



DAAR-UL-REHMAT TRUST's
A. E. KALSEKAR DEGREE COLLEGE

PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI

Accredited by NAAC with "B++" Grade

Near Bharat Gear Factory, Post Dawla, Kausa, Mumbra, Thane - 400 612

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Ref. No.: AEKC/45/19

Date: 29/01/19.

To
The Director,
National Assessment and Accreditation Council,
Bangalore.

Sub.: Submission of AQAR for the year 2017-2018 by email.

Dear Sir,

We are hereby enclosing AQAR for the year 2017-2018 with NAAC track ID MHC0GN27690 of DRT's A. E. Kalsekar Degree College, Near Bharat Gear Factory, Post Dawla, Kausa-Mumbra, Thane – 400612.

Kindly acknowledge it.

Thanking you.

Yours faithfully,

Principal,
Dr. Nisar Shaikh,
9892426872



IQAC Co-ordinator,
Mrs. Arjumand Rawal
9819185653

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ANNUAL QUALITY ASSURANCE REPORT

For Academic Year 2017-2018

(Track ID : MHCOGN27690)

**Submitted to
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
P.O.BOX.NO 1075, Nagarbhavi Bangalore: 560072**



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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

DAAR UL REHMAT TRUST'S A.E.
KALSEKAR DEGREE COLLEGE

1.2 Address Line 1

Near Bharat Gear Factory, Post Dawla

Address Line 2

Kausa-Mumbra

City/Town

Thane

State

Maharashtra

Pin Code

400612

Institution e-mail address

aeKalsekarcollege@yahoo.com

Contact Nos.

7718849040/ 7718848040

Name of the Head of
the Institution:

Dr. Nisar Ahamad Shaikh

Tel. No. with STD Code:

7718849040/7718848040

Mobile:

9892426872



**Name of the IQAC
Co-ordinator:**

Mrs. Arjumand Zubair Rawal

Mobile:

9819185653

IQAC e-mail address:

kalsekariqac@gmail.com

1.3 NAAC Track ID

MHCOGN 27690

1.4 NAAC Executive Committee

No. &Date:(For Example EC
/32/A&A/143 dated 3-5-2004.

*This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

EC(SC)/29/A& A/501 dated 27th November
2017

1.5 Website address:

www.aekalsekarcollege.com

Web-link of the AQAR:

<https://aekalsekarcollege.com/naac-aqar-2017-18/>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012.13.doc>

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	2.76	2017	2022

1.7 Date of Establishment of IQAC:DD/MM/YYYY

12/08/2014

1.8 AQAR for the year (for example 2010-11)

2017 - 2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)



1.10 Institutional Status

University State - Central - Deemed - Private -

Affiliated College Yes No -

Constituent College Yes - No

Autonomous college of UGC: Yes - No

Regulatory Agency approved Institution Yes - No -
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men - Women -
Urban Rural - Tribal -

Financial Status Grant-in-aid - UGC 2(f) - UGC 12B -
Grant-in-aid +Self Financing Totally Self-financing -

1.11 Type of Faculty/Programme

Arts Science Commerce Law - PEI(Phys Edu) -

TEI (Edu) - Engineering - Health Science - Management -

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST



UGC-Innovative PG programmes

NA

UGC-COP Programmes

NA

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
Community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

-

2.9 Total No. of members

12

2.10 No. of IQAC meetings held :

06

2.11 No. of meetings with various stakeholder: No. **15** Faculty **05** Students **03**

Non-Teaching Staff **02** Alumni **03** Others Parents **02**

2.12 Has IQAC received any funding from UGC during the year?

If yes, mention the amount

Yes

-

No

✓

2.13 Seminars and Conferences (only quality related)

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

Total Nos. **12** International **1** National **-** State **1** Institution Level **10**



(ii) Themes

- Workshop for staff members on “Guidelines for NAAC Preparation”
- Seminar on “Guidance for NAAC & Library visit ”
- One day State Level Workshop on “Research Methodology& Data Analysis”
- Seminar on “Use of E resources in Research ”
- Arranged Training session On Green Audit for the staff.
- Workshop for staff members on “Sustainability & CSR”
- Workshop on “Revision of syllabus in Zoology, university of Mumbai”
- Workshop on “Revision of syllabus in Commerce, University of Mumbai”
- Workshop for Administrative Staff “Documentation for NAAC “
- Workshop for Non Teaching Staff “ Guidelines for NAAC”
- One day Multidisciplinary International Conference on “Emerging Issues in Contemporary India: Local & Global Perspectives”
- Conducted Training session for ISO for the staff member.

2.14 Significant Activities and contributions made by IQAC

The significant activities and contributions made by IQAC are:

- Preparation and submission of Self Study Report of the institution.
- IQAC made significance contribution during the two days peer team visit of NAAC.
- The College completed first cycle of Accreditation by NAAC and scored B++ grade.
- Recommendations were given for additional seats in Arts, Commerce ,BMS& BSc - IT faculty and also for Additional division in BMS & BSc –IT.
- Organised Training sessions for Green /ISO/ Academic Audit for the staff.
- Conducted Internal & External Green Audit, Academic Audit & ISO.
- Emphasis on quality sustenance and enhancement in various meetings of staff& students.
- Arranged Workshops for faculty & administrative staff.
- Conducted Lectures, Seminar ,workshops for students & stakeholders .
- Syllabus Revision Workshop in Zoology, Commerce/BBI/BMS in Collaboration with University of Mumbai
- Guidelines for Conducting Certificate /add on /short term courses for Employability & skill development
- Developing linkages with institutes /industry.
- Promotion of Research culture and Placement opportunities for students .
- Organised One Day Multidisciplinary International Conference on “ Emerging Issues Contemporary India : Local & Global Perspectives”.
- Research Papers published in UGC listed an international Multidisciplinary Quarterly Research Journal with impact factor 5.2.
- Encouraged Committees to organise sports, cultural events (Collegiate/ Intercollegiate)and celebration of important days in the College.



2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements /Outcome
To prepare for first cycle accreditation of NAAC.	<ul style="list-style-type: none"> Preparation and submission of Self Study Report of the institution. IQAC made significant contribution during the two days peer team visit of NAAC. The College completed first cycle of Accreditation by NAAC and scored B++ grade.
To seek permission for additional division /new courses	<ul style="list-style-type: none"> Permission received for additional seats in Arts, Commerce ,BMS & BSc - IT faculty Additional division in BMS & BSc –IT
To conduct activities for quality enhancement and monitor the Teaching –Learning process	<ul style="list-style-type: none"> Organised Faculty Development Programmes Co-Curricular activities conducted by Dept./Forums Staff members attended syllabus Revision workshops/Orientation & Refresher Courses Successful conduction of ISO training Implementation of Teachers Diary
To promote Research Culture:	<ul style="list-style-type: none"> Organized Research Workshop/International Conference Motivated students for Avishkar/UDAAN research Conventions
To continue Institutional Social responsibility	<ul style="list-style-type: none"> Successfully completed social outreach programmes under NSS,DLLE ,Students Council & WDC
To Develop Linkages with Institutes /Industries.	<ul style="list-style-type: none"> Signed MoU with institutes & industries for academic, Medical & Placement purpose.
To upgrade Infrastructure &Library Learning resources	<ul style="list-style-type: none"> Upgraded Infrastructure for overall development of the institution New classrooms are added on 5th Floor. Smart classrooms with projectors and multimedia facilities. Gymnasium with latest equipments. Renovation of seminar room. Garden development, Playground, Botanical Garden & composting Pit Semi –Automation of Library E-Resources in library Membership of British Library
To enhance Student Support Schemes	<ul style="list-style-type: none"> The college provides financial assistance to economically needy students & differently able students. Prizes & scholarship are awarded to academic achievers, sports, cultural & for social contribution. It provides guidance in applying for various scholarships scheme offered by government & various public trusts. Book Bank scheme / Earn and learn scheme
To strengthen Alumni& Alma mater relations.	<ul style="list-style-type: none"> The Alumni Association made a strong bond of Alumni & Alma mater. The Alumni association organized meetings of Alumni



	<p>and took suggestions from them for the overall development of college.</p> <ul style="list-style-type: none"> • Interaction between institution & Alumni through notice, whatsapp & college website. • Alumni contributed by organizing workshops, training sessions and events in the college. They whole heartedly participated in preparation for NAAC visit.
To make Ex student Association active through social media & website	<ul style="list-style-type: none"> • The Ex student Association made a strong bond of Alumni & Alma mater • Alumni contributed towards college development • Interaction between institution & Alumni through whatsapp & college website.
Introduction of skill development Centre	<ul style="list-style-type: none"> • Skill Development Centre has been set up. Various short term courses were introduced under it .
To Conduct Audits	<ul style="list-style-type: none"> • Internal and External Green audit successfully conducted. • Also conducted Internal Academic Audit .

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR for the academic year 2017-18 was placed in Management meeting and with few suggestions was approved by the management. College Development Committee was formed as per new University Act 2016.



Part – B
Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	3	-	3	6
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	2	-	-	-
Others	-	-	-	-
Total	5	-	3	6
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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

The college follows syllabus framed by University of Mumbai. In 2016-17 the University introduced choice based system for all first year classes. In 2017-18 it continues for all second year classes. Need based syllabus revision is done by Board of Studies of different subjects. Workshops were organised by College in Commerce/BBI/BMS and Zoology Subjects to discuss syllabus revision for next academic year.



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

Skill Development Centre was set up in the academic year 2017-18. Certificate / Short term courses were introduced under it to enhance employability & entrepreneur skills of the students.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty : 12

2.2 No. of permanent faculty with Ph.D. 04

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	0	01(Principal)	0	0	0	01(Librarian)	0	12	0

2.4 No. of Guest and Visiting faculty and Temporary faculty - 03 21

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	-	-
Presented papers	40	-	-
Resource Persons	-	-	-

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

The college encourages the staff and students for adopting Innovative process in Teaching – Learning which is as follows :

- Use of Smart classroom to deliver ICT based lectures/Presentations
- Bridge courses are conducted for First Year students
- Use of map/ chart model/ PPT
- Educational / Industrial visits for practical Knowledge
- Documentary/ Film Screening
- Assignment / Project / FRT/ Synopsis
- Marketing / IT fest/ Group Discussion /Debates /Quiz/Mock Parliament, Historical Drama, Case studies /Exhibitions

2.7 Total No. of actual teaching days During this academic year 211



2.8 Examination/ Evaluation Reforms initiated by the Institution

- Pre Exam meetings for instructions to staff.
- External Moderation for subjects with more than 100 student strength & Internal Moderation for subjects with less than 100 student strength
- Photocopy/Revaluation
- CAP centre for Cluster /University Exams
- Vigilance Squad rounds during University /College Examinations
- Recounting of Marks at college level exams.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

02	-	13
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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Class	Sem	O		A		B		C		D		E		F		Appeared			PA SS	%
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	T				
TYBA G1	V	-	1		9	1	4	-	14	-	3	-	-	-	13	1	44	45	32	71.11
	VI	-	4	1	14	-	15	-	7	-	2	-	-	-	3	1	45	46	43	93.48
TYBA G2	V	-	-	-	9	1	13	-	6	-	3	-	-	3	12	4	43	47	32	68.09
	VI	-	-	-	16	-	12	3	6	-	3	-	-	1	7	4	44	48	40	83.33
TYBCO M	V	-	14	11	57	13	53	5	14	4	10	-	1	20	25	53	174	227	182	80.18
	VI	1	11	8	62	10	40	12	25	7	8	1	1	12	26	51	173	224	186	83.04
TYBSc CHEM	V	-	2	-	10	1	7	-	-	-	-	-	-	6	8	7	27	34	20	58.82
	VI	-	4	2	12	-	5	1	2	-	-	-	-	5	4	8	27	35	26	74.29
TYBSc ZOO	V	-	2	-	25	-	8	-	-	-	-	-	-	2	9	2	44	46	35	76.09
	VI	-	2	-	27	-	9	-	-	-	-	-	-	2	7	2	45	47	38	80.85
TYBBI	V	-	-	-	5	-	9	-	4	-	1	-	-	2	7	2	26	28	19	67.86
	VI	-	-	-	13	-	9	-	2	-	1	-	-	2	1	2	26	28	25	89.29
TYBMS	V	-	2	1	8	6	9	8	7	3		-	-	11	3	29	29	58	44	75.86
	VI	-	2		6		9	6	6	4	1	-	-	19	5	29	29	58	34	58.62
TYIT	V	3	7	7	16	1	1	-	-	-	-	-	-	15	4	26	28	54	35	64.81
	VI	5	6	6	7	2	1	1	5	2	2	1	-	9	7	26	28	54	38	70.37



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

- The IQAC chalks out its objectives and academic calendar at the beginning of the academic year.
- It provides guidelines to all departments regarding the activities of the institution.
- Orientation Programmes are arranged for students and Parents.
- IQAC encourages the use of ICT in the classroom to enhance teaching.
- The IQAC gives suggestions to the librarian for arranging learning resources such as journals, periodicals, E- resources.
- IQAC also give suggestions for the improvement in infrastructural facilities for Teaching learning process
- It organizes lectures/seminars /Conference &workshops on faculty development to enhance teaching learning process.
- It encourages faculty members to attend Orientation / Refresher courses organized by academic staff college.
- Teachers Diaries, Com/Dept Term End report are assessed by authorities at regular intervals and observations are communicated to the teachers.
- Feedback system to assess & improve teaching learning process.
- Result analysis is discussed /communicated to staff members during meetings.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	03
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	01
Others(College Syllabus revision workshops)	13

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	00	0	08
Technical Staff	00	00	0	03



Criterion – III

3. Research, Consultancy and Extension

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

- Staff members are motivated to pursue research work & Ph.D.
- Seed Money to staff/ student for promoting research culture.
- Students research papers published in journal/ magazine
- Encourages staff and students for Avishkar/ Udaan research conventions. Students are provided with financial and technical assistance as per the need during these programmes.
- Organised Workshop & International Conference. Concession in publication copy is given to young researchers.
- Mementos & certificates are awarded to young researchers.
- Suggestions to Library to increase books/ Journals on research & use of E-Resources.
- Suggestions for use of Science Laboratories for research Scholars.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS



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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	2017-2018	DRT Management	10,000	10,000
Any other(Specify)	1Year	DRT Management	20,000	20,000
Total		DRT Management	30,000	30,000

3.7 No. of books published : i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	NIL	-	-	-
Sponsoring agencies	Management	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
 Total



3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	01	-	-	01	-	-

- One Faculty & Two Students received Best paper presenter certificate in One Day Multidisciplinary International Conference
- One project in Science Category was selected for final round of 12th inter-collegiate district/zonal level in Avishkar research convention organised by University of Mumbai.

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

01
06

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

-

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

JRF

-

 SRF

-

 Project Fellows

-

 Any other

-

3.21 No. of students Participated in NSS events:

University level

200

 State level

02

National level

-

 International level

-

3.22 No. of students participated in NCC events:

University level

-

 State level

-

National level

-

 International level

-

3.23 No. of Awards won in NSS:

University level

05

 State level

-

National level

-

 International level

-

3.24 No. of Awards won in NCC:

University level

-

 State level

-

National level

-

 International level

-



3.25 No. of Extension activities organized

University forum	-	College forum	6
NCC	-	NSS	40appx
		Any Other	8 DLLE

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

The college mission statement emphasizes on inculcating moral & social values & developing responsible citizenship.

The college has a vibrant NSS unit, Extension Department (DLLE), WDC & Student Council who undertake various programmes & organizes a number of extension activities which are as follows:

➤ **NSS :**

- The NSS unit organizes awareness drives on issues like health, environment, cyber safety, organ donation, road safety, cleanliness drive etc in the vicinity.
- The unit also organizes blood donation camp, thalassemia detection camp, tree plantation drive, Consumer guidance, Milk testing swatch bhara abhiyan, pulse polio drive, voter registration campaign for the benefit of local community
- Volunteer attended Training sessions on Road safety, Green wall Concept, Leprosy Detections, Composting etc.
- Various Days are observed /Celebrated like World Wet land day, NSS day, International Yoga day as a part of ISR.
- Volunteers had participated in surveys and submitted reports to the concerned authorities.
- During residential camps students had constructed Check dams useful for village farmers, conducted cleanliness drives, tree plantation and awareness campaign in the village.
- Ongoing projects at DRT's Orphanage for girls.
- During the extension activities, faculty and students interacted with NGO's, TMC officials, Police Station, Hospital, Primary Health Centre, schools and people in the neighbourhood. People were invited for fests, exhibitions and events from the locality.

➤ **DLLE:**

- The Department organised Seminars, Group Discussion , Poster exhibition on Current social issues under PEC project at college and community level .
- Career related Chart Exhibition ,Interviews of persons/Officials were conducted under Career Project.
- Survey on Status of Women in Society was conducted under SWS project at community level.
- College won Second Prize in Skit Competition on status of Women and Consolation prize in Poster Making Competition at UDAAN Fest organized by DLLE, University of Mumbai.

➤ **Women Development Cell:**

It organizes gender sensitization workshops and conducts various competitions along with the NGO Majlis which works for women empowerment. These competitions are held every year and students are given certificates for the same.

- **Students Council:** Student council is actively involved in organizing important events in the college like Annual Day, Independence & Republic Day. It creates awareness by celebrating Constitution day, Yoga day & International Students day. It invited Alumni and stakeholders as guests for events.



- **Nature Club & Adventure Club** hosts workshops & events on generating environment consciousness among students & locals. It also organizes adventure activities and nature trails which generates interest in nature conservations and spirit of adventure.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4077.62 Sq.mtr	-	-	4077.62
Class rooms	20	03	Management	23
Laboratories (Sci - 03 , Comp -03 & Electronics- 01)	07	-	-	-
Seminar Halls	01	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	70	20	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	679983	Management	679983
Others New Library Extension	01	01	Management	-
Teachers Research Room	--	01	Management	-

4.2 Computerization of administration and library

- The College Administrative office has computerised data for Tally, Fees collection, admissions, scholarship, results.
- The College Library has SOUL 2.0 Software for Library management system, which is used for :
 - Acquisition of Books
 - Budgeting
 - Cataloguing of Library Text Books & Reference Books
 - OPAC (For searching Books and Member Status)



4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18741	2214917	2480	314580	21221	2529497
Reference Books	1555	750000	293	248988	1848	998988
e-Books	N-List	5000	N-List	34,500	1	39500
Journals	56	116727	6+continue	6177+continue	62	122904
e-Journals	N-List	5000	N-List	34,500	1	39500
Digital Database	-	-	-	-		-
CD & Video	65	11988	07	-	72	11988
Others (specify)	-	-	British C.L.	11,000	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	86	55	-	13	-	09	07	02
Added	22	18	-	-	-	-	03	01
Total	108	73	-	13	-	09	10	03

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

- Workshop on “Research Methodology& Data Analysis”
- Lecture on “Use of E resources in Research& Library”
- Orientation programme of Library learning resources for staff & students
- Training sessions for Internal/ External Green/ ISO/ Academic Audit conducted for staff & students
- Seminars /lectures are arranged for students on cyber security which has benefitted more than 100 students of Commerce/BBI and Bsc. IT.

4.6 Amount spent on maintenance in lakhs:

i. ICT	1.40816
ii. Campus Infrastructure and facilities	16.89955
iii. Equipments	0
iv. Others	0
Total	18.3080



Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information of Support services /facilities/Scholarships are printed in college Prospectus and are also available on College website.
- IQAC conducts orientation program for students and parents in which information about these services /facilities is shared. Library orientation conducted at the beginning .
- Notices regarding scholarship, Counselling, career guidance are circulated /displayed from time to time.
- IQAC gives suggestion for improvement in support services to different departments /library /administrative staff. Further checks progress /monitors through feedback system.
- Annual Prize distribution is organised to felicitate academic rankers, Committee /forum Incharge ,Volunteer ,Best student etc.
- Degree Distribution Ceremony is organised to felicitate Graduates .
- The photos of rank holders and Achievers are published in the annual college magazine.

5.2 Efforts made by the institution for tracking the progression

- Eligibility /Enrolment /Transfer Certificate /Migration record maintained in college office.
- Ex Students Association meet is conducted to keep track record. Registration of Alumni with details available on college website
- Students who pass UG programmes are motivated to continue their post-graduation & other studies by the faculty members.
- Career Guidance seminars, workshops and guest lectures are arranged for pursuing higher education.
- Students are guided and encouraged to prepare for competitive exams
- Entry level Academic record is monitored by class teacher. Semester wise results updated.
- Mentoring of students further helps to track progress
- Parent teachers meeting are conducted
- Discussion on Progression in Staff Meeting
- The institution provides library and internet facilities which helps in reference work.
- The alumni association invites their alumni to talk and share their expertise and success stories. This help in informing & inspiring our students.
- It invites experts for training students to appear for aptitude test, group discussion and interview for better placement.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1863	-	-	-

(b) No. of students outside the state

11

(c) No. of international students

-

Men	No	%
	462	25%

Women	No	%
	1401	75%



Last Year (2016-2017)						This Year (2017-2018)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1739	.	.	01	01	1741	1858	-	01	02	02	1863

Demand ratio

Dropout %

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

- The College organizes Guidance lectures for our students and invite experts from different fields to guide them while appearing for various competitive exams.
- Library has reference books and other material for competitive exam and library facilities are available to students and outsiders .
- Also the faculty informally guides the students as and when they ask for help.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- The students are provided academic, personal, career and Psycho-Socio counselling services which are as follows:-
- Students are guided for choosing the streams and subjects at the entry level.
 - Teachers provide help to students in their regular academic pursuits. They conduct remedial lectures for slow learner and weak students. Advance learners are encouraged for reference work in library.
 - Academic matters are also discussed with the parents at Parent–Teachers meeting.
 - Teachers interact with the students informally where students share their personal problems.
 - The college has a Mentoring system wherein teacher-mentor engage in one to one counselling.
 - The counselling cell guides and counsels students with personal problems like financial, health and family issues .
 - Lectures related to Stress Management, Overcoming Exam Fear etc are arranged in the institution.
 - The Career Guidance Placement Cell organizes on career opportunities in various fields.
 - Short term courses and Lectures are organized on Skill development, Career–Goal setting etc for the benefit of the students.
 - Lectures and Guidance sessions are held on Cyber safety, Gender sensitivity, Self-defence & Self awareness programmes.
 - Job Fair was arranged which received a huge response from corporates .students and locals .

No. of students benefitted



5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
24	550 (including locals)	20	58

5.8 Details of gender sensitization programmes

- NSS unit organised events on gender Sensitisation in college and community level.
- Expert lecture by Advocate by Masood Peshimam 'Women Rights in Islam'.
- Verbal/ Non verbal comp. in collaboration with 'Majlis on 11th December 17' "Expression with consent"
- DLLE students conducted survey of around 960 women in the society under SWS project.
- DLLE students presented skit on "Status of Women in society " and won 2nd prize at UDDAN fest organised by DLLE ,University of Mumbai.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	134	1,73,411/-
Financial support from government	81	-
Financial support from other sources	25	40,000/-
Number of students who received International/ National recognitions	-	-



5.11 Student organised / initiatives

Fairs : State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No major grievances

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The Vision, Mission and Objectives of the institution are as follows:

College Vision : “ My Lord! Increase Me In Knowledge”.
 (Surah Taha 20:114)
 “O Rabb open for me my heart”
 (Surah Taha 20:25)

College Mission : “Achieving academic excellence by providing self-development opportunities, inculcating right moral and social values and developing responsible citizenship.”

6.2 Does the Institution has a management Information System

Yes the College has Management Information System

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

Curriculum Development

- Workshop on revision of syllabus (Zoology and Commerce/BBI/BMS) wherein Subject teachers from various colleges , stakeholders ,nominees from companies were invited to get their views /expectations from students regarding syllabus was obtained.
- Short term/ Certificate/Add on courses/ Bridge Courses are conducted to enhance students’ knowledge.
- Faculty of Urdu is member of Syllabus Committee.
- College Principal is co-convenor of syllabus committee in zoology. Teachers are encouraged to attend workshop/ conference related to syllabus.
- Flexibility in the form of Subject options / Elective options is given to the students.



6.3.2 Teaching and Learning

- Preparation of Academic calendar at the beginning of the academic year.
- Faculty Development Programmes are organised to enhance teaching learning process.
- Faculty members are deputed to attend Orientation / Refresher courses organized by academic staff college to upgrade their skills and subject Knowledge
- Teachers are encouraged to use ICT methods for Teaching Learning Process. Introduction of Cybernetics, smart board to enhance teaching.
- Suggestions are given to the librarian for arranging learning resources such as journals, periodicals, E- resources.
- Infrastructural facilities are regularly upgraded for Teaching –Learning process.
- Staff members are motivated to participate and publish papers at various National and International seminars/conferences related to their subjects
- Feedback system to assess & improve teaching learning process.

6.3.3 Examination and Evaluation

- Choice Based Grading System was introduced by university and implemented since 2016-17.
- IT room for exam is well equipped for downloading of question papers from University.
- The institution monitors the programme and performance of the students through:
 - Tutorials, Practical, Class presentations, Classroom Interactions during the term.
 - The Internal and External assessment are held semester wise as per norms.
 - Preliminary exams for First year /Third Year students.
 - The results are declared within stipulated time on the college notice boards.
 - Result Analysis further helps in monitoring students' performance.
 - PTA meetings are conducted to share the analysis with their parents especially in cases where the student is falling short of the expected standards.
 - Mentoring/Counselling is provided to the students regarding improvement of their performance and grades.
 - Remedial classes are also conducted for the academically weak students.
 - Differently abled students are provided with writer or other facilities as per university guidelines.

6.3.4 Research and Development

- The institution sets aside a budget for organizing seminars and Research Conferences, in the college.
- The Institute allows all the staff and students to use equipments and research facilities free of cost. The library is equipped with reference books, journals & e-books. Cyber zone and library are open beyond college hours for students & staff benefit.
- The College Management generously spends on project work, exhibition and fests. Excursion are organized for the students of different departments.
- Students were provided financial assistance and guidance for presenting their research projects in Avishkar and Udaan Research Conventions.
- The interaction among various departments is consistent and vibrant. Faculty members have organized and presented papers in interdisciplinary seminars/ conference.
- Multidisciplinary International Conference was organized successfully .



6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Library Advisory Committee works for overall development and smooth running of the library.
- Library Organised Orientation programme for staff and students.
- Upgraded the number of books, periodicals and journals.
- Linkages established with other libraries
- Soul software for computerization of records.
- OPAC /N-List ,CD's /DVD, e-books are made available
- Book bank facility.
- Advanced learner facility, Ex-student/ Scholar /Visitor membership are provided to the students
- Internet access for students & staff through cyber zone in library.
- Books exhibition was organized in the college.
- Display of interesting and informative articles on notice boards and bulletin board.
- Section & Teachers Research Section
- Display of new arrivals at a prominent place.
- Newspaper and periodicals stands.
- Availability of previous exam question papers.
- Earn & Learn Students are allowed to contribute in library development
- Library has institutional membership of British Council Library. Users are allowed to issue books from BCL
- Reprographic services
- Inauguration of Circulation & Teachers Research Section
- Upgraded Infrastructure for overall development of the institution
- Smart classrooms with projectors and multimedia facilities.
- Gymnasium with latest equipments was set up for staff & students

6.3.6 Human Resource Management

- The institution provided ISO/ Academic training to its staff for effective implementation of the Quality assurance procedure.
- The institution regularly conducts workshops and seminars on different topics that helps in quality improvements such as Collaborative learning initiatives, research paper writing, Computer training ,workshops on Preparation of Documentations etc.
- The Faculty Development Programme are arranged to enhance teaching learning and improve ICT skills of staff for ICT based teaching.
- Regular meetings / workshops are conducted with office & support staff.
- The impact of these trainings can be seen in the smooth & efficient performance of college activities.
- Faculty members who were due to attend Orientation Programmes, Refresher Courses or Short-term courses for Career Advancement were encouraged to attend the same.
- The faculty members due for placements under CAS were informed about the procedure and encouraged to submit the duly-filled forms on time.



6.3.7 Faculty and Staff recruitment

- The institutions guidelines are aligned with the guidelines given by University of Mumbai, UGC and HRD ministry of state / central government. Circulars and notices by these departments are given utmost importance in implementation.
- Class room demo lecture in addition to formal interview are conducted for Self finance courses.
- The IQAC implements the API system for placement and promotion of teachers introduced by the Universities.
- Management recruits the non teaching staff as per rules and regulations.

6.3.8 Industry Interaction / Collaboration

- The institution makes continuous efforts to establish industry- institution-community interactions which would be beneficial to the students, staff & community at large.
- The college arranges visits to various institutes, industries for the students which helps them in gaining practical knowledge.
- Experts from industry and banking institutions were invited as resource persons which helped in enriching the knowledge of students & staff.
- Career guidance lectures with experts have been useful to students for gaining insights and selection of appropriate careers.
- Signing of MoUs with various Institutes and Industries
- A number of organisations had interacted with students & locals during Job Fair organised in the College Campus.

6.3.9 Admission of Students

- The college adheres to the guidelines regarding admission provided by University of Mumbai, as applicable to the minority institution.
- The College admission committee consists of teachers from every faculty which enables smooth conduct of admission.
- Admission is given on merit basis without any discrimination.
- The college applies to the University of Mumbai, seeking permission for additional seats and divisions for courses in demand. Permission received from University of Mumbai for additional seats in Arts, Commerce ,BMS & BSc - IT faculty and additional division in BMS & BSc –IT.
- Teachers provided guidance & counselling to the students for the selection of courses.
- Notices regarding the details of admission were displayed on college notice boards.
- University of Mumbai has introduced online enrolment system for undergraduate courses. Confirmation of enrolment takes place after university assigns Permanent Registration Number to the students. Procedure is same for regular & self finance courses.



6.4 Welfare schemes for

a) Welfare scheme for the Teaching staff:

- Financial help is provided to the staff member in case of emergency.
- Medical assistance at OPD & Emergency ward in adjoining Kalsekar Hospital for staff & students.
- The College has a Medical Room for staff & students
- Institution provided training related to stress management, first aid & Lab Safety to its staff for effective implementation of the Quality assurance procedure.
- The Faculty Development Programmes are arranged to enhance teaching learning and improve ICT skills of staff for ICT based teaching. Financial help is provided to the staff member in case of emergency.
- The college reimburses TA expenses of the staff who represent the college in sports, cultural, NSS and other activities.
- The impact of these trainings can be seen in the smooth & efficient performance of college activities
- The college reimburses TA expenses of the staff who represent the college in sports, cultural, NSS and other activities.

b) Welfare scheme for the Non Teaching staff:

- The wards of the college employees are given concession /free ship in fees.
- Duty leaves/study leave are assigned to the staff for educational upgradation.
- Uniform is provided to Class IV employees/security.
- Maternity leaves are granted to the staff members.
- Free computer literacy program /workshops on office documentation are conducted for staff.
- Refreshment and lunch organized for staff during college events
- Regular meetings are conducted with office & support staff.
- The college reimburses TA/DA expenses of the staff who attend workshops & other activities.
- Training & workshops on Lab safety / Fire fighting
- Security system provided to security Guard.
- Necessary accessories like umbrella, Gumboots, etc are provided to class IV employees and security guards.

c) Welfare scheme for the students:

- Students Group Insurance under Yuva Raksha Scheme.
- Book Bank Scheme
- Earn and Learn Scheme
- Prizes and Awards for Meritorious students.
- Medical assistance at OPD & Emergency ward in adjoining Kalsekar Hospital for staff & students
- Scholarship for Handicap students.
- Freeships/ scholarship for DRT's orphanage girls from the Trust.
- Free ship and Scholarship for deserving students.
- Government & University Scholarships /Freeships for Reserved Categories students.
- Camps and Awareness lectures are organized by the College.
- Refreshment facility is provided during the practice session and the events.
- Sports uniform and equipments are provided to members of participating teams.
- Guidance is provided to students about essential intake of nutrients that will keep them fit.
- The college reimburses TA expenses of the students who represent the college in sports, cultural, NSS and other activities.
- Entry fees for participating in intercollegiate events is paid by the college.
- The College has a Medical Room for staff & students.
- First Aid boxes are maintained in Lab, Gymkhana and NSS room.



➤ Multispecialty Hospital is available adjoining the college premises which provides experts services in case of emergencies.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

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

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

For UG Programmes Yes

For PG Programmes

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

- The University sends the question papers online. The College maintain strictness for downloading the question papers and for printing the same.
- The College is also CAP Centre for TYBA/BCom/BSc/BBI/BMS/BSc-IT/MSc university examinations for the cluster colleges
- Online assessment system has been introduced by the University for Semester VI of T.Y.B.Com, T.Y.BMS, T.Y.B.Com (A&F), T.Y.B.Com (B&I), T.Y.B.A. and T.Y.B. Sc. examinations.
- The college adheres to rules of University of Mumbai for Online submission of examination forms, generation of hall tickets and results declaration
- Recounting of evaluated answer paper at college level.
- College Vigilance Squad takes round during college/university examination.
- 100% moderation done for college exams (external moderation for subjects more than 100 students and internal moderation for less than 100 students.)

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

6.11 Activities and support from the Alumni Association

- The college has an active Alumni Association which maintains a strong bond with their alma mater.
- Registration forms for alumni are available on college website.
- Members of the alumni association contribute by providing voluntary services in curricular & co-curricular activities.
- Workshops /Training Programme are conducted by our alumni.
- Toppers talk was organized for first year students to motivate them to set higher goals.
- Active Cooperation of ex-students during NAAC preparation and visit.



6.12 Activities and support from the Parent – Teacher Association

- Parents actively participate in PTA meetings/Orientation
- Parents enthusiastically attend /participate in parent's workshop.
- Parents are invited for annual day and other events in the college
- Active Cooperation of parents during NAAC visit.
- PTA members give suggestion for overall development of College

6.13 Development programmes for support staff

- Support staff is motivated and encouraged to complete their higher education
- Study leaves/Duty Leaves are sanctioned for support staff for educational upgradation .
- Support staff are sent for completion of technical courses required for their nature of jobs
- Financial support in the form of advance when needed by the staff
- Uniform is provided to Class IV employees.
- Refreshment and lunch organized for staff during college events.
- The wards of the college employees are given concession /free ship in fees.
- Maternity leaves are granted to the staff members.
- Free computer literacy program/Training /Workshop for office documentation are conducted for staff.
- Regular meetings/ workshops are conducted for office & support staff
- The college reimburses TA expenses of the staff who represent the college in sports, cultural, NSS and other activities.
- Security /Fire control system provided to security Guard.
- Necessary accessories like umbrella, Gumboots, etc are provided to class IV employees and security officers.

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

The college is undertaking many steps for making the campus and its surroundings eco friendly. The following measures have been taken.

- Appropriate sign boards are put up regarding conservation of electricity.
- The students and peons are instructed to switch off the electric appliances and instruments after use.
- New electrical gadgets are selected after considering minimum power consumption.
- Save electricity campaign is a part of NSS activity where volunteers consciously try to reduce consumption units of adopted households.
- The college has installed solar panels to tap the energy resources.
- Environmental awareness programmes are conducted through NSS unit and Nature Club.
- Weekly water leakage survey is undertaken in the campus.
- Training on composting, water management, planting techniques E-Waste management to IT students and staff .
- Workshop on organic kitchen gardening for parents and student- nature club and PTA
- Plantation of more indigenous plant species in campus.
- Cleanliness drive/ Wetland day/ Environment day celebration by N.S.S unit.
- E waste collection and disposal centre was set up in the institution.
- Green Audit was conducted during the academic year 2017-2018
- Best out of waste competition ,Photography competition on environmental problems in Mumbra Poster and slogan competition on save water were organised by Nature club, NSS unit.
- Workshop on gardening and eco-friendly products were conducted in college campus.
- Botanical garden is created in the college campus to generate interest among students.



Criterion – VII

7. Innovations and Best Practices

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

- Skill Development Centre was set up in the college during academic year 2017-2018. Certificate & Short Term Courses were conducted which enhanced the employability & entrepreneur skills of the students
- Up gradation and enhancement of facilities in Library were made in the academic year 2017-18.
- Gymnasium with latest equipments was set up for staff & students
- Efforts by Green initiative committee, N.S.S, nature club helped in beautification of college campus. Green wall area created in the campus is an endeavour to save environment. E- Waste Collection centre & Disposal at College.
- E resources facilities, semi automation of Library helped in improving services.
- It also helped in Open Source Movement across higher education institutions
- Organised One Day Multidisciplinary International Conference

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

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Achievements /Outcome
<ul style="list-style-type: none"> • Preparation and submission of Self Study Report of the institution. • IQAC made significant contribution during the two days peer team visit of NAAC. • The College completed first cycle of Accreditation by NAAC and scored B++ grade. • Permission received for additional seats in Arts, Commerce, BMS& Bsc - IT faculty and Additional division in BMS & BSc –IT • Organised Faculty Development Programmes • Skill development Centre was set up in the college during academic year 2017-2018.Short Term and Certificate courses were conducted under it. • Co-Curricular activities conducted by Dept/Forums • Staff members attended syllabus Revision workshops/Orientation & Refresher Courses • Successful conduction of Internal/ External Green/ ISO/Academic Audit • Implementation of Teachers Diary • Organised Research Workshops/ Multidisciplinary International Conference • Student participated in Avishkar Research Conventions& received participation certificate • One group from science category received first prize at Thane zonal level Avishkar Programme • Successfully completed social outreach programmes under NSS,DLLE ,Students Council &WDC • Signing MOU with Institute & industries for academic, medical & placement purpose. • Upgraded Infrastructure for overall development of the institution • Smart classrooms with projectors and multimedia facilities. • Gymnasium with latest equipments was set up for staff & students



- Renovation of seminar room.
- Garden development, Playground, Botanical Garden & composting Pit
- Semi –Automation of Library
- E-Resources are available in library
- Membership of British Library
- The college provides financial assistance to economically needy students & differently able students.
- Prizes & scholarship are awarded to academic achievers, sports, cultural & for social contribution.
- It provides guidance in applying for various scholarships scheme offered by government & various public trusts.

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

BEST PRACTICE NO. 1

- **STUDENT WELFARE SCHEMES:**

BEST PRACTICE: - 2

- **SOCIETAL ORIENTED ACTIVITIES**

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- College aims to adopt various initiatives to develop sustainable and ecofriendly campus. Committees like N.S.S, Nature club and Green initiative take up projects and activities contributing in development of ecofriendly campus.
- Green initiative committee initiated 5 projects like tree plantation, awareness of waste management, green purchase, E-waste management and water conservation in the campus.
- Tree plantation project promoted plantation of indigenous and endemic species in the campus which helps to protect environment and add up to the biodiversity of the vicinity.
- Awareness of waste management project supervised and helped to inculcate habit of waste segregation and train students on waste disposal methods of bio and vermin composting.
- Water conservation initiative project keeps check on water wastage and strive to reduce water wastage in campus.
- Green purchase project promoted utilization of ecofriendly products and souvenirs.
- E-waste collection centre is set-up in campus, quantification, sorting and proper disposal of e-waste was successfully conducted.
- N.S.S unit had carried out cleanliness and plastic waste collection drive in the campus.
- Use of paper cups/plates is continued practice in the college canteen and others events.

7.5 Whether environmental audit was conducted? Yes No



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

Strengths:

- Accredited by NAAC with B++ Grade
- Multi faculty college offering conventional and self finance courses.
- Skill Development Centre to enhance Employability.
- Generous and supportive Management committed to social progress.
- Increasing demand for admission every year.
- Aesthetically designed building with excellent infrastructure.
- Vibrant NSS unit and DLLE conducting social outreach programmes.
- Student centric & Societal oriented activities for holistic development of students & locals.

Weaknesses:

- Away from suburban railway station.
- Funding from external sources.
- Limited scope for flexibility in curriculum and examination system.

Opportunities:

- Space and infrastructure available for value added /additional courses.
- Possibilities of collaboration for research and PG programs.
- Scope for academic industry interface for career placement.
- Nature club extension flora and fauna available at the foothill.
- Scope for Value added programme.

Challenges:

- To start PG courses under the constraint of rules and regulation
- Mobilising resources for research & Placement opportunities
- Sustaining quality along with high student teacher ratio & limited time frame.
- Keeping pace with the rapid changes in higher education.

8.Plans of institution for next year

- To introduce new courses in UG and PG sections.
- To increase number of courses in Skill Development Centre to enhance employability & entrepreneur skills of the students & community.
- To Enhance ICT and infrastructure facilities for Teaching –Learning and research
- To strengthen academic industry interface for research ,career development and placement opportunities for students and community .



Mrs Arjumand Zubair Rawal

Dr Nisar Ahamad Shaikh



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



ANNEXURE I : ACADEMIC CALENDAR 2017-2018

Month	Activity
➤ June	<ul style="list-style-type: none">• Reopening of college(5th June '17)• Declaration of first year result,• Admission to second year,• Formation of Committees/preparation for NAAC• Distribution of committee work & class teachership• Orientation/PTA for SY/TY,• Admission to First year/follow-up for additional seats/courses• Providing Office Assistance for student support schemes
➤ July	<ul style="list-style-type: none">• Commencement of regular lectures for first• Orientation for first year students and parents.• Inauguration of Com/Forum/Department activities.• Introduction of Short Term Course under Skill Development Centre.• Bridge courses/ Add on courses• Selection of Student Incharge for Committee.• NSS Enrolment and Orientation./Tree Plantation Drive• Declaration of Semester VI results
➤ Aug	<ul style="list-style-type: none">• Distribution of Marksheets (Semester VI)• Com/Dept/Forum activities/Blood donation Drive• Upgradation of Infrastructure• Enhancing Library Learning Resources• Ex Student's Meet/ Programmes• Ex Students /Parents Feed back• Training session for Green/ ISO/ Academic Audit.• Faculty Development Programme
➤ 25 th – 29 th Aug- 17	<u>MID Term Break</u>
➤ Sept	<ul style="list-style-type: none">• Internal Exam/Practical Exams (Semester I/III and all SFC)• ATKT Exam (Forms distribution & Collection/declaration of dates)• Linkages with Institutes/ Industries• Celebration of Important Days.• Preparation for Avishkar/ UDAAN Research Conventions• Remedial Classes
➤ Oct	<ul style="list-style-type: none">• V semester University Practical Exam• I/III Semester Term End Exam



- 16th Oct-9th Nov -17 Diwali Break/NSS Camp

- Nov
 - I/III Semester Declaration of Results
 - Com/Dept/Forum Activities

- Dec
 - V Semester Declaration of Result
 - Marketing, IT FEST/
 - Commerce Week/
 - Forum Activities(Commerce Forum/ Socio Economics forum / Science & IT Forum).

- 25th Dec to 1st Jan 18 Winter Break

- Jan
 - VI Semester Internal for Regular courses.
 - Internal Exam/Practical Exam/
 - Annual Sports Day/
 - Co-curricular activities conducted by Committees/Departments.
 - Annual Convocation/
 - Intercollegiate Cultural Fest -PARVAAZ

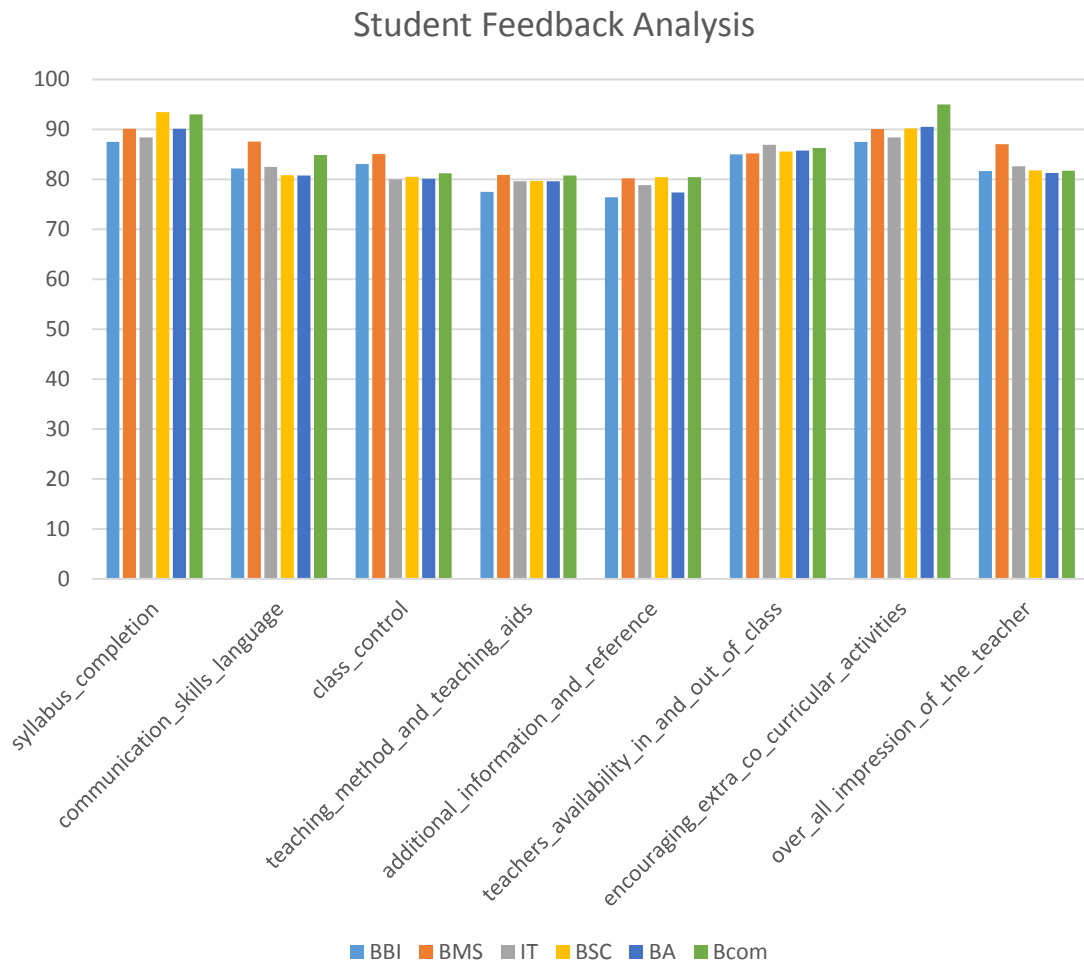
- Feb
 - Faculty Development Programme
 - National/International Conference
 - Annual Day
 - ATKT Exams/Remedial Classes

- March
 - Submission of NSS/DLLE/WDC records.
 - Com/Forum/Dept Reports
 - Feed back from Students

- Mar-April
 - II/IV/VI Term Exam
 - TY Practical exam

ANNEXURE II : FEED BACK ANALYSIS

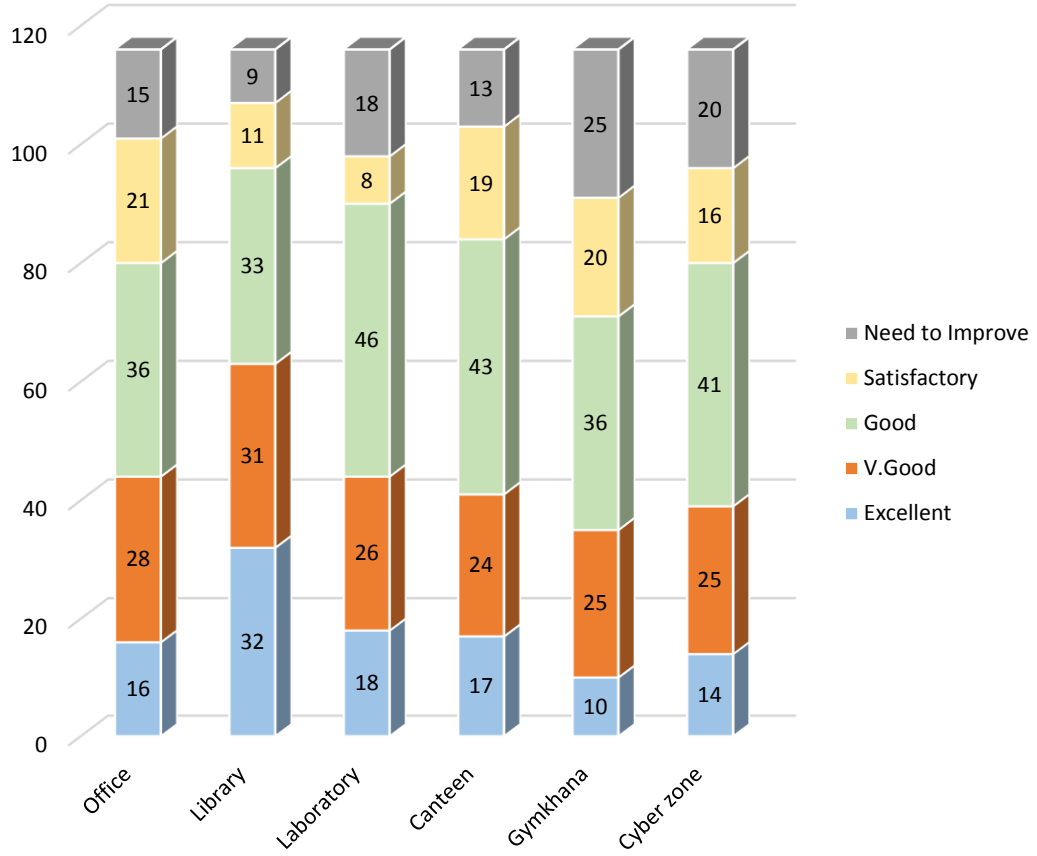
1. STUDENTS FEED BACK ANALYSIS





2. EX STUDENTS FEED BACK ANALYSIS

Feedback on facilities and services





ANNEXURE 3 : BEST PRACTICE 1 & 2

BEST PRACTICE NO. 1

STUDENT WELFARE SCHEMES:

The Epicentre of every college activity are its students. Any activity organized by the institution is done keeping in mind its benefit and utility to the students. Students come from different backgrounds and have different needs and aspirations. The institution assists them in achieving their goals by trying to provide them with the type of support needed by them, be it financial, academic, moral or emotional.

The college has large number of students coming from socio economically weaker section who are mostly first generation learners. Nearly 70% of student's strength is female. Many students are unable to continue higher studies due to financial constrains. They require financial and moral support to pursue higher education.

A. EARN AND LEARN SCHEME

Goals:-

- To help financially weak students to pursue their education.
- To motivate students towards achieving academic success.
- To inculcate self respect, self dependency and dignity of labour among students.
- To provide skilled and confident human resource to the society.

Context:-

College is located in the suburban area . People of the locality mainly belong to middle class family. It becomes very difficult for them to send their children for higher education. Hence our college initiated the Earn and Learn Scheme which helps students to earn while they learn. The enrolled students for the same have to dedicate some hours after college as working hours through which they can easily pay their fees. These students are able to earn excess amount if they work additional hours.

The task assigned in learn and earn scheme is basically the back office work and library work.

Practices including in the scheme are as follows:-

Sr. No	Task	Place
1	Data entry	Office
2	Typing	Office
3	Filling	Office/ Library
4	Maintaining & updating different types of register	Office
5	Arrangement of books	Library
6	Card, due date slip attaching	Library
7	Stamping of books	Library
8	Maintaining books record	Library
9	Staff assistance	Library /office

The 'Earn and Learn Scheme' was started in the initial years of the college on informal basis the basic aim was to generate interest among students towards employment and give them exposure to financial empowerment. Under this system, students assisted the office and library staff in maintaining the records. The interested students have to submit the annual income record followed by the undertaking



letter from parents to allow their wards to continue with Earn and learn scheme without any hesitation.

The students get first-hand experience and knowledge of the tasks mentioned above. It helps the students in gaining fruitful experiences and also helps the institution in establishing good rapport with them.

Evidence of Success:-

The data of students enrolled in Academic Year 2017-2018

Sr. No.	Year	Number of students	Expenditure (Rs.)
1	2017-2018	18	93,411

- The entire scheme included active participation of the students.
- Students have been prevented from dropping out of higher education due to financial reasons.
- Students were able to pursue self finance courses where a fee is higher than regular course and has better job prospects.
- Some of the students of this scheme have been college rank holders and achievers.
- Many of the students have got employment in their chosen field and some are absorbed by the institution.

Problems:-

- Efforts required to continuously monitor students and work under the scheme.
- It is difficult to accommodate more number of students due to time constraints. The 'Earn and Learn' scheme has helped financially backward students to continue their study and also provided them the opportunity for developing confidence and positive attitude towards work.

B. BOOK BANK FACILITY

Goals:

- To provide subject textbooks for financially backward students.
- To provide helping hands for the needy students trying to achieve higher education.

Context:

Book Bank facility is available in our college since inception of the college. Book Bank facility is provided to Economically Backward Class and deserving students on receipt of their requisite forms. . Due notice of book bank is published on all the notice boards at the time of admissions. Study materials (syllabus) are issued semester wise to students for the whole year and taken back after final examination is over.

Practices including in the scheme are as follows:-

- Notices are put up in the library and circulated in the classrooms at the beginning of the academic year.
- Book bank forms are issued from the library to the students along with instructions.
- Scrutiny of forms is done by the librarian & recommendation list is prepared.
- After approval by the sanctioning authority, Librarian does processing & places orders for required books.
- Notices are circulated in classes for issuing of books under the scheme.

Evidence of success:

Year	No. of Students Benefited
2017-18	127



- Book bank facility provides a helping hand to the needy students who are unable to afford textbooks.
- Students are allowed to use the books throughout the year. It helps in improving their academic performance.
- It also uplifts the maximum utilization of library facility by students.

Problems:

- Delay in submission of book bank forms with required documents.

C. SCHOLARSHIP

Goals:

- To provide financial assistance to meritorious and deserving students of the college.
- To motivate students for higher studies and achieving good academic results.
- To encourage students to participate in co-curricular & extracurricular activities.

Context:

The College is situated in the locality with lower income group. Majority of the students do not have sufficient financial support to pursue higher studies hence more possibility of students becoming dropouts. Many students even have to support their families through part time jobs.

Various types of scholarships are offered to students according to their eligibility and financial background.

Practices including in the scheme are as follows:-

- Wide publicity is given to scholarship schemes offered by the government, non government agencies and the college through notices and circulars from time to time.
- The office staff assists and guides the students to apply for different categories of scholarships /free ships.
- The college scholarship committee scrutinizes application forms for scholarship and recommends cases.
- Recommendations for Academic, Sports, Cultural, and other categories are forwarded by the respective departments.
- Students are provided by office with the required documents to apply for scholarships and free ships to other agencies.

Evidence of success:

Year	College Management	Government /University
2017-18	134	84

- The students are provided scholarship from the college under the following categories:
 - a) Economically weaker students
 - b) Academic Toppers
 - c) Differently abled students.
 - d) Sports & Cultural activities
 - e) Social Contributions
- The Management provides scholarship / free ship to needy students and also to the wards of staff members. The Management pays entire fees of orphanage girls studying in the college.
- The College helps and guides students to apply for various scholarships and provides required documents.

Problems:

- It becomes difficult to trace deserving students if not approached for governmental scholarships.
- It requires lot of documentation and follow up.



The entire scholarship programme became a fruitful activity when students complete their graduation and become academically equipped to apply for jobs. The scheme provides a helping hand to needy students many of them do well for themselves later on. The college encourages students to continue their studies as well as also motivates them for excelling in extracurricular activities.

A. Students Group Insurance:

Year	Students	Premium (Rs.)	Beneficiary	Claim (Rs.)
2017-18	1866	37,320/-	-	-

The institution not only supports the students financially but also sees to it that they are groomed to provide their best and become productive members of the society. A number of activities, courses and events are organized in the college to serve this purpose. There is active involvement of the Management and every staff member to achieve the objective of providing self development opportunities and responsible citizenship, thus contributing towards Nation building.

BEST PRACTICE: - 2

➤ **SOCIETAL ORIENTED ACTIVITIES**

Goals:-

- To create awareness and sensitise students and staff about the various issues concerning the society.
- To make positive contribution to the community by participating in projects related to the betterment of the society.
- To develop good rapport with local community and improve quality of life.
- To develop problem solving attitude and team spirit among students thus creating responsible citizenship.

Context:-

Most of the students are local residents and are aware of the problems in the society. Many people living in the adjoining area belong to low income group, poor literacy rate and are unaware about many health and environmental issues. Our students fill in the gap by reaching out to them through various societal oriented activities taken up by the extension units of the institution. The students get exposure to the practical work experience and make positive contribution to the society. They also gain experience which will help them to face the challenges confidently in future life. The management and staff encourage and guide the students during these activities. In this process good institution-community network is established which benefits the society by improving quality of life and creating responsible citizenship.

Practices:

A. Health related activities:

- Thallesemia detection camp conducted in the college in collaboration with Rotary Club Thane Suburban.
- Volunteers have participated in every pulse polio drive in the vicinity since the inception of NSS Unit of the College which has benefited thousands of children.
- Blood Donation Drive is conducted every year. In recent years we have collaborated with Triumph Foundation, an NGO that provides free blood to thallesemia patients.
- The College organized Dengue Malaria awareness drives along with Primary Health Centre, Kausa in the schools of the locality during monsoon.



- Lectures, rally competitions are held on various health related issues. Awareness campaign on AIDS, organ donation, tuberculosis, anti-drugs and tobacco are taken up in the campus and community.

B. Consciousness towards Environment

- Tree plantation drives are carried by college NSS unit with A.K Rural development on different locations on the hills. Students participate in mega tree plantation drive of University NSS unit and also help in keeping the college campus green.
- Swachataabhiyan is conducted in the adopted area and information regarding waste segregation, kitchen garden and medicinal plants is provided.
- Composting and medicinal garden is maintained in college campus. Projects on eco-friendly products are displayed by the students.
- Summer Workshop is a regular feature conducted by nature and adventure club.
- A number of activities are organized like street play, rally, film screening, exhibition and competition where in many students enthusiastically participate. Some activities are conducted in the local area.

C. Consumer Education and Awareness:

- Voter ID awareness and registration campaign carried out for the residents of the locality.
- PAN card making camp for quick and easy processing.
- Gender awareness activities.
- Traffic safety and Cyber crime awareness.
- Preparation for competitive exams and higher education

D. Community Surveys:

- College students had actively participated in national economic survey, census, drop out survey and status of women survey.

Evidence of success:

A. Details of Thalassemia Detection Camps:

Dates of the Camp	Number of Beneficiaries Screened (Apprx)	Collaborative Partner
10Aug17	189	Rotary club

B. Blood Donation Camp

Dates of the Camp	No. of Bottles/ Bags Donated	Agency
8Aug17	73	Rotary club

C. Pulse Polio Campaign

Dates	No. of Volunteers
30 June17	18
2-7 June17	10
13 Sep17	48
17 Sep17	35



Problems:-

- The activities require considerable time and energy to be devoted for achieving desired results.
- Getting cooperation from local community is not easy at times.
- Funding agencies and collaborations needed for taking up activities on a large scale.

The number of activities organized by the institution in the vicinity over a long period has helped the institution to develop good rapport and support with the local community. Also the institution has gained reputation and goodwill in the process.