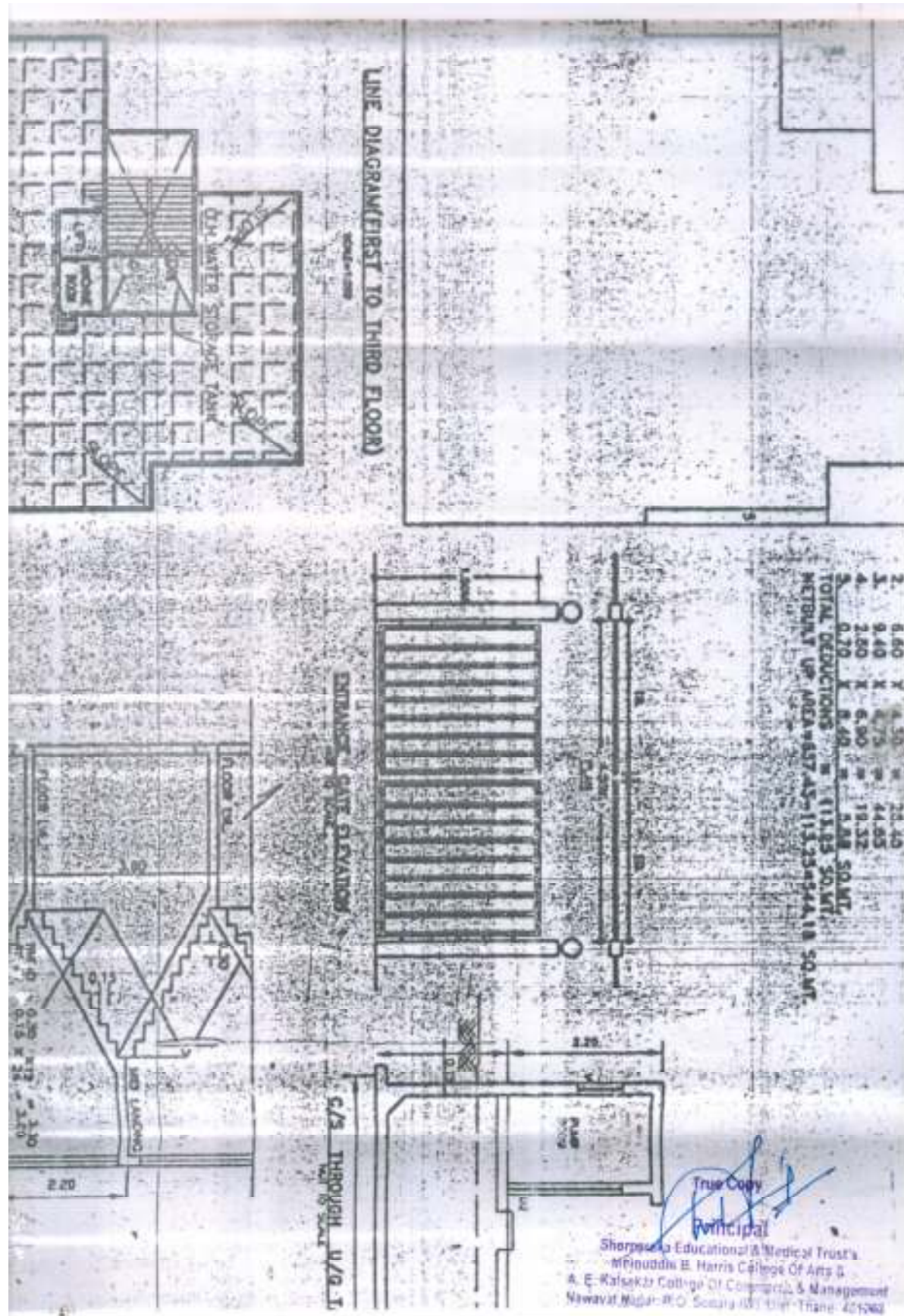
AISHE CERTIFICATE 2016-17



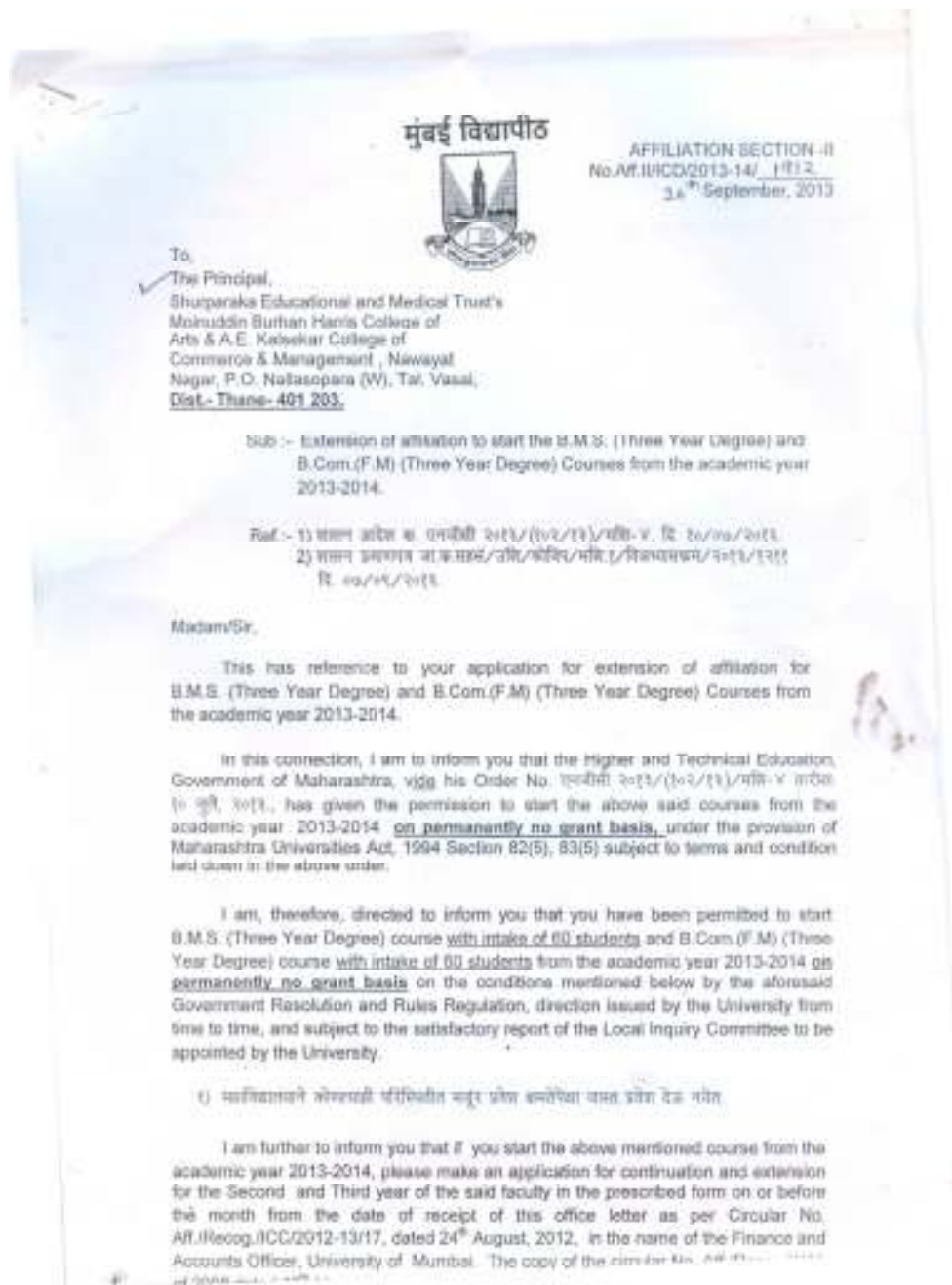








Annexure 9: BMS and BFM Commencing letter




Annexure 10:

PERMISSION LETTER TO START COLLEGE (MUMBAI UNIVERSITY)

Received 50/1917

University of Mumbai



- URGENT/BY HAND
No. Aff./Recog./2045 of 2004.
Mumbai-400 032.
26th April, 2004.

The Secretary & Managing Trustee,
Shurpanaka Educational & Medical Trust,
Narwayat Nagar, Sopara,
Tal. Vasai,
Dist. Thane-401 203.

Ref:-(1) Letter No.NGC2003/NMV/(278/03)/Mashi-3,
dt. 8/11/2003 of the Maharashtra Government.

Sir,

This has reference to your application dated 30th October, 2002, for affiliation of a new college for Arts, Commerce, B.M.S. & B.M.M. proposed to be started at Nalasopara, from the academic year 2003-04.

In this connection, I am directed to inform you that considering the permission granted by the Government of Maharashtra to your Trust as per the letter referred above, the Vice-Chancellor under the powers conferred upon him under Section 14(7) of the Maharashtra Universities Act, 1994 as amended by the Maharashtra Universities (Amendment and Continuance) Act, 2000 has granted the permission for first time affiliation to your Trust to open a new college of Arts, Commerce, B.M.S. & B.M.M. at Nalasopara, on permanently 'No Grant Basis' from the academic year 2004-05 to start the First Year B.A., B.Com., B.M.S. & B.M.M. classes.

The college has to fulfill the conditions mentioned in the letter No.NGC 2003/NMV/(278/03)/Mashi-3, dated 8/11/2003 issued by the Under Secretary, Higher and Technical Education, Government of Maharashtra.

The college has also to fulfill the following affiliation conditions -

- (1) that the conditions laid down by the University from time to time.
- (2) that the minimum attendance of all the students must not be less than 75% during the academic year and college will have to complete syllabus of all the subjects during the academic year.
- (3) Admissions should not be linked with donations.

University of Mumbai



upter1-5.doc

2

- (4) that they will strictly follow the Ordinance 2802 in respect of preventing the colleges and Management of Colleges from accepting donation or capitation fees for admission of students in the Colleges, quoted in the University Circular No.Aff./Recog./49 of 1987, dated 4th February, 1987 (copy enclosed).

Further, I enclose herewith the copies of the Circulars No.Aff./Recog./254, dated 5th July, 1993 and No.Aff./Recog./26, dated 20th January, 1995 for your information and further necessary action.

Please inform the Telephone No., Fax No. and date on which the college has been started.

Yours faithfully,

(Dr. A.M. MURUDKAR)
REGISTRAR

True Copy
Principal
Shriparvati Educational & Medical Trust's
Moina B. Harris College Of Arts &
A. E. Kalsekar College Of Commerce & Management
Nawayat Nagar P. O. Secara (W), Dist. Thane- 401203.

Annexure 11:

PERMISSION LETTER FOR STARTING ADDITIONAL DIVISION OF B.COM

University of Mumbai



URGENT / BY HAND
No. Aff./Recog./ID-141/ of 2011
Date: 25/10/2011

The Principal,
Shurparaka Educational
and Medical Trust's
A. E. Kalsekar College,
Nawasopara,
Dist - Thane

Sub: Permission to start the one additional division for
F.Y.B.Com. from the academic year 2011-2012.

Ref: क. मास. उणि/कोविप/प्रमाणपत्र/विज्ञप्/२०११/५/१४१३
दिनांक २५/१०/२०११

Sir/Madam,

This has reference to your application for one additional division of
F.Y.B.Com. for the academic year 2011-2012.

In this connection, I am to inform you that, the Higher and Technical
Education Department, Government of Maharashtra vide his order No.
एचटीई-२०११/(१२१/११)/ मसि-४, dated 3rd August, 2011 has communicated the
permission for one additional division for the above-mentioned course from the
academic year 2011-2012 on permanently no-grant basis.

I am therefore directed to inform you that, you have been permitted to start
one additional division of F.Y.B.Com. with intake of 120 students from the
academic year 2011-2012 on permanently no-grant basis on the conditions
mentioned below by the Government and University from time to time :-

- १) अतिरिक्त वसतीच्या महाविद्यालयात अतिरिक्त तुकड्या मंजूर करण्यात आलेल्या आहेत. त्या
महाविद्यालयाने त्याच्या विभागीय सहायकांकडून ते शिष्यात कोणत्याही परिस्थितीत अनुदानाची
मागणी करणार नाहीत असे हमीपत्र रु. १००/- च्या नॉन जुडोशियल रॉयल वेवरर सादर करावे.
- २) संबंधित विभागीय सहायकांकडे हमीपत्र सादर केलेल्यावेळीचे प्रमाणपत्र प्राप्त झाल्याशिवाय
विद्यार्थ्यांनी सलग्नतेची प्रक्रिया सुरू करू नये.
- ३) विद्यार्थ्यांनी निहित केलेल्या निष्ठापनांनुसार व विद्यार्थी अनुदान आयोगाने निहित केलेल्या शैक्षणिक
पाठ्यक्रमानुसार महाविद्यालयांनी, अग्रगण्य कार्य/कर्मचारी वर्ग नेमणे आवश्यक असून इतर सर्व
आवश्यक पात्रांप्रमाणे सोयी उपलब्ध करव्यात व त्यांची साठी विभागीय सहायकांकडारी रु. ३० आगस्ट
पर्यंत करावी व सलग्नतरेष उपरोक्त अट क्रमांक २ मधील प्रमाणपत्र विद्यार्थ्यांस दाखे.
- ४) महाविद्यालयाने कोणत्याही परिस्थितीत मंजूर झालेला सलग्नतेचा वास्तु प्रवेश देऊ नयेत.
- ५) नवीन तुकड्या मंजूर करण्यात आलेल्या महाविद्यालयांनी ज्यांची स्थापना होऊन ५ ०th जून
आलेले त्यांनी एक वर्षात व ज्यांची ५ वर्षे आलेली नाहीत त्यांची ५ वर्षे पूर्ण होऊन एन क्वांट
NAAC अंकीकरण प्राप्त करून घ्यावे व ते या सलग्नतेत न मिळविल्यास उर्वर तुकड्याची
मागणी आयोगापर्यंत होईल.
- ६) महाराष्ट्र विद्यार्थी कायदा १९९४ मधील कलम ८२ (५) व ८३ (५) नुसार ही मागणी शैक्षणिक
वर्ष २०११-१२ पासून देण्यात येत आहे.

I am to request you to adhere the conditions mentioned above and kindly
send a copy of the certificate issued by the Joint Director, Higher Education,
Mumbai Division, 3, Maharashtra Marg, Doshi Talao, Mumbai-400 001, to the
University before starting the said division/s positively.

Principal

Shurparaka Educational & Medical Trust's
Mindoddin B. Harris College Of Arts &
A. E. Kalsekar College Of Commerce & Management
Nawasopara P. O. Sionwadi, Dist. Thane-401202

Yours faithfully,

महाराष्ट्र शासन

विभागीय सहसंचालक, उच्च शिक्षण, कोकण विभाग, पनवेल
शासकीय अध्यापक महाविद्यालय परिसर, पनवेल, जि. रायगड - ४१० २०६.

दि. ०३/०४/२०१३

मा.क्र.सहा/उच्च/काविध/पाठ्य.ए/विभागीय/२०१३/१२११

पुनर्पत्र क्र. १०३/१२११

दि. ०३/०४/२०१३

प्रमाणपत्र

प्रमाणित करण्यात येते की, मराठी भाषा एज्युकेशनल अँड मेडिकल ट्रस्टचे एम. बी. हरीस बोलेंड ऑफ आर्ट्स, ए.ई. कालवेकर बोलेंड ऑफ कॉमर्स अँड मेनेजमेंट, नवसंग नगर, पो. सोपरा (प.) ता. चवई जि. ठाणे येथे शासन आदेश क्र. एनबीसी-१०३/१२११/पाठ्य.ए, दि. १०/०४/२०१३ नुसार या महाविद्यालयास पत्रेी स्तंभावर बी. एम. एम. व बी. कॉम. (एक.एम.) व या अभ्यासक्रमास सन २०१३-१४ या शैक्षणिक वर्षापासून उपरोक्त शासन आदेशातील अटी व शर्तीना अनुसरून वाचन किंवा अनुदानित तत्वावर मुक्त कारणास परवानगी देण्यात आलेली आहे. शासन आदेशातील अटी व शर्तीप्रमाणे संपूर्ण महाविद्यालयाकडून रु. १००/- च्या भांडीवर निव्वळ मुद्रांक भरण्या उपरोक्त महाविद्यालय/अभ्यासक्रम/विद्यार्थ्यांक/मुक्ती/विषय चालवीण्यासाठी शासनाकडून परीक्षेचा नोंदवारी अधिक स्वतःच्या अनुदानाची मागणी केली जाणार नाही. तसेच सदर अभ्यासक्रम हे, संपूर्ण/महाविद्यालय स्तरावर स्वयं आयसहाय्यता तत्वावर चालवीण्यास तयार असल्याचे हमीपत्र महाविद्यालयाकडून संस्थेकडून दि. २३/०४/२०१३ अन्वये शासन निर्देशाप्रमाणे या कार्यालयाकडे सदर केलेले आहे.

महाराष्ट्र विद्यापीठ कायदा -१९९४ अंतर्गत तसेच विद्यापीठ अनुदान आयोग, नवी दिल्ली. यांच्या मार्गदर्शक तत्वांनुसार वे वेळोवेळी निर्धारित होणा-या अधिसूचनेनुसार नवीन महाविद्यालय/विद्यार्थ्यां/अभ्यासक्रम/विषय व अतिरिक्त मुक्तीच्या चालवीण्याच्या दृष्टीने पुरेशा प्रमाणात इमारत, पत्रे छोट्या, खोल्या, होल, ग्रंथालय, विभाग इ. सुसज्ज पायाभूत सोई सुविधा पुरवणे असणे आवश्यक आहे. नमोदित विद्यापीठ प्रवेश तसेच प्रवेशित विद्यार्थी संख्येच्या विभागांनुसार नियतकालिक अदावा, नेक ऑब्जर्वेशन बाबत कारावधारी कार्यावाही करणे आवश्यक आहे. U.G.C. च्या मार्गदर्शक तत्वांनुसार शैक्षणिक अहोरात्रिक अनुभवी प्राचार्य, ग्रंथपाल व अध्यापक यांना आणि अहोरात्रिक व अनुभवी शिक्षकेतर कार्यावाही करणे निवृत्त करण्याच्या अटीवर मान्यता देण्यात येत आहे. प्रवेश क्षमतेच्या ५०% पर्यंत परीक्षा प्रश्नपत्रे आणतून आल्यास, शासन आदेशात नमूद केलेल्यानुसार सदर नवीन महाविद्यालय, विद्यार्थ्या, अभ्यासक्रम, विषय अटीतल्या मुक्तीचे "असंलग्नकरण" (deaffiliation) करण्यात येईल, मजुरी आदेश रद्द करण्यात येईल. वरील अटीच्या अधिन राहून शासन निर्णयातील सूचनांनुसार विद्यापीठाने या संस्थेच्या महाविद्यालयाच्या वर उल्लेखित नवीन महाविद्यालय/विषय/मुक्ती/विद्यार्थ्यां/अभ्यासक्रमासाठी पुढील असंलग्नकरणाची प्रक्रिया सुरू करण्यास या कार्यालयाची मान्यता आहे.

True Copy
Principal

P. Bhadram
विभागीय सहसंचालक,
उच्च शिक्षण, कोकण विभाग, पनवेल
१०/१/१३

सदर :- पनवेल

दि. ०३/०४/२०१३

सा :-

Shurparak Educational & Medical Trust's

Miruddin B. Harris College Of Arts &

A. E. Kalsekar College Of Commerce & Management

Narayan Nagar P. O. Sonur (W. Dist) Tal. Chavai

- कुलसचिव, मराठी विद्यापीठ, पोस्ट, मुंबई - ३२ / एम.एन.डी.टी. मराठी विद्यापीठ, चवई, मुंबई - २० यांना सूचित करण्यात येते की, विद्यापीठाचे त्यांच्या संलग्नकरणात येत असलेल्या या महाविद्यालयाच्या वरील मजुरी निवृत्तीच्या अभ्यासक्रमांचे / विद्यार्थ्यांचे स्थानिक शुल्क, विद्यार्थ्यांचे परीक्षेच्या वेळाने स्थानिक शुल्क, परीक्षापत्राक: अध्यापक वरील व तसेच स्वतःच्या आयकरास असण्याबाबी पूर्ण करण्याच्या सूचना, तसेच बुद्धिमान ऑफ इडिया, एम.सी.टी.ई. / ए.आय.सी.टी.ई., नेक यांचेकडून या- इतर पुढाकाराकडे आल्यास याद्वारे कार्यालयास सूचना देण्यात येणारे संस्थेच्या निर्देशाप्रमाणे वाचण्यात येतील.
- उपरोक्त संपूर्ण नवीन महाविद्यालय/ अभ्यासक्रम/ विद्यार्थ्या/ विषय/ मुक्तीचे सुरू करण्यात आलेल्या महाविद्यालयांनी त्यांची स्वाध्याय होऊन ५ वर्षे झाली आहेत त्यांची एक वर्षात व उपरोची ५ वर्षे झालेली मागील त्यांची ५ वर्षे पूर्ण होताना एक वर्षात नेक ऑब्जर्वेशन प्राप्त करून घ्यावे व ते या कामालावीत न मिळविण्यास सदर विद्यार्थ्यांच्या मान्यता आयोजापर रद्द होईल. तसेच शासन निर्णयानुसार कडवीण्यात आल्याप्रमाणे शासनाचे विलेख अटी व शर्ती यांचे पालन होते किंवा नाही याबाबत खात्री करून घ्यावे असल्याने शासन आदेशात इतरांस व संपादनवाल्यास याद्वारे केलेल्या कार्यावाहीत या या कार्यालयास पाठवावी.



> Extension Program



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Fun and Fair



> Industry & Historical Visit



INFRASTRUCTURE



Class room



library



College campus



Staff room



College office



Computer lab presentation



College building

> Intercollege Competitions



> Convocation Ceremony



> Seminars