



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**ABHINAV SHETKARI SHIKSHAN MANDAL'S ABHINAV  
COLLEGE OF COMMERCE, ARTS AND SCIENCE**

**ABHINAV DEGREE COLLEGE, ABHINAV EDUCATION COMPLEX, GODDEO,  
BHAYANDER EAST, DISTRICT THANE.**

**401105**

**[www.abhinavcollege.org](http://www.abhinavcollege.org)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**March 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Abhinav Shetkari Shikshan Mandal's Abhinav College is located in Bhayander East that is part of the Mira-Bhayander City. The region is located besides the outer limits of Mumbai city Suburban. It was an agriculture area and a major salt pan belt near Mumbai. The college is situated in Goddeo in Bhayander East. Native residents of Goddeo and Mira-Bhayander were the 'Agris' and 'Kolis'. The word 'Agris' is taken from the Marathi word 'Agar' as in 'Mithagar' meaning Salt-Depot. And also the Koli (fishermen) community formed a major part of the native community. Since 1990s, the town was transformed into an Urban area with the formation of the Mira-Bhayander Municipal Corporation. This has also expanded the educational needs of the city.

Abhinav Shetkari Shikshan Mandal (ASSM) was established in 1972. With the motto, the Sanskrit phrase 'Tamaso Ma Jyotirgamay' that means 'from darkness to light' it rightly set its vision at providing education to people without discriminating on the grounds of caste, religion, etc. Importantly, it was the local farmers who donated the required land area for establishment of the educational institution. Hence, the name 'Abhinav Shetkari (i.e. Farmer) Shikshan Mandal'. It was the vision of founder Late Shri Moreshwar (Bapuji) Patil, a freedom fighter to establish a college that materialised in the year 2000. The college since then has been providing higher education to the needy and first generation learners in the vicinity and beyond.

### Vision

**VISION:** To generate confidence amongst learners and the community at large about higher education; as the most dependable means of self development; aimed at character building, ethical behavior, and creating socially responsible citizenry that aspires for universal good.

### Mission

#### Objectives and Mission:

1. To promote higher education amongst the community;
2. To inculcate ethical values and build character;
3. To provide opportunities locally for attaining academic competence;
4. To create social awareness and sense of social responsibility amongst learners;
5. To develop responsible citizens with a global outlook.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

Fulfilling Higher Education needs of 1st Generation Learners;

Adequate Physical Infrastructure for Expansion;

Locationally provides an alternative for those seeking Higher Education in nearby areas;

Community based Extension Activities;

Fulfilling Higher Education needs of 1st Generation Learners;

Adequate Physical Infrastructure for Expansion;

Locationally provides an alternative for those seeking Higher Education in nearby areas;

Community based Extension Activities.

### **Institutional Weakness**

Being a Partially Aided College Majority of Teaching and Non-Teaching Staff are appointed on Contract/Ad-Hoc Basis;

Turnover ratio or percentage of teachers leaving and joining every year or two is considerable;

As a affiliated college no grants were received for research and allied activities from parent university or UGC and similar bodies;

Campus placements and Industry collaboration have been negligible;

The Feedback process currently only involves collection of data and analysis.

Alumni Body is not formally registered.

Green Practices and similar initiatives have remained at a nascent stage;

Alumni engagement has been weak and has scope for alumni engagement.

### **Institutional Opportunity**

Location of the college in the extended suburbs near Mumbai presents opportunity to provide for higher education needs and industry needs of the city;

Complete Implementation of Choice Based System of Courses may lead to wider options for students to choose from;

Recent award (in February 2018) of 2f & 12 b status by University Grants Commission opens up possibility of Non-Salary Grants and other benefits and thereby provide scope for increase in research and career advancement opportunities for teachers as well as students.

Introduction of Post Graduate courses and industry allied courses catering to the growing service economy of the country.

International Linkages may lead to providing a unique opportunities to students to engage with globally renowned academic institutions.

### **Institutional Challenge**

Advance to an institution of Academic Excellence;

Increase employability of students by introducing suitable courses;

Procure grants and funds for research activities;

Establish International Linkages.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

As an affiliated college of the University of Mumbai, the college follows curriculum and syllabus as prescribed by the former. Further the admissions for various programs is carried out through the merit according to the University of Mumbai and government norms and regulation. Institute offers both conventional and self-finance programs and College follows the university norms to prepare the academic plan and various activities. In the beginning of academic year under the supervision of Principal we prepare the academic plan, lectures time table, practical and tutorials schedule as well as celebration of various days. Principal conducts staff meeting in every fortnight to keep a track of syllabus completion. Moreover College allows external agencies to conduct seminar and lectures on employability, life skill and values. College has feedback mechanism, college takes feedback from stakeholders especially from students and Alumni and welcome valid suggestions. Feedback is analyzed and displayed on the college website.

### **Teaching-learning and Evaluation**

Our college caters to the first generation learners of the native population and in the entire belt of Mira Bhayander Region.

Students from all the sections of society in general and the economically disadvantaged groups seek admission to our college. Hence imparting value based learning experience and creating a foundation to shape a better tomorrow for them is the main thrust of our teaching learning process.

At the beginning of every academic year an academic calendar is prepared and all the year round activities, teaching and examination both university and internal, are conducted within the framework of the same.

Students' centric approach such as experimental learning, participative learning and problem solving methodologies are used for enhancing learning experience.

In the last five years more number of teachers have started making use of ICT tools and using E- learning resources. A mechanism exist for educational counseling of the students to initiate the process of enabling students.

Teachers engage in informally counseling the students some of whom are pursuing studies in adverse conditions, both financial as well as familial.

The norms of university of teacher's appointment are adhered to by the institution. Our students have performed remarkably well on various forums. College gives every opportunity to students whether it is sports, cultural and or social service. College also facilitates the placement process for students.

The mechanism of internal assessment is transparent and the frequency is semester wise. Our college has a sound and transparent mechanism of addressing the examination related grievances.

### **Research, Innovations and Extension**

As a college that offers undergraduate degree programs, research activities and innovations are in a formative stage. However, the college proposes to develop in the area of research in order to contribute to knowledge creation and innovations.

It provides incentives to teachers to participate in seminars and conferences and other academic activities related to research. In this regard, the college has to credit a Research Project titled "Salt Pan Workers in Mira-Bhayander Region". It was selected at the zonal round of AVISHKAR-Research Competition in 2010, and subsequently well appreciated at the University Round. As far as faculty research is concerned, few of the teachers have enrolled for PhD and receive support from the college in all possible manner.

Another major step towards research promotion among faculty was organization of a Multi-disciplinary International Seminar on "Contemporary Issues" that was organized in January 2017.

More importantly, the college was granted 2(f) & 12 status by University Grants Commission in February. This will help augment research capabilities in terms of funds, grants, fellowships, linkages with other institutions and such other avenues.

As a result of its strong commitment and resolve to serve the society, the NSS unit has been a proud recipient of the Best Unit in Thane region Award from University of Mumbai. Further, it also earned the Best Programmed Officer Award both at the District Level and University Level. These awards are an appreciation of sustained and constructive work of students and teachers.

### **Infrastructure and Learning Resources**

The institute strives to provide infrastructure and facilities for conducive environment. The institute always try to comply with regulatory requirement. This is an effort to make institute at par with the national level. Institute use technology in the national level. Institute use technology in the classrooms as well as laboratories for

effective teaching and learning. Library resources are made available to all the students in time. The requirement of regulatory and affiliating body fulfil by the institution. The infrastructural facilities and the learning resources available at the institute make institute as one of the best institute to provide quality education.

### **Student Support and Progression**

Though our college is still in the process of 'becoming', under Student Support Committee, we are employing various strategies to raise their morale to boost them up. Right from Government Scholarships, at institutional level at times we have provided free ships to the students who are economically backward. In order to help them shape up their careers, we have started employing Career Counselling Sessions too for the students. We are able to sense perceptible move in this respect right from students' moving to higher studies or getting through NET/ SLET. In order to sublimate their instincts, we conduct different co- curricular as well as extra-curricular activities; many of our students have made a mark at inter collegiate as well as University level. In purpose of keeping track with our Ex- students, very recently, we have commenced with Alumni Association; so far held 3 meetings. Very soon we are planning to make it to be a formally registered body, which will help us to secure financial help too along with the conduct of many Co- curricular, Extra-curricular as well as Career Counselling and Placement Camps. So far, we are getting only non-financial contribution from them. We are equally proud to say that our Women Development Cell and Student Grievance Committee is very active in gender sensitization; no anti ragging case is registered in past five years. On the whole, we are really becoming landmark in Mira Bhayander province.

### **Governance, Leadership and Management**

The apex decision making body of the institution is the governing council of Abhinav Shetkari Shikshan Mandal. The Mandal's governing council frames broad guidelines for the all the institutions run by it and leaves the implementation part to the principal and Chairman of the various institutions who are the part of the governing council.

The principal and the Chairperson of the college look at the implementation and guidance part through regular meetings .The Local Management Committee is forum where the principal and the chairperson of the college along with its members from the teaching, nonteaching and management discuss the various issues related to the college .Issues related to infrastructure requirement, appointment and termination of staff ,their salary, the requirements of the students etc. are discussed a resolution is passed and sent for final approval to the executive chairman/chairman of the institute.

The Internal quality assurance cell (IQAC) is the body formed to look at the quality of the academic, co-curricular and extra-curricular activities of the college. They form the academic calendar at the start of the year in consultation with the principal. They form the various committees and assign appropriate responsibility to the faculty members. The committees formed then conduct their meetings and look into the implementation part of the activities approved by the IQAC.

The vision and Mission of the college is reflected in different policies and decisions and reflect the nature of Governance, Leadership and Management of the College.

### **Institutional Values and Best Practices**

The institution is taking continuous efforts to create environmental consciousness among the students through curricular and co-curricular activities. Every year college organizes tree plantation and Swachha Bharat program .NSS unit of the Institution organized district level program on women empowerment for the girls' volunteers and also conducts general health awareness and checkup camp for the slum dwellers women residing in Uttan, Bhayander area. Students are provoked to help the society by participating in programs like creating awareness about the use of helmet during driving, AIDS awareness campaign. College has separately earmarked girls common room and put up CCTV on every floor for girls students safety and security. . As a social responsibility, college sends volunteers to control crowd in Ganapati Visarjan, book distribution, blood donation camp, street play on road safety, global warming rally etc.

College also has limited facilities for the differently abled (Divyangjan) students. Due to non-availability of lift in the college building we shifted one classroom to ground floor where Divyangjan students studies,

Institute conducts several best practices like open book and closed book examination, book bank for backward community students, fees waive off to extra- curricular participants and Dr.A.P.J Abdul Kalam Readers Forum.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ABHINAV SHETKARI SHIKSHAN MANDAL'S ABHINAV COLLEGE OF COMMERCE, ARTS AND SCIENCE
Address	Abhinav Degree College, Abhinav Education Complex, Goddeo, Bhayander East, District Thane.
City	Bhayander
State	Maharashtra
Pin	401105
Website	<a href="http://www.abhinavcollege.org">www.abhinavcollege.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Keshav Dattatray Paranjape	022-28199289	7738674321	-	abhinavnaac@gmail.com
IQAC / CIQA coordinator	Neetin Kisan Sonawane	022-28192339	8879145334	-	neetinks@gmail.com

Status of the Institution	
Institution Status	Private , Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No



Establishment Details				
Date of establishment of the college		01-01-2000		
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Maharashtra	University of Mumbai	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Abhinav Degree College, Abhinav Education Complex, Goddeo, Bhayander East, District Thane.	Urban	5.5	7192.06

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	HSE	English	1836	1607
UG	BA,Arts	36	HSE	English	360	275
UG	BSc,Science	36	HSE	English	720	288
UG	BA,Mass Media	36	HSE	English	372	121
UG	BSc,Information Technology	36	HSE	English	360	208
UG	BCom,Accountancy And Finance	36	HSE	English	414	383

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				1				8			
Recruited	0	0	0	0	1	0	0	1	6	2	0	8
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				55			
Recruited	0	0	0	0	0	0	0	0	19	36	0	55
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				10
Recruited	9	1	0	10
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				27
Recruited	22	5	0	27
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	3	3	0	6
Yet to Recruit				0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	5	2	0	7
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	19	36	0	55
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1463	24	0	0	1487
	Female	1377	18	0	0	1395
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	64	91	146	97
	Female	77	77	101	78
	Others	0	0	0	0
ST	Male	6	8	9	9
	Female	5	4	11	10
	Others	0	0	0	0
OBC	Male	114	120	163	174
	Female	121	130	170	176
	Others	0	0	0	0
General	Male	1235	1237	1129	1167
	Female	1094	1043	1023	1102
	Others	0	0	0	0
Others	Male	27	35	37	40
	Female	24	23	34	29
	Others	0	0	0	0
Total		2767	2768	2823	2882

## Extended Profile

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### 1 Program

#### 1.1

Number of courses offered by the institution across all programs during the last five years

Response: 06

#### 1.2

Number of self-financed Programs offered by college

Response: 5

#### 1.3

Number of new programmes introduced in the college during the last five years

Response: 00

### 2 Students

#### 2.1

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2463	2442	2767	2768	2823

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1497	1467	1467	1295	1306

#### 2.3

Number of outgoing / final year students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
732	732	762	640	807

## 2.4

**Total number of outgoing / final year students**

**Response: 3673**

## 3 Teachers

### 3.1

**Number of teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
73	73	66	54	65

### 3.2

**Number of full time teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
64	64	60	52	63

### 3.3

**Number of sanctioned posts year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
73	73	66	54	65

### 3.4

**Total experience of full-time teachers**

**Response: 1150**

### 3.5

**Number of full time teachers worked in the institution during the last 5 years**



**Response: 303**

## **4 Institution**

### **4.1**

**Total number of classrooms and seminar halls**

**Response: 40**

### **4.2**

**Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
140.97	171.05	144.16	138.97	133.01

### **4.3**

**Number of computers**

**Response: 97**

### **4.4**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response: 0.1353084**

### **4.5**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response: 0.0499363**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1

**The institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

The Institution is affiliated to the University of Mumbai and follows the Curriculum of the same in letter and spirit. Following measures are taken to ensure effective curriculum delivery:

- IQAC prepares the Academic Plan at the beginning of each Academic Year. It asks each department to submit annual teaching plan.
- Following this, the Heads of Department conduct departmental meetings to discuss any syllabus revisions etc. Following this each department prepares a subject-wise teaching plan for the academic year. The same is then submitted to the IQAC.
- Apart from this each teacher is supplied a **daily teaching report diary**. Each subject teacher has to record details of each lecture viz., date and time, topic taught/discussed, number of students present. The teacher has to prepare a semester wise teaching plan at the departmental level as mentioned above and the same is written in daily teaching diary for reference. Teachers has to ensure minimum number of lectures are completed as prescribed in the subject guidelines of the University.
- Apart from regular lectures and practicals, departments conducts Tutorials, Group Discussions and Industrial Visits, Library Visits, Study Tours to Museums, Forts, Heritage Sites/Sites of National Importance etc
- Special guidance lectures of experts are organised for the final year students of TYBA, TYBCOM, TYBSC, TYBSCIT, TYBAF and TYBMM students.
- For the benefit of students who are from the vernacular media, teachers adopt bi-lingual approach in learning and teaching process. This is in view of the number of students from vernacular media has risen over the years. Hence to maintain student supportive environment the subject teachers adopt bi-lingual approach. Further, study material in the vernacular media in form of references, text books, websites, etc. In topics where material is not available, subject teachers provide translated material.
- Remedial Classes are held for academically weak students. A separate time table is prepared and lectures are conducted for such students over and above regular lectures. This is aimed at helping students to overcome learning issues and conceptual difficulties in a given subject.
- Through the “Bridge course” college gives basic literacy in computer for **SYBCOM** students who want to opt the “computer application” subject in TYBCOM.
- In case of there is loss in working days or stipulated lectures for respective subject college teachers the same is compensated through **Extra lectures and extended lecture time ie** Lecture

time is extended from 50 minutes to 60 minutes for stipulated number of days.

- Regular meetings are held by the principal conducts review meetings to know the status of syllabus completion and any other initiatives required for effective curriculum delivery.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2

**Number of certificate/diploma program introduced during the last five years**

**Response:** 0

**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 1.1.3

**Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**

**Response:** 90.76

**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
15	13	10	07	10

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years**

**Response:** 0

1.2.1.1 How many new courses are introduced within the last five years

Response: 00

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

### 1.2.2

**Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**

**Response:** 50

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 03

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

### 1.2.3

**Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**

**Response:** 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

  

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1

**Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum**

**Response:**

- Institute integrates cross-cutting issues in the following manner:
- The teaching curriculum of various courses taught includes Foundation Course, Environmental Studies, Human Rights, Constitutional Values, Business Communications, Agrarian Crisis, Communication Skills, Environmental Sustainability and Water Management.
- The above are integrated in the form of interlinked Lectures, Guest lectures and other initiatives like study tours and National Service Scheme camps and Women Development Cell of the college
- Specific student initiatives taken for the above are:
  1. Tree Plantation Drives to create environmental awareness
  2. Anti-Dowry, Domestic Violence Awareness Legal and Health Awareness programmes to sensitise students as part of gender sensitisation initiative.
  3. Anti-superstition Awareness Programme in Association with Andha Shraddha Nirmulan Samiti.
  4. Rallies, Street Plays and Slogan Making Competitions for Communal Harmony.
  5. "Hinsa Ke Khilaf, Manavata Ki Aur"- A talk on Non-Violence and Humanity by Mukta Dabholkar.

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 1.3.2

**Number of value added courses imparting transferable and life skills offered during the last five**

years

**Response:** 1

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 01

**File Description**

**Document**

Details of the value-added courses imparting transferable and life skills

[View Document](#)

**1.3.3**

**Percentage of students undertaking field projects / internships**

**Response:** 0

1.3.3.1 Number of students undertaking field projects or internships

Response: 00

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

## 1.4 Feedback System

**1.4.1**

**Structured feedback received from**

**1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus- Semester wise/ year-wise**

**Response:** C. Any 2 of the above

**File Description**

**Document**

URL for stakeholder feedback report

[View Document](#)

**1.4.2**

**Feedback processes of the institution may be classified as follows:**

**Response:** C. Feedback collected and analysed

File Description	Document
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

**Average percentage of students from other States and Countries during the last five years**

**Response:** 1.3

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
37	37	35	24	38

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 2.1.2

**Average Enrollment percentage**

**(Average of last five years)**

**Response:** 68.52

2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2888	2768	2767	2442	2463

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3984	4014	3876	3780	3780



File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.1.3

**Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years**

**Response:** 31.59

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
529	430	387	447	423

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

### 2.2.1

**The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

After admissions “Induction Lecture” for all the streams of First year students is conducted for all. In this induction lecture Along with the general introduction to the college, its premises, co curricular and extracurricular activities conducted by colleges are explained. Though no special programmes for the advanced learners are conducted specifically, Remedial lectures and Educational counselling are conducted for slow learners. Weekly sessions for such students are organised after the regular lectures are over. They are guided by their Mentor faculty and a diary is maintained to review in which students assign course work for them and the mentor monitors the progress of their mentee.

From time to time academic counselling is also done through the guest lectures. Notes and question banks are provided to facilitate the study. Students who fail in semesters in various subjects are given remedial coaching in the college. This helps them prepare for their subject.

Open book Test and Close Book/Internal Tests are regularly conducted which helps students for preparation in the exams.

Classroom interactions help the teachers to know their skills and modify the teaching methods if required. Bilingual Teaching during lectures is beneficial for vernacular medium students. Students are encouraged to visit library after the lectures. Students from vernacular medium are allowed as per university norms to write examination papers in Hindi or Marathi. Books are made available in these languages to facilitate their understanding. Differently abled students are given extra time and writers during the examination as per Government policies and guidelines. The college has always followed a student-friendly policy and the faculty has been mentoring students in an informal way. College provides differently abled students with accessible class rooms during exams and regular lectures. For the Differently abled students the attendance rule are given benefit of attendance by giving them assignments on syllabus related topics.

### 2.2.2

#### Student - Full time teacher ratio

**Response:** 38.48

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.2.3

#### Percentage of differently abled students (Divyanganjan) on rolls

**Response:** 0.16

#### 2.2.3.1 Number of differently abled students on rolls

**Response:** 04

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1

**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**

**Response:**

Our students come from varied socioeconomic backgrounds and most of them are first generation

learners. It is very imperative for the college to provide basic and fundamental concepts as they step into the domain of higher education. This is done by all teachers across the faculty. Teachers use ICT tools such as screening documentaries, short films and use of power point presentations to facilitate learning. Field trips for students studying in Arts, Industrial Visits for the students of BSc IT, BAF, Microbiology, Chemistry and BMM are regularly organised to enhance the learning experience of students. Students are sent to other colleges e.g. Patkar College for hands on training of certain practicals in Bioinformatics.

Students are encouraged to make presentations, both group and individual; the intra college competitions are held every year which have literary and academic competition events and teachers guide the students for the same.

Specific methods include the following:

Assigning group projects (Collaborative Learning)

Problem solving sessions - independently as well as in groups (Independent/Collaborative Learning)

Creating interactive sessions in class through discussion, debates, and tutorials. (Participative Learning)

Screening of movies, discussion on books (Experiential Learning)

Participation in festivals, annual exhibitions (Experiential Learning)

Field trips and study tours (Experiential Learning)

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.3.2

**Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**

**Response:** 67.19

2.3.2.1 Number of teachers using ICT

Response: 43

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

### 2.3.3

### Ratio of students to mentor for academic and stress related issues

**Response:** 37.32

#### 2.3.3.1 Number of mentors

**Response:** 66

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4

#### Innovation and creativity in teaching-learning

**Response:**

The faculty is continuously engaged in academic improvement and attends orientation, refresher courses, and short term soft-skill courses organized by the UGC/University. They are also engaged in research. Departments organizes guest lectures, to expose students to advanced level of knowledge, skill and research in the respective disciplines. Students attend and participate in intercollegiate seminars, fests, public lectures, and institutional visits to widen their horizons. The faculty is continuously engaged in academic improvement and attends orientation, refresher courses, and short term soft-skill courses organized by the UGC/University. They are also engaged in research.

The faculty uses various innovative approaches to enhance teaching learning process such as mentoring by teachers, collaborative learning, use, preparation of tutorial journals, visits to other institutions, screening movies, attending public lectures, discussions and debates, paper/poster presentations and projects.

## 2.4 Teacher Profile and Quality

### 2.4.1

#### Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 91.89

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

## 2.4.2

### Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 1.35

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	01	01	01	01

#### File Description

List of number of full time teachers with PhD and number of full time teachers for 5 years

#### Document

[View Document](#)

## 2.4.3

### Teaching experience per full time teacher in number of years

**Response:** 17.97

#### File Description

List of Teachers including their PAN, designation,dept and experience details

#### Document

[View Document](#)

## 2.4.4

### Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 8.25

#### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	01	01	01	2

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

## 2.4.5

**Average percentage of full time teachers from other States against sanctioned posts during the last five years**

**Response:** 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1

**Reforms in Continuous Internal Evaluation(CIE) system at the institutional level**

**Response:**

Replacement of elaborated or short questions with Multiple choice questions which helps students to cope up with exam in smoother way. This also reduces stress and exam fear of students.

We at Our college follow University pattern and Syllabus , all the Internal exams conducted are based on University patterns. Before Internal exams, we conduct Open Book & Close Book exams which helps students to prepare for upcoming Semesters. So these exams helps students to stay prepared for university exams. Model questions & answers of the above test are discussed well in advance and in detailed with students. These gives students confidence and keeps them stress free to attend university exams. Because of this practice students are also aware of areas where they lack in the studies and post these exams they can focus and prepare for the Semester. The grades are also provided for the Open Book & Close Book Test with the students.

For Laboratory courses, students are prepared for practicals & assignments. Based on which evaluation and proper feedback is given by Professors to the students.

For other Self Finance courses( BMM) students continuously work on projects ,assignments , presentation etc, which helps in evaluating students. This develops confidence among them and can gain practical knowledge of Industry.

### 2.5.2

#### **Mechanism of internal assessment is transparent and robust in terms of frequency and variety**

##### **Response:**

During the learning process student learning is monitored by eliciting qualitative feedback and accordingly teaching plans and learning activities are modified to improve the learning process. This helps in identifying students' strengths and weaknesses and target areas that need work. The faculty uses a variety of methods like asking questions, asking students to summarise the topic in a few lines, quizzes, participation method: Problems are given as group assignments. Students solve problems on the board and any student from that group can step in and help. Other groups also give feedback and questions are asked. This formative method helps the teacher gather feedback on the common misconceptions and the level of student understanding.

Students are given a topic and are asked to give a presentation. It is followed by a discussion or debate in class. This gives valuable feedback to the teacher and is a truly interactive mode of teaching and learning. Students learn from one another's perspectives. Summative assessment is done through internal assessment and semester-end exams. The evaluative process is made transparent by orienting the students and other stakeholders about the process. The orientation by the teachers on the examination pattern, evaluation methods and passing standards at the start of the academic year, make these clear to students and parents. In addition, short sessions are held by the faculty for different groups in their classroom, to clear doubts and explain finer points. The grid of evaluation for the semester-end exams, and the grids for presentations and assignments during the continuous internal assessment, are displayed and explained. Class to class announcements, , notice boards & class forums, Class Representative (CR) involvement are all used to communicate deadlines. For class participation and conduct, all students are given ample opportunities to participate in all the activities that are part of the assessment.

Departments hold a PTA meeting once or twice a year. Since the credit based system is evolving there are many changes and the stakeholders are updated regularly about the same.

In the internal assessment there was a 25% weightage for behavioural aspects, independent learning, communication skills etc. The internal assessment (40 and later 25 marks) has been broken down to specific heads to make it more rigorous (class participation, overall conduct, tests and assignments). Individual assignments emphasize independent learning. This is assessed through written and oral modes of communication. These either assess behavioural aspects/independent learning /communication skills individually or all the three together. Example: film screening and analysis; exhibits like charts, posters, documentaries; viva, class presentations; problem solving and case studies. From (2014-15) year onwards, the internal assessment component has been reduced to 25 marks with 5 marks for class participation and overall conduct. Again in 2016-17 the internal test component was removed completely by the university.

### 2.5.3

#### **Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

##### **Response:**

Post assessment of the answer sheets, results are declared within the stipulated time period and the notice for the same is displayed on the college notice board. After the deceleration of result the students having grievances with the evaluation can ask for verification within a week of time by paying the subscribed fees as per university norms. Teachers of the concerned subjects are the verify the mark sheets and if there are any changes the same is communicated to the students by displaying it on the notice board, and also the new mark sheets are issued within the time frame.

### 2.5.4

#### **The institution adheres to the academic calendar for the conduct of CIE**

##### **Response:**

At the beginning of every academic year, the University issues the academic term plan. Based on it college draws its academic calendar which has tentative dates of year round curricular, co-curricular and extra-curricular activities after consultation with various key committees and the IQAC. The dates for the internal examination ( as prescribed by the University paper pattern) , Open Book Test and Close Book Test are decided and communicated on the notice board. Based on this Academic Calendar, teachers prepare the Teaching Plan. The schedule for Semester wise internal examination, their assessment and External Examination are announced and communicated on the college Notice board.

## **2.6 Student Performance and Learning Outcomes**

### 2.6.1

#### **Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

##### **Response:**

College offers 6 programs viz.. Commerce, Arts, Science, Bachelor of Mass Media, Bsc-IT, Bachelor n Accounts & Finance for graduation. As the college is affiliated to University of Mumbai the syllabi and the examination pattern laid down by University; the information about POs, PSo and Cos for all the programmes offered by the Institution is printed in College Prospectus. Pos and COS are also uploaded in the website of the college. Apart from these teachers outline the same in the Induction lectures. The syllabus is supplied to the students in the beginning of every semester.



File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>

## 2.6.2

**Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**

### Response:

The examination committee draws out an examination calendar, which is displayed on the college notice boards. The entire term's/ year's schedule including assignment submission, class tests and the semester- end examination, dates for examination form filling is prepared in the beginning of the year in consultation with the Principal to facilitate planning of teaching and evaluation. This streamlines the process of submission of projects for additional examination for internal assessment. Third year examinations are held as per the schedule of University.

Examinations are held as per the schedule. Additional examinations are conducted after 20 days of result declaration and before 40 days of the results as per the university rules. Systematic records have been maintained. All question papers are checked by the HODs to see that they are in keeping with the syllabus recommendations of the BOS. Moderated by external peers if the number of students exceeds 100.

## 2.6.3

**Average pass percentage of Students**

**Response:** 59.62

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 440

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 738

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1

**Online student satisfaction survey regarding teaching learning process**

**Response:** 2.94

<b>File Description</b>	<b>Document</b>
Database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1

**Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

#### File Description

#### Document

List of project and grant details

[View Document](#)

#### 3.1.2

**Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 00

#### File Description

#### Document

List of research projects and funding details

[View Document](#)

### 3.2 Innovation Ecosystem

#### 3.2.1

**Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

The institution caters to higher education needs at the undergraduate level. Hence, we lack any such ecosystem. However, the management and the IQAC have proposed to increase research activities in the college through applying for Minor and Major Research Project Grants and Fellowships. Teachers have enrolled for PhD. Students and Teachers are being encouraged to participate in annual research festival-Avishkar. In the near future college intends to promote research and provide for initiatives aiming towards knowledge creation and transfer.

As a significant step towards research promotion in the college, a **multi-disciplinary Seminar titled “Contemporary Issues”** was organised jointly with INAAR and held in **January 2017**. In house Teachers as well as those from other colleges presented papers on various themes. These were also published in research journals.

**3.2.2**

**Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**

**Response:** 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

**3.3.1**

**The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**

**Response:** Yes

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.2

**The institution provides incentives to teachers who receive state, national and international recognition/awards**

**Response:** No

File Description	Document
List of Awardees and Award details	<a href="#">View Document</a>

### 3.3.3

**Number of research papers per teacher in the Journals notified on UGC website during the last five years**

**Response:** 0.17

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
28	04	08	08	03

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

### 3.3.4

**Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**

**Response:** 0.1

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	00	01	04	00

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1

**Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years**

**Response:**

**Extension Activities:**

- College has conducted various activities to help the neighbourhood community. This comprises of activities held in the immediate neighbourhood and Residential Camps etc held in Mofussil areas.
- Annual/Bi-annual **Blood Donation Camps** and **Thalassemia Camps** by are conducted. Similarly **Tree Plantation drives** are also conducted in the monsoon season to help maintain green cover and sensitise students towards environmental issues.
- Residential Camps organised by National Service Scheme are aimed at creating awareness or assisting the community by conducting '**Shramdaan**'/**Voluntary Work** for building of check dams or **Swachha Bharat Campaigns**.
- Student volunteers assist the local police during festival bandobast like Ganesh Visarjan etc for **crowd and traffic management**.
- Further, **cleaning of ponds/lakes** after Ganesh Visarjan/idol immersion was conducted in nearby villages.
- National Service Scheme Unit also conducts **Street Plays** on issues like Health Awareness, Anti-Superstition Awareness, Girl Child, Infanticide Awareness.
- **Survey on Toilets Availability** in village households was conducted for Gram Panchayat, Chandrapada, Taluka Vasai.
- **Voter Registration and Voter Card Drives**, as well as **Voter Awareness Campaign** are conducted in liason with State and District Election Commissions.

The activities are aimed at over all sensitization of students and have substantially contributed to their overall development.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2

**Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years**

**Response: 5**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	00	01	02	01

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3

**Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years**

**Response: 27**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
06	05	06	04	06

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 3.4.4

**Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response: 0**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1

**Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response: 11**

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	03	03	03



File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5.2

**Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response:** 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

**The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The college follows all norms provided by UGC and University of Mumbai for creating and enhancing the infrastructure which facilitate effective teaching and learning in proportion to the student's strength in a different stream.

- Their exists developed infrastructure like classrooms, ICT equipped classrooms, ICT equipped Seminar Halls, laboratories, library with reading room facilities, IT labs with internet facility.
- In addition a Canteen, Gymkhana and ground for outdoor games also exists on the premises.
- Further, a Auditorium with a seating capacity of 200 exists.
- College strives to create and enhance the infrastructure in view of learning-friendly environment required for effective teaching and learning. Planned and constructed infrastructure exists to facilitate the curricular and co- curricular activities as well as extra curricular and other activities for the students.
- All the spacious class rooms with adequate ventilation and class rooms aids like White Boards/Black Boards etc.
- The college has total 38 classrooms that includes 4 ICT enabled class rooms and 2 ICT enabled Seminar Halls with Internet Connectivity measuring total area of 177.08 Sqr Mtrs. and Seating Capacity of 120+75.
- Dedicated internet facility for students and teachers is available in the library having five computers with internet facility.
- Science laboratories for Physics, Chemistry, Botany and Microbiology are available with adequate equipments etc.
- Information Technology are equipped with laboratories with 80 computers, WLAN connectivity and each computer with internet connectivity.
- The central library includes 5144 references, 15093 text books and 26 subscribe core journals are available. It has subscribed membership of N-list and also partially automated with soul 2.0 full edition software. The OPAC facility is available on college website for students and teachers.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.1.2

**The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities**

**Response:**

The institute encourages and provides facilities for students to participate in various extracurricular activities in order to build team spirit and leadership qualities. A team of faculty members and students look after all cultural, sports and extracurricular activities of the college.

- The college, being located in an Urban area, has the rare asset of having large playground measuring 11,132 sq. metres
- In this lay ground has provisions for Outdoor Sports like Cricket, Kabaddi, Kho-Kho, Basket Ball, Volley Ball, Athletics etc.
- The institute has Gymkhana to play indoor games. The size of gymkhana is 183.92 sq. meter.
- A list of equipment available in College Gymkahan is provided below under Additional Documents.
- With respect of the above, the college has a rich culture of sports participation and achievements. Students, both Boys and Girls have excelled in team sports like Kabaddi and Kho Kho at the University level.
- Students, both Boys and Girls have also represented University of Mumbai in the above sports.
- Recently One of our Sports Alumni was awarded the Prestigious "Chatrapati Shivaji Puraskar" for 2017 by the Government of Maharashtra.
- Similarly our students have also excelled in individual sports like Martial Arts etc
- Intercollege festival "**Brahma**" also hosted several sports like Cricket, Box Cricket, Body Building Competitions etc.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.1.3

**Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc**

**Response:** 15

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 06

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

#### 4.1.4

**Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**

**Response:** 11.96

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
12	18	15	14	27

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

#### 4.2.1

**Library is automated using Integrated Library Management System (ILMS)**

**Response:**

Sr. No.	Description	Remark
01	Name of the ILMS software	SOUL (Full Edition)
02	Nature of automation	Partially
03	Version	2.0
04	Year of automation	2016

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.2

Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Sr. No.	Name of the book/manuscript	Name of the publisher	Name of the Author	Number of copies	Year of publishing
1	?????????? ???????? ?????????? (	?????? ??????????	???????? , ????????????	??	????
2	The Columbia Gazetteer of the World. Vol. 01 to 03	Columbia University Press.	Cohen, Saul B. (ed)	03	1893
3	???????? ???? ???????? ,	?????? ??????????	???????? , ????????????	??	????
4	The History and Culture of the Indian People. 6th edition.  (11th Volume Set.)	Bharatiya Vidya Bhavan, Mumbai.	Mujumdar, R. C., Pusalkar, A. D.	01	1996
5	????? ????  ?????? ???? ??????  ??? ?-?,?	???????? ,	?????? , )????(	??	????
6	Atlas of the World	The Royal Geographical Society.	Philip.	01	2005
7	Expert Lecture Series from Trade, Industry and Academic (52 DVDs Set.)	AIMS	AIMS	01	2004

File Description

Document

Link for Additional Information

[View Document](#)

4.2.3

**Does the institution have the following:**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4

**Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**

**Response:** 1.83

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.62	1.09	3.13	1.21	2.10

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.5

**Availability of remote access to e-resources of the library**

**Response:** Yes

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.6

##### Percentage per day usage of library by teachers and students

**Response:** 9.5

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 240

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1

##### Institution frequently updates its IT facilities including Wi-Fi

**Response:**

The College has established structured IT Infrastructure mainly includes computers with internet and desk top printers and multifunctional copier machines.

- The internet speed has been recently upgraded From 10 mbps to 50 mbps in 2017.
- Free Wi-Fi facility for students is provided in the college premises.
- Licensed software i.e. Microsoft cloud campus license, Windows, Microsoft office, Tally, Visual studio, SQL server and ADOBE CLOUD are used and regularly updated.
- We also use Open Source Software ie Linux-Ubuntu Office Software.
- Trained team of full time maintainance staff has been hired to maintain, service and update entire IT infrastructure by the Governing Council.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.2

##### Student - Computer ratio

**Response:** 25.39

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

#### 4.3.3

##### Available bandwidth of internet connection in the Institution (Lease line)

**Response:** >=50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.3.4

##### Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1

##### Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 100

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)



2016-17	2015-16	2014-15	2013-14	2012-13
140.97	171.05	144.16	138.97	133.01

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.4.2

**There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

#### **Response:**

#### **Utilisation of Facilities:**

- The Utilisation of Facilities like ICT Rooms, Seminar Rooms, Central Auditorium, Library, Gymkhana, Playground is documented and made available for different activities.
- Facility Incharge/Committee maintains registers and allots or issues the said facility to teachers and students as per requirement furnished.
- The IQAC provides guidance to ensure that records of utilisation are maintained and reviewed at regular intervals so as to support the teaching-learning process.

#### **Maintenance of Facilities:**

- **Equipment:** The critical maintenance of equipment is outsourced. Maintenance requirements are purchased through documented procedures.
- Records of all equipment are kept in the stock register. Irreparable equipment etc is recorded under separate register.

#### **General maintenance:**

1. Maintenance of Air Conditioning Units is outsourced.
2. Maintenance of cleanliness of internal facilities (Classrooms, laboratories, admin office and staffroom) is performed regularly by designated support staff members.
3. Cleaning of toilet and washroom is done by in house college employees.
4. Support staff is also responsible for over all maintenance of building premises and the same is carried out periodically.
5. Maintenance of CCTV and ICT infrastructure is conducted by Full Time Staff hired by Governing Council.

6. Auxillary Facilities Maintenance-Carpentry, Plumbing, Electrical wirings and maintenance is performed by in-house carpenter, plumber and electrician of the parent institution.
7. Periodical Maintenance of water purifier is done by outsourcing agency.
8. Maintenance and Refilling of Fire extinguishers is performed once in a year.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

**Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years**

**Response:** 10.21

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
334	288	219	226	271

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 5.1.2

**Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years**

**Response:** 0.06

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	5	2	0	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.3

#### Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

### 5.1.4

#### Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 2.86

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
174	177	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5

**Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**

**Response:** 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benefited by VET	<a href="#">View Document</a>

### 5.1.6

**The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1

**Average percentage of placement of outgoing students during the last five years**

**Response:** 0.08

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
03	00	00	00	00

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.2

**Percentage of student progression to higher education (previous graduating batch)**

**Response:** 65.16

5.2.2.1 Number of outgoing students progressing to higher education

Response: 477

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.3

**Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 33.65

**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	0	01	2

**5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
09	14	07	02	02

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

### 5.3.1

**Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.**

**Response: 1**

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

**5.3.2**

**Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution**

**Response:**

The institution has a Student-Teacher Council Committee, a statutory body formed as per the Maharashtra Public Universities Act, 1994. Selection and Constitution of this committee is made as per the guidelines furnished by the University of Mumbai.

The constitution of Student Council is as follows:

- 1 Class Representative of Every Class
- 2 One Lady Representative belonging to Reserve Category
3. One Representative from National Service Scheme
4. One Representative from National Cadet Corps

For the position of General Secretary, election is conducted as per University of Mumbai guidelines.

The college forms a Student-Teacher Council Committee every year based on the above.



The Students Council plays a key role in bringing students and teachers together in organising activities for benefit of students. The following activities are held under the same:

- Teachers Day
- Annual Cultural Festival "Spandan"
- Annual Intercollege Festival "Brahma"
- Annual Day Event
- Students Council Days eg Rose Day, Traditional Day etc
- Education Day

Apart from this the Student Representatives are in regular contact with subject teachers and Heads of Departments to resolve students academic as well as other issues. Teachers have been involved in counselling to students who approach them in matters pertaining to personal issues.

In this manner the Students-Teachers Council plays the role of facilitator between the College and Students.

### 5.3.3

**Average number of sports and cultural activities/ competitions organised at the institution level per year**

**Response:** 2.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
03	03	02	02	02

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1

**The Alumni Association/Chapters (registered and functional) contributes significantly to the**

**development of the institution through financial and non financial means during the last five years**

**Response:**

We have Alumni Association from 2014-2015, though not formally registered. Its composition is as follow:

I Principal Mr. KeshavParanjape: Ex-Officio

II Mr. Jitendra Mane Secretary

III Mr. Mayur Jadhav: Member

IV Haresh Agarwal: Member

V Hamraj Bourai: Member

Assistance more in non-financial form has been coming forth significantly. Many of our passed out students help us in conducting extra-curricular activities like sports, NSS by regularly visiting residential camps. They also provide guidance lectures on the various fields in which they have gained working knowledge over the years. This has helped our students to get first hand knowledge.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**5.4.2**

**Alumni contribution during the last five years(INR in Lakhs)**

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3**

**Number of Alumni Association / Chapters meetings held during the last five years**

**Response:** 3

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	0	0

  

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

**The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution**

**Response:**

**VISION:** To generate confidence amongst learners and the community at large about higher education; as the most dependable means of self development; aimed at character building, ethical behavior, and creating socially responsible citizenry that aspires for universal good.

**Objectives and Mission:**

- 1.To promote higher education amongst the community;
- 2.To inculcate ethical values and build character;
- 3.To provide opportunities locally for attaining academic competence;
- 4.To create social awareness and sense of social responsibility amongst learners;
- 5.To develop responsible citizens with a global outlook.

**Goals:**

- 1.To provide undergraduate and post graduate courses commensurate with requirements of the local community;
- 2.To provide soft skill training programmes;
- 3.To encourage wide participation in extra and co-curricular activities like sports, cultural, NCC and NSS at intra college and inter college levels;
- 4.To create awareness of opportunities of higher education;
- 5.To create awareness of job opportunities and career;
- 6.To provide opportunities to harness skills of self employment and entrepreneurship;
- 7.To promote interaction with community aimed at contributing to the betterment of the neighbourhood area.

**Abhinav Shetkari Shikshan Mandal:** The apex decision making body of the institution is the governing council of Abhinav Shetkari Shikshan Mandal. The ASSM governing council frames broad guidelines for all units run by it and the implementation is the responsibility of the Principal and Heads of the Institutions. The College Development Committee is the forum for developing schemes of implementation of the decision of the top management and also review the processes of college administration. There is due representation of teaching and non teaching staff along with active members of the management and eminent persons of the local community in the LMC/ CDC.LMC/CDC works as recommendatory body making recommendations of the top management at one hand and principal as chief executive officer and other.

**The Internal quality assurance cell (IQAC)** is the body formed to assure the quality of the academic, co-curricular and extracurricular activities of the college. The cell prepares the academic calendar at the

start of the year in consultation with the principal. The cell forms various committees and assign appropriate responsibilities to the faculty members. The committees so formed carry out the various academic co curricular and extra curricular activities following the guidelines of LMC/CDC, Principal and governing council. .

**Student–Teacher Council** of the college is a body where students play key role in putting forward their requirements and conducting the activities for the student’s community with the due help and guidance from the faculty members. The students plan various events in the Student–Teacher Council and conduct it throughout the year. The class representatives from each faculty vote and select the Student Representative called as General Secretary and he/she represents students at various fora in the college.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2

**The institution practices decentralization and participative management**

**Response:**

The Abhinav Shetkari Shikshan Mandal (ASSM) runs various units and the Governing Council decides the broad vision for each unit. The unit Chairperson and the Principal of each unit is appointed by the Governing Council. The courses to be run by each unit are decided by the governing council. Recruitments of the office staff and non-teaching staff is done by the top management. The ASSM conducts some community activities and events like Swachata Rally, Independence Day, Republic Day, Abhinav Mohatsav, etc. in the premises .The planning, coordination and implementation is done by ASSM.

The Chairperson of the College conducts the Local Management Committee meeting and discussion on the various issues takes place and resolution are passed. These resolutions are recommendatory in nature and need approval of the Executive Chairman/Governing Council. The Chairperson of the college reviews the work done by the college periodically and attends to the daily requirement of the college.

The Principal in coordination with the Chairperson of each college looks after the day to day administration work. The framing of the Academic Calender, Time Table, Allotment of funds for the activity, conduct of the activity, formation of various committees, etc are done by the principal. The recommendation of recruitment of the teaching staff members, non-teaching staff members, administrative staffs as per requirements are sent to the governing council by the Principal and recruitments are finalized.

The Head of Department of the college looks after the departmental activities of the department. The requirements of the departments are routed to the Principal of the College through the Head

of the Department. The subject allotment, syllabus teaching, setting of the time table, review of the departmental activities etc are done by the Head of Department.

Extra-Curricular Activity like Sports, Cultural, and National Service Scheme etc. are handled by the Committee head. The programmes are planned as per the Academic Calender. The duties, budget, planning, execution etc. are assigned by the Chairperson of the Committee to the members. The Head of the Committee presents the annual calendar, reports etc. to the Principal.

There is financial decentralization in the form of various financial decisions to be taken. The Principal is given overall freedom to take decisions pertaining to financial matters that are required for the day to day functioning. The ceiling of an x amount doesn't require the permission or approval of the Management. Major financial decisions are only taken by the Governing Council. The NSS grants are at the disposal of the NSS Committee for which a separate bank account is kept which is operated by the NSS Programme Officer and Principal jointly. The Principal has given financial freedom in small amounts to be used by various committees for their work in terms of travelling and refreshment in case of field activities.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

**Perspective/Strategic plan and Deployment documents are available in the institution**

#### **Response:**

The college conducted the Brahma Intercollege Cultural and Sports festival in order to widen the horizon of Cultural and Sports Event in the college. The purpose was to encourage participation of students from various colleges to motivate as well as to boost the performance.

The plan with objectives of the "BRAHMA FESTIVAL" was suggested and presented to the Local Management Committee(LMC) of Abhinav College by the "Brahma Committee". The LMC agreed to host the event and sent the proposal to the Governing Council of Abhinav Shetkari Shikshan Mandal(ASSM).

The plan with objectives of the "BRAHMA FESTIVAL" was suggested and presented to the Governing Council of Abhinav Shetkari Shikshan Mandal (ASSM) by the LMC members present in the meeting. The Governing Council decided to organize it in a grand manner and decided to fund the event.

The Brahma Coordination Committee was formed to take care of the event; it consisted of the LMC members of the college to host it. The College Principal appointed Campus Coordinators, Vice Campus coordinators, Event Committee Heads, Refreshment Committee, Stage Committee, Reception Committee and Registration Committee etc. to take part of the general and specific needs of the events.

The Equal coordination of all led to the successful conduct of the Event.

The Brahma festival Inaugural event was held from 11th January 2016 to 16th January 2016 in the College Campus Following events were conducted.

1. Group Dance (folk)
2. Group Dance (Hip Hop)
3. One Act Play
4. Chess (Boys /girls)
5. Carom (Boys/ girls)
6. Table Tennis
7. Kabbadi(Boys /Girls)
8. Kho-kho (Boys/Girls)
9. Rink Football
10. Box Cricket
11. Laser Obstacles
12. Lan Gaming
13. Blind C
14. Code Swapping
15. Best Physique

The organizing committee of 'Brahma' prepared lists of the Event committees stipulating their duties and responsibilities. The committees formed consisted of teaching and non-teaching staff members. and they were given freedom to conduct the event

As many as 35 colleges consisting of 500 students participated in the event in the first year and 25 colleges and 600 students in the second year.

Cash prizes and Trophies were given to the winners.

Brahma Events, literally gave a positive push to the Cultural and Sports events in the college.

Document: Prospectus of Brahma activity.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>

## 6.2.2

**Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

**Response:**

**WORKING COMMITTEE (GOVERNING BODY)**

- Mr. Tulsidas Dattatray Mhatre – Chairman
- Mr. Mohan Madhukar Patil – Executive Chairman
- Mr. Gurunath Sakharam Patil – Secretary
- Mr. Jayprakash Moreshwar Patil – Joint Secretary
- Mr. Vasudev Bhaskar Patil – Treasurer
- Mr. Sharad Ramchandra Patil – Member
- Mr. Pravin Ramchandra Patil -Member
- Mr. Mangesh Atmaram Patil -Member
- Mr. Vishnu Baburao Patil- Member
- Mr. Dilip Ramchandra Patil-Member
- Mr. Amol Kashinath Patil- Member
- Mr. Ashok Balwant Patil- Member
- Mr. Pramod Gajanan Bhoir- Member

**LOCAL MANAGING COMMITTEE**

- Adv. Hansraj D. Patil- Chairman, LMC
- Prin. Keshav D. Paranjape – Member secretary
- Mr. Sharad R. Patil- Member
- Mr. Vishnu B. Patil- Member
- Mr. Eknath B. Patil- Member
- Mr. PreetiJ. Patil- Member
- Dr. Anjali S. Chavan- Member
- Mr. Sandesh V. Patil- Member
- Mr. Dhruvkumar D. Patil – Member
- Prof. Alwin Menezes – Teacher Representative
- Prof. Rashmi S. Pawar – Teacher Representative
- Mr. Jitendra G. Naik – Non Teaching Representative

**COLLEGE DEVELOPMENT COUNCIL**

- Mr. Mohan M. Patil- Chairman
- Mr. Gurunath S. Patil – Secretary
- Mr. Vasudev B. Patil-Member
- Adv. Hansraj D. Patil- Member
- Prin. Keshav D. Paranjape – Member
- Mr. Sharad R. Patil- Member
- Adv. Akash C. Patil- Member
- Prof. Alwin Menezes – Teacher Representative
- Prof. Rashmi S. Pawar–Teacher Representative



- Prof.Rajesh Sonawane-Teacher Representative
- Prof.Balkrishna Dalvi- Dept. head
- Prof. Neetin sonwane – Co-ordinator ,College, Internal Quality Assurance Council
- Mr. Ajay A. Patil – Non -Teaching Representative

## ACADEMIC DEPARTMENTS & COORDINATORS

- Department of Commerce
- Department of Economics
- Department of History
- Department of Political Science
- Bachelor of Science
- Bachelor of Science and Information Technology
- Bachelor of Arts
- Bachelor of Accounting and Finance
- Bachelor of Financial Markets
- Bachelor of Mass Media
- Bachelor of Library

## LIBRARY AND LEARNING RESOURCES

The college library holds a large collection of books, covering a wide range of subjects and interest. Library period introduced in the daily routine will go a long way to instil good reading habits which are important throughout life and are the real means of obtaining pleasure, knowledge and wisdom

- Milind Dongre – Head librarian
- Jagruti Mahatre – Assistant librarian

## OFFICE AND GENERAL ADMINISTRATION

- ACCOUNTS DEPARTMENTS
- FINANCIAL DEPARTMENTS
- ADMINISTRATIVE DEPARTMENTS

Functions of various bodies, service rules, procedures, recruitments, promotional policies as well as Grievances Redressal Mechanism are as per Mumbai university guidelines or Maharashtra University act, 1984/Maharashtra University Act, 2016(With Effect From 1st March, 2017).

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.3

### Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

**Response:** B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>

#### 6.2.4

**Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

**Response:**

Local Management Committee (LMC)/College Development Committee (CDC) Meetings are held regularly and presided by the chairman of Local Management Committee (LMC)/College Development Committee (CDC). College Development committee discussed and decide the policy regarding recruitments of employees. All the members of CDC are informed an agenda of meeting through formal letter. The meeting conducts discussion as per agenda. Agenda includes policy of recruitments, resignations and approval of the teaching staff and non teaching staff. The recruitment, resignation, granting leave etc regarding the teaching and non-teaching staff are discussed in the meeting. A list of the teaching staff are to be appointed along with their qualifications, date of appointments and salary is presented in the meeting .The same is read and approved by the members with require modification. At the same time approved the resignation of teaching staff appointed in the un-aided section. The teacher representative also expresses his opinion on the same. Departmental requirements, purchase of material, conduct of various activities are also discussed and resolutions are passed.

All the resolutions passed in the meeting are implemented after the approval of the Governing Council of Abhinav Shetkari Shikshan Mandal.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

### 6.3.1

**The institution has effective welfare measures for teaching and non-teaching staff**

**Response:**

**Welfare measures for teaching staff and non teaching staff.**

1. The Granting leave in cases like Accidents, Medical Treatments, Maternity, Wedding, Academic Improvement Exams etc.
2. The non-teaching staff is provided with uniform and shoes free of cost as per their requirements.
3. Organizing lectures on Financial Literacy ,Investment Planning etc .
4. The staff of the college is provided with provident fund facility as per rule.
5. Free Medical Check up for Teaching and Non-Teaching Staff.
6. Providing Tea/Coffee to All Teachng and Non-Teaching Staff Members Free of Cost.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.3.2

**Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 35.05

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
31	16	14	21	24

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	<a href="#">View Document</a>

### 6.3.3

**Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**Response: 2**

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
03	02	01	01	03

**File Description**

**Document**

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)

**6.3.4**

**Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**

**Response: 4.28**

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	1	02	02	06

**File Description**

**Document**

Details of teachers attending professional development programs during the last five years

[View Document](#)

**6.3.5**

**Institution has Performance Appraisal System for teaching and non-teaching staff**

**Response:**

There is a Performance Appraisal System in place for teaching and nonteaching staff of the college.

Every faculty member is required to fill a self appraisal format at the end of the year. It contains details of the academic, co-curricular and extra-curricular activities done by them during the year. The forms filled are verified by the HODs and later grades are awarded by Principal based on their performance as very good ,good, fair,average and below average .

The Aided staff is required to fill their Career Advancement Scheme(CAS) format and calculate the Academic Performance Indicator scores (API) as per UGC guidelines and submit to the IQAC Coordinator and Principal.

The non-teaching staff is also required to fill their performance appraisal format and submit it to the principal of the college who in turn gives a confidential assessment report regarding ability and character as per format with grades like Very Good,Good,Fair,Average and Below Average.

All these reports are confidential in nature and are shared by the principal with management only .

The continuation of service depends on these reports.

Documents:Appraisal blank proforma of teaching and nonteaching staff is uploaded as additional information.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

#### **Institution conducts internal and external financial audits regularly**

#### **Response:**

The objective of auditing is to verify that the accounts are maintained in a true and fair manner.

The following process is followed for maintenance of books of accounts.

- Annual 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 Governing Body monitors the utilization of funds allocated to each and every department.
- It is the privilege and sole authority of the Governing Body to approve or reject proposals for fund allocations.
- Except day to day petty cash expenses, all payments are made by account payee

cheques which are jointly signed by the Principal and Management.

While the internal audit is performed by is performed by the parent institution thorough their employees, external audit is performed by duly appointed by chartered accountant who issues audit certificate.

**External audit:**

1. Audit by Joint Director of Higher Education Office has been done.

2. External audit is done by C.A. R.A.Lukad.

• On completion of the accounting year, a qualified accounting organization conducts an external audit and provides the audit reports to the Governing Council which is deliberated in the meeting and approved.

The last audit is done in September 2017 and a satisfactory report was given.

**University Audit:**

The University of Mumbai auditing team has also conducted its audit of the college accounts.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**6.4.2**

**Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)**

**Response: 0**

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

### 6.4.3

#### **Institutional strategies for mobilisation of funds and the optimal utilisation of resources**

##### **Response:**

The institution collects fees from the students which is the main source of revenue for the college. In case of shortfall or emergency the management provides with funds.

The major sources of institutional receipts are:

1. Financial support for salary is received from the Government of Maharashtra in the form of salary grant for single division of Arts & Commerce faculty.
2. Fee collected from students of all courses.
3. Grants received for conducting NSS activities.
4. Library receives financial grants from University of Mumbai for Book Bank for the benefit of Underprivileged students.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

##### **Response:**

**Feedback from stakeholders: Every year feedback is conducted from stakeholders like students, Parents and alumni.**

**Feedback from students relates to their curriculum, faculty effectiveness, extracurricular activities and academic environment in the college.**

**The feedback form is collected and analysed and it is conveyed to the governing council of ASSM for further action.**

**The feedback from the alumni is collected through the website of the college and its data analysed and conveyed to the Governing Council of ASSM for further action.**

**Feedback from Parents is taken annually and Parents-Teachers Meetings are held.**

**Career Advancement Scheme (CAS) and Annual Performance Indicator (API):**

**The Aided staff members are required to submit their Career Advancement Scheme data and calculate their Annual Performance Indicator annually and submit it to the IQAC committee. The format as prescribed and guidelines as prescribed by the UGC are followed.**

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.2

**The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

#### **Response:**

The structure and methodologies of the institutional mechanism to continuously review the teaching learning process are as follows:

At the end of academic year the self appraisal report from faculty member is collected in the prescribed proforma.

For curricular activities head of the department hold monthly meeting where compliance of syllabus attendance and progress of student's is discussed.

Accordingly remedial measures are planned and implemented after taking consent from Principal.

Assessment of teachers made by the students from all UG (under graduate) classes is done in every year.

College has provided colleges diary to every faculty member is expected to record responsibilities carried out includes of class room teaching.

Participation in administrative committees departmental work exclusive of teaching and participate in Co-curricular and extracurricular activities. Their work dairies are periodically submitted to vice principle principal and for monitors the work diary is considered as base.

The following are the examples of quality initiative to improve the teaching learning process.

1. Maintaining of the Daily teaching record by each faculty.
2. Providing notes in Soft copies and e-books.
3. Extra Lectures are held over and above the regular timetable in order to ensure the effective completion of syllabus.



File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.5.3

**Average number of quality initiatives by IQAC for promoting quality culture per year**

**Response:** 1.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	3	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

### 6.5.4

**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

**Response:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

### 6.5.5

**Incremental improvements made during the preceding five years (*in case of first cycle*)**

**Post accreditation quality initiatives (*second and subsequent cycles*)**

**Response:**

Following incremental increments can be seen.

1. Academically the students have shown improvement in academics during the course of three years in the undergraduate programme.
2. NSS unit of the college has received the Best NSS unit award again due to motivation and counselling from the NSS programme officers.
3. Our college sports unit has started winning in university events especially in kabbadi, carrom and kho kho due to appointment of coaches and provision of the college ground.
4. Our cultural team has started getting laurels in university events due to talent recognition and appointment of the best of the directors.
5. The college hosted its first International conference and received 215 papers and published it in 6 peer reviewed journals due to the promotion of the research culture of the Research forum.
6. The faculty members have started contributing in research journals and conferences due to research forum.
7. One Teacher has completed M Phil and presently 3 teachers each, have enrolled in PhD and M Phil.
8. One Teacher has enrolled in ICWAI course.

File Description	Document
Any additional information	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Number of gender equity promotion programs organized by the institution during the last five years**

**Response:** 18

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	4	3	3	5

File Description	Document
Report of the event	<a href="#">View Document</a>
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.2

**1. Institution shows gender sensitivity in providing facilities such as:**

**1. Safety and Security**

**2. Counselling**

**3. Common Room**

**Response:**

**Institutional shows gender sensitivity in providing facilities such as:**

- **Safety and Security:**

1. In house nursing staff has been employed by the parent institution where only qualified female nurse has been appointed. This staff is available for students during all working hours and attends all medical emergency cases. First Aid is provided in such cases till further medical help

is available

2. Institution's management has appointed full time and Well Trained Security Staff that is responsible for round the clock security on the campus.
3. Entry to the college and its premises is secured through Security Staff ensuring entry only to valid individuals with valid identity cards.
4. CCTV Cameras has been installed on the campus and on each floor at strategic locations and is used for overall supervision on the college premises.
5. Teaching and Non-teaching staff are sensitised towards gender issues in order to create a gender equitable environment on the campus.
6. Through Women Development Cell awareness programs are held e.g. Aids Awareness, Save the Girl Child, Womens Development etc for creating a gender sensitive campus.

• **Counselling :**

1. Personal Counselling of Girl students is done by teachers. Lady Teachers are also involved in providing help in personal matters/family problems of students.
2. Guidance on health issues is provided by qualified Medical Practitioners ie Dr. Anjali Chavan. They conduct guidance sessions on personal hygiene and nutritional health for Girls students.

• **Girls Common Room :**

1. Common Room for Girl Students of Adequate Capacity is provided. It is located near Girls Wash Room and equipped with required furniture etc. The same is monitored regularly by Female Teachers and Non-teaching staff.
2. This room is regularly cleaned etc and hygienic atmosphere is maintained in order to allow the students to rest and relax etc.

### 7.1.3

**Alternate Energy initiatives such as:**

**1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 4555

**File Description**

**Document**

Details of power requirement of the Institution met by renewable energy sources

[View Document](#)

#### 7.1.4

##### Percentage of annual lighting power requirements met through LED bulbs

**Response:** 10.87

##### 7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 50

##### 7.1.4.2 Annual lighting power requirement (in KWH)

Response: 460

##### File Description

##### Document

Details of lighting power requirements met through LED bulbs

[View Document](#)

#### 7.1.5

##### Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

##### Response:

Waste management steps including:

- Solid waste management

- 1.College ensures Garbage Free Campus through placing of Dust Bins at designated spots in the campus. This is also followed by Garbage free Campus Drives as well as Swatch Bharat Rally.
- 2.Plastic Free Campus campaigns are held for the students and staff.
- 3.Glass waste generated in Science Laboratories is sent for Recycling to external agencies.

- Liquid waste management:

- 1.Liquid waste generated in Science Laboratories is diluted and disposed to ensure that it is non-hazardous for the environment.

- E-waste management:

In order to reduce E-waste the college has taken following steps:

1. Reusable parts/components of Non-working computers are used as replacement to repair Computers.

#### 7.1.6

##### **Rain water harvesting structures and utilization in the campus**

##### **Response:**

##### **Rain Water Harvesting:**

- The surrounding area is located in a medium to heavy rainfall area and hence it would be beneficial to have a Rain Water Harvesting System on campus.
- As part of environmental awareness and contribution towards sustainable development amongst students community.
- As there exists large campus area, we have also identified a location for the same in the campus.
- We intend to create the above in coordination with local Municipality.
- Teachers are sensitizing students about importance of rain water harvesting.

#### 7.1.7

##### **Green Practices**

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

##### **Response:**

##### **1. Green practices**

- **Students, staff using:**
- **Public transport:** Most of the staff and students travel by public transport.
- **Plastic free campus:**
- **Students and Staff are sensitised to avoid use of plastic bags etc**

- Paperless office:

1.College has planned to move towards Paperless office by increasing supportive IT infrastructure.

Description of efforts towards green practices in the campus.

- 1.Effort is made to keep the college campus clean and eco-friendly.
- 2.The college campus follows a clean and plastic free culture.
- 3.The NSS department undertakes tree plantation programs under which sapling are planted in the college campus. Our NSS volunteers conducted tree plantation programs during Monsoon season.
- 4.Waste-Management is directed towards developing green campus.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.8

**Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**

**Response:** 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

### 7.1.9

**Differently abled (Divyangjan) Friendliness Resources available in the institution:**

- 1.Physical facilities
- 2.Provision for lift
- 3.Ramp / Rails

- 4.Braille Software/facilities
- 5.Rest Rooms
- 6.Scribes for examination
- 7.Special skill development for differently abled students
- 8.Any other similar facility (Specify)

**Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

#### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response:** 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

#### 7.1.11

**Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**

**Response:** 44

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	9	7	11	6



File Description	Document
Report of the event	<a href="#">View Document</a>
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

#### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

#### 7.1.13

**Display of core values in the institution and on its website**

**Response:** Yes

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

#### 7.1.14

**The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.15

**The institution offers a course on Human Values and professional ethics**

**Response:** Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

#### 7.1.16

**The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

#### 7.1.17

**Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 14

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.18

**Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

In order to create spirit of unity and uphold national values the college conducts following programmes:

### 1. National Festivals

- 15th August Independence Day Celebration.
- 26th November Constitution Day.
- 26th January Republic Day
- National Service Scheme (NSS) Day

### 2. Birth/Death Anniversaries of Great Indian Personalities:

- 5th September Dr Sarvepalli Radhakrishnan-Teachers Day.
- 02nd October Mahatma Gandhi Birth Anniversary.
- 12th January Swami Vivekananda Birthday-Youth Day.
- 19th February Shivaji Maharaj Jayanti.
- 27th February Marathi Litterateur V V Shirvadkar/Kusumagraja-Marathi Bhasha Diwas.

### 7.1.19

**The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

#### **Response:**

**7.1.19:** The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions:

- Financial Transparency:

1. Students' fees are collected as per university rules and the same is declared in the admission prospectus.
2. College maintains Financial Transparency in its Financial Transactions. This is ensured by conducting Financial Audit of College Accounts by External Auditors.
3. Salaries of Teaching and Non-Teaching Staff are disbursed directly to their bank accounts through NEFT/RTGS
4. Purchased committee calls for quotations to procure all required materials.

- Academic Transparency:

1. Academic calender and lectures timetable is prepared and displayed on the college website.
2. Academic grievances of students are addressed to the IQAC and the same are resolved.

- Administrative Transparency:

1. Admission policy is based on the university norms and is adhered to.

Auxiliary functions-

## 7.2 Best Practices

### 7.2.1

**Describe at least two institutional best practices (as per NAAC Format)**

**Response:**

**1. Title of the Practice –Open and Close Book Exam**

**2. Objectives of the Practice:**

- Orient students towards Undergraduate Examinations
- Instill confidence in students and help them deal with exam fear.

### **3. The Context**

A majority of students enrolled are First Generation Learners in higher education. As a result, they suffer from exam fear. In 2005, College initiated the practice of allowing students to write tests using study material. This was aimed to allow students to overcome examination fear. Hence, the Open Book and Close Book exam became a standard feature of the college.

### **4. The Practice**

Open Book Exam is held during the mid-term. questions provided beforehand. They are allowed to refer to subject materials. Following this subject teachers assess the answer scripts and assign grades between D to A to each examinee. Those scoring D and C grades are given assignments.

Close Book is held a few weeks before the term ends. The questions of the open book is asked in this exam. However, students are not allowed to use books,

### **5. Evidence of Success:**

Conduct of above exams helps students overcome exam fear. Subject teachers are able to assess learning abilities, problem areas of the students.

### **7. Problems Encountered and Resources Required**

### **Problems Encountered:**

Introduction of Semester Pattern, has led to conducting of the Open and Close Book exams twice a year that became a challenge for maintaining mandatory number of lectures.

### **Resources Required:**

These exams are conducted within the existing infrastructure and other resources and no extra cost is involved.

### **Best Practice No 02.**

Two types of Book Bank facility

- Students Aid Fund from College

University of Mumbai Scheme of Book bank for Backward classes students.

### **03 Objectives of the Practice**

Provide Text Books based on prescribed syllabus Free of Cost to students from underprivileged background.

### **04 The Context-**

Students belongs to weaker sections are benefitted text books with free of cost.

### **05 The Practice:**

College applies for University grants for the Book Bank Scheme for Backward Classes Students.

Applications for Book Bank Schemes are invited by announcing the scheme amongst students and the same is short listed.

Books are purchased as per new grants available under the scheme and part of the funds are spent on purchase of furniture for display shelves/cupboards. At the end of the academic year the students return the said books.

### **06. Evidence of Success:.**

Year	No of Students benefitted

	SAF (University)	BC
2012-13	109	
2013-14	136	13
2014-15	251	17
2015-16	135	
2016-17	143	35

## 07 Problems Encountered and Resources Required

### Problems Encountered

1. Disbursal of grants delayed by University.
2. Due to inadequate fund, library is unable to provide text books to all the applicants.
3. In case of change in the syllabus availability of relevant books becomes difficult.

### Resources Required:

1. Funds from College and University
2. Sufficient Physical Space in the Library
3. Furniture like shelves, cupboards
4. Staff to administer the schemes and maintain records etc.

Note: The Collge has two more best practice details has been given in upload tab

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1

**Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust**

**Response:**

The NSS Unit came into existence at the inception of the college in the 2000-2001. It conducts various activities all year round. As per its motto 'Not Me But You' these activities are aimed personality development through social work. The NSS consists sanctioned strength of 200 volunteers of the college led by the programme officer as Teacher Incharge.

The NSS Unit is active all year long in conducting NSS Regular and NSS camp Activities.

It has conducted activity based on instilling human values and social responsibility through:

Special Theme Based Camp on Women Empowerment and Gender Sensitivity and University level Camps on Organic Farming are conducted by the NSS Unit of the college.

As its responsibility towards the society, every year Health Awareness programmes are conducted.

In addition as a contribution to the neighbourhood community Health awareness programmes include Blood Donation Camp, Thalassaemia Checking Camp, Aids Awareness Programmes and Pulse Polio Awareness Programmes are held on campus.

These activities are planned at the beginning of the year and the funds are sanctioned by the university and the college management.

Every year 100 to 150 units of blood unit have been collected through Blood Donation Camp jointly organised by government Hospitals. Also, 500 students have been checked till date for Thalassaemia in coordination with Think Foundation.

Pulse Polio Drive is held with the help of the Mira Bhayander Civil Hospital. The student volunteers are trained to administer polio doses by the Hospital staff. Following this, volunteers visit nearby localities and administer doses to children.

Aids Awareness Programmes in the form of guest lectures, poster making, Street Play and Slogan making are organized during the Aids Awareness Week from 1st December to 7th December every year.

The college unit in coordination with the State Election Commission has conducted Voter Awareness and Voter Registration Drives amongst students that involved registering voters through online registration. Subsequently the college was able to distribute voting cards among a substantial number of students.

Awareness Campaigns on Helmet use, Swachata Abhiyaan, Investor Awareness, Consumer Awareness, Organ Donation and Anti-Superstition Awareness have been conducted.

As a result of the above contribution and in recognition of its achievements the NSS unit received several awards at the District as well as University level.

The NSS Unit has received the Best NSS Unit of District for two years 2012-13 and 2008-09.

The NSS Unit Volunteers have received the Best NSS Volunteer at District Level thrice and Best Volunteers of the University once.

The NSS Unit Programme Officer Prof .Alwin Menezes has received the Best NSS Programme Officer of the District Award for Two Years and was also awarded the Best NSS Programme Officer of the University Award.

The NSS unit thus has made a distinct mark in the college through its hardwork and commitment and thus has furthered the goals and objectives of the college. This contribution has led to Institutional Distinctiveness as the college has received recognition in the district as well as at the University level.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>



## 5. CONCLUSION

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### **Additional Information :**

While submitting Institutional Information for Quality Assurance (IIQA), the college was awaiting 2f & 12 b status from University Grants Commission (UGC). The same has been granted on 27th February, 2018 and the written communication has been received by us. NAAC has been intimated about the same via email on 27th February 2018. Kindly find the copy of UGC letter attached here:<https://drive.google.com/open?id=1ZKGZmpNb43v6zn2Bnh1bCLpSy8zD5jNy>

### **Concluding Remarks :**

College has created an academic environment for students to be able to take up higher education and acquire competence in various fields of study. As a University affiliated institution, the college adheres to prescribed norms, rules and regulations. Graduates of the college have entered into various fields and are a proof of the achievement of some objectives as stated in the vision and mission statements. The college aims to expand and achieve competency that is expected in the present scenario.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.2	<p>Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>1.2.2.1. Number of programmes in which CBCS/ Elective course system implemented. Answer before DVV Verification : 03 Answer after DVV Verification: 03</p>																				
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 01 Answer after DVV Verification: 01</p>																				
2.1.1	<p>Average percentage of students from other States and Countries during the last five years</p> <p>2.1.1.1. Number of students from other states and countries year-wise during the last five years Answer before DVV Verification:</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>29</td><td>33</td><td>30</td><td>24</td><td>33</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>37</td><td>37</td><td>35</td><td>24</td><td>38</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	29	33	30	24	33	2016-17	2015-16	2014-15	2013-14	2012-13	37	37	35	24	38
2016-17	2015-16	2014-15	2013-14	2012-13																	
29	33	30	24	33																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
37	37	35	24	38																	
2.2.3	<p>Percentage of differently abled students (Divyangjan) on rolls</p> <p>2.2.3.1. Number of differently abled students on rolls Answer before DVV Verification : 05 Answer after DVV Verification: 04</p>																				
2.4.4	<p>Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years</p> <p>2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years Answer before DVV Verification:</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>00</td><td>1</td><td>1</td><td>1</td><td>2</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	00	1	1	1	2										
2016-17	2015-16	2014-15	2013-14	2012-13																	
00	1	1	1	2																	

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
00	01	01	01	2

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

3.3.3.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
28	04	08	08	03

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
28	04	08	08	03

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

3.3.4.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
28	05	08	08	03

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
01	00	01	04	00

Remark : Data mismatch for 2016-17 with the supporting document attached.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
00	01	01	01	02

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
01	00	01	02	01

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
1397	1491	1360	335	390

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

Remark : The google drive link provided by HEI is not functional hence the number couldnot be verified. Also no other supporting document is provided by HEI.

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	03	03	03

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	03	03	03

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
1.62	1.09	3.13	1.21	2.10

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
1.62	1.09	3.13	1.21	2.10

5.2.2	<p>Percentage of student progression to higher education (previous graduating batch)</p> <p>5.2.2.1. Number of outgoing students progressing to higher education Answer before DVV Verification : 471 Answer after DVV Verification: 477</p> <p>Remark : Data mismatch for 2016-17 with the supporting document attached.</p>																				
6.3.2	<p>Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</p> <p>6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years Answer before DVV Verification:</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>31</td><td>16</td><td>14</td><td>21</td><td>24</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>31</td><td>16</td><td>14</td><td>21</td><td>24</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	31	16	14	21	24	2016-17	2015-16	2014-15	2013-14	2012-13	31	16	14	21	24
2016-17	2015-16	2014-15	2013-14	2012-13																	
31	16	14	21	24																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
31	16	14	21	24																	
7.1.11	<p>Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)</p> <p>7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years Answer before DVV Verification:</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>11</td><td>9</td><td>7</td><td>11</td><td>6</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	11	9	7	11	6	2016-17	2015-16	2014-15	2013-14	2012-13					
2016-17	2015-16	2014-15	2013-14	2012-13																	
11	9	7	11	6																	
2016-17	2015-16	2014-15	2013-14	2012-13																	

	11	9	7	11	6
7.1.17	<p>Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years</p> <p>Answer before DVV Verification : 29 Answer After DVV Verification :14</p>				

## 2.Extended Profile Deviations

ID	Extended Questions
1.2	<p>Number of self-financed Programs offered by college</p> <p>Answer before DVV Verification : 03 Answer after DVV Verification : 5</p>