



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	KARNATAKA SANGHA'S MANJUNATHA COLLEGE OF COMMERCE
Name of the head of the Institution	Dr .V. S. Adigal
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02512439952
Mobile no.	9869033064
Registered Email	mcac_college@rediffmail.com
Alternate Email	mcc_iqac@yahoo.com
Address	Manjunatha College of Commerce, Kanchangaon, Khambalpada, Thakurli
City/Town	Thane
State/UT	Maharashtra
Pincode	421201

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Dr. Sushila Vijaykumar			
Phone no/Alternate Phone no.		02512441826			
Mobile no.		9323830372			
Registered Email		mcc_iqac@yahoo.com			
Alternate Email		mcac_college@rediffmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://www.ksmanjunathacollege.edu.in/media/Final-AOAR-2017-2018-1.pdf">https://www.ksmanjunathacollege.edu.in/media/Final-AOAR-2017-2018-1.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://www.ksmanjunathacollege.edu.in/media/Academic-Calendar-2018-2019.pdf">https://www.ksmanjunathacollege.edu.in/media/Academic-Calendar-2018-2019.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.70	2015	03-Mar-2015	02-Mar-2020
<b>6. Date of Establishment of IQAC</b>			02-Apr-2015		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Visit to National Stock	06-Mar-2019		50		

Exchange	1	
Awareness about Commodities and Derivative Markets	20-Feb-2019 7	50
Visit to Magnetic Observatory	15-Feb-2019 1	182
Career Mela	12-Feb-2019 1	2000
Workshop on Stress Management	07-Feb-2019 1	41
Industrial Visit to Jaipur	06-Feb-2019 7	58
SET/NET Workshop by Mr. D.G. Kauntagimath, Karnataka	03-Feb-2019 2	50
Library Books Exhibition	15-Oct-2018 2	623
Workshop on Soft Skills	04-Oct-2018 1	31
Guidance on Research	25-Aug-2018 1	47
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
<b>No Files Uploaded !!!</b>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

Organization of National Level Interdisciplinary Conference entitled "Globalization and Deglobalization - Looking Back and Looking Ahead"

Assistance and monitoring of the process of Career Advancement of Teachers

Initiative for offline Campus Placements

Signing of Memorandum of Understanding with IQAC, Dnyanasadhana as part of IQAC Cluster, India, Technoserve and Satyam Institute

Value added courses on GST, Travel and Tourism and Yoga

[View File](#)

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

Plan of Action	Achivements/Outcomes
Participation in NIRF	Participated in NIRF
Submission of AQAR	AQARs submitted
Workshop on SET/NET	Workshop on SET/NET conducted
Conduct of Career Mela	Career Mela conducted
Conduct of National Conference	National Conference conducted
Digitalization of attendance	Attendance digitalised
Upgradation of Exam and Result software	Software updated
Collection and analysis of feedback	Feedback mechanism followed
Display and Implementation of Academic Calendar	Academic calendar displayed and implemented
Creating awareness about Exams semester grading system	Meetings for disseminating information to students parents
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
College Development Committee	22-Jul-2021

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit	02-Mar-2015
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2019
Date of Submission	08-May-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college has invested in online admission and Examination Softwares from MICM Net Solutions. The modules are functional. Details of students admitted in each class are available from the online admission software which helps in generation of ... The admission software is related to the Examination Software. Report of Admission statistics is sent to the Management on a day to day basis during the Admission Period. The final admission report, including additional seats, is sent at the end of the Admission period. The Examination software enables the smooth conduct of Exams i.e. notification of internal, practical, and Semester End Exams, display of Timetable, proper documentation of the internal and external marks. It also helps in the preparation, declaration, and distribution of results within the stipulated period. Digitalization of Attendance through attendance software helps in recording the attendance of both students and teachers during the lectures. Attendance records for all the classes are maintained. Academic advisors follow up with students who fall short of the required attendance. The office sends SMS to parents/guardians regarding their wards attendance. The Biometric attendance system records the entry and exit timings of the Teaching and nonteaching staff. It helps in monitoring the arrival and departure and maintenance of leave records of the Teaching and nonteaching staff. Additionally, the staff also signs the daily muster. TALLY ERP helps in preparing the Quarterly Receipt and Payment reports</p>

which are submitted regularly to the Management. The Library uses SOUL Software for library management, OPAC system for searching books and barcode system for issuing books. The Principal sends monthly action taken reports to the Management. Installation of CCTVs at strategic points at the entrance and in the corridors, Library, office, staff room, and classrooms help in monitoring the overall discipline in the institution.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

Our College, which is affiliated to University of Mumbai, has a mechanism for well-planned curriculum delivery and documentation. So, the curriculum designed by the Board of Studies and as laid down by the University is followed. Some teachers are members of the syllabus framing committee and contribute to syllabus designing and framing. Subject teachers attend the Syllabus Workshops conducted by the University of Mumbai. The College offers various courses at the undergraduate and postgraduate programmes. For each course, there is a prescribed semester-wise syllabus consisting of modules and units to be completed within the total lectures allotted. Workload distribution as per UGC and University norms ensure the effective delivery of curriculum. Departments follow the practice of open house to obtain feedback from students on effective curriculum delivery. New teachers are given orientation regarding the teaching-learning process to be followed. Orientation programme is organised for newly admitted FY students and their wards/parents for acquainting them with the mechanism of curriculum delivery and implementation. The teaching-learning process comprises the preparation of time-table as per the lectures allocated, appointment of academic advisors, planning, implementation and monitoring of the teaching plans besides formative and summative assessment and follow-up with remedial teaching. The time-table is circulated in the classroom, displayed on the notice and also written daily on the blackboard in the staff room. Lecture adjustments ensure optimum use of time and teachers take extra lectures, if necessary. Biometric and digital attendance of teachers and students assist in the monitoring of arrival and attendance in lectures. Workload distribution is done keeping in view the interests and passions of the teacher. Different teaching methodologies with ICT resources are discussed and tentative plans are made for allotting interesting projects and assignments to the students. Teachers plan their lectures at the beginning of the semester to ensure syllabus completion and engage extra lecture, if necessary. Teachers record the class-wise lectures taken and the syllabus uncovered by them using varied teaching methodologies in the diary. The diaries are submitted once in a week for monitoring to the IQAC. Advance planning of teaching schedule, weekly submission of teacher's diary, daily lecture adjustments and timely guidance regarding evaluation patterns help in planning, implementation and monitoring of teaching-learning practices. Efforts to offer engaging and interactive learning experiences are made. This is done by planning classroom activities like quizzes, debates, role playing, mock interviews and group work, guest lectures, library visits for planning projects and assignments besides periodic

seminar presentations on current topics. They also aid the process of formative assessment. Regular communication with academic advisors and feedback on aspects of curriculum ensure the resolution of difficulties, if any. Remedial lectures are conducted to help students who face language barriers. Periodical tests in the classrooms help in boosting the confidence of students and provide training to them in writing answers. Question banks with marking scheme and solving previous years' question papers in the classroom enable students to prepare for and perform well in Semester End Examinations.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Financial Accounting and Auditing	11/06/2018
BCom	Accounting & finance	11/06/2018
BCom	Banking & Insurance	11/06/2018
BCom	Management studies	11/06/2018

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

Certificate	Diploma Course
<b>No Data Entered/Not Applicable !!!</b>	

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Soft skill development	29/08/2018	43
Certified GST expert	01/01/2019	26
Certified travel tourism course	14/11/2018	98
Basic Yoga course	24/12/2018	4
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
<b>No Data Entered/Not Applicable !!!</b>		

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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

### Feedback Obtained

Feedback is taken from all the stakeholders at the end of every Semester in the form of responses to a questionnaire. This feedback by students is analysed by the IQAC and suggestions are given to the respective teachers for improvement. Feedback from teachers regarding various issues like creation of smart classroom and infrastructural development are presented in the CDC and IQAC committee meetings. The Alumni also provides time to time oral feedback and written feedback about the various courses to be introduced and the activities to be undertaken by the college in association with the Alumni. PTA Meetings are held at least once or twice in a year and parents provide feedback about their ward's performance as well as the challenges faced in the college. Management takes review of the overall performance of the students and teachers at the end of every academic year and provide timely inputs during the CDC meetings. Employers and Recruitment Agencies also give their feedback regarding the development of students and the courses to be conducted.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	ADVANCED ACCOUNTANCY	60	51	51
BMS	FY (Mgt Studies)	72	96	72
BCom	FY (Banking & Insurance)	72	112	65
BCom	FY (Acctg & Fin)	138	151	92
BCom	FY (Fin Acctg& Auditing)	276	508	274

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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers
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	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2018	1308	69	18	Nil	12

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
30	30	5	6	Nil	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Mentoring system is crucial in the growth and development of learners. The Mentor plays a key role influencing the mentee and moulding his/her personality. Due to the high Mentor- Mentee ratio, the college does not have a full-fledged mentoring system. On the lines of mentoring system, the college has an Academic Advisor system wherein academic advisors are appointed division-wise for each class. The academic advisors act as a coach and guide of the learners. They also advise the learners and personally counsel them, whenever needed. When the learners need any academic guidance or information about any college activity, they are directed to the respective subject teacher or concerned committee or activity Incharge. The academic advisors undertake mentoring of all students before the examination to help them to cope with examination stress. When the results are declared, personal counselling is given to the weak student to provide moral support and motivate them to improve their performance. Some academic advisors also provide financial help to the needy students by paying their fees. The academic advisor identifies the slow learners and takes counselling sessions to understand their difficulties. After analysing their difficulties and the reasons for slow learning, the advisors help them to improve their performance and they are periodically monitored. If a student approaches with some personal or emotional problem, the academic advisors act like a parent and counsel them. If it appears that the emotional problem of the student is of high intensity then the parents are advised to seek the assistance of professional counsellor. The learner (mentee) who approach for counselling is asked to fill the Mentoring Record sheet giving various details about himself/ herself. After each session, the summary of sessions taken is prepared and maintained by the concerned academic advisor (mentor). SWOT analysis is also done so that the mentee understands his/ her strength, weaknesses, opportunities, and threats. This enables the mentee in periodic self-evaluation and help the mentor in timely evaluation of the effectiveness of the mentoring system.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1377	30	1 : 46

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	30	Nil	8	2

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

No Data Entered/Not Applicable !!!

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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	2C00534	IV	06/06/2019	28/08/2019
MCom	2C00532	II	03/06/2019	01/08/2019
BMS	2M00156	VI	09/05/2019	19/06/2019
BCom	2C00346	VI	09/05/2019	26/06/2019
BCom	2C00456	VI	09/05/2019	27/06/2019
BCom	2C00146	VI	25/04/2019	25/05/2019

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

? The evaluation of the students is an integral part of the teaching learning process. The UG and PG programmes are assessed and evaluated as per Continuous Internal Evaluation system. The university has laid down certain norms regarding the continuous evaluation of students through internal assessment. At PG level, 40 of the marks is allotted for internal assessment. For passing in each course, a student has to score minimum 16 marks in the internal assessment. ? At UG level, especially in the subject of foundation course at FYBCOM and SYBCOM as well as in programmes like BMS, BAF and BBI, 25 of marks is allotted for internal assessment. It comprises of 20 marks for internal test or assignment and 5 marks for class participation. Each student has to score minimum 10 marks in internal assessment for passing. ? At PG level, internal tests are conducted as per the questions paper pattern prescribed by the University of Mumbai. ? At UG level, the respective subject teachers use various assessment pattern like–assignment, poster presentation, PPT presentation, field visit and skit presentation. ? In addition to the above, some of the teacher also conduct class test in their respective subjects. This helps in the continuous evaluation of the students and to get feedback regarding the performance of students.

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

? On receiving the University circular regarding Arrangement of Terms for the Academic year, the institution follows the systematic process of planning and preparing the Academic Calendar of the concerned academic year. ? Every teacher prepares the teaching plan for the year in their respective subject in consultation with the Head of department and submits it to the examination committee as well as IQAC. The examination committee prepare the semester wise Examination Schedule giving details like lower examination dates, assessment, moderation and result declaration dates, internal evaluation and it is forwarded to IQAC. The exam committee also prepares the schedule of preliminary examination as well as computer practical examination for the final year students. ? The IQAC ensures that there is no overlapping of co-curricular activities with the examination plans. The IQAC compiles the schedule of the co-curricular and extra-curricular activities received from the various the

various department and committees and a comprehensive Academic Calendar is prepared and uploaded on the college website. The IQAC reviews the implementation of various activities, through regular feedback obtained from the respective committees and Department Heads and provides guidance and suggestions for its smooth conduct.

## 2.6 – Student Performance and Learning Outcomes

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

<https://www.ksmanjunathacollege.edu.in/po-pso-co/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2C00146	BCom	Fin Acctg & Auditing	190	117	61.58
2C00456	BCom	Acctg & Finance	71	43	60.56
2C00346	BCom	Banking & Insurance	Nil	Nil	0
2M00156	BMS	Management Studies	53	35	66.04
2C00534	MCom	Advanced Accountancy	20	12	60

[View File](#)

## 2.7 – Student Satisfaction Survey

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

[https://www.ksmanjunathacollege.edu.in/media/SSS\\_2018-19.pdf](https://www.ksmanjunathacollege.edu.in/media/SSS_2018-19.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored Projects	0	0	0	0
Projects sponsored by	0	0	0	0

the University				
Students Research Projects (Other than compulsory by the University)	0	0	0	0
International Projects	0	0	0	0
Any Other (Specify)	0	0	0	0
Total	0	0	0	0
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
0	0	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nil	0
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Accountancy	6	Nil
International	Accountancy	3	Nil
National	Commerce	13	Nil
International	Commerce	4	Nil
National	Management	7	Nil

International	Management	1	Nil
National	Economics	Nil	Nil
International	Economics	14	Nil
National	Library	Nil	Nil
International	Library	Nil	Nil
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	1
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nil	0	0	Nil
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	Nil	Nil	0
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	22	26	Nil	Nil
Presented papers	22	26	Nil	Nil
Resource persons	1	2	Nil	Nil
<a href="#">View File</a>				

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Avahan Camp for trained for disaster	Chancellor of Maha. Dr. Babasaheb AmbedkarMarathwda U	Nil	2

preparedness first aid techniques	niversity,Aurangabad		
University Level 7 Days Yoga training Camp	University of Mumbai NSS Cell at Sports Complex, Kalina University, Kurla	Nill	4
Cyber Crime (PI Sawant from Tilak Nagar Police Station took a session on social media and its evils)	College NSS Unit	12	62
Tree Plantation Along With Anulom NGO	Anulom NGO NSS Unit Thane dist at Hajimalang- Kalyan.	2	45
Book Binding(from waste paper)	College NSS Unit	2	47
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nill
<a href="#">View File</a>			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Yoga Training	NSS, University of Mumbai	University Level 7 Days Yoga Camp	Nill	4
Tree Plantation	Anulom NGO	Tree Plantation	2	45
Swachh Bharat Abhiyan	NSS Unit of Manjunatha College	Rally on Swachh Bharat	2	53
Blood Donation Drive	NSS Unit of Manjunatha College	Blood donation camp in college premises	3	30
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	0	0	Nil	Nil	0

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Technoserve	05/09/2018	Developing employability skills	40
Satyam Institute of Tax Accountant	22/02/2019	Practical knowledge of GST	30

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1500000	1394780

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar Halls	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

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### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2013

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6589	955430	1185	211425	7774	1166855
Reference Books	3086	1058858	193	92797	3279	1151655
e-Books	3135000	Nil	Nil	5900	3135000	5900
Journals	12	17960	3	4400	15	22360
e-Journals	6237	Nil	Nil	Nil	6237	Nil
Digital Database	21	Nil	Nil	Nil	21	Nil
CD & Video	75	15594	Nil	Nil	75	15594
Library Automation	Nil	30000	Nil	Nil	Nil	30000
Others (specify)	166	20890	Nil	Nil	166	20890

[View File](#)

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	67	45	5	0	0	9	4	0	9
Added	3	0	0	0	0	1	0	0	2
Total	70	45	5	0	0	10	4	0	11

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

100 MBPS/ GBPS
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#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
800000	725264	2800000	2529553

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

The maintenance committee in charge along with a team of members monitors the maintenance and cleanliness of the buildings, classrooms, computer labs, furniture, campus, sports facilities, staff room, Girls' and Boys' common rooms and canteen. Housekeeping services are outsourced on annual contract basis and are made available during day time on all days. Classrooms with furniture and teaching aids are maintained by the peons and supervised by the senior teaching faculty. The Computer faculty, along with the AMC personnel, maintains the ICT facilities including computers and servers. Since dust damages the documents, the library staff regularly and carefully cleans the accumulated dust. Fire Extinguisher cylinders are regularly refilled and kept in the library to deal with any fire emergency. Library is well equipped with high internet speed through broadband internet facility. Library undertakes Stock verification annually to find missing and/or lost books. The sports and fitness equipments, gymnasium is supervised and maintained by the Sports incharge. Students can use all the Sports facilities during the free lectures or after college hours. Cleaning of the campus is done daily in the morning by the housekeeping team. The College has given AMCs for regular servicing of water purifiers, fire extinguishers and ACs. Safe drinking water facility is provided by installing water vending machines on each floor. Separate Water dispensers are also installed in the staff room and College office.

<https://www.ksmanjunathacollege.edu.in/policies/>

#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Welfare Fund and Freeship/Scholarship	51	130100
Financial Support from Other Sources			
a) National	State Govt.	89	642410
b) International	NIL	Nill	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial

coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Stock Market Education Course/ NSE Visit	06/03/2019	50	MACHINFINI /NSE
GST with Tally	01/01/2019	26	Sathyam Institute
Basic Yoga	24/12/2018	52	Manjunatha College of Commerce, NSS Unit
Travel and Tourism Certificate	14/11/2018	98	Alumni engagement
Soft skill development	08/10/2018	43	Techno Serve
Aptitude Test	03/10/2018	100	The Young Brain
Yoga and Meditation	21/06/2018	30	Anulom and Swami Vivekananda trust
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Net Set Guidance Lecture	15	Nil	1	1
2018	Career Mantra	Nil	2000	Nil	Nil
<a href="#">View File</a>					

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

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ICICI Prudential	43	3	NIL	Nil	Nil
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	42	Bachelor of Commerce	Commerce	Manjunatha College of commerce	M.COM (ADVANCED ACCOUNTING)
2018	1	Bachelor of Management Studies	Management	NMIMS	PGDM in HR
2018	8	Bachelor of Commerce (Accounting and Finance)	Commerce (A & F)	Manjunatha College of Commerce	M.COM (ADVANCED ACCOUNTING)

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

Items	Number of students selected/ qualifying
NET	1

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

Activity	Level	Number of Participants
Sports (Outdoor Game/ Indoor Game) )	College Level	576
Mehandi Competition(Cultural Competitin))	College Level	32
Youth Festrivall	University Level	25
Annual Day	Collegel Level Organised by Management	985
Formation of Student Council	College Level	14

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## 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						

No file uploaded.

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

5.3.2 Activity of Student Council representation of students on academic

administrative bodies/committees of the institution (maximum 500 words)

Students' Council Committee, formed as per the University of Mumbai guidelines, helps in inculcating leadership qualities among the youth. It is a Statutory body formed in the beginning of the academic year. The General Secretary (GS) is elected from among the members who file their name to contest elections. The GS and the Council members, under the guidance of their teachers, plan and organise various activities for tapping the hidden potential and showcasing and enhancing the skills of the students. The lady representative of the Students' Council is an important member of the College Women Development Cell which organizes various programmes for women empowerment. As per the Statutes of Maharashtra University Act, the Students' Council for the academic year 2018-2019 was formed with the following members: Class Representatives: 1. Divya Muthe (MCom) 2. Priyanka Tripathi (FYBCom) 3. Moumita Manna (SYBCom) 4. Guddi Prajapati (TYBCom) 5. Tejal Dhokre (FYBMS) 6. Sushmita Shetty (SYBMS) 7. Ganesh Shettigar (TYBMS) 8. Nichitra Amin (FYBBI) 9. Shilpa Biradar (SYBBI) 10. Ganesh Zodape (TYBBI) 11. Disha Hegade (FYBAF) 12. Akanksha Dhuri (SYBAF) 13. Grishma Shervegar (TYBAF), Cultural Representatives: Archana Patil (TYBCom), Sports Representative Varsha Kambale (FYBCom), NSS Representative Mamta Verma (TYBMS), NCC Representative Mayuri Shelar (SYBCom) and Lady Representatives Disha Naik (TYBMS) and Abhidnya Kotian (SYBAF). Ganesh Shettigar (TYBMS) was elected as the General Secretary. The Council encourages students to plan and execute numerous co-curricular and extra-curricular activities through IQAC, NSS, Sports and during Annual Prize Distribution Day (TARANG), National Conference and the publishing of college magazine. They worked as student co-ordinators for the Youth Festival of University of Mumbai. The council organized the cultural festival 'Vibration Week' wherein there were many healthy competitions to infuse elements of fun and inspiration. The Council also organized Garba during Navaratri and celebrations of Traditional Day, Teachers' Day and Guru Purnima Day. The members played a crucial role as volunteers during the T. Y. Degree Distribution Ceremony and during 'Career Mantra' which was organised to develop entrepreneurship skills. Every class representative is a member of more than one activity or academic, administrative or cultural committee and works for ensuring maximum participation from each class. They put forward ideas to the IQAC for the betterment of academic and infrastructural facilities. The class representatives are highly involved and motivate the other students to actively participate in all the programmes conducted by various committees and departments in the college. NSS volunteers conduct an enrolment drive for motivating students to join NSS. They organise and maintain records of activities (in coordination with Alumni) like blood donation camps, awareness rallies, tree plantation, cleanliness campaigns, street plays, celebration of birth and death anniversaries of national heroes, celebration of National and International days and festivals.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

1000

5.4.4 – Meetings/activities organized by Alumni Association :

At least two meetings are organised by the Alumni Association for discussing and planning and compliance of activities. The office bearers like Chairman, Secretary, Treasurer and members of working committee are appointed on an annual basis. One alumni member is an integral part of the College Development Committee. Alumni has helped the placement cell to organise campus interviews. Some of the activities conducted with the active participation of the Alumni include a work shop on clay modelling, directing the students for participating in dance and theatre events of the University of Mumbai Youth Festival, Conduct of Industrial Visit, participation in donation for social causes, Blood donation camp and tree plantation programmes, gender sensitization and gender empowerment programmes and the conduct of a certificate course on 'Travel and Tourism'.

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 – Institutional Vision and Leadership**

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

Coordinators and Committees for Self-Financing Course The delegation of the overall responsibility of self-finance courses to coordinators has helped in decentralisation of work and in taking effective and timely decisions. The coordinators, in consultation with the IQAC and the Management, prepare the workload and the time-table for display, circulation and implementation. They take course-wise meetings of subject teachers for implementing and monitoring the teaching learning process. Committees appointed for various activities, under the guidance of senior teachers, are given autonomy to conduct academic and cultural activities. The Examination Committee conducts the Examinations and prepares the results of Self-Finance Courses and orients the new teachers, if any. National Multidisciplinary Conference As part of IQAC quality initiative, a national multidisciplinary conference was held in March 2019. The IQAC put up a research proposal for sanctioning of funds by the Management. Various incharges were appointed for the planning, execution and follow-up of the conference: finalising with autonomy with regards to finalising the title of the conference, calling experts for the conference, preparation and circulation of brochures and WhatsApp messages in network groups, contacting publishers, motivating colleagues and friends from other colleges to present the paper. Work was decentralised by the appointment of various committees like registration, refreshment, reception, hospitality, inquiry, panel presentation, stage programme and others were appointed for the smooth conduct of the conference. Post conference work was done by another committee.

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

Yes

**6.2 – Strategy Development and Deployment**

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

Strategy Type	Details
Admission of Students	College has linguistic minority status. Admissions, as per the norms of University of Mumbai and Maharashtra Government, are given to the underprivileged, inhouse students and Kannadigas through the display of merit list.
Industry Interaction / Collaboration	Various courses have been arranged with the collaboration of Industry

	<p>experts like Microsoft word, Satyam Computers and Technoserve Trending courses like GST, soft skills, training and placement provided to students Industrial study tour organized Initiatives taken to encourage more Alumni involvement in providing jobs to the students MoUs have been signed</p>
Human Resource Management	<p>Centralised decisions with sufficient autonomy to the Convenor of Committees Token of appreciation from the management on the occasion of teacher's day. Employee retention and relationship as the USP Arrangement of lectures for professional development Job Rotation in the administrative set up</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Well-equipped library with OPAC system, sufficient books, journals and subscription to online resources, internet access and scanning and printing facility Installation of CCTV surveillance system Digital Display Biometric attendance for monitoring the arrival and departure of staff Digital attendance of students and weekly messages to parents Provision of White Boards and LCD projectors for interactive teaching-learning process Two well-maintained Computer Labs with internet access and printing facility Measures for changing and upgrading the college website</p>
Research and Development	<p>Ph.D. pursuers - 1) Ms. Nisha Deodhar 2) Mr. Shashikant Gudodagi. Research centre in Business Economics Reimbursement of registration fees for attending orientations, workshops, seminars and conferences Well-equipped library with subscription to E-resources and availability of computers with internet facility Conduct of expert lectures Guidance by teachers for students who have a research project</p>
Examination and Evaluation	<p>Examinations as per the norms of University of Mumbai (Internal Test, Project, Semester End Exams). Orientation of new teachers regarding the Examination and Assessment Process. Discussion of model answers by the in the classroom Use of customised software for generating hall tickets, grade cards and result preparation Remedial coaching for weaker students</p>
Teaching and Learning	<p>Teachers submit their teaching plans</p>

for each Semester. They document the lectures conducted in their individual teaching diary and submit a compliance of completion of syllabus in each Semester. Use of LCD projectors and Youtube videos and links to online lectures result in effective learning. Guest Lectures are conducted on Gender and Environment Sensitization through NSS, Environmental Green Club and WDC. Industrial Visits, Booster Lectures and Remedial classes are organized for slow learners. Career counselling and placement cell organizes mock interviews and group discussions for especially for TY students.

Curriculum Development

College is affiliated to University of Mumbai and follows the curriculum prescribed and revised by University from time-to-time. Although there is limited scope for curriculum modification, the teachers discuss the innovative strategies of going beyond the prescribed curriculum in the departmental meetings and in the staff room. Advanced learners also contribute in syllabus enrichment through group work. Some teachers participate in the framing of syllabus and thus enrich the curriculum with their classroom inputs. The Principal is also a member of the Board of Studies in Business Economics.

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

E-governance area	Details
Planning and Development	Meetings of Committees, IQAC and CDC for timely planning of developmental activities
Administration	Partially computerised
Finance and Accounts	Automated with Tally ERP, customised for college
Student Admission and Support	Online admission process as per the norms laid down by the University of Mumbai. Distribution of prospectus, collection of admission forms, display of merit lists and allocation of seats to the students in various programmes. Use of admission software for generation of Roll Call and for enrolment purposes.
Examination	Customised software is used for Examinations and Evaluation. Hall Tickets are allotted to students. Exam Time-Table is circulated in classrooms and in the class wise WhatsApp group by

the academic advisor. Results are displayed on the notice-board and Grade Cards are distributed within the stipulated time period.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Asst. Prof. Jayanti Vaikunth	The State Level Five Days Training Programme on "Empowerment of IQAC NAAC New Guidelines"	Nil	2500
2018	Asst. Prof. Nisha Deodhar	Two Days National Level Conference on Agriculture, Tourism, Co-operation and Sustainable Development	Nil	6000
2018	Asst. Prof. Suchitra Poojari	One Day International Multidisciplinary conference, ACANTHUS on 'Climate Change, Environment and Sustainable Development'	Nil	1500
2018	Asst. Prof. VijetaAshrit Asst. Prof. VrundaYadwad Asst. Prof. Jyoti kori Asst. Prof. Suchitra Poojari Asst. Prof. Nisha Deodhar Asst. Prof. Jayanti Vaikunth	One Day Multi disciplinary International Conference on Neoteric Trends in Commerce Management and Extension	Nil	14000
2019	Prof. VijetaAshrit	One Day International Multidisciplinary conference, ACANTHUS on	Nil	1500

'Climate Change, Environment and Sustainable Development'

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Workshop on Soft Skills	Nil	04/10/2018	04/10/2018	31	Nil
2018	Nil	Office Etiquettes and Soft Skills training	12/11/2018	14/11/2018	Nil	10
2019	Workshop on Stress Management	Workshop on Stress Management	07/02/2019	07/02/2019	31	10

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course in Geography	1	28/05/2018	16/06/2018	20

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	25	8	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Regular health check-ups, eye check-ups, Thalassemia and blood group check-ups and cancer awareness programmes are organised	? Regular health check-ups, eye check-ups, Thalassemia and blood group check-ups and cancer awareness programmes are organised	? Freeships as per government norms ? Medical assistance as per the group insurance policy. ? Financial help to needy students from

? Token appreciation of staff by the Management on Teachers' Day ? Staff Welfare Fund	? Token appreciation of staff by the Management on Teachers' Day ? Staff Welfare Fund	Students' Aid Fund. ? Book bank scheme ? Teachers provide books at departmental/personal level
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#### 6.4 – Financial Management and Resource Mobilization

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

Yes. Internal audit by M/s Vasant Kumar and Co and Statutory Audit conducted by U.P Pai and Co.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management, Management, Non-Government Bodies	6440772	Organisation Multidisciplinary National Conference, Salary Purpose, Career Mela
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

3300000

#### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Local Principal	Yes	Principal
Administrative	Yes	Local Principal	Yes	Principal

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

Orientation Session for parents of new admissions. Results/ marksheets are handed over to the parent. Suggestions taken for improvement of college facilities. Collection of Feedback.

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

Guidance for submission of files for seventh pay fixation Yoga Session, Training related to new softwares and softskills training

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

1. Conduct of National Conferences 2. Conduct of value added courses 3. Signing of MoUs

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No

d)NBA or any other quality audit

No

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	MOU with IQAC India and Dnyanasa dhana	06/10/2018	06/10/2018	06/10/2018	Nil
2018	MOU with Technoserve MOU with Satyam Institute	05/09/2018	05/09/2018	12/10/2018	Nil
2018	Research Guidance Workshop by Dr. Ashok Jain	25/08/2018	25/08/2018	25/08/2018	47

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Swadisha' Job Career Counselling in support by UN Development Prog. for girls	17/07/2018	17/07/2018	250	Nil
Film Screening (Gaon Nahi Kinhi Panch Ka)	20/07/2018	20/07/2018	108	77
Seminar Presentation by Students on personal hygiene & Women Empowerment in India	31/08/2018	31/08/2018	49	71
Poster Competition: Save Girl Child and Education	22/01/2019	22/01/2019	10	15
Poster Exhibition	23/01/2019	23/01/2019	150	121

Celebration of International Women's Day - Workshop on Girls Safety & Self-Defence	08/03/2019	08/03/2019	4	Nil
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Inter-collegiate 'Poster Making Competition' and 'Best Out Waste' items making and Exhibition was Organized. On the occasion of Wetland Day, a guest lecture was organized to create awareness about 'Mangroves Protection'. A film screening on conservation of Thane creek was done by Dr Karnik, Director of Paryavan Dakshata Mandal {Enviro-Vigil}, an NGO working for sustainable environmental issues. Students visited 'Magnetic Observatory' at Alibag where Dr. Sudarsan Patro from Bharati Indian Research Base Station, Antarctica guided students regarding impact of Geomagnetic Waves on Environment and Human Beings. NSS Volunteers conducted a survey on Energy Conservation from September to January to create awareness about the need for and methods of Electricity Conservation. Students prepared 15 Solar Mobile Chargers under the guidance of Mrs, Sangeeta Kharat, an expert from Shrustidyanan, an NGO working for Environmental Issues.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	Yes	1
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	1	15/08/2018	1	Independence Day	Patriotism	230
2018	Nil	1	01/12/2	1	Rally	Informa	115

tion  
about  
AIDs and  
related  
diseases  
conveyed  
through  
placards  
and  
pamphlets

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct handbook for students, and their parents, teachers and non-teaching staff and other stockholders	05/09/2018	Code of conduct, orientation sessions and the system of academic advisors for every class help in maintenance of the overall conduct of students. There are no cases of ragging. Code of Conduct of University of Mumbai is mostly followed by the college.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of World Yoga Day: Eat Healthy Stay Healthy	21/06/2018	21/06/2018	64
Group Discussion on Family Values and its Implementation in Reality	05/01/2019	07/01/2019	80

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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Tree Plantation 2. Arrangement for Fire Safety Devices 3. Maintaining Cleanliness Arrangement of Guidance Lecture 4. Reuse of Used Paper 5. Nirmalya Collection and Production of Bio-fertilizer with the help of Ganapati Mandir Sansthan 6. Plastic free campus 7. Stitching and distribution of Cotton Bags in community

## 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Title of Practice Each one Teach One Objectives 1. To assist teachers in strengthening the educational standards of KDMC school 2. To encourage school students to attend school 3. To involve students in the learning process through games and songs The context This best practice is placed within the context of the mission of our college, namely, 'To act as a catalyst in empowering learners to become better citizens by developing a sense of social

conscience and commitment' and the Right to Education Act. While learning is a life-long process, it is the fundamental right of all children to get Education leading to their all-round development. The KDMC School Number 70 situated at Kanchangaon has only two full time teachers who are expected to teach from Standards I to VII. This school has nearly 80 students, most of whom come from an underprivileged family background and are primarily first-generation learners. As a municipal school, it is difficult to get funds for adequate academic infrastructure. The Practice It was decided to help the schoolteachers by sending at least 10 students per week to teach in these classes every day under the 'Each One Teach One' programme. The target students were from primary school wherein all the subjects are given equal weightage. These students go to the nearby schools for their secondary education i.e. 8th standard onwards.

Every week 10 students of our college visited KDMC School No. 70 and have taught the school students. Forty students of our college have taught in the school on rotational basis over a period of three months. They used interactive methods like the use of games and songs to draw the attention of students. Students were taught poems from their textbooks and games like solving puzzles and crosswords to improve their English vocabulary. Evidence of success Nearly 8 students continued their Education after 7th Std and got admissions in a nearby Higher Secondary School. 10 students successfully passed their 6th Standard Examinations, and 6 students were successful in passing their 5th Standard Exams. The attendance of the students in the 'Each One Teach One' programme is enclosed along with a few photographs. Nearly 56 students were from 1st to 4th standards. We created an awareness about the importance of cleanliness. For increasing the attendance of the students in school and reducing the number of dropouts from school, various festivals like Diwali and Christmas were celebrated. The students enthusiastically participated in the celebrations and enjoyed the sweets and fruits distributed to them. Problems encountered and Resources Required Our students found that teaching students from 1st to 4th Standards was a challenging task due to their playful nature.

Raising funds was a challenge which was overcome in a small way when our students donated their pocket money. ICT resources are needed to equip the students with modern skills and increase their attendance Best Practice 2 Title of Practice 'Your Career in your hand' Objectives 1. To create awareness about various educational and career opportunities by inviting experts (career mela) 2. To develop employability skills of students (career-oriented courses) The context The Career Guidance and Placement Cell was established as per the College Mission, 'To collaborate with industries for equipping learners with relevant knowledge, skills and attitude'. Tourism is a blooming industry with a wide range of job opportunities. IQAC and the Career Guidance and Placement Cell planned a certificate course in 'Travel and Tourism' in association with our Alumni. Various institutes were invited for a 'Career Mela'. Certified course on GST was conducted. The Practice As part of IQAC initiative, a 7-day Certificate Course was conducted on Travel and Tourism from 14 to 20 Nov 2018.

The course was specially designed by Alumni with flourishing careers in this sector. 98 students received training on aspects like selecting a tourist spot, ticketing, reservation and getting passport and visa. They received tips on how to be a successful Tour Organiser/Operator and start their own travel and tourism agency. 'Technoserve' conducted the Youth Employability Programme for enhancement of employability and workplace skills of 43 students for a year.

Satyam Institute of Tax Accountants, Panvel, conducted a 40 hours course on Certified GST by experts and 26 students received training from 1 Jan to 2 October 2019. During 'Career Mela', WhatsApp banners and invitation letters were circulated and 17 institutes and organizations put up their stalls. They created awareness about career opportunities through lectures and demonstrations. Anudip Foundation organised Advanced Program in Accounting with Tally Course. Students received information about MPSC, UPSC, CA, CS, ICWA and other competitive exams for better careers and were introduced to the animation

industry. Evidence of success 98 students participated in Travel and Tourism Certificate Course. The participants prepared a tour plan which included the creation of advertisements to attract tourists, booking tickets, doing hotel reservations and planning site visits. They prepared powerpoint presentations showcasing their tour plans and as a token of appreciation, two prizes (sponsored by our Alumni Mr. Sachin Vaidya and Mr. Sameer Gohre) were given. One of the participants Mr. Chetan Phadtare has not only started his own travel agency after graduation but also given part-time jobs to two needy students, A few photographs, attendance sheet and card of Mr. Chetan Phadtare is given in the web link 'Career Mela' was organised on 12 February 2019. There was very good response from students of nearby colleges. MOUs were signed with Satyam Institute and Technoserve on 12 October 2018 and 5 September 2018, respectively. A Memorandum of Understanding was also signed with Anudip Foundation. Campus interview Drive was held for the posts of Sales Officers for Banking Channel, Executives in Reliance Life Insurance, Capital market and Mutual Fund, Agency Recruitment Development Manager (ARDM), Business Development Manager (BDM and Customer Support Executives etc. Problems encountered and Resources Required Students lack fluency in English. Recruitment Agencies have pointed out the need for courses on Soft Skills, Communication Skills, Personality and Confidence building Skills.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[https://www.ksmanjunathacollege.edu.in/media/Best-Practices\\_2018-19.pdf](https://www.ksmanjunathacollege.edu.in/media/Best-Practices_2018-19.pdf)

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Management, Principal and staff are supportive of Education for empowerment and have a learner-centric approach for development of weaker sections of society. Some measures include admissions through display of merit list, partial payment of fees and freeships, felicitation of students, lecture adjustments, varied teaching methodologies to engage learners, discussion of question paper pattern and marking schemes, remedial coaching, participation in sports and cultural activities, academic and personal counselling and orientation sessions for students and parents. The College is surrounded by needy, middle class, native agri-koli community. Students living in the vicinity of the college are accommodated. Some of them are the first-generation learners. Some of them are migrants. The College has linguistic minority status. Kannada students and inhouse students are given priority in admission and equal opportunity is to given all students. Admissions are given as per the display of merit list as laid down by the University of Mumbai and Government of Maharashtra. Admissions are given to migrant students on provisional basis for they face delays in procuring migration certificates. The office administration doses the follow-up process of getting these certificates. Orientation Programme is conducted for newly admitted students and their parents. Provision of partial payment of fees is an integral aspect of our College since its inception. Students receive freeships from Students' Aid Fund. Cash Prizes and trophies and mementos are given to Rank Holders and Subject Toppers from the Prize Fund created for that purpose. With a view to prevent the wastage of students' time, all the lectures are conducted and lectures are adjusted on a daily basis. Teachers engage extra lectures whenever a teacher is absent. They guide the students to write answers to model questions and make them aware of the evaluation pattern and marking scheme. Sometimes the teachers organize a library visit or permit the students to participate in sports or cultural activities in the Gymkhana or the Auditorium. Various cultural activities are organized for the all-round development of

students like NSS, Sports and Annual Sports Day. Vibration Week and TARANG, the Annual Prize Distribution Day, enables the students to explore their hidden potential and showcase their skills in dance, singing and mimicry, Best Personality Contest for selecting Mr. Manjunatha and Ms. Manjunatha. Traditional food preparation competition and Traditional day is celebrated to inculcate a love for Indian traditions. Students are also encouraged to participate in various inter-collegiate activities like competitions, skill development programmes, exchange programme and youth festival of University of Mumbai.

Provide the weblink of the institution

<https://www.ksmanjunathacollege.edu.in/>

### **8.Future Plans of Actions for Next Academic Year**

1. Conduct of National Level Conference 2. Strengthening of Career Guidance and Placement Cell 3. Registration of Alumni Association 4. Increasing ICT resources 5. Conduct value added courses 6. Work for preparation of second cycle of NAAC 7. Encourage faculty to register for PhD 8. Start online feedback process