

Karnataka Sangha's
MANJUNATHA COLLEGE OF COMMERCE
Kanchangaon, Khambalpada,
Thakurli (E) – 421 201
Maharashtra State



Affiliated to University of Mumbai

Est.:1999

SELF STUDY REPORT

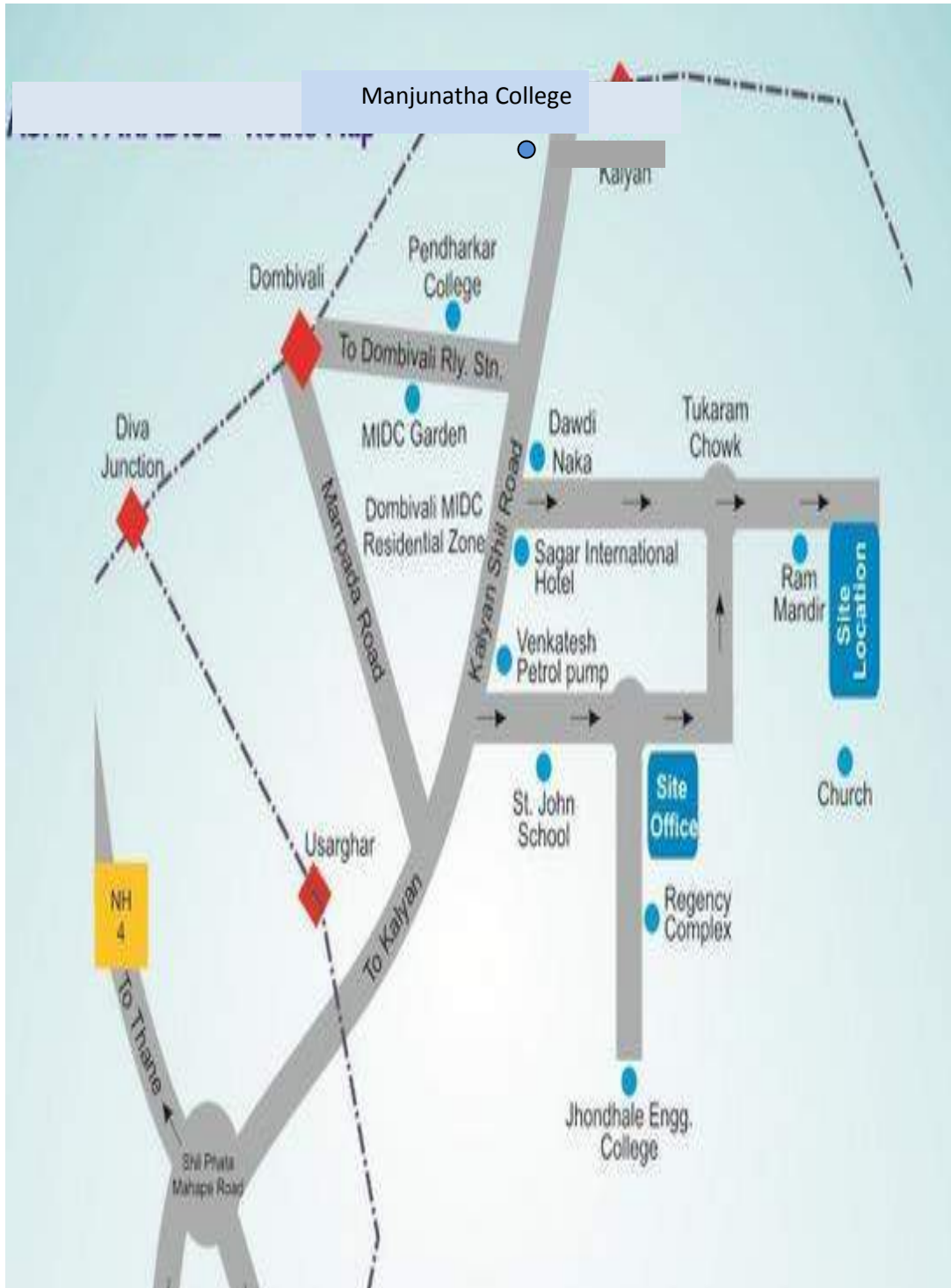
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College Photo



Lord Manjunatha





Location of Karnataka Sangha's
Manjunatha College of Commerce,
Kanchangoan, Khambalpada, Thakurli.

Project by:



Reg. Off: A/5 Ambika Dham CHS, Shivaji Udyog Nagar, Manpada Road, Dombivli (E) Thane - 421 206

ASHA PARADISE Office

Steering Cell

Principal Dr. V. S. Adigal – Chairperson

Ms. Sushila Vijaykumar – Co-ordinator

Ms. Jayanthi Vaikunth

Mr. Dilip G. Nazirkar

Mr. Shashikant Gudodgi

Ms. Nisha Deodhar

Ms. Madhuri Maharrao

Internal Quality Assurance Cell

Mr. Diwakar Shetty Indrali - Chairman, Karnataka Sangha, Dombivli

Mr. Sukumar N Shetty - Secretary, Karnataka Sangha, Dombivli

Dr. V. S. Adigal – Principal

Ms. Sushila Vijaykumar – Co-ordinator

Prin. Dr. S. N. Shetti - Member (Educationalist)

Prin. Dr. A. P. Mahajan - Member (Educationalist and Management Council Member, University of Mumbai)

Ms. Jayanthi Vaikunth - Member

Mr. Dilip G. Nazirkar - Member

Mr. Shashikant Gudodgi - Member

Ms. Nisha Deodhar - Member

Ms. Madhuri Maharrao - Member

Preface

With the firm conviction that the NAAC accreditation cycle offers a genuine opportunity for self-reflection to Institutes of Higher Education and enable them to measure their strengths and identify their weaknesses, the Steering Cell has toiled to prepare this Self -Study Report with utmost sincerity and the involvement of all the stakeholders of the institution.

The report contains information about Shree Manjunatha College of Commerce under two major heads, namely Institutional Data and Evaluative Report. The first part includes Institutional profile and Executive Summary. The second part includes Criterion-Wise Evaluative Report, Departmental Evaluative report, a declaration by the Head of the Institution and Annexures.

Our educational institution is one of the leading institutions imparting higher education in the fields of Commerce and Management and caters to the academic needs of the youth residing in Khambalpada, Thakurli, Dombivli and to some extent from Thane to Badlapur. Our institution endeavours to provide better facilities and a conducive learning environment to enable learners to mould their personality and become worthy citizens of the nation and the world. We believe that quality of education evolves with time and strive to imbibe national and global values necessary for creating a harmonious world and to maintain our status as a centre of higher education. The transparent framework of the desired parameters laid down by NAAC to measure the quality of higher education has reinforced the qualities of teamwork and participative management that our institution has nurtured from the time of its establishment.

Since team work and a strong sense of belonging have been the driving forces of our endeavour, it is vital to acknowledge the wholehearted co-operation of all those who were involved in the compilation of this report. On behalf of the Steering Cell, I thank Principal Dr. V.S. Adigal for his unstinting support and the non-teaching and supportive staff, headed by Mrs. Veena Palan, for their round-the-clock assistance. My heartfelt thanks are due to the senior members of the Steering Committee Ms. Jayanthi Vaikunth, Mr. Dilip Nazirkar, Ms. Nisha Deodhar, Mr. Shashikant Gudodogi and Ms. Madhuri Maharrao and all the other faculty members who invested their time, energy and efforts in discussions, deliberations and documentation. Special thanks must be put on record for the Management of Karnataka Sangha: President, Mr. Vithal Shetty; Chairman, Mr. Diwakar Shetty Indrali; Secretary, Mr. Sukumar Shetty and all the Management Members who have been silently working in the background as pillars of strength for this institution and reposed their faith in us.

We are keen to meet and interact with the honorable members of the Peer Team from the National Assessment and Accreditation Council at the time of their visit to our college. We are confident that the healthy interactions will prove beneficial to all of us.

Place: Thakurli, Maharashtra

With warm regards

Date: 30.07.2014

Sushila Vijaykumar, Co-ordinator, Steering Cell



The Chairman Speaks...

Coming from a day and age when education was considered a service, I entered this institution not as a businessman but with a vision to educate; helping in the cause of grooming young minds and developing their commitment to individual, social and community causes. Teaching is a noble profession and the only reward is the success of the child as evidenced in his/her holistic development.

Education is an instrument for bringing about societal transformation. It is unanimously conceded that education dispels ignorance and teaches us to make a better and harmonious world. Aimed at all round development of learners, education is the only wealth which increases with dissemination and cannot be stolen or destroyed. It is education that helps in imbibing moral values, in developing character and in providing the means to strengthen mental capacities. Education contributes to the development of good human beings by enabling an inculcation of virtues in individuals. We are undoubtedly the recipients of the sacred and precious values imparted by our teachers. An important question we need to honestly ask ourselves is - Can we deny the need and significance of education with moral values to deal with the crisis generated by fast-paced technology which is at once a boon and a bane?

Our institution strongly believes in education which is character driven, knowledge-enhancing, value-oriented and which leads to qualities of independence and interdependence. I am confident that the moral and ethical values taught at our 'MANJUNATHA COLLEGE' will lead to broadening the horizons. I congratulate Principal Dr. V. S. Adigal and the NAAC Committee members who have worked devotedly to prepare the College Self-Study Report for the first cycle of NAAC Accreditation. Our College will strive to aim for higher physical, emotional, intellectual and spiritual goals with commitment and believe that a team means enriching, achieving and managing together.

Diwakar T. Shetty, Indrali
Chairman



Secretary's Greetings!

Education plays a significant role in defining, shaping as well as transforming individuals. Choosing the right forum in higher education is the need of the hour as it helps in achieving civilizational goals. At Manjunatha College, through strategic plans and actions, we promise a plethora of opportunities to transform learners into professional individuals by tapping and polishing their multi-dimensional abilities and skills. This is achieved via tailor made mentoring systems adopted at undergraduate level and in a refined way at the post-graduate level.

The unique feature of College is that students are from the under privileged class of society. Mumbai University has accorded permanent affiliation for B.Com, Continuation of affiliation for B.M.S, Extension and Continuation of affiliation for M.Com and B.Com (Accounting and Finance). Our College is committed to providing holistic education to the twenty-first century learners and equipping the youth with requisite skills to confront global challenges.

The teaching and non-teaching staff in general and the members of the IQAC team in particular worked with dedication and completed the preparation of the Self Study Report (SSR) of the institute for Accreditation by NAAC. The Report preparation and the rectification process have gone hand in hand and many things still remain to be done. The IQAC team interacted intensively with the Departmental heads, individual faculty members and received suggestions and advice from the Alumni Association, Ex-faculty Members; more specifically the unstinted support of the Principal and the Management. With such a vast reservoir of support and encouragement from various Cells and Committees, the spirit of the college to mould individuals capable of catering to the societal needs remains undeterred.

Sukumar Shetty
Secretary, Karnataka Sangha



From the pen of the Principal ...

‘MANJUNATHA’ College was established in 1999 by Karnataka Sangha, Dombivili with the vision of providing quality education to students from diverse backgrounds, irrespective of region, religion, caste, economic strata and academic performance.

As I muse over the years of Manjunatha College’s growth, my heart fills with love, admiration and pride for the quality education which the College provides to the students who enter its portals to leave as responsible human beings. True to its motto, MANJUNATHA COLLEGE always aspires to aim high, scaling great heights in its quest for excellence in imparting human, intellectual, spiritual and moral values to the students. The college grew from a single institution into a multi-institution delivering quality education at all levels. Having successfully crossed the various hurdles encountered on the way of its growth, it has grown in stature and strength today and has become one of the finest educational institutions dedicated to the pursuit of knowledge and excellence. Not to rest on our laurels, we are extremely pleased to submit this Self-Study Report of our college for accreditation.

By this humble submission, we offer ourselves for quality inspection to serve better in future by getting accredited. This Self-Study Report has been prepared as per the norms set by NAAC and gives an insight into our efforts of scaling new heights. The multi-faceted achievements of our students recorded in our report bears testimony to the effectiveness of our new endeavours.

May the Quality Education we impart to our students at ‘MANJUNATHA’ College enlighten their minds and infuse them with high aims and pursuit of excellence.

Principal
Dr.V.S.Adigal

Executive Summary

The College was established in the academic year 1999-2000, under the management- Karnataka Sangha, one of the leading cultural and literary organizations of the city of Dombivli. Initially the Management was permitted to start the B.Com. programme with two divisions of 240 students each. Slowly and steadily, the student's enrolment increased to 950 during the current academic year. The College was also granted permission for two new self-financing courses namely BMS and BAF. The College building is constructed on a plot measuring 1.2 Acres.

At present the College offers B.Com, BMS and BAF undergraduate degree courses of three years duration each. Initiatives are being taken to introduce career-based add-on courses like MS-CIT and Tally courses. The college has fifteen faculty members including the Principal and fifteen non-teaching employees including supporting staff. The B.Com course is partly aided whereas other courses are self-financing. The institution has started PG course in Commerce with Advanced Accountancy.

The college has been granted linguistic minority status. Fifty percent of the intake in all courses is reserved for Kannada-speaking students. This college is permanently affiliated to the University of Mumbai with effect from 2010-11 and the process of including the institution under 2F and 12B of UGC Act is under progress.

Although the college enjoys minority status, fifty percent of the intake is on merit and reservation policy is followed as per government norms. The admission process is hundred percent transparent. Regular lectures are held with innovative methods like group discussions, projects, presentations, case studies, use of projectors/slides/power point presentations. Students' performance is evaluated regularly through class tests and semester examinations and periodical feedback is taken to enhance the quality of teaching-learning process.

The faculty members participate and present papers in national and international workshops, seminars and conferences and are deputed to orientation, refresher and short term courses as per the requirements of Career Advancement Schemes. Some faculty members pursue Ph.D. degrees. The Head of the institution has been designated as the Ph.D. guide with effect from this academic year. Even non-teaching staff actively take part in workshops, seminars and trainings.

The institution has a system of centralized administration with decentralized responsibilities; thereby grooming leadership qualities at all levels. Institutional Academic Planning is done from the top to bottom and bottom to top with the collective participation of all stakeholders. Students' feedback, academic audit, students' satisfaction survey, feedback from alumni and parents, gender audit, infrastructural audit, performance appraisal of the employees, institutional performance feedback etc. form the base of various policy formations. Periodical reviews enhance the effectiveness of these policies.

Institutional efforts for the holistic development of the learners are seen in the various academic, cultural, extra-curricular, sports, extension activities and students' progression. Special care is taken to prevent ragging and sexual harassment in the campus. Student's Grievance cell, Personality Development Cell, Placement Cell, Healthcare Cell, Counselling Cell, Students' Council etc. make positive contributions for the betterment of the learners.

Library as the source of learning helps the faculty and learners in teaching and learning process. E-resources, reference books, journals, textbooks have enriched the library. Periodical feedback, visitor's record, excellent service by the staff has made the library a centre of learning. Student's involvement in all committees and college administration has boosted their leadership qualities.

Majority of the students in this college belong to middle and lower middle class. The institution extends installment facilities with respect to payment of fees. Freeships and Scholarships are given to the learners as per government norms. The college utilizes the financial resources most economically based on the advice of Local Managing Committee (LMC) and the IQAC.

Active IQAC, effective LMC, the vision and mission statement and objectives that focus on achieving all around development have made the institution one of the leading institutions of higher education catering to the diverse needs of learners; thereby moulding them into socially responsible citizens of our country and world.

SWOC ANALYSIS OF THE INSTITUTION

STRENGTHS:-

1. Name: Manjunatha College of Commerce – named after Lord Manjunatha, the deity of salvation and enemy of the evil.
2. Location: Between Kalyan and Dombivli cities. Caters to the need of the learners staying in the vicinity of these two cities in the residential and industrial areas.
3. Run by Karnataka Sangha – an organization with its base in Karnataka State, committed to national integration and upliftment of Kannadigas.
4. Spacious Campus with excellent infrastructure.
5. Continuous Power Supply and 24x7 Security Services.
6. A well-equipped Library and Computer Laboratories.
7. Supportive Management and an able Principal.
8. Excellent, dedicated, competent faculty members with leadership qualities.
9. Students who are sincere, enthusiastic, respectful and proactive.
10. Vibrant work culture and a learner-centric approach.
11. Good academic results with positive trends.
12. Centralized administration with decentralized responsibilities.
13. Active extension activities with social responsibilities.
14. Expansion with the introduction of new programmes and job oriented courses.
15. Active IQAC to maintain and enhance the quality of education.

WEAKNESSES:

1. Inconvenience to students staying in Kalyan and Dombivli due to lack of public transport.
2. Poor Spoken English and Computer Skills of learners from rural background.
3. Limited opportunities for Faculty and Student exchange program.
4. No Adult Education and NCC activities.
5. Financial constraints – the college is only partly aided.
6. Lack of Hostel Facilities.
7. Insufficient Research output by the faculty.
8. Inadequate non-teaching staff and supporting staff.

OPPORTUNITIES:

1. To bring the institution under 2F and 12B of UGC Act.
2. Introduction of new courses like BBI, B.Com (Transport), B.Sc (I.T), M.Com (Management) and more add-on courses.
3. Introduction of the wing of Institute of Distance Education for employed learners.
4. Employees Credit Co-operative Society.

CHALLENGES:

1. Financial constraints
2. Providing Mass transportation services
3. Heavy competition from other established colleges.

Profile of the Affiliated/Constituent College

1. Name and Address of the College:

Name:	Manjunatha College Of Commerce	
Address:	Kanchangaon, Khambalpada, Kalyan Road, Thakurli(E) Dist. Thane	
City: Thakurli	Pin: 421201	State: Maharashtra
Website:	www.ksmanjunathacollege.edu.in	

2. For Communication:

Designation	Name	Tel nos/ STD code	Mobile	Fax	Email
Principal	Dr. V. S. Adigal	O:0251- 2439952	9869033064	0251- 2441826	vsadigal@rediffmail.com
Vice Principal		O :			
Steering Committee Coordinator	Ms. Sushila Vijaykumar	O:0251- 2439952 R:022-	9323830372	0251- 2441826	sushilavijaykumar@yahoo.com

3. Status of the Institution:

Affiliated College	:	√
Constituent College	:	
Any other(specify)	:	

4. Type of Institution:- a) By Gender : Co-Education

b) By Shift : Regular

5. It is/are cognized minority institution? Yes. Linguistic Kannada Speaking

6. Sources of funding:

Government	:	
Grant-in-aid	:	√
Self-financing	:	√
Any other	:	

7. a. Date of establishment of the college: 16/06/1999

b. University to which the College is affiliated: University of Mumbai

c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks(If any)
i.2(f)	Nil	Nil
ii.12(B)	Nil	Nil

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) : NOT APPLICABLE

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

If yes, has the College applied for availing the autonomous status? NO

9. Is the college recognized
a. by UGC as a College with Potential for Excellence (CPE)?

Yes No

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

Location*	Urban
Campus area in sq.mts.	5207.17
Built up area in sq.mts.	3563.54

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

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

• Auditorium/seminar complex with infrastructural facilities Yes

• Sports facilities:

* Playground No

* Swimming pool No

* Gymnasium Yes

• Hostel - No

Boys' hostel - No

Girls' hostel- No

Working women's hostel - No

• Residential facilities for teaching and non-teaching staff -No

• Cafeteria— Yes

• Health Centre— Yes

First Aid, In-patient, Out-patient, Emergency Care facility,

Ambulance:-Yes Health centre staff—

Qualified doctor Fulltime Part-time Yes

Qualified Nurse Fulltime Part-time

• Facilities like banking, post office, book shops :-No

• Transport facilities to cater to the needs of students and staff:- No

• Animal house :-No

• Biological waste disposal :-No

•Generator/other facility for regulation of electricity and voltage:- Yes.

A generator with the capacity 82.5KV

•Solid waste management facility :-No

•Waste water management :-No

•Water harvesting :- YES

12. Details of Programmes offered by the College (Give data for current academic year) 2014-2015: -

Programme Level	Name of Programme /Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
Under-Graduate	B.Com,	3 Years	H.S.C.	English	720	656
	BMS	3 Years	H.S.C.	English	180	94
	BAF	3 Years	H.S.C.	English	60	68
Post-Graduate	M.Com	2 Years	B.Com.	English	60	In progress
Integrated Programmes PG						
Ph.D.						
M. Phil.						
Ph.D						
Certificate courses	MS-CIT TALLY	3 Months	S.S.C	English	60	10
		6 Months	H.S.C	English		
UG Diploma						
PG Diploma						
Any Other (specify and provide details)						

13. Does the college offer Self-financed Programmes?

Yes No

If yes, how many?

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	3
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15. List the departments: (do not list facilities like Library, Physical Education or departments offering compulsory subjects for all the Programmes like English, regional languages etc as departments, unless they are offering academic degree awarding Programmes.)

Faculty	Departments	UG	PG	Research
Commerce	1	1	1	
Any Other	BMS – 1 BAF-1	1 1		

16. Number of Programmes offered under (Degree course like BA, BSc, MA, M.Com)

- a. Annual system
- b. Semester system
- c. Trimester system

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multi-disciplinary Approach
- c. Any other (specify and provide details)

18. Does the college offer UG and/ or PG Programmes in Teacher Education? NO

19. Does the college offer UG or PG Programme in Physical Education? NO

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC/University/ State Government <i>Recruited</i>	1				2	2	4	4	0	0
<i>Yetto recruit</i>										
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>					1	8	0	0	0	0
<i>Yetto recruit</i>	1				3	10	4	4	0	0

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	1						1
M.Phil.							
PG					2	2	4
Temporary teachers							
Ph.D.							
M.Phil.						2	2
PG					1	9	10

22. Number of Visiting Faculty/Guest Faculty engaged with the College. 3

23. Furnish the number of the student admitted during the last four academic years.

Categories	2010-11		2011-12		2012-13		2013-14	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	20	14	15	15	22	14	21	16
ST	2	0	0	0	1	0	2	1
OBC	49	32	30	23	49	30	57	37
General	329	216	364	201	349	167	388	173
Others					-	-	-	-

24. Details on students enrollment in the college during the current academic year 2014-2015:

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same State where the college is located	812	Adm in prog			812
Students from other states of India	5	-			5
NRI students	0	0	0	0	0
Foreign students	1	0	0	0	1
Total	818				818

25. Drop-out rate in UG and PG (average of the last two batches)

UG

PG

26. Unit Cost of Education (unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled) 2013-2014
- | | |
|------------------------------------|--------------|
| (a) including the salary component | Rs. 19639.23 |
| (b) excluding the salary component | Rs. 5059.05 |
27. Does the college offer any Programme/s in distance education mode (DEP)? NO
28. Provide Teacher- student ratio for each of the Programme/course offered: 1:50
29. Is the college applying for Accreditation? : Yes. CYCLE 1 (first accreditation)
30. Date of accreditation* NOT APPLICABLE First Cycle
31. Number of working days during the last academic year. 240
32. Number of teaching days during the last academic year (*Teaching days means days on which lectures were engaged excluding examination days*) 180
33. Date of establishment of Internal Quality Assurance Cell (IQAC): 24/06/2013
34. Details regarding submission of Annual Quality Assurance Reports(AQAR) to NAAC. NOT APPLICABLE. First Cycle of Accreditation
35. Any other relevant data (not covered above) the college would like to include. (Do Not include explanatory/descriptive information)
NIL

2. Criteria - wise Inputs

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

The institution is run by the charitable trust - The Karnataka Sangha with specific Vision, Mission and Objectives.

VISION:-

1. To strive for the educational progress of the underprivileged.
2. To innovate and find effective ways to educate and serve learners.
3. To imbibe the principle of 'Work is Worship'; thereby transforming our learners' as well as our own lives.
4. To create a centre of excellence by training and empowering young minds to create a bright future for themselves and others through dissemination of knowledge, skills and ethical values.
5. To respond to the ever changing needs and expectations of the business environment, community, nation and the world.

MISSION OF THE INSTITUTION:-

1. To educate and train learners in the fields of Commerce and Management and to collaborate with industries for equipping learners with relevant knowledge, skills and attitude.
2. To bring about the educational upliftment of the underprivileged by providing educational opportunities with modern infrastructure, up-to-date learning resources among others.
3. To provide opportunities to learners to tap and strengthen their academic, artistic and athletic potentialities.
4. To undertake activities for empowering women.
5. To create an amicable and co-operative atmosphere for research and development among teaching and learning communities.
6. To act as a catalyst in empowering learners to become better citizens by developing a sense of social conscience and commitment.
7. To educate youth to serve the nation with excellence and dedication and help in its socio-cultural and economic development. Furthermore to inculcate and nurture the ideas of global citizenship.

THE OBJECTIVES:-

1. To foster Kannada language, literature and culture.
2. To promote sports and fine arts.
3. To promote the cause of education in all its aspects, establishing and conducting a school or schools, vocational school/s, night school/s and college/s, through Kannada/English/Any other recognized Indian medium.

However in case of schools other than Kannada medium schools, Kannada may be introduced as an optional subject as per the rules of the Government.

4. To establish and conduct technical and professional institutions and to establish, aid and assist in providing hostels for students and working women.
 5. To acquire land/s, to construct a building or buildings for housing the Karnataka Sangha's office, institutions and for providing auditorium facilities for the library, cultural and educational activities etc.
 6. To organize, co-ordinate and promote educational, social, cultural and literary activities.
 7. To undertake publication of books, magazines, periodicals, journals, pamphlets, etc., to directly or indirectly promote the objectives of the Karnataka Sangha.
 8. To run and expand the library for members and to establish reading room/libraries for the use of public.
 9. To promote welfare by providing relief to the needy, poor, deserving and differently-abled students in the form of educational, medical and/or other reliefs.
 10. To promote friendly relations and spirit of co-operation amongst all the Kannadigas residing in Thane District, Greater Mumbai and its surroundings and try for their cultural and social advancement.
 11. To promote activities leading to national integration and upliftment of the Kannadigas.
 12. To promote activities designed to encourage Kannadiga youth and women in social welfare Programmes, leadership training, fine arts, literary, cultural and intellectual pursuits, etc.
- The Vision, Mission and Objectives of the institution are communicated to the students, teachers, staff and other stakeholders.

STUDENTS:

- ✓ The College Prospectus indicates the Vision, Mission and Objectives of the institution.
- ✓ Notice Boards indicating the Vision, Mission and Objectives of the institution have been displayed in the college premises at prominent places like the entrance of the college, the library, students' common room, gymkhana, canteen etc.
- ✓ Every year all the students are issued the college magazine in which the Vision, Mission and Objectives are given.
- ✓ Along with the admission application form, a separate sheet indicating the Vision, Mission and Objectives are issued to the students.
- ✓ In the Induction program and orientation lecture, the faculty inform the students about the Vision, Mission and the Objectives of the institution at the beginning of every academic year.

TEACHERS:

- ✓ In the staff common room, a notice board showing the Vision, Mission and Objectives has been displayed.
- ✓ In the college library, a similar notice board has been displayed.
- ✓ In the beginning of the every academic year, a copy of institution's Vision, Mission and Objectives are issued to the staff for their information.
- ✓ The Head of the Institution communicates the Vision, Mission and Objectives of the institution to the faculty members in the staff meeting.

STAFF:

- ✓ The non-teaching and supporting staff are issued a copy of the Vision, Mission and Objectives every year for their reference.
- ✓ A notice board with the vision, mission and objectives has been displayed in the college administrative office.

OTHER STAKEHOLDERS:-

- ✓ The **alumni** of the college have been communicated the Vision, Mission and Objectives during the alumni association meeting held every year.
- ✓ As the college magazine is issued to the alumni each year, the Vision, Mission and Objectives are communicated through the magazine.
- ✓ **Parents** have been communicated the Vision, Mission and Objectives during the parents' meet in the beginning of every academic year.
- ✓ The parents are also given the copies of the Vision, Mission and Objectives of the institution during admission period and during parents' meet.
- ✓ The Vision, Mission and Objectives of the institution have been displayed on the college website which is easily accessible.
- ✓ The **community** is communicated the Vision, Mission and Objectives whenever College programmes are held involving the community.

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

As the institution is an affiliated college, it is not authorized to develop its own curriculum. The curriculum is prescribed by the University through the Board of studies and communicated to the affiliated colleges for implementation. The institution monitors its implementation.

- ✓ The Head of the Institution provides the details of curriculum to the Departmental Heads with necessary guidance for its implementation.
- ✓ The Departmental Head allots the subjects to the faculty who are allowed to choose the subject of their interest for better implementation of the curriculum.
- ✓ The Head of the Department, in consultation with the departmental faculty, prepares the Teaching Plan: Subject-Wise, Week-Wise, Month-Wise and Semester-Wise.

- ✓ A proper monitoring mechanism is in place for the effective and timely implementation of the curriculum. Teacher's log book is maintained by the Head of the Department for effective monitoring of the curriculum taught in the class.

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

The **University** supports the teachers for effectively translating the curriculum.

- ✓ Copy of the syllabus of each subject is provided.
- ✓ The number of lectures, tutorials, tests, projects etc. to be taken for every subject is communicated to the teachers.
- ✓ The University conducts workshops on Syllabus revision, curriculum development, evaluation etc. for teachers and guides them in adopting better teaching techniques.

INSTITUTIONAL SUPPORT:-

- ✓ Necessary infrastructure in the college library is provided for preparing teaching notes.
- ✓ The copies of the syllabus are made available in the college library.
- ✓ The teachers are provided with necessary lecture halls for effective teaching with infrastructure like light, fans, raised platforms, black boards etc.
- ✓ The institution helps the teachers in improving teaching practices by providing LCD (Liquid Crystal Display) projectors, Overhead projectors etc.

1.1.4 *Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.*

The institution has a special mechanism for effective delivery of the curriculum and deliberations on the curriculum provided by the affiliating University.

- ✓ The curriculum prepared by the board of studies in a particular subject is implemented through the HOD who holds meetings to discuss and implement the curriculum.
- ✓ The members of the department attend the workshops arranged by the affiliating University or other educational institutions to understand the curriculum. They prepare and submit a teaching plan to the Head of the Department and implement the same.
- ✓ The faculty members are given the detailed syllabus, proper training and necessary study materials for the effective implementation of the curriculum.

- ✓ Regular lectures, practicals, tutorials, projects etc. are taken as per norms.
- ✓ Special guest lectures are arranged for students for better understanding.
- ✓ The evaluation system which includes class test, home assignment, projects, presentations etc. has been followed as per the norms.
- ✓ Better teaching methods are used to deliver the curriculum effectively. Audio visual techniques are used over and above the regular traditional method of teaching.

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

- ✓ The University arranges workshops, training programs for the faculty members from time to time for effective operationalisation of the curriculum.
- ✓ The faculty members attend workshops/training programs on Curriculum Development and give suggestions/recommendations for effective implementation of the curriculum. Their suggestions are forwarded to the University whenever changes are invited.
- ✓ In the meetings conducted by the departmental heads, topics and sub topics of the curriculum are discussed to enable understanding at the grass root level.
- ✓ Students and the faculty interact with the industrial managers during the industrial visits and receive insights into practical aspects of the curriculum.

1.1.6 *What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.*

- ✓ The staff members are actively involved in the development of the curriculum by the University. The Head of the Institution, being the member of Board of Studies, is involved in the preparation of the curriculum.
- ✓ The Head of the Commerce Department has contributed to the process of “Syllabus Revision” organized by the University.
- ✓ Departmental heads take feedback from faculty and students and forward them, through the Principal, to the respective Board of Studies at the University for further action.

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

- ✓ The University develops the curriculum for different programmes and communicates the same to the affiliated colleges. Therefore, there is less scope for the institution to develop curriculum for any course. The Head of the institution and the Head of the department are actively involved in the planning of the curriculum.

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

The objectives of the curriculum are made known through the college prospectus.

- ✓ The Departmental Head holds the meeting of the concerned department to discuss about the implementation and achievement of the objectives of the Programme.
- ✓ The feedback from the faculty and students, wherever possible, is taken and efforts are made to ensure that objectives of the curriculum are achieved.
- ✓ The present evaluation system based on the internal assessment system helps the faculty to implement the curriculum and attain the objectives.

1.2 Academic Flexibility

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

The institution offers degree Programmes in Commerce, Management and Accounts and Finance at the UG level and Advanced Accountancy at the PG level. The objectives of these courses are furnished below:

Bachelor of Commerce (B.COM)

Objectives:-

- 1) It aims to equip students with knowledge and competence in the field of business and commerce to pursue a professional career and/or furthering higher education in the specified areas of specialization.
- 2) To expose them to the areas of application of knowledge in business firms and industrial organizations.
- 3) To enable them to acquire complete basic and intermediary practical knowledge of various commerce subjects with the sole purpose of making them self-dependant and employable.
- 4) To serve the needs of those who intend to work in business houses or start their own businesses.

- 5) To provide a strong foundation in the functioning of business organizations and of various specialised operations such as Accounting, Finance and Capital Markets by offering a comprehensive coverage of subjects.
- 6) To develop as much as possible, professional knowledge in Accounting, Finance and Taxation through compact study materials.
- 7) To provide opportunity for students to pursue professional studies like CA, ICWA, CS, CFA by including foundational courses in the curriculum.
- 8) To accommodate latest happenings, research, modules, information technologies in Commerce and Management. (e-commerce, e-banking etc.)
- 9) To develop appropriate skills in learners so as to make them self reliant, competent and motivate them for self-employment.

Bachelor of Management Studies (B.M.S)

Objectives: -

- 1) To create awareness among students of University of Mumbai regarding an additional avenue of self-employment and to benefit industry by providing them with suitably trained persons.
- 2) To prepare students to exploit opportunities being newly created in the Management Profession.
- 3) To provide adequate basic understanding about Management Education among the Students.
- 4) To give an adequate exposure to operational environment in Management fields.

Bachelor of Accounting & Finance (B.A.F)

Objectives:-

- 1) To create for the students of University of Mumbai an additional avenue of self-employment and also to benefit the industry by providing them with suitably trained persons in the field of Accounting and Finance.
- 2) To prepare students to exploit opportunities being newly created in the Accounting and Finance professions.
- 3) To provide adequate basic understanding about Accounting and Finance education.
- 4) To give adequate exposure to operational environment in Accounting and Finance fields.
- 5) To include training and practical approach by using modern technologies amongst students in the field of Accounting and Finance.

Master of Commerce (M.Com)

Objectives:-

- 1) To equip and train our post graduate students to accept the challenges of the 21st Century.
- 2) To study and analyze the new industrial and commercial cultures.
- 3) To make the students acquire the knowledge of specialized subjects.
- 4) To understand, measure current events, develop logical thinking and their personality.
- 5) To equip the students with entrepreneurship skills for seeking suitable employment.
- 6) To impart knowledge and develop understanding of research methodology and its application.

7) To study methods of Data Collection and its interpretations, to develop communication and analytical skills in generalization of things, concepts and symbols used in business.

- ✓ Through the college prospectus, the goals and objectives of different Programmes are made known to the students and other stakeholders.
- ✓ This institution offers degree course in Commerce, Management, Accounting and Finance at the UG level and Advanced Accountancy at the PG level.
- ✓ The objectives of the courses offered are fully attained during the course of implementation.

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

- ✓ The institution encourages the students to obtain dual degrees.
- ✓ The Commerce students take Chartered Accountancy Programme or Company Secretary Course along with regular B.Com.

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

- *Range of Core Elective options offered by the University and those opted by the college*
- *Choice Based Credit System and range of subject options*
- *Courses offered in modular form*
- *Credit transfer and accumulation facility*
- *Lateral and vertical mobility within and across Programmes and courses*
- *Enrichment courses*

- ✓ The students can select a programme of their choice and can opt for Courses in Commerce, Management and Accounting and Finance.
- ✓ In Management studies, students can opt for Marketing or Finance at the final year.
- ✓ Under the Credit-Based evaluation system, the credits earned by a student in all semesters are brought together for computing the final results.
- ✓ When a student shifts from one college to other college, the credits earned at the previous college is transferred to the new college.
- ✓ The students passing B.Com can acquire their Master's degree in M.Com.
- ✓ Under the enrichment programmes for confidence-building, Career and Counselling Cell organizes lectures on Personality Development, Communication and Presentation Skills.
- ✓ The NSS wing of the college organizes various community-oriented social activities as a part of enrichment programmes.

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

- ✓ Yes, the college offers Self-financing Programmes. Bachelor of Management Studies and Bachelor of Accounting and Finance are offered under Self-financing Programme.
- ✓ These programmes differ from other programmes in the following respect :
 1. **Admission:** Admissions to these courses are based on merit and the minimum percentage for admission to these courses is 45% as against 35% in B.Com.
 2. **Intake Capacity:** The intake capacity for a class is 60 students unlike the B.Com Programme which has 120 students.
 3. **Curriculum:** These Courses have Semester system and Semester End examination consisting of 100 marks.
 4. **Fees structure:** The fees charged for these courses are three times more than that of the fees charged for the B.Com Programme.
 5. **Teacher's Qualification:** Generally, the teachers of other Programmes have Master's degree in the relevant subject. In case of Self-financing Programme the teachers have professional qualifications like C.A, MBA etc.
 6. **Salary:** The salary does not differ for the lectures are allotted according to total workload of teachers.
 7. The students are taken for Industrial Visits under these programmes.

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

- ✓ The institution is providing skill oriented Programmes to students like MS-CIT and Tally from Maharashtra Knowledge Corporation Limited (MKCL) recognized by Government of Maharashtra.

1.2.6 *Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?*

- ✓ The University of Mumbai provides the flexibility of face to face and distance education system for the students. The student can select either regular Programme or distance education Programme.

- ✓ The institution intends to start the distance education wing of the University of Mumbai in the college for the benefit of employed students.
- ✓ Institution also intends to start degree Programmes under Yashwantrao Chavan Mukhta Vidhyapeth (Nashik) for the students staying in the vicinity of the college.

1.3 Curriculum Enrichment

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

- ✓ The institution constantly makes necessary efforts to supplement the University curriculum so as to integrate the institutional goals and objectives.
- ✓ To exploit the hidden talents of the students, the institution conducts various intra and inter-collegiate competition.
- ✓ To enhance the subject knowledge of the faculty, they are deputed to attend seminars, workshops, symposiums and conferences arranged by other institutions and the University.
- ✓ Under extension activities like NSS, students are made to shoulder social responsibilities and participate in programmes like Tree plantation, Cleanliness Drive etc.

1.3.2 *What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?*

- ✓ The institution is affiliated to the University of Mumbai and is not authorized to modify, enrich or change the curriculum.
- ✓ However, keeping in view the needs of the employment market, the institution enhances the experiences of students by supplementing the curriculum by organizing industrial visits, guest lectures and study tours every year.
- ✓ The institution organizes special lectures on Career Guidance for the students.

1.3.3 *Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?*

- ✓ Though the curriculum has been designed by the University, the institution makes necessary efforts to integrate cross cutting issues such as Gender, Climate change, Environmental education, Human rights, ICT etc.

- ✓ The Women's Development Cell looks after the interests of women employees and girl students by organizing various competitions and lectures on women's issues.
- ✓ The subject of Environmental Studies taught at the first year provides necessary knowledge to the students regarding Climate Change and Environmental Education.
- ✓ The NSS unit organizes programmes to create awareness on Environment preservation.
- ✓ Rallies, lectures and competitions are held on Human Rights Day on 10th December.
- ✓ On 8th March, Women's day is marked by lectures and competitions on women's issues.
- ✓ The institution encourages use of ICT resources in teaching and learning process. The faculty use LCD and Overhead projectors for better teaching. The students use ICT resources and reprographic facilities in the library for projects and assignments.

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

- ✓ The college offers various value added courses and enrichment programmes for the holistic development of the students.



Independence Day

Moral and Ethical values:

- 1) Every year, a lecture on Swami Vivekananda's philosophy is arranged.
- 2) Teacher's day is celebrated every year. Teachers are felicitated by the Management and students for devoted services to the student community.
- 3) Patriotic Song Competitions, Street plays on national issue and Speeches are integral to the Independence Day and Republic Day celebrations.
- 4) The N.S.S wing of the college arranges Blood Donation Camps, Street play on AIDS Awareness, Drug Addiction etc. to boost moral and ethical values.
- 5) NSS Students participate in Ganpati Visarjan Programme.

Employable and life skills :

1. The institution arranges lectures on Personality development, Career Guidance and Soft Skills for the Holistic development of the students.
2. Workshops are arranged to train students to write application letters and to increase their confidence through the conduct of Mock interviews.
3. The Placement Cell of the College arranges placement interviews for the Final year students of Commerce and Management.
4. Special lecture on Soft skills like Time Management, Communication Skills etc. are arranged for the final year students to enable them to develop soft skills.

Better career options :

The institution arranges special lectures on Career options - Careers in Accountancy, Law, Teaching profession, Merchant navy etc. to help students to select the career of their choice.

Community orientation :

1. The Institution organizes various Programmes on community development through the N.S.S unit of the college
2. The Women's Development Cell organizes Haldi Kumkum Programme and the women staying in the vicinity of the college are actively involved.
3. During Navratri, competitions like Garba and DandiyaRaas have been arranged to create a sense of community among the students.

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

- ✓ The Curriculum is designed and developed by the Board of Studies and forwarded to Colleges for implementation. The Head of the Institution is a member of the Board of Studies and is involved in Curriculum Development.
- ✓ For the enrichment of curriculum, feedback is obtained from the students by the faculty during the process of its implementation and it is forwarded to the departmental head.
- ✓ Feedback is obtained from the faculty by the departmental head and is forwarded to the concerned Board of Studies for enrichment of curriculum.
- ✓ The faculty members attend the workshops organized by the University and affiliated colleges with respect to curriculum and give their feedback to the organizers.

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

- ✓ The institution monitors and evaluates the quality of its enrichment Programme by obtaining necessary feedback from the stakeholders.
- ✓ The Head of the Institution monitors the quality of enrichment programme by taking feedback from the faculty members.
- ✓ Any Programme arranged by the college pertaining to the curriculum and its enrichment is evaluated by the Head of the Institution and the faculty.

1.4 Feedback System

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

- ✓ Though the institution doesn't design and develop the curriculum, it contributes in the development of the curriculum by the Board of Studies.
- ✓ The Head of this Institution is an active member of the Board of Studies and participates in the process of designing and developing the curriculum.
- ✓ The Institution deposes faculty members to attend curriculum-related workshops arranged by the University and other institutions from time to time. The faculty members give their feedback on the necessary changes in curriculum.
- ✓ Three senior faculty members of the department of Commerce, including the Head of the Department are involved in the framing of the syllabus and related material preparations.

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

- ✓ The institution uses a feedback mechanism i.e. questionnaires to obtain feedback on the curriculum from the students and faculty and the outcome of such feedback is communicated to the University through the HOD.
- ✓ In the departmental meetings the curriculum is thoroughly discussed by the faculty members and necessary suggestions are forwarded to the University.
- ✓ Two faculty members were involved in the recent national workshop on NSS as an Elective Subject, wherein the frequent suggestions put forward by NSS volunteers were communicated to the concerned authorities.

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

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

- ✓ The institution has introduced the following Programmes during the last four years: -

<i>Year</i>	<i>Programme</i>
2010-11	Bachelor of Management studies (B.M.S)
2013-14	Master of Commerce(M.Com)
2014-15	Bachelor of Accounts and Finance(B.A.F)

These Programmes have been introduced because

- 1) There was a demand for Management Programmes from students who wished to pursue up Management-related Careers.
- 2) The students prefer to opt for professional courses like B.M.S. and B.A.F rather than traditional courses like B.A. and B.Com.
- 3) Students who wish to pursue MBA prefer BMS at the undergraduate level.
- 4) Students in the vicinity of the college prefer to attend MCom in this college.
- 5) Underprivileged students with low percentage of marks at the undergraduate level are accommodated for the P.G course in this college.
- 6) Majority of the students in the P.G Course are employed and have taken admission due to the convenient lecture timings in the morning.
- 7) As there are huge openings in the field of Accounting and Finance, there is a good demand for undergraduates with specialization in Accounting and Finance. So, the college has introduced a new undergraduate Programme B.Com (A & F).

CRITERION II: TEACHING - LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

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

- ❖ This institution has been recognized as a minority institution. 50 % of the intake is reserved for students speaking Kannada language.
- ❖ The institution extends wide publicity regarding the Programmes taught in the college through leading newspapers, by displaying banners at prominent places in the vicinity of the College as well as through cable network. (T.V)
- ❖ The college prospectus and the website gives details of the courses offered, duration of the course, subjects offered, fee structure etc.
- ❖ As per University directives, the Admission process is transparent. The entire process is displayed on the notice board - issue of admission forms, display of first, second, third merit list of Kannadigas and other students.
- ❖ The students belonging to reserve category are admitted as per Reservation Policies.
- ❖ Daily Admission report regarding total intake capacity, number of students admitted in each Programme and number of vacant seats is displayed on the Notice Board every day.
- ❖ The Admission Guidance Cell of the College guides the students in selecting the Programme and Subjects to be offered.
- ❖ The Admission Grievance Cell looks after and addresses the grievances of the students.
- ❖ The entire Administration process is monitored by the Head of the Institution and the Admission Committee consisting of senior faculty members.
- ❖ As the Admission Process is computerized, it is more transparent and reliable.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

- ❖ As the institution is affiliated to the University of Mumbai, it is mandatory to follow the admission directives issued by the University from time to time.
- ❖ The admission to a particular Programme is based on merit. The applications are classified under different heads like minority, reserve category, open category, etc. Category-wise merit lists are prepared and displayed on the notice board.
- ❖ The date and time for admission and the details of cancellation of admission are clearly displayed on the notice board.

- ❖ The institution is not authorized to conduct admission test, entrance test or an interview for granting admission.
- ❖ The Head of the Institution and the Admission Committee interact with the candidates and, if need be with the parents/guardians, at the time of admission.

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

- ✓ The following table shows the minimum and maximum percentage for admission to each programme at entry level at this institution for 2013-14: -

Programme	Max %	Min %
Bachelor of Commerce (B.Com)	71.83%	35%
Bachelor of Management Studies (B.M.S)	70%	45%
Bachelor of Account & Finance (B.A.F)	---	45%
Master of Commerce (M.Com)	84.33%	45%

- ✓ The following table shows the minimum and maximum percentage for admission at the entry level at Model College for the year 2013-14: -

Programme	Max %	Min %
Bachelor of Commerce (B.Com)	83%	35%
Bachelor of Management Studies (B.M.S)	80%	45%
Bachelor of Account & Finance (B.A.F)	80%	45%
Master of Commerce (M.Com)	81%	45%

- ✓ The following table shows the minimum and maximum percentage for admission at the entry level at Pragati College for the year 2013-14:-

Programme	Max %	Min %
Bachelor of Commerce (B.Com)	73%	35%
Bachelor of Management Studies (B.M.S)	75%	45%
Bachelor of Account & Finance (B.A.F)	---	45%
Master of Commerce (M.Com)	80%	45%

- ✓ The following table shows the minimum and maximum percentage for admission at the entry level at G.R.Patil College for the year 2013-14:-

Programme	Max %	Min %
Bachelor of Commerce (B.Com)	65%	35%
Bachelor of Management Studies (B.M.S)	50%	45%
Bachelor of Account & Finance (B.A.F)	51%	45%
Master of Commerce (M.Com)	----	45%

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

- ✓ The institution has 100% transparency in the Admission Process. It strictly follows the directives of the University.
- ✓ The Admission Committee looks after not only the admission process but also reviews the admission process and students' profile every year.
- ✓ Programme wise students profile at the entry level is prepared and analyzed to understand the trend in admissions with respect to percentage of marks.
- ✓ The review of the admission process helps the institution to bring necessary changes in the admission process and make it more efficient and transparent.
- ✓ Such reviews help in redressing the student grievances related to admissions.
- ✓ The review also helps in providing necessary guidance to students with respect to the selection of programmes and subjects.
- ✓ The Head of the Institution holds the meeting of the Admission Committee, Admission Grievance Cell and Admission Guidance Cell in the first week of August every year to analyse the admission process and prepare an admission plan for the next academic year.
- ✓ The problems and difficulties experienced during the admission process are discussed and necessary changes are suggested for the next year's admission.

2.1.5 *Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion*

- * SC/ST
 - * OBC
 - * Women
 - * Differently abled
 - * Economically weaker sections
 - * Minority community
 - * Any other
- ✓ The admission policy of the institution and its students' profiles clearly show the national commitment to diversity. The students are admitted strictly on the basis of the government directives on reservation.
 - ✓ 50 % of the seats are reserved for Kannada speaking students. If seats remain vacant, the same is granted to other candidates based on merit.
 - ✓ Remaining 50% of the intake is distributed among categories like SC /SC, OBC, differently-abled etc. as per government norms.

- ✓ Differently-abled students are given extra attention. Special arrangements are made for them during examinations and regular lectures.
- ✓ Since excess capacity exists in some courses, students who apply are admitted irrespective of their Caste, Sex, Community, Economic conditions etc.
- ✓ Separate Notice Board is arranged to display the merit list of reserve category.

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

1. For the Academic year 2009-10

Prog	Name of the Course	Number of applications	Number of students admitted	Demand Ratio
UG				
1	Bachelor of Commerce (B.Com)	680	674	1:1
2	Bachelor of Management Studies (BMS)	-	-	-
3	Bachelor of Account & Finance (B.A.F)	-	-	-

2. For the Academic year 2010-11

Prog	Name of the Course	Number of applications	Number of students admitted	Demand Ratio
UG				
1	Bachelor of Commerce (B.Com)	655	650	1:1
2	Bachelor of Management Studies (BMS)	45	40	1:1
3	Bachelor of Account & Finance (B.A.F)	-	-	-
PG				
1	Master of Commerce (M.Com)	-	-	-

3. For the Academic year 2011-12

Prog	Name of Course	Number of applications	Number of students admitted	Demand Ratio
UG				
1	Bachelor of Commerce (B.Com)	625	620	1:1
2	Bachelor of Management Studies (BMS)	30	28	1:1
3	Bachelor of Account & Finance (B.A.F)	-	-	-
PG				
1	Master of Commerce	-	-	-

4. For the Academic year 2012-13

Prog	Name of Course	Number of applications	Number of students admitted	Demand Ratio
UG				
1	Bachelor of Commerce (B.Com)	606	600	1:1
2	Bachelor of Management Studies (BMS)	40	35	1:1
3	Bachelor of Account & Finance (B.A.F)	-	-	-
PG				
1	Master of Commerce (M.Com)	-	-	-

5. For the Academic year 2013-14

Prog	Name of Course	Number of applications	Number of students admitted	Demand Ratio
UG				
1	Bachelor of Commerce (B.Com)	604	601	1:1
2	Bachelor of Management Studies (BMS)	55	51	1:1
3	Bachelor of Account & Finance (B.A.F)	-	-	-
PG				
1	Master of Commerce (M.Com)	43	43	1:1

2.2 Catering to Student Diversity

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

- ✓ The institution extends maximum care to the differently-abled students and is committed to cater their needs.
- ✓ During the admission process, they are given preference by not being made to stand in the queue for admission and payment of fees and not sent back under any circumstances.
- ✓ A ramp has been constructed at the College entrance for the benefit of differently-abled.
- ✓ During Examinations, seating arrangements for such students is done on the ground floor.
- ✓ A separate block, supervisor and writers are provided for such students.
- ✓ The counselling cell of the college counsels such students, if need arises.

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

- ✓ It is observed that the students admitted to a particular Programme are at different levels of knowledge and skills and there is a need to assess their knowledge and skills.
- ✓ A class test with objective questions is conducted by the faculty before the commencement of the Programme for the new entrants.
- ✓ On the basis of such tests, students are divided into different groups after identifying their skills and knowledge.
- ✓ Special coaching is arranged to uplift the knowledge and skills of the weak students. Thereafter regular lectures and teaching begin.
- ✓ Special counselling, if need arises, is also arranged for weak students to enable them to improve their knowledge and skills.

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

- ✓ Remedial measures are undertaken to provide special coaching to the weak students to bridge the knowledge gap and help them to cope with the Programme of their choice.
- ✓ The faculty members arrange an Orientation Programme for the new entrants to enable them to understand their subjects and Programme.
- ✓ For the new entrants, before the commencement of the Programme, an Induction Programme is arranged, wherein resource persons are invited in addition to the faculty to give details of the Subject, Programme, method of evaluation etc. to enhance their interest and boost their skills and knowledge.
- ✓ Intensive coaching is done to bridge the knowledge gap of the students.

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

- ✓ The institution is more particular with respect to gender both in admissions and faculty appointments. Preference is given to Female students and faculty.
- ✓ The institution has a special cell – Women Development Cell to look after the interests and safety of females at the workplace.
- ✓ Lectures on gender issues and women empowerment help in sensitizing the students.
- ✓ By conducting various activities like Tree Plantation, Cleanliness Campaign and arranging lectures on Pollution-Control and Clean Environment, the students are made aware of Environmental issues.

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

- ✓ The institution not only helps the weak students to enhance their knowledge and skills but also helps the advanced learners. They are identified by conducting a class test in the beginning of every academic year.
- ✓ Such outstanding students are given additional coaching for further enhancement of their knowledge and skill.
- ✓ They are identified during the regular lectures by the faculty during the course of question answer session.
- ✓ Every department also identifies the outstanding students of their department based on the results of various examinations.
- ✓ Such outstanding students are given extra coaching to improve their academic performance.
- ✓ The faculty members solve the previous year's Question Papers and prepare the students for the Examinations. Students attempt answering various question papers and they are assessed by the faculty. Guidance is given to the students to overcome their deficiencies.
- ✓ Guest lectures, lectures on Career Advancement, lectures on Personality Development etc. are held in the college for benefit of the advance learners.
- ✓ Before commencement of the University Examinations, subject experts are invited for giving special guidance to the students to enable them to perform excellently.

✓

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

- ✓ The academic performance of the students is observed from the results of various Examinations, presentations, assignments, projects etc.

- ✓ Under the Internal Credit Based Evaluation System, the data pertaining to different evaluation heads like Class Test, Presentation, Project, etc. are collected and used for the benefit of the weak students.
- ✓ Students falling under economically weaker sections, differently-abled and slow learners, etc. are identified and such students are given special coaching so as to enable them to pass in the examination.
- ✓ Students who are at the risk of drop out are identified by the faculty and are given necessary coaching for the enhancement of their academic standards.

2.3 Teaching-Learning Process

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

The institution prepares the schedule of teaching, learning and evaluation every year.

- ✓ An Academic Calendar which includes the entire teaching Plan and other College activities is prepared to help in maintaining the number of teaching days.
- ✓ The Academic Calendar shows tentative dates of admission, Examinations and Result declaration, Sports and Cultural activities, Competitions, Guest lectures, Seminars.
- ✓ Copies of Academic Calendar are given to the faculty, students, non-teaching and other stakeholders at the beginning of the academic year.
- ✓ The faculty prepares a weekly, monthly, semester wise teaching plan in each subject and forwards it to the Departmental Heads. Every department has its own teaching plan.
- ✓ The HOD monitors the implementation of teaching plan.
- ✓ Teachers maintain a Log book giving the details of the topics/sub topics taught every day. These log books are monitored by departmental heads.
- ✓ The institution conducts internal evaluation which includes class test, projects, assignments, presentation and attendance of the students.
- ✓ Semester-End Theory Examinations are conducted. Additional exam is conducted for the students who remain absent for the Examinations.
- ✓ The college has an Examination Committee consisting of senior faculty for smooth conduct of Examinations and timely declaration of Results.
- ✓ Subject teachers set two sets of question papers, of which one is used for the Semester-End Examinations and the other for Additional Examinations.
- ✓ The assessment of the answer books is done as per the model answers and marking scheme submitted by the concerned teachers.
- ✓ College Unfair Means Committee looks after matters connected with the use of unfair means in the Examinations.
- ✓ Students can obtain the photocopy of their answer books and can get them reassessed to maintain transparency in the Evaluation System.
- ✓ The Academic Calendar indicates the date of the declaration of Results which is within 45 days from the last day of Examinations.

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

- ✓ The IQAC of this institution plays a dominant role in improving teaching and learning process. It was formed in June 2013 consisting of the Management, Academicians, Teaching Faculty and Industrialists. On the basis of the suggestions of the faculty, students, alumni and other stakeholders, the IQAC has begun preparing the Annual Academic Plan for the institution which includes teaching and learning process as well.
- ✓ The IQAC formulates policies regarding Teaching Methods and Evaluation System.
- ✓ It guides the faculty on the use of various teaching methods and suggests improvements based on Students' feedback.
- ✓ The IQAC decides the Seminars and Workshops to be arranged in different subjects for the enhancement of the subject knowledge.
- ✓ It guides the faculty in improving teaching methods like use of ICT resources, Question answer method, Class tests for enhancing the quality of teaching.
- ✓ The IQAC also formulates the ways and means of making the teaching and learning process more effective and industry oriented.

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

- ✓ The institution with the help of various support structures and systems has made the learning process student-centric.
- ✓ The teaching quality and teacher's skill have improved with ICT resources.



- ✓ The students and faculty are given the Teaching Plan and the Academic Calendar for better teaching- learning process.
- ✓ Copy of the Syllabus and Time-Table has been given to students to make the teaching-learning process student-centric.

- ✓ The schedule of Examinations, projects, presentation, class test etc. is given to the students with dates of declaration of Results, issue of Marksheets, dates of readmission to higher standard to enable them to plan their vacations and studies.
- ✓ Model question papers, model answer papers, question bank etc. are given to help the students prepare in a better way for the Examinations.
- ✓ Group discussions, answering the previous year's question papers, home assignments etc. enhance the student's learning process.
- ✓ Industrial Visits and Study Tours are arranged as part of Curriculum to make the learning process more student-centric.
- ✓ Students' attendance is taken in every period. Defaulters' list is prepared and displayed on the College Notice Board. Any deficiency in attendance is informed to the Parents to help them understand the significance of continuous attendance for better learning.

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

- ✓ Regular teaching along with critical analysis of the subject creates the habit of critical thinking among the students.
- ✓ The sense of creativity is created by involving students in various activities like Industrial visits, projects, presentation, debates etc.
- ✓ Project/Assignment in marketing, production, finance help students to get acquainted with field work, data collection and analysis and developing scientific temper and creativity.
- ✓ The institution conducts various competitions, powerpoint presentations, poster making competitions etc. to enable students to develop creativity.
- ✓ Independent work and creativity inspire students to become lifelong learners.
- ✓ Students' involvement in extension activities enhances their creative ability.

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

- ✓ The institution provides modern technologies and better facilities to supplement regular class room teaching with chalk and duster and make the learning process effective.
- ✓ An audio visual room is available to the faculty to make use of the new technology. LCD projectors, Overhead projectors are used for effective teaching.
- ✓ The library is equipped with internet facility and e-journals for the benefit of faculty members and the students.

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

The faculty and students are exposed to advanced level of knowledge and skills.

STUDENTS:

- ✓ The faculty provides additional coaching in their respective subjects to the students to advance their knowledge and skills.
- ✓ Students are deputed to attend various seminars and special lectures arranged by the University and Affiliated colleges. Special lectures are also arranged for their benefit.
- ✓ Students are made to select such topics for their projects and assignments which develop their knowledge and skills. The project/assignment helps the students to enhance their capacity to work independently and attain knowledge and skills.
- ✓ Students visit various industries wherein they interact with managers and supervisors and receive insights into Management skills.
- ✓ A class representative is s/elected from every class and their leadership qualities and managerial skills are nurtured.

FACULTY:

- ✓ The faculty is deputed to Orientation, Refresher and Short Term Courses to update their subject knowledge.
- ✓ Special lectures are arranged to improve their teaching skills.
- ✓ ICT resources are provided to enhance the teaching skills.
- ✓ They are encouraged to participate in various seminars and workshops arranged by the University and Affiliated colleges. They are motivated to present and publish papers to enhance their knowledge.
- ✓ They are induced to arrange seminars/workshops in the college.
- ✓ They are induced to undertake research activities and acquire Ph.D.

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

- ✓ The students are provided with academic, personal, psycho social support and guidance services by the college.
- ✓ An academic advisor has been appointed for each class from among the faculty. The academic advisor remains in constant touch with the students and parents, if necessary, and provides timely guidance.
- ✓ The academic advisor provides personal guidance and psycho-social support to the students as and when the need arises.
- ✓ Professionals like Advocates, Chartered Accountants, Company Secretaries, and Managers are invited for providing professional guidance to students.
- ✓ The Head of the Institution and the Guidance and Counselling Cell monitors the progress attained by adopting the above activities.

- ✓ The Head of the Institution provides all kinds of guidance and advice to the students in different matters like Financial, Residential, Personal, Psychological, Academic etc.
- ✓ During the parents' meet, the faculty provides guidance to the parents with respect to wards' academic and co-curricular activities.
- ✓ In 2013-14, nearly 50 students benefited from support and guidance services.

2.3.8 *Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?*

- ✓ The institution supports the faculty in adopting new teaching methods. During the last four years, they adopted innovative approaches and methods.
- ✓ Faculty encourages group discussions in the class. During regular lectures, faculty asks short questions to the students to gauge whether the students have understood the topic.
- ✓ Home assignments are given to the students to help them to prepare answers for the same and for the Examinations independently. Such assignments are evaluated by the faculty and guidance is given.
- ✓ Under the Credit Based Grading system, the students are expected to prepare projects on their own and give a presentation. This practice enables the students to develop independent thinking.
- ✓ The faculty is induced to use ICT resources for effective teaching. LCD projectors, Overhead projectors are used while teaching.
- ✓ Students are also encouraged to assist the faculty in preparation of transparencies and power point presentations. Some familiar topics are handled by students.
- ✓ The faculty is induced to take necessary training for implementing innovative teaching methods. They are trained to use projectors, prepare slides etc. for effective teaching. The following table indicates the use of computers and projectors in the teaching learning process during the last 4 years: -

Year	% of teachers using Computers and Projectors for teaching
2010-2011	35%
2011-2012	40 %
2012-2013	45%
2013-2014	50%

The information shows that the percentage of teachers using new technology has increased.

- ✓ Innovative teaching methods, adopted by the faculty, have had a positive impact on the passing percentage of the students in different Programmes. The following table indicates the impact of the use of innovative teaching methods on the annual results of various Examinations.

Class	T.Y.B.Com					
Year	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
% of Passing	50.73%	52.54%	55.10%	77.84%	68.61%	46.55%

Class	T.Y.B.M.S	
Year	2012-13	2013-14
% of Passing	91.67%	42.86%

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

The library resources are intensively used to augment the teaching learning process.

- ✓ The reference books and text books purchased for the library are recommended by the concerned faculty and also by students.
- ✓ Internet facility is available in the library for faculty and students.
- ✓ The available E-Journals are used by faculty and the students.
- ✓ The library has a separate compartment for the faculty and they are provided with computer, printer and internet facilities.
- ✓ Reprographic facility is provided for use by students and staff.
- ✓ The library is attached to the reading room. It remains open on all working days.
- ✓ Reference and Text books are issued for a period of 7 days for use by students and staff.
- ✓ The library provides Examination related resources like previous years question papers, projects of previous years for Examination preparations.

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

- ✓ The institution does not face any challenge in the timely completion of the curriculum.
- ✓ The faculty members prepare the teaching plan week wise, month wise and semester wise of all subjects. The teaching is as per teaching plan and is monitored by the HOD and the Head of the Institution.
- ✓ The faculty maintains a log book giving details of the topics taught every day. The log book is counter signed by the HOD.

- ✓ When faculty members proceed on duty leave to attend Orientation, Refresher and Short Term Courses, the Head of the Institution ensures the completion of syllabus by asking the concerned faculty to take some extra lectures after their return and/or assigns additional lectures to teachers teaching the subject.
- ✓ When a teacher resigns, the Management and the Head of the Institution make alternative arrangements by appointing a new teacher. Until then, the Head of the Institution assigns additional lectures to the existing staff who are willing.

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

The institution monitors and evaluates the quality of teaching and learning throughout the year.

- ✓ The Head of the Institution takes rounds during regular lectures to observe the teaching and learning process.
- ✓ The HOD observes the lectures of the faculty in his/her department and maintains the record thereof. The HOD also guides the faculty regarding teaching methods and quality of teaching from time to time.
- ✓ Details of lectures engaged by the faculty are monitored by the Head of the Institution every day for effective teaching and learning process.
- ✓ The Head of the Department monitors the teacher's log book everyday to confirm the completion of the curriculum as per teaching plan.
- ✓ The Head of the Institution takes feedback from the students periodically to evaluate the quality of teaching. Based on students' evaluation, faculty is given necessary suggestions and guidance in regular departmental meetings to improve the quality of teaching.
- ✓ Attendance Committee monitors the student's attendance. Appropriate action is taken against defaulters. Parents are informed about the shortage of attendance of their wards.
- ✓ The results of all Examinations are discussed with the faculty by the Head of Institution who provides guidance for enhancing the Results.
- ✓ Feedback is taken from parents to evaluate the quality of teaching and learning process. Necessary steps are taken to enhance the quality of teaching.

2.4 Teacher Quality

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

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	01						01
M.Phil.						01	01
PG					02	02	04
Temporary teachers							
Ph.D.							
M.Phil						01	01
PG					01	06	07

- ✓ The institution adopts a specific strategy in planning and managing its Human Resources.
- ✓ For the sanctioned posts, advertisements were given on all-India basis inviting applications from qualified and competent candidates.
- ✓ Qualified candidates were called for the interview to ascertain their competency and a Selection Committee was constituted to select competent candidates.
- ✓ Competent teachers are retained based on their performance appraisal and students' feedback.

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

- ✓ As this is a purely Commerce College, specialized courses like Biotechnology, Bioinformatics and IT are not offered in this institution.
- ✓ Keeping in view the demands of Commerce students, new programmes like BMS and B.Com in Accounting and Finance have been introduced.
- ✓ Since the above programmes are self-financing, the Management and Principal appoint competent teachers who are selected through a demonstration lecture which is observed by the Head of the Department. In case qualified candidates are not available, Senior Faculty from the existing college and other colleges are assigned lectures.

- ✓ Experts in various subjects are also invited to guide the faculty and the students. Additionally, the faculty attends workshops on Syllabus Revision and content-related Seminars and Conferences to keep themselves up-to-date.

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



STAFF ROOM

To enhance the teaching quality, teachers are deputed to attend Staff Development Programmes conducted by the Academic Staff Colleges or other Affiliated Colleges. The following table indicates the nominations to various programmes for the last four years:

Academic Programmes	2010-2011	2011-2012	2012-2013	2013-2014
Refresher courses	3	3	----	----
HRD Programmes	1	----	----	----
Orientation Courses	----	----	-----	----
Staff training by Universities	----	-----	-----	----
Staff training by other institutions	-----	-----	-----	----
Summer/ winter schools, workshops, etc.	----	----	---	1

Strategies adopted by the institution in enhancing the Teacher Quality.

- ❖ Teachers are often deputed to Orientation, Refresher and Short Term Courses.
- ❖ Teachers are induced to attend Seminars, Workshops and Conferences conducted by the University/Other colleges and encouraged to present papers and reimburses the registration fees incurred by them.

- ❖ Special lectures are arranged for teachers to enhance the quality of teaching. Teachers are trained to use Projectors/OHP for effective teaching. Research scholars are invited to address the staff to induce them to do research.

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

Though the institution has not organized any faculty training programme, the institution has been deputed faculty members to attend the faculty training programme organized by the other institutions and the University. Under the following heads :

- ✓ *Teaching learning methods/approaches:* To enhance the quality of teaching and learning process, faculty is deputed on duty to attend the training programme arranged by other affiliated colleges. Teachers are expected to prepare a detailed report of the training obtained by them and the same is discussed with other faculty members to help them to understand and implement the new teaching and learning methods.
- ✓ *Handling new curriculum* Whenever there is a change in the curriculum, the faculty members are invited to attend Syllabus Revision Workshops arranged by the University or Affiliated colleges and the teaching faculty gets relevant training for handling new curriculum.
- ✓ *Content/knowledge management: -*
- ✓ *Selection, development and use of enrichment materials: -*
- ✓ *Assessment:* When the Credit Based Internal Assessment system was newly introduced for all UG courses, the faculty members were deputed to attend Workshops arranged by the Controller of Examinations. The Chairperson of the Examination Committee and the members were given proper training for the effective implementation of the new Assessment System.
- ✓ *Cross cutting issues: -*
- ✓ *Audio Visual Aids/multimedia:* The faculty members are given training to use Audio Visual Aids like LCD projector, O.H.P. and other multimedia from time to time so as to enable them to use modern technology in the teaching and learning process.
- ✓ *OER's*
- ✓ *Teaching learning material development, selection and use*

c) *Percentage of faculty*

- * *invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies*
- * *participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies*
- * *presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies*

A brief table is provided to show faculty participation in Workshop and Paper presentations.

	2010-11	2011-12	2012-13	2013-14
% of faculty invited as Resource person in Workshops/Seminars/Conferences by external professional agencies	1	1		
% of faculty participated in Workshops/Seminars/Conferences by national/international/ professional bodies	1	6	2	
% of faculty Presented papers in Workshops/Seminars/Conferences conducted by professional agencies	4	5	13	13

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

- ✓ The institution has a long term independent policy/system to recharge the teachers for enhancement of the quality of teaching and better teaching learning process.
- ✓ Teachers are granted duty leave to attend Workshops, Seminars and Conferences. The college also reimburses the registration fees paid for the same.
- ✓ Teachers are induced to register for Ph.D and take up minor research projects with the University of Mumbai.
- ✓ Teachers are given necessary concessions for attending pursuing MBA, CA and PhD.
- ✓ Separate cabins have been provided in the Library for the use of faculty members with computers and printers to support them in research activities.

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

NIL

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

- ✓ This institution has a system of teacher's evaluation at three levels- by the students, Head of the Department and Principal.
- ✓ The evaluation is done annually so that the teachers can overcome the deficiencies pinpointed by the students in the next academic year.
- ✓ Under the evaluation system, the teacher is awarded points/marks under each head of evaluation to enable the teacher to know the area/head where his/her efforts are required.
- ✓ The evaluation of the teachers is also done by external peers under the academic audit of the institution. The academic audit is done every year in which teachers are also evaluated and the copy of the same is forwarded to the teachers so as to enable them to upgrade themselves in the areas recognized by external peers.
- ✓ The outcome of external audit and student evaluation is put before the IQAC for framing necessary policies connected with the improvement of teaching and learning process.

2.5 Evaluation Process and Reforms

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

- ✓ The evaluation process of the institution is based on University directives. All examinations conducted in the college are on behalf of the University. University sends the circulars from time to time regarding the evaluation system to be adopted.
- ✓ The directives and circulars pertaining to evaluation are discussed in the staff meeting held by the Head of the Institution. Copies of the circulars are issued to the faculty.
- ✓ The evaluation system is indicated in the college prospectus.
- ✓ The evaluation system is also discussed by the faculty members in the parents' meet to help them to not only to understand the evaluation system but also to guide their wards.
- ✓ Whenever there is a change in the evaluation system, the faculty members are deputed to attend the workshops arranged by the University and affiliated colleges.

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

- ✓ Since 2011-12 the University has introduced the Credit-based Grading System for undergraduate courses and there is continuous evaluation throughout the year. There is 40% internal evaluation and 60% external evaluation i.e. 2 hours theory examination.
- ✓ The learner is evaluated on a 7 point grading system based on percentage of marks obtained in all 6 semesters before awarding the final grade.
- ✓ The institution is an affiliated college and is expected to abide by the evaluation norms as laid down by the University of Mumbai from time to time. However, the faculty evaluates the students by following methods like Question answer, class test, group discussions etc.

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

- ✓ The institution not only implements the evaluation reforms of the University but also ensures its effective implementation.
- ✓ All stakeholders are fully informed about the evaluation reforms of the University. The staff members are informed in the staff meeting and given copies of circulars on evaluation reforms. Parents are informed about reforms in the parents' meet.
- ✓ Every faculty member in his/her first lecture of the academic year explains the evaluation reforms introduced by the University and its implementation.
- ✓ In the Examination Committee Meeting, the reforms are discussed in detail.
- ✓ Copies of the Academic Calendar indicating the yearly schedule is issued to students, faculty members and parents.
- ✓ The results of the examination are computerized.
- ✓ Rules with respect to gracing, Allowed to Keep Terms (ATKT), passing in the examination, class to be awarded etc. are followed strictly as per University norms.
- ✓ Evaluation at the class level is done by the concerned faculty through question and answer, group discussion, class test etc.

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

- ✓ Under the new choice based Credit System assessment of the learners has been done under 2 approaches : a) Formative b) Summative
Under formative evaluation, 40marks are allotted to internal assessment –
a) Class test: 20 marks
b) Project/Assignment/Case study:10 marks
c) Attendance, Class Participation: 10 marks

Under Summative evaluation, 60 % is allotted to Term and Semester Examinations (Theory):

- ✓ Both formative and summative assessment system have positively impacted the evaluation system. The overall passing percentage of the students has increased in comparison to the earlier system of Annual Examinations.
- ✓ The Credit Based Grading System has had a positive impact on students' attendance, behaviour and personality. There is greater participation of students in College Activities.
- ✓ Learners are evaluated throughout the year and are expected to study the entire syllabus.
- ✓ The impact of this evaluation system is visible under
 - a) Teacher-learners' relation
 - b) Attendance and discipline of the students
 - c) Subject knowledge of the students etc.

2.5.5 *Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.*

- ✓ The internal assessment system introduced in 2011-12 brought in changes in Evaluation.
- ✓ The faculty members and the Head of the Institution constantly monitor the teaching and learning process and the performance of the students throughout the semesters for the entire duration of the Programme.
- ✓ The system of evaluation is 100 % transparent both in the areas of internal assessment and external theory examination. The results are displayed on the notice board periodically for the information of the students and enable them to plan their studies.
- ✓ Students can apply for verification of marks, obtain photocopies of their assessed answer books and apply for revaluation of answer books to ensure transparency.
- ✓ The new evaluation system has resulted in better attendance of the students. They are given an opportunity to learn independently and to develop better communication skills.
- ✓ The following table indicates the general performance of the students in the University Examinations for the last 5 years:

Programs	Percentage of passing					
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Bachelor of Commerce	50.73%	52.54%	55.10%	77.84%	68.61%	46.55%
Bachelor of Management Studies					91.67%	42.86%
Master of Commerce						

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

- ✓ The institution wants the students to be continuous learners. They should have the ability and aptitude for continuous learning even after completing UG/PG courses conducted by this college. It is observed that some of our college alumni are in the field of education, some of them have attained professional degrees like CA and CS, LLB etc.
- ✓ The institution wants the students to become good citizens and work with a spirit of co-operation. The Alumni Association extends its co-operation in various activities.
- ✓ The learners should have leadership and good communication skills. The college has groomed their leadership abilities and some have become Corporators and local leaders.
- ✓ The institution wants its students to display outstanding performance in sports and extra-curricular activities and appoints various coaches for sports, choreographers for dance and experts in dramatics for theatre activities. Many students have brought laurels to the institution. Some of our students have become Choreographers etc.
- ✓ The institution helps learners to get graduation and post-graduation degrees in Commerce and pursue higher education for a better civilization.
- ✓ Every year nearly 180 students graduate and 40 are expected to become post graduates.

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

- ✓ The institution has a special mechanism for redressing the grievances of the students in connection with the evaluation at the college level. The college has a students' grievance cell consisting of senior faculty members, Head of the Institution and students.
- ✓ Students are allowed to apply for verification of marks awarded to them. They can apply for photocopy of their answer books and even apply for revaluation of their answer books. In spite of these provisions, if the student still has any grievance pertaining to evaluation, the matter is forwarded to College Grievance Cell. Such grievances are verified, discussed and redressed at the college level upto the satisfaction of the student.
- ✓ If the learner is not satisfied with the redressal done at the college level, s/he can proceed to the University Grievance cell for final redressal.
- ✓ If the learner has any grievance pertaining to any University Examinations, even at the University level, there are provisions for obtaining photocopy of the answer book, revaluation of the answer book etc. The University student's grievance cell finally attends to the grievances of the learners.

2.6. Student performance and Learning Outcomes

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

- ✓ The College has clearly stated learning outcomes. The objectives of the Programme, the objectives, vision and mission of the institution indicate the learning outcomes.
- ✓ The college magazine, prospectus and website indicate the learning outcomes.
- ✓ The vision and mission of the institution are displayed in the college premises at prominent places for the knowledge of students and the staff.
- ✓ In staff meetings, the Principal brings the learning outcomes to the notice of faculty.
- ✓ The learning outcomes are declared in the orientation held in the beginning of the year.
- ✓ The academic calendar also indicates the learning outcomes.
- ✓ The parents are informed about the learning outcome in the periodical parents' meet.

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

- Under the Credit Based Grading System, the students are evaluated semester-wise. By the end of each semester, the results, with details of marks obtained in the internal and external theory examination, are displayed on the college notice board.
- The performance of the learners is monitored throughout the duration of the course. The Head of the Institution holds Examination Committee Meetings, wherein the results are analyzed to determine the factors responsible for the overall performance of the students.
- The results of each semester are also discussed subject-wise in the staff meeting and a comparative study is done regarding the performance in the previous examinations.

The following table indicates students result programme-wise for the last four years:

Class	2010-2011	2011-2012	2012-2013	2013-2014
F.Y.B.Com	90.48%	80.48%	97.09%	96%
S.Y.B.Com	93.47%	96%	92.09%	98.8%
T.Y.B.Com	55.10%	77.84%	68.61%	46.55%
F.Y.BMS	100%	100%	100%	100%
S.Y.BMS	100%	100%	100%	100%
TYBMS			91.67%	42.86%
MCom Part I				Not Declared
MCom Part II				---

From the above analysis, the following trends are observed:

- ✓ The College conducts Examinations for F.Y.B.Com/ S.Y.B.Com/ F.Y.BMS/ SY.BMS students on behalf of the University. Question papers are framed keeping in mind the abilities and capacities of students. So the results show an increasing trend.
- ✓ The first batch of students, passing out under the Credit Based Grading System, took time to understand the grading system, resulting in decrease in the overall passing percentage.

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

The institution has adopted special strategy to facilitate the achievements of the intended learning outcomes pertaining to teaching learning and assessment.

- ✓ **TEACHING:** The academic calendar is provided to all faculty members to attain the learning outcomes. Teacher's workload, individual time table etc. are prepared, implemented and monitored. Feedback from the students is obtained for bringing necessary improvements in teaching. Departmental meetings are held periodically to monitor teaching methods, completion of curriculum. Students are prepared for examinations through examination-oriented coaching.
- ✓ **LEARNING:** Varied methods have been adopted over and above the traditional class room teaching to improve the teaching-learning process. Subjects are taught with the help of power point presentation, by using LCD projectors and OHP etc. Further methods like group discussion, question answer, home assignment, class test etc. have also been implemented. The institution provides the necessary infrastructure to facilitate learning. The lecture halls are well-ventilated, spacious and equipped; the library has a large collection of books and journals for the benefit of the learners. Students' feedback is taken and used for improvement.
- ✓ **EVALUATION:** Under the new credit based grading system, students are evaluated throughout the year. Both internal and external assessment system is followed (40/60 Marks). Examinations are conducted strictly as per the University norms by giving advance notice to the students for effective preparation for the Examinations. The institution has 100 % transparent evaluation system and a transparent Grievance/Redressal system.

Industrial visits are conducted every year. Students attend Seminars/Workshops to groom their personality. Sports and Cultural activities, Career guidance, Soft Skills etc help them to achieve the learning outcomes.

2.6.4 *What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?*

The institution takes various initiatives to enhance the socio-economic relevance of the courses offered under following heads:

Student Placement:

- ✓ The institution has a placement cell which organizes placement programmes through some of our ex-students. The Commerce students are offered placements as office assistants and the management students are offered various posts in different organizations.
- ✓ Experts from different organizations are invited to deliver lectures on placement and guide the students for better placement.

Entrepreneurship:

- ✓ The institution arranges lectures by the managers of different organizations to enhance the managerial quality of the students.
- ✓ Industrial visits are arranged every year to provide opportunities to students to interact with the managers of different organizations leading to improvement in their entrepreneurship skills.
- ✓ The Commerce Association and Students' Council conduct Fun-N-Fair programmes wherein students put up food/game stalls inside the campus to develop their entrepreneurship skills.

Innovation and Research Aptitude:

- ✓ Students participate in various intercollegiate programmes connected with research which will help them to enhance their research aptitude.
- ✓ Projects, home assignments etc. enable the students to carry on independent work and enable them to get innovative ideas and develop research aptitude.
- ✓ The Research Cell arranges lectures to induce staff and students to take up research.
- ✓ Data pertaining to extension and other activities conducted and prizes won in Sports and Cultural fields at intra/inter-collegiate level is analysed for promoting such activities.
- ✓ During Industrial visits, the students are asked to fill in a questionnaire and are encouraged to gather data and analyse various issues. They are asked to give a presentation in the class after they return.
- ✓ The Staff Academy encourages the senior faculty to present their papers in the staffroom for the benefit of the young faculty.

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

- ✓ The institution prepares the data on student performance in academics, sports, cultural activities, research activities, placements etc. It is used for planning further activities.
- ✓ The results of different examinations are properly analyzed - Class-wise, Subject-wise and steps are taken to further improve the performance of the students.

- ✓ The institution with the help of the results of various Examinations identifies slow learners, academically poor learners, etc. and prepares plans for improving their performance.
- ✓ For better academic performance, the data pertaining to attendance of the students is collected and analyzed. Such information is used by the IQAC for framing necessary policies to improve the students' attendance and performance.

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

- ✓ The institution monitors and ensures the achievement of learning outcomes.
- ✓ The results of all examinations are properly analysed and properly monitored for the achievement of learning outcomes. Periodical meetings are held by the Head of the Institution to monitor the progress attained in the academic performance of the students.
- ✓ The institution ensures the holistic development of the students by organizing activities on personality development, public speaking etc. to achieve the learning outcomes.
- ✓ The attendance defaulters are counseled and convinced to attend the lectures and maintain a minimum of 75% attendance.
- ✓ The HOD holds the meeting of the department members periodically. Proper monitoring of student performance helps in taking necessary steps to improve their performance.
- ✓ Proper records of achievements of students in Sports, Cultural activities etc. are maintained and proper monitoring is done to achieve learning outcomes.

2.6.7 *Does the institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples. Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.*

The institution and individual teachers use evaluation outcomes as an indicator for evaluating student's performance, achievement of learning objectives and planning.

- ✓ The Head of the Department analyses the results submitted by the subject teachers and gives guidance for improvement. Remedial coaching is given in various subjects after the exams to prepare the students for the additional exams.
- ✓ Proper record has been maintained with respect to details of pass percentage of the students, their performance in sports, cultural activities and NSS etc. and the record reflects the learning objectives of the students.
- ✓ The details of academic performance of various classes/courses are used by the IQAC to frame policies for improving student performance in the desired areas.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

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

- ✓ The institution is yet to have a recognized Research Centre. Steps have been taken to set up an internal Research Committee consisting of the Head of the Institution, outside research scholars and senior faculty members to induce research activities. The college is looking into the possibility of beginning a Research Centre in Economics as the Head of the Institution has become recognized as a Research guide.

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

- ✓ Yes, the institution has a research committee consisting of the Head of the Institution, outside research scholars and senior faculty to monitor and address research issues.
- ✓ The committee meets at least twice in a year to assess the progress in the direction of research and induce the faculty to go for research activities.
- ✓ The committee induces the faculty to present research papers at national and international seminars and conferences and undertake research activities. On the basis of the committee's recommendation, the Management agreed to pay the registration fees of the teachers who attend such seminars and conferences and present papers.
- ✓ The Research Committee recommended that faculty members should register for PhD. On the basis of the recommendation, two faculty members have registered for PhD.

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

- § autonomy to the principal investigator
- § timely availability or release of resources
- § adequate infrastructure and human resources
- § time-off, reduced teaching load, special leave etc. to teachers
- § support in terms of technology and information needs
- § facilitate timely auditing and submission of utilization certificate to the funding authorities
- § any other

The College is not covered under 2f and 12B. Since most of the divisions are self-financing, the Management bears the financial costs of running the college. A separate cabin has been provided in the library to inculcate a culture of research among the faculty. They are provided with adequate infrastructure, a computer, a printer and a peon. The faculty involved in individual research work are given necessary concessions without affecting the College work.

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

- ✓ The institution takes necessary efforts to develop scientific temper, research culture and aptitude among students.
- ✓ Students of TYBMS and M.Com part-II have a subject Research Methodology through which aptitude among the students for research is developed.
- ✓ Students at UG and PG level are given projects in the relevant subjects to develop research culture and aptitude among them. Such project assignments develop independent thinking and improve their presentation skills.
- ✓ The Research Committee holds seminars and workshops to develop research aptitude.

3.1.5 *Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.*

Some of the faculty members are involved in their PhD work. As stated previously, the subject teachers ask the students to undertake individual projects to introduce them to the culture of research. The librarian helps them to identify the relevant resources.

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

The Staff Academy and Research Cell have introduced the following various measures to imbibe research culture among the staff and students:

- ✓ The Head of the institution and the senior faculty members who present papers at national and international conferences either present their papers or recount their experiences for the benefit of the young faculty and students.
- ✓ Young faculty and students are encouraged to retell their experiences of seminars.

- ✓ A few workshops conducted were as follows:
 1. Introduction to Academic writing
 2. Identifying research topics
 3. How to cite resources?
 4. Summarization Skills
 5. How to conduct Surveys?
 6. Preparing Questionnaires
 7. Performance Based Appraisal System
 8. Gender Sensitive Language
 9. Preparation of a Research Report

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

- ✓ Although there is no research centre, recently, the Principal received recognition for guiding students in Economics and steps are being taken to start a research centre.

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

- ✓ The institution invites eminent scholars and researchers for providing necessary guidance and creates aptitude for research by the teachers and the students.
- ✓ The researchers interact with the teachers and the students and guide them, create interest in them in various research activities like research projects, registration for PhD.

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

- ✓ Since the college does not fall under 2f and 12B, the faculty is not eligible for Sabbatical leave for research activity. At the college level, concessions are given to them for working on their research by sanctioning leaves as and when required.

3.1.10 *Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of*

- ✓ The institution conducts seminars and arranges lectures to create awareness among the students, faculty pertaining to the importance of research activities.

3.2 Resource Mobilization for Research

3.2.1 *What percentage of the total budget is earmarked for research?*

Give details of major heads of expenditure, financial allocation and actual utilization.

- ✓ As the financial burden of the unaided divisions falls on the Management, no specific allotment of funds for research activities has been made. However, faculty members get reimbursement of the registration fees paid during seminar and conferences. Books, journals and internet facilities are provided to encourage and facilitate research.

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

- ✓ The institution has not made any provisions for providing seed money to the faculty for research but provides financial assistance for T.A and D.A., if required.

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

- ✓ There are no special financial provisions to support student research projects by students.

3.2.4 *How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research?*

Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

- ✓ The institution is yet to undertake interdisciplinary research activities.

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

- ✓ The staff undertaking research activity has been provided with necessary equipments like computers and printers and the requisite manpower and monitored by the Head of the Institution for their optimal use.

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

- ✓ The institution has not received any special grants or finance from the industry and other agencies for developing research facilities.

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

The faculty members engaged in research activities have not received any funds from funding agencies. However the institution provides funds for T.A., D.A to the researchers.

- ✓ The institution has been trying to get the status of 2(F) and 12 (B) of the UGC act to become eligible for getting necessary funding for research activity.

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total Grants		Total grant received till date
				Sanctioned	Received	
Minor projects	Nil	Nil	Nil	Nil	Nil	Nil
Major projects	Nil	Nil	Nil	Nil	Nil	Nil
Interdisciplinary projects	Nil	Nil	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil	Nil	Nil
Students' Research projects	Nil	Nil	Nil	Nil	Nil	Nil
Any other (specify)	Nil	Nil	Nil	Nil	Nil	Nil

3.3 Research Facilities

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

- ✓ The researchers have been provided a separate cabin inside the Library with necessary equipments like computer and printer with internet facilities.
- ✓ A class IV employee has been deputed to attend to the researchers.

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

- ✓ The institution plans to upgrade and create new infrastructural facilities in future.
- ✓ The college library will be upgraded with necessary books and journals, e-journals, computer and internet facilities etc. to facilitate research activity.
- ✓ The faculty members are induced to go for research activities and undertake major and minor research projects under the University and other research bodies.
- ✓ The institution intends to extend financial help to researchers to enhance research activities in the institution.

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

- ✓ The institution has not received any financial grants from the industry or any other bodies. As and when such grants are received, the institution will utilize the same for the enhancement of research activities in the college.

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

- ✓ The institution has not made any research facilities to the students and the faculty outside the campus and other research laboratories.
- ✓ However they are encouraged to subscribe to membership at various libraries and research institutes/organizations.

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

- ✓ The researchers have been given a special cabin inside the library with necessary facilities like computer with internet facility.
- ✓ The college library not only provides reference books but also provides journals and e-resources for researchers.

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

- ✓ The college is yet to develop collaborative research facilities. However necessary efforts will be made to develop such facilities in future.

3.4 Research Publications and Awards

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

- * *Patents obtained and filed (process and product)*
- * *Original research contributing to product improvement*
- * *Research studies or surveys benefiting the community or improving the services*
- * *Research inputs contributing to new initiatives and social development*

- ✓ The institution does not have any major research achievements by the staff and students in terms of patents obtained and filed, research contributing to product improvement.
- ✓ Under NSS, various surveys are conducted in the neighbouring

community during campaigns like SAVE ELECTRICITY and CLEAN KHAMBALPADA GREEN KHAMBALPADA campaign with the involvement of Local Corporators, residents of Khambalpada and NSS volunteers. Last year, the NSS also undertook survey of the Voters in the areas and created awareness through rallies and door-to-door visits.

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

- ✓ The institution does not publish/partner in publication of research journals. Necessary steps have been initiated to introduce a bulletin at the college level.

3.4.3 *Give details of publications by the faculty and students:*

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

Dr. V. S. Adigal				
Books/Journal	Title of Paper	ISBN/ISSN(Imp.Fact)	Publisher	Year
WTO & Environment Development	The Changing Phases of Inter Sectoral relationship in India : A Journey from Hegemony to Public and Private partnership	ISBN: 978-81-8387-363-5	Sereal Publication	2010
New Horizons in Social Science Research	Corporate Social Responsibility, Role of MNCs in Indian Context : Myth or Reality	ISBN : 93-81361-01-0	Excel India Publishers	2011
Money, Finance and Economic Growth : Emerging Issues	Critical Analysis of Emerging Trends in Growth of Tertiary Sector in Globalised India	ISBN: 978-81-92241-2-6	Joshi Bedekar College	2014
Dynamics of Rural Transformation in Emerging Economies	Corruption as a Gateway to Economic Inequalities: An Indian Perspective	ISBN : 978-93-83842-34-6	Excel India Publishers	2014
Management Perspectives : Emerging Economic Models and Market Structures for Inclusive Growth	Socio political issues in India: Corruption as a Hurdle	ISBN: 978-81-929057-1-6	Rectitude Publishing House	2014
Proceedings of International Conference on Future Trends in Management	Globalization and Developing Economies : Issues & Challenges	ISBN : 978-1-63248-018-7	Institute of Research Engineers & Doctors, California	2014

Proceedings of International Conference on Indian Economy: Development Prospects & Prospective	Regional Rural Banks in India During Post Reform Period: Issues & Challenges	ISBN : 978-93-81212-77-6	Bharti Publications	2014
Changing Finance and Economic Perspectives	Economic Integration and Globalisation : ASEAN Prospective	ISBN : 978-93-81212-79-0	Bharti Publications	2014
2 nd Global Conference on Business Management – Singapore, Conference Proceedings	Banking Sector : Brick Banks to Click Banks, Issues and Challenges in Indian Prospectives	ISBN : 978-981-07-9734-8	Asia Pacific International Academy	2014

Books Edited:

Book/Journal	Title of Book	Publisher	Year
Book	Changing Finance and Economic Perspectives	Bharti Publications	2014

Prof. Ms. Sushila Vijaykumar:

Books/Journal	Title of Paper	ISBN/ISSN(Emp.Fact)	Publisher	Year
Ruminations	Convergence of Media: TV, (tele) Films and Theatre (novel?) in Girish Karnad's Broken Images: A (Dramatic) Monologue	ISSN No. 2249- 9059	St. Andrews, Mumbai	2012
Proceedings of the National Seminar on "Service Sector in the 21 st Century	Understanding Customer Motivation: a Comparative Study of two Hypermarkets	ISSN No. 978-93-82429-97-5	Sheth Publishers	2012
Proceedings of the National Seminar on "Innovation & Teaching	Mentee-Mentor (In)Experiences: Innovating Daily	ISSN No. 978-93-83105-98-4	Sheth Publishers	2013

Proceedings of the National Seminar on “Innovation & Teaching	Maths-Centric Reflections: Turning to the Remedial Approach	ISSN No. 978-93-83105-98-4	Sheth Publishers	2013
Research Innovator. International Multi-disciplinary Research Journal	Sports and Physical Education: Issues and Challenges	ISSN No. 2348-7674		2014
Arts and Education International Research Journal	Feedback: Enhancing Vocabulary	ISSN: 2349-1353	IMRF Publications	2014
	C. V. Bhuvaneshawari’s Reinterpretation of the Savitri Myth			2014
International Journal	Teaching Business Communication: First Steps			2014
Book – Indian English Theater and Drama: Enriching Experiments	Varsha Adalja’s Mandodari	ISBN: 9788172738648	AUTHORS PRESS NEW DELHI	2014

Books Edited:

Book/Journal	Title of Book	Publisher	Year
Text Book	Business Communication :F.Y.B.M.S.	Sheth Publishers, Mumbai	2014

Prof. Ms. Jayanthi Vaikunth :

Books/Journal	Title of Paper	ISBN/ISSN(Emp. Fact)	Publisher	Year
New Horizons in Social Science Research	Corporate Social Responsibility: Role of MNCs in Indian Context, Myth or Reality?	ISBN No.978-93-81361-01-6	Excel India Publishers	2011

Proceedings of the National Seminar on “Service Sector in the 21 st Century	Understanding Customer Motivation: a Comparative Study of two Hypermarkets	ISSN No. 978-93-82429-97-5	Sheth Publishers	2012
Proceedings of the National Seminar on “Innovation & Teaching	Mentee-Mentor (In)Experiences: Innovating Daily	ISSN No. 978-93-83105-98-4	Sheth Publishers	2013

Prof.Dilip Nazirkar:

Books/Journal	Title of Paper	ISBN/ISSN(Emp. Fact)	Publisher	Year
National conference on recent trends in Accountancy and Auditing	Challenges in Human Resources Accounting	ISBN 978-93-5097-612-8	Himalaya Publishing House	2013
Effective knowledge Management in 21 st Century	Elements of Knowledge Management	ISSN -2230-7850 Imp.Factor :1.7604 (UIF)	Laxmi Book Publications	2014
National Conference on Innovative practices in Business Management and Information technology in new millennium	Innovation Practices in Business Management and Information Technology	ISBN-978-93-83587-12-4	Ajanta Prakashan	2014

Prof. Ms. Nisha Deodhar :

Books/Journal	Title of Paper	ISBN/ISSN (Emp.Fact)	Publisher	Year
Urban planning & Environment –strategies challenges	Poverty & Infrastructure V/S the land of richness –A case study of Darmitary Suburb –Dombivili	ISBN -10-230-63066-9 ISBN-13-978-020-63066-6	MACMIL LAN INDIA LTD	2009
Reflections in Commerce & Management	Mangroves : A Neglected Coastal Resource	ISBN-978-93-81361-30-6-2011	Excel India Publishers New Delhi	2011
Alchemy in Social Science Research	Potentials of Agro Tourism in Thane & Raigad districts	ISBN-978-93-81361-34-4-2011	Excel India Publishers -New Delhi	2011

Books Edited:

Book/Journal	Title of Book	Publisher	Year
Text Book	Environmental Studies :F.Y.B.com	Distance education of University of Mumbai	Since 2009 till date

Chapter in Books:

Books	Name of a Chapter	Publisher	Year
Environmental Studies :F.Y.B.com	1.Waste Management 2.Food & Agriculture 3. Environmental Management	Sheth Publishers Pvt.Ltd.	2010 till Date

Mr.Shashikant C. Gudodagi

Books/Journal	Title of Paper	ISBN/ISSN (Emp. Fact)	Publisher	Year
57 th All India Library Conference of Indian Library Association (ILA)	Web Based Information Services: A Case Study of World Top 5 University Libraries	ISBN: 81-85216-45-6	Indian Library Association	2012
International Journal of Library	Collection and Use of E-Resources in the College Libraries of	ISSN: 0975-7546	International Journal of Library	2012

Science	Goa: A Study		Science	
e- Library Science Research Journal	Information and Digital Literacy to Explore Web Resources: A Programme for the Undergraduate Students of Commerce	ISSN: 2319-8435	Laxmi Book Publication	2014
International Journal of Library and Information Studies	Bibliometric Analysis of Indian Journal of Marketing During 2005 - 2012	ISSN: 2231-4911	International Journal of Library and Information Studies	2014

3.4.4 *Provide details (if any) of:*

- * *research awards received by the faculty: NIL*
- * *recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally: NIL*
- * *incentives given to faculty for receiving state, national and international recognitions for research contributions.: NIL*

3.5 Consultancy

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

- ✓ The faculty members provide necessary consultancy services to the industry as and when the opportunity arises.
- ✓ The faculty members participate in seminars and conferences organised by the industry.

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

- ✓ The faculty members are encouraged to provide the consultancy in their respective specialized subjects like accountancy, commerce, law, taxation etc.
- ✓ The faculty members are encouraged to participate in the seminars, workshops and conferences arranged by the university, industry and other agencies to promote consultancy.

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

- ✓ The faculty members are given necessary concessions from their regular duties at college to provide consultancy services to the public.
- ✓ Separate cabin has been provided for consultancy as per the schedule.

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

- ✓ The institution provides consultancy services in the field of law, accountancy and taxation. As these services are provided free of cost, no revenue is generated.

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

- ✓ Since the consultancy services are provided free of cost, there is no scope for the institution to get a share out of the income generated through consultancy.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

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

- ✓ The institution promotes institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students through the extension activities conducted by the institution.
- ✓ Under extension activities, the NSS wing conducts various activities like Blood Donation, Health Check-up Camps to engage students to serve the community.
- ✓ The NSS also conducts Tree Plantation, Cleanliness Drive in Slums and Save Electricity Campaigns to create awareness about Environment and Energy Conservation.
- ✓ The Women's Development Cell holds activities for women empowerment.
- ✓ The NSS Volunteers work to imbibe the principle 'NOT ME BUT YOU' in all activities.

3.6.2 *What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?*

- ✓ The institution encourages the students to involve themselves in various social activities to develop citizenship roles.
- ✓ The NSS diary and the NSS leaders help in tracking the involvement of students in Street Plays on Aids Awareness, Drug Addiction, Traffic Control during Ganapati visarjan etc. and allot hours for each activity.

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

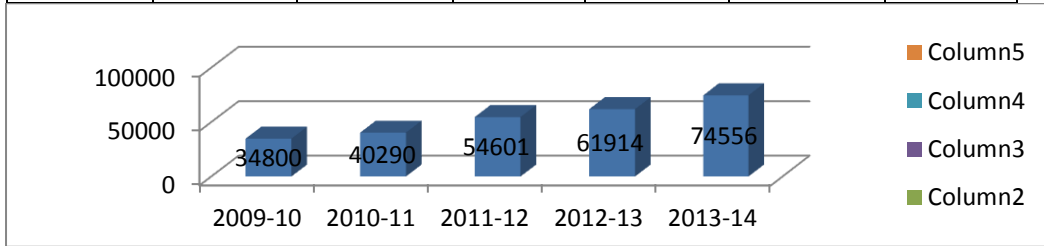
- ✓ The institution gets feedback about the overall performance and quality from its stakeholders.
- ✓ The Management regularly visits the College and keeps an eye on its overall functioning. In the staff meetings, they inform the Principal and the faculty about the overall performance of the institution and provide guidance to bring improvements.
- ✓ The Students' Council point out the drawbacks in various areas in which the efforts are required in the Students' Council meetings.
- ✓ The Alumni inform the college authorities regarding the overall performance and quality of teaching and learning in meetings held with the college authorities, twice in a year.
- ✓ The Alumni also informs the college authorities regarding the general discipline, efforts required to enhance the results of various examinations, the books and journals to be subscribed by the college library and involvement of the students in extension activities.
- ✓ The parents of the students advise the college authorities from time to time on measures to be introduced to enhance the overall performance of the institution.
- ✓ In the staff meetings, faculty gives various suggestions for the improvement in the overall performance of the institution and improvement of the teaching-learning process.
- ✓ The community members, social workers and institutional well-wishers also suggest the measures the institution should adopt for enhancement of institutional performance.

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

- ✓ The NSS unit organizes extension and outreach programmes every year.
- ✓ Tree plantations help the students and the society in maintaining a good environment
- ✓ Blood donation and Yoga camps contribute towards better health consciousness.
- ✓ NSS Volunteers have performed Street Plays on Aids Awareness, Drug addiction to create awareness among the people. In addition, Programmes like Disaster management, Rural camp, Cleanliness drive etc are undertaken under the extension activities.

- ✓ The following table indicate the expenditure made on the extension activities under N.S.S. Programme for the last 5 years :

Year	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Amount		34800	40290	54601	61914	74556



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

- ✓ The institution promotes the participation of students in extension activities by including it in the college prospectus for the information of new entrants.
- ✓ The College Magazine and the College website reflect the activities under NSS for the information of the students and other stakeholders.
- ✓ Faculty members are induced to take part in extension activities and also induce the students to take part in extension activities in large numbers.
- ✓ As an inducement, the University grants 10 grace marks for the extension activities like NSS to the students in the Annual examination.
- ✓ The benefits of the extension activities are made known to them in the NSS orientation Programme arranged by the college for the students every year.
- ✓ Though the college has no independent NCC unit, the students are motivated to enroll in NCC in the neighbouring colleges and granted 10 grace marks as per the norms.



Blood Donation Camp

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

- ✓ Under NSS activity, students conduct various surveys to know the extent of under privileged and vulnerable sections of the society to highlight the need for social justice and work for their empowerment.
- ✓ The NSS Volunteers conduct Street Plays at prominent places for the benefit of under privileged people staying in slums.
- ✓ The problems connected with women are dealt with by the Women's Development Cell.

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

- ✓ The extension activities complement student's academic experiences and inculcate practical values and skills among them.
- ✓ Involvement in extension activity like NSS, develops leadership quality among students and prepares them to handle crisis situations. They become self-reliant and self-confidence through Disaster Management Trainings provided under extension activities.
- ✓ Extension activities make the students socially responsible, They develop a co-operative spirit towards their parents and society and have a positive effect on their learning.



TREE PLANTATION

- ✓ In the outstation camps, since they stay with the villagers, they get insights on the economic conditions and different problems of the villagers.

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

- ✓ The institution ensures and encourages the involvement of the community in its activities as well as contributes to community development.
- ✓ The NSS wing of the college conducts various community development Programmes and induces the community to participate in the activities of the institution.
- ✓ The NSS wing arranges a camp outside the city in remote villages wherein they involve in various community development Programmes like cleaning drive, distribution of note books and providing stationery to the needy students etc.
- ✓ The 7-day residential rural camps promote community values and citizenship roles in NSS Volunteers who understand the inequities in the society.

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

- ✓ The institution involves other institutions in the locality in its extension activities.
- ✓ The blood donation camp, the medical camp, tree plantation etc. are arranged by the college in which other college students also participate for its grand success.

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

- ✓ For outstanding contribution under extension activities, the college gets awards from the Village Panchayat which also issues appreciation letter to the College NSS wing for its valuable services rendered for the development of the people in the village.
- ✓ The blood banks which arrange the blood donation camp at the college under NSS issues certificate of appreciation for successful Blood Donation Programme.
- ✓ The institution issues certificates/awards to the best NSS leader (Male/Female) and best camp group every year.

3.7 Collaboration

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

- ✓ The institution is yet to collaborate and interact with industry and institutes for research activities. The institution intends to go for collaborative research, staff exchange, sharing facilities and equipment, research scholarship in future.

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

- ✓ The institution has not entered into any Memorandum of Understanding, collaborative arrangements with other institutions / industries etc.

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

- ✓ Industries approach the college for the placement of final year students every year.
- ✓ Banks and other organization also approach the institution for the placement of students.
- ✓ The Placement Cell contacts the industries for placement of the students of this college.

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

- ✓ The institution has not arranged any national or international conferences in the college premises during the last 4 years. The faculty members and the Principal attend national and international conferences every year and present research papers.

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

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

- ✓ The college is yet to establish MoUs and agreements for linkages and collaboration. The Placement Cell invites recruiting agencies to place the students. Research Cell induces faculty to take up research, NSS undertakes extension activities. The faculty extends consultancy services. The Head of the Institution and the faculty members attend national and international seminars and workshops and present papers.

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

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

- ✓ The institution is planning to establish and implement the initiatives of the linkages/collaborations and details are being worked out.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

- ✓ The institution before the commencement of the academic year prepares a master plan of the infrastructure required for the effective teaching and learning process.
- ✓ A special meeting of the management concerned with infrastructure is held every year during the vacation period to plan and execute infrastructural policy. In the said meeting, the existing infrastructure and the required infrastructure is discussed.
- ✓ On the basis of the dead stock register, existing infrastructure is estimated and the requirement for additional infrastructure is planned. The management takes necessary steps for the purchase of required infrastructure.

4.1.2 *Detail the facilities available for*

a) *Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.*

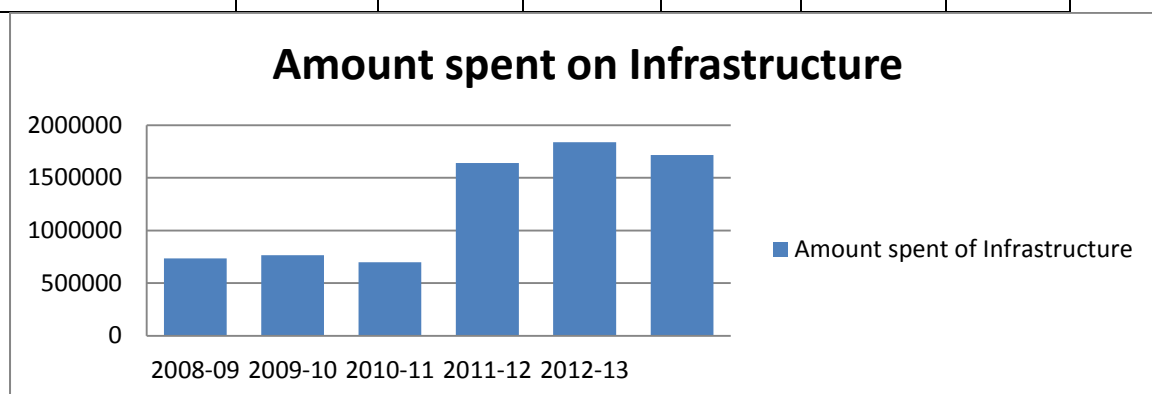
b) *Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.*

- ❖ The college has big lecture halls each accommodating more than 120 students. The class rooms are equipped with lights, fans and are well ventilated. It has a seminar hall, halls for tutorials for effective teaching and learning.
- ❖ It has an audio-visual room with all amenities for conducting lectures. Faculty members use LCD projectors and OHP during the lectures.
- ❖ In the library, a separate cabin is arranged for faculty and for researchers.
- ❖ The institution has a big Gymkhana for indoor games like Carrom, Chess, Table tennis etc.
- ❖ It has a gymnasium with all modern equipments.
- ❖ On the ground floor, there is an auditorium which can accommodate nearly 250 students.
- ❖ Separate rooms are made available for NSS, Cultural activities etc.
- ❖ For improving public speaking skills and communication skills, the college auditorium has been equipped with podium, mike system and amplifiers. The same auditorium is used for conducting yoga camps, seminars, workshops etc.
- ❖ A separate room has been allotted for health-related consultations by visiting doctors for the students and the faculty.

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

- ✓ Before the beginning of every academic year, the institution plans for the infrastructure necessary for academic growth as the number classes increase. The institution ensures the optimum utilization of its infrastructure. The following table indicates the amount spent during the last four years on the infrastructure and other facilities:

Year	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Amount spent on Infrastructure	733500	766403	697600	1638951	1838813	1715515



- ✓ The 'Master plan' of the institution showing the existing physical infrastructure and future expansion is enclosed with this SSR report.

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

- ✓ The institution takes care of the students with physical disabilities and teachers take special care of them and counsel them, whenever necessary.
- ✓ A ramp has been arranged at the college entrance for students with physical disabilities.
- ✓ A wheel chair has been made available for such students.
- ✓ During the Examinations, differently-abled students are given special facilities like writers, separate block with an invigilator etc.
- ✓ The seating arrangement for such students for regular lectures and during Examinations has been done on the ground floor of the building.
- ✓ The library has separate seating arrangement for students with physical disabilities.



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

- Hostel Facility – Accommodation available
 - Recreational facilities, gymnasium, yoga center, etc.
 - Computer facility including access to internet in hostel
 - Facilities for medical emergencies
 - Library facility in the hostels
 - Internet and Wi-Fi facility
 - Recreational facility-common room with audio-visual equipment's
 - Available residential facility for the staff and occupancy Constant supply of safe drinking water
 - Security
- ✓ The institution does not provide Hostel facilities for students and faculty. The management plans to provide hostel facility for outstation students in future.

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

- ✓ The institution takes care of the students' health both on the campus and off the campus.
- ✓ The college has a health care centre equipped with necessary medicines.
- ✓ 2 Members of the Governing body/Managing committee are well known doctors. They visit the college twice a week for extending medical advice to the students.

- ✓ In case of emergency, one of these doctors is called and immediate medical treatment is given to the students/staff.
- ✓ Such medical facility and doctor service is given free of cost to the student during the medical check-up camps held as part of NSS activities.

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

- ✓ Common facilities are made available on the campus for the students and the staff.
- ✓ A separate cabin has been provided to IQAC. It meets at least once in 3 months to frame policies for enhancing the quality of teaching and learning and to review the progress.
- ✓ Grievance Redressal Cell, Women’s Development Cell, Placement Cell, Counselling Cell and Career Guidance Cell have been provided with the required space for their effective functioning.
- ✓ The college has a Canteen, recreational spaces and safe drinking water facility.



CANTEEN

- ✓ College has an auditorium on the 1st floor with all amenities and accommodates more than 250 students.



COLLEGE AUDITORIUM

4.2 *Library as a Learning Resource*

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



College Reading Room

- ✓ The college library has a library Advisory Committee.
- ✓ The committee consists of the Head of the Institution and senior faculty members and the librarian as the member secretary.
- ✓ The committee meets at least twice in a year to frame various policies pertaining to the library, purchase of books and journals and other matters.

- ✓ The library has been made student/user friendly. The librarian takes feedback from time to time to understand the difficulties and problems of the library users.
- ✓ Internet facility is provided to the library users. The Advisory Committee gives suggestions regarding the library timings and the purchase of books, journals, newspapers and magazines.
- ✓ Reprographic facilities have been provided to the users.
- ✓ Special arrangement is made to display new arrivals.
- ✓ There is a separate drinking water facility for library users.
- ✓ A newspaper stand effectively displays the daily newspapers for relaxed reading.
- ✓ For faculty members and researchers, a separate cabin with computer, printer and internet facility has been provided.
- ✓ NList membership has been extended to faculty and TYBCom, MCom, BMS and BAF students. Passwords are given to them to get access to e-resources.
- ✓ Perfect discipline and silence is maintained inside the library.

4.2.2 Provide details of the following:

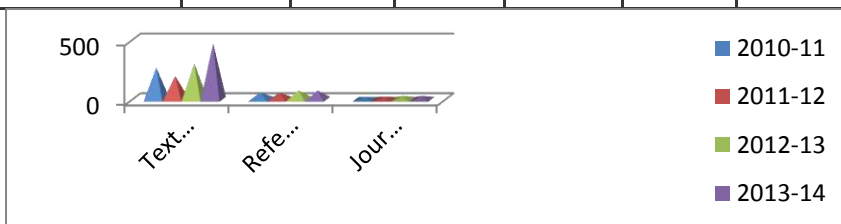
- * *Total area of the library (in Sq. Mts.):* Total area of the library is approximate 88 Sq. Mts. It is attached with a reading room of the same size (88 Sq. Mts. approx.)
- * *Total seating capacity:* The total seating capacity in library for the students is 24, for the faculty is 6 and in Reading room is 65 students.
- * *Working hours (on working days, on holidays, before examination days, during examination days, during vacation):* The library remains open from 7.30 am to 5.00 pm on all working days. It remains closed on public holidays and Sundays. During Examinations, it is open on holidays and Sundays. During vacations it is kept open from 7.30 am to 5.00 pm.
- * *Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources):* The layout of the library is attached herewith which includes reading space, special cabin for the faculty and researchers.



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

- ✓ The Library Advisory Committee prepares the requirement of books, journals and other reading materials in the beginning of every academic year. Purchase order is placed after necessary approvals are obtained.
- ✓ The library fees collected from the learners has been fully spent on books and journals.
- ✓ The library subscribes to 11 newspapers for the benefit of readers.

Library holdings	2010-11		2011-12		2012-13		2013-14	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Textbooks	267	29439	196	23393	304	32357	471	53093
Reference Books	57	17257	55	15913	76	25426	74	28104
Journals/ Periodicals	19	16248	23	19859	29	20924	29	22323
e-resources	-			-		-		
Any other (specify)								



4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

* *OPAC*

The Central Library has created a database of the books available in the institution with the help of the library management software SOUL 2.0. The OPAC allows the patrons in the library to search bibliographic database for an item of his/her choice from the Library holdings. The OPAC has facilitated the users with quick and easy access to information related to availability and status of a book, reservation, etc.

* *Electronic Resource Management package for e-journals*

The college library has subscribed N-LIST programme from the INFLIBNET. This allows us access to more than 6000 e-journals and 97000 e-books. Each and every staff member has been provided with a username and password to access these online resources.

- * *Federated searching tools to search articles in multiple databases:*
NIL
- * *Library Website:* Although information about the library is available on the college website, the college library is in the process of creating its own website to reach students/staff more effectively.
- * *In-house/remote access to e-publications:* Staff and students can access INFLIBNET's N-LIST databases in-house as well as remotely.
- * *Library automation:* The college library has created a database of all the books using a well-known library management software SOUL 2.0. The sections like acquisition, cataloging have been computerized. The bar coding of the books is also completed. The processing of books with computerized spine labels has been taken up through the software. Online Public Access Catalogue (OPAC) gives the opportunity to search or browse the entire library collection by any of the fields such as author, title, ISBN, Publication, Publisher etc
- * *Total number of computers for public access:* 03
- * *Total numbers of printers for public access:* 01
- * *Internet band width/ speed* □ 2mbps □ 10 mbps □ 1 gb □ (GB) : 2mbps
- * *Institutional Repository:* Not Available
- * *Content management system for e-learning:* NIL
- * *Participation in Resource sharing networks/consortia (like Inflibnet) :*
The College is an institutional member of INFLIBNET's N-LIST programme

4.2.5 Provide details on the following items:

- * *Average number of walk-ins -* 130
- * *Average number of books issued/returned-* 80
- * *Ratio of library books to students enrolled-* 8 : 1
- * *Average number of books added during last three years:* 400
- * *Average number of login to opac (OPAC)* 5 to 10
- * *Average number of login to e-resources:* 1 to 5
- * *Average number of e-resources downloaded/printed*
The faculty uses NLIST both at campus and off-campus. Hence, the record of the exact number of downloads is not maintained and the institution allows staff members to take printouts of electronic data downloaded for their academic/research purpose.
- * *Number of information literacy trainings organized*
One General orientation programme is held for the students every year. Along with this, library staff regularly gives assistance to faculty and students in using OPAC or in searching e-resources.

- * *Details of “weeding out” of books and other materials*
Old newspapers and Magazines are sold once in a year.

4.2.6 Give details of the specialized services provided by the library

- * *Manuscripts- NIL*
- * *Reference - Adequate number of reference books, Journals, Bound Volumes are available in the library. Students refer to these while completing their assignments and project work. The library staff eagerly helps the students/staff by providing resources relevant to their areas of interest.*
- * *Reprography- A Xerox machine has been kept in the library to provide photocopy facility to users.*
- * *ILL (Inter Library Loan Service) –Inter library loan facility is provided to the staff members as and when there is a demand. Through this service the books/journals which are not available in our library were made accessible to the staff members for a period of 15 days.*
- * *Information deployment and notification (Information Deployment and Notification): List of new arrivals, library timings, Holiday notification etc are regularly displayed on the library notice board. Important notices are also added to the library website.*
- * *Download- Staff and students make use of internet facility provided in the library to download the reference materials for completing their assignments, research work etc.*
- * *Printing: One printer each is available for the use of teachers and students.*
- * *Reading list/ Bibliography compilation: The bibliographic database of all the books is already created using the library software SOUL 2.0. Through this software, users can generate any reading list or bibliography by author, title, accession number etc.*
- * *In-house/remote access to e-resources: The staff members and students have been provided with a username and password for accessing N-LIST database from the INFLIBNET. These online resources can be accessed from the library system. Remote access is also possible.*

- * *User Orientation and awareness:* General Orientation and awareness towards the library are given to the students at the beginning of every academic year. Students are briefed from time to time by the staff members and librarian with regard to the library process.
- * *Assistance in searching Databases:* Help is rendered by the Librarian as and when required.
- * *INFLIBNET/IUC facilities:* Library subscribes to INFLIBNET's N-LIST programme. Under this, more than 6000 e-journals and more than 97,000 e-books are available for in-house as well as remote access for staff and students.

4.2.7 *Enumerate on the support provided by the Library staff to the students and teachers of the college.*

- ✓ The library staff issues books and journals to the staff and the students as per the requirement.
- ✓ They provide computer with internet facility to the users as per the availability.
- ✓ The faculty members have been provided with a computer and printer in the cabin.
- ✓ Students can avail of the Xerox facility in the library.
- ✓ The users can download articles, notes and other study material without plagiarizing.
- ✓ The library staff issues library cards to students to enable them to borrow books under lending facility for a period of 8 days.
- ✓ The library issues question papers of the University Examinations of previous years.
- ✓ The library staff provides information about "new arrivals" for the users.
- ✓ They maintain news articles clippings connected with the subjects taught in the college for the benefit of library users and display the same on the college notice board.

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

- ✓ Special seating arrangement has been made inside the library for visually/physically challenged persons.
- ✓ The library staff provides books and other requirements of such users on their table.
- ✓ They are also provided with water and provided help in all forms, if required.

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

- ✓ The college library has a feedback system from the users. Feedback is taken periodically at least 2 times in a year.
- ✓ The students and the staff are asked to fill in questionnaires and they are collected and analyzed to find out the deficiency in library services provided to users.
- ✓ The details of the feedback are properly analyzed under different heads so as to enable the library staff to improve the library services.
- ✓ A suggestion box has been made available to the users to give their suggestions pertaining to the improvement in library services. The suggestion box is opened on every weekend so that improvement in library services can be done immediately.
- ✓ During the parents meet, feedback is taken from parents regarding the library services especially the library timings and such feedback is used for necessary improvement.
- ✓ The feedback and suggestions pertaining to the library is forwarded to the library advisory committee for framing necessary policies pertaining to the improvement of library services.

4.3 IT Infrastructure

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

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

Location	No.			Configuration		
				Operating System	CPU	RAM
Principal Cabin (LAN, Wifi facility)	1Pc	01	1PC	MS.Windows XP, Professional Version 2002, Service Pack 3	Pentium (R). Dual Core, E6600 @3.06 GHZ	3.06 GHZ, 1.87 GB of RAM
STAFF ROOM	1PC	01	1PC	MS.Windows XP, Professional Version 2002, Service Pack 3	Pentium (R). Dual Core, E6600 @3.06 GHZ	3.06 GHZ, 1.87 GB of RAM

N.S.S. Room	1PC	01	1PC	MS.Windows XP, Professional Version 2002, Service Pack 3	Pentium (R). Dual Core, E6600 @3.06 GHZ	3.06 GHZ, 1.87 GB of RAM
Exam Room	1PC	01	1PC	MS.Windows XP, Professional Version 2002, Service Pack 3	Pentium (R). Dual Core, E5700 @3.00 GHZ	2.99 GHZ, 1.75 GB of RAM
New Lab (LAN Facility available + Wifi)	21 Client + 1 Server	22	21 Client	MS.Windows XP, Professional Version 2002, Service Pack 3	Pentium (R). Dual Core, E6600 @3.06 GHZ	3.06 GHZ, 1.87 GB of RAM
			1 Server	MS-Windows Server 2003, R ₂ , Enterprise Edition , Service Pack2	Pentium (R). Dual Core, E6600 @3.06 GHZ	3.06 GHZ, 1.87 GB of RAM
Old Lab (Lan Facility + Wifi)	25 Client (Thin) + 1 Server	26	25 Client	Same as Server	Same as Server	Same as Server
			1 Server	MS-Windows Server 2003, Standard Edition , Service Pack1	Intel [R], Xeon [R] E5405@2. 00 GHZ	2.00 GHZ, 1.99 GB OF RAM
Library (LAN Facility available)	1 Client + 1 Server	2	1 Server	MS-Windows Server 2003, Standard Edition , Service Pack2	Intel [R], Core [TM]2D40 E7500@2.93 GHZ	2.93 GHZ, 1.95 GB OF RAM
			1 Client	MS.Windows XP, Professional Version 2002, Service Pack 3	Pentium (R). Dual Core, E6600 @3.06 GHZ	3.06 GHZ, 1.87 GB of RAM
Office	5	6	1	MS-	Pentium	2.70

	Client + 1 Server		Server	Windows Xp, Professional Version 2002, Service Pack 2	(R). Dual Core, E5400 @2.70 GHZ	GHZ, 1.96 GB of RAM
			Com1	MS- Windows Professional Version 2002, Service Pack2	Pentium (R). Dual Core, E5400 @2.70 GHZ	2.70 GHZ, 1.96 GB of RAM
			Com2	Windows 7 Ultimate Copyright ©2009, Microsoft Corporation	Intel [R], Pentium (R). Dual CPU, E2140 @ 1.60 GHZ	1.60 GHZ, 2.00 GB OF RAM
			Com3	Windows 7 Ultimate Copyright ©2009, Microsoft Corporation	Intel ®, Core (TM), i3-2120 CPU 3.30GHZ	3.30 GHZ 4.00 GB of RAM
			Com4	Windows 7 Ultimate Copyright ©2009, Microsoft Corporation	Intel ®, Core (TM), 2 Duo CPU, E7500 @ 2.93 GHZ	2.93 GHZ, 2.00 GB OF RAM
			Com5	Windows 7 Ultimate Copyright ©2009, Microsoft Corporation	Pentium (R). Dual Core, E5400 @2.70 GHZ 1	1.70 GHZ, 2.00 GB of RAM

License Copy Software:

Library – Soul 2.0

Office – Tally ERP 9

- *Computer-student ratio:* in the Laboratory is 1:25. There are two Computer Laboratories with 22 and 25 computers each.
- *Stand-alone facility:* AVM
- *LAN facility:* YES
- *Wifi facility:* YES
- *Licensed software :* MYSQL, Microsoft Office 2007, TALLY erp 9,

Microsoft sql 2008

- *Number of nodes/ computers with Internet facility:* 1: 45
- *RAM:* 1.86 gb
- *Any other:* OS Windows server, Windows XP 2007, optical mouse, USB for all machines and Projector facility.

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

- ✓ The teaching staff members have been provided with computer, internet facility and printer to be used exclusively by faculty members. NList membership is given to faculty.
- ✓ Students can use the computers provided in the library with internet facility. They also use the library computer for searching books title wise and author wise. Students can also access e-resources off-campus for are provided with NList membership
- ✓ Wi-Fi facility has been made available to the staff in the computer lab.
- ✓ The college has 4 BSNL broadband connections.



Computer Lab

4.3.3 *What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?*

- ✓ The institution at present has 59 computers. It intends to increase the number of computers to 65 in the near future.
- ✓ The institution intends to extend the Wi-Fi facility in the entire campus for the benefit of the students and the staff.
- ✓ 2 more broadband connections will be added to the existing 4 connections in future.
- ✓ The institution plans to upgrade the existing computers and their configuration.

4.3.4 *Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)*

The following table indicates the provision made in the annual budget for procurement, up gradation, deployment and maintenance of computers and their accessories in the institution for the last four years:

Year	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Budget provision	483000	460000	470000	810000	965000	785000

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

- ✓ The institution intends to use ICT resources extensively for the staff and the students.
- ✓ The college has an audio visual classroom with LCD projectors, amplifier etc. and is fully air-conditioned.
- ✓ Computers and projectors have been used in the seminar hall/college auditorium for conducting seminars, workshops, special lectures etc through power point presentations.
- ✓ Faculty members make use of their laptops and available projectors during regular lectures for effective teaching.
- ✓ The students are given basic computer training at the college computer lab free of cost so as to enable all students to become computer literate.
- ✓ Internet and Wi-fi facility has been provided to the students and the faculty.

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

- ✓ The institution uses online teaching learning resources, independent learning, ICT to enable learning process to be student-centric.
- ✓ More than 50% teaching staff uses computer-aided teaching methods and use power point presentations in regular lectures.

4.3.7 *Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?*

- ✓ The institution has not yet availed the National Knowledge Network connectivity directly or through affiliating university. However, the University is going to introduce Network connectivity for all affiliating colleges very soon.

4.4 Maintenance of Campus Facilities

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

- ✓ The institution uses the allocated financial resources for the maintenance of college infrastructure. The following table indicates the budget allocation for the last 4 years:

	Heads of budget Allocation	Year					
		2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
a.	Building						
b.	Furniture	110000	195000	200000	463400	632000	712535
c.	Equipment	163000	90000	70000	110000	46393	27500
	Computers	210000	20000	200000	284050	75960	27513
e.	Vehicles						
f.	Interior				615759	465000	53888

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

- ✓ The institution maintains monthly infrastructural report to get details pertaining to infrastructure facilities and equipment's of the college.
- ✓ Based on such infrastructural reports, periodical meetings of "infrastructural maintenance committee" are held to take appropriate steps for maintaining infrastructure and repairing equipments.
- ✓ For day to day maintenance of electrical equipment's like light and fans, etc the electrician staying in the vicinity of the college is called for necessary repair and restoration of services.
- ✓ The institution maintains details of expenditure incurred on infrastructure.

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

- ✓ Necessary measures for repairing of equipment's/instruments are done frequently. Based on the report of the college infrastructure by the maintenance committee, the management takes immediate decision. Major repairs are undertaken during the vacations in April/May, October/ November and April/ May.

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

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

- ✓ The college gets water from KDMC (Kalyan Dombivli Municipal Corporation) and the same is stored in the underground water tank with a capacity of 1 lakh liters. Pumps are used for pumping water to the Overhead tank for the continuous supply of water.
- ✓ Maintenance contract of the pumps is given to an outside agency.
- ✓ Both underground and overheads tanks are cleaned regularly.
- ✓ For drinking water, 2 water filters and coolers have been provided.
- ✓ The college has a generator of 82 kv capacity for continuous supply of power and it is maintained periodically by a specialized agency.
- ✓ Every computer is connected with a UPS system for continuous power supply to the computer and if necessary generators are used.
- ✓ Efforts are taken to save energy by using CFL bulbs, tube lights with electronic chokes.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

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

The institution publishes the prospectus every year with the following details:-

- ✓ The vision and mission of the institution.
- ✓ The various programmes taught and the duration of Programme.
- ✓ Rules of admission, cancellation of admission and refund of fees.
- ✓ Programme wise fees structure, subject wise syllabus
- ✓ Rules pertaining to attendance, discipline, examinations etc.
- ✓ Details of members of Local Managing Committee, Governing Body and Karnataka Sangha.
- ✓ The details of the arrangement of terms, vacations, etc.

The institution is committed to the information provided in the prospectus and follows the same in all respects. The Management, the Principal and other office bearers of the institutions are accountable for its effective implementation.

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

- ✓ The institution gives scholarship/freeships in the form of financial aid every year to the students who have shown outstanding performance during the previous academic year. The following table indicates the details of Freeships/Scholarships provided for 4 years:

Type of Scholarship	Year					
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Endowment fund by the institution	6067	2981	2600	5634	6067	
Government of India scholarship for SC/ST	376290	402280	320810	409185	405155	336625
Freeship for economically weaker students			6000	7500		

- Students are made aware of financial aid given by the college in the form of Freeships and Scholarships. The aid is disbursed to the students by the end of every academic year. Since 2012-13, the Freeships/Scholarships given by the government are directly credited to the student's Individual Savings Bank account. Endowment scholarship is given to 10 students who show outstanding performance in academics every year.

5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

- ✓ Following table indicates the percentage of students who received financial assistance from the State/Central Government and other agencies during the last 4 years:

% of students who received financial assistance from State/Central Government and other agencies	Years					
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
	21.15%	29.50%	24.5%	18.78%	16.96%	9.35%

5.1.4 What are the specific support services/facilities available for: -

The institution provides support services to the students under different categories:

- ✓ *Students from SC/ST, OBC and economically weaker sections:* The applications of the students belonging to these categories are forwarded to the concerned department with all enclosures for necessary sanction. As soon as the amount is sanctioned, the same is credited to their respective Savings Bank Account by the end of every academic year.
- ✓ *Students with physical disabilities:* A ramp has been arranged at the College entrance for the support of physically disabled students. A wheel chair is also made available for such students. The seating arrangements for regular lectures and Examinations are made on the ground floor of the building. The class IV employees provide physical assistance to such students during their entry and exit from the college.
- ✓ *Overseas students:* NIL
- ✓ *Students to participate in various competitions/National and International:* Students participating in different competitions at State/National/International levels are granted T.A. and D.A. as per the University rules.
- ✓ *Medical assistance to students: health centre, health insurance etc.:* The students are provided with free medical services in case of emergency inside the college premises, whenever required. A qualified doctor is called to treat students in case of emergency. The institution has a Health Centre through which medical assistance is given to the students periodically. Every student of the Degree section is insured under Group Insurance Scheme every year. The financial assistance under this scheme is upto Rs.1 lakh. A First Aid Box with medicines and other requirements is kept ready in the college premises in case of emergency. The parents are informed if their ward falls sick in the college premises.

- ✓ *Organizing coaching classes for competitive exams:* The institution arranges coaching classes for students interested in appearing for Competitive Examinations like CA and CS Entrance examinations and MPSC Examinations etc.
- ✓ *Skill development (spoken English, computer literacy, etc.,) :* The institution provides computer literacy to school going children in Khambalpada area. During vacations, they are taught Basic Computer Course designed by the faculty and a certificate is issued.
The institution has started English Speaking Classes for the students who have studied in vernacular medium.
- ✓ *Support for “slow learners” :* In the beginning of every academic year the faculty identifies the slow learners in the respective classes and gives extra coaching to them to enable them to cope with their studies. Such additional coaching is given free of cost.
- ✓ *Exposures of students to other institution of higher learning/ corporate/business house etc. :* The institution induces the students to pursue higher education – PG courses like M.Com, M.Phil, MMS, PGDA etc. They interact with the managers of the companies and business houses during Industrial Visits.
- ✓ *Publication of student magazines:* Every year the college publishes the college magazine – “Kalpavriksh” in which students give their articles, poems, short stories etc.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The institution facilitates entrepreneurial skills among the students by inviting Managers of companies and business houses to deliver lectures and provide valuable insights on entrepreneurship.

- ✓ Bank managers are also invited for providing insights on the Banking sector.
- ✓ During industrial visits, the students interact with managers and proprietors of the companies for understanding various factors involved in production, labour, marketing, finance etc.
- ✓ The impact of the above efforts is visible among the Alumni of this college. Many students have taken up banking as their career, some have started their own small firms, some are in Finance field and some in Export etc.
- ✓ The Commerce Association and the Students’ Council encourage the testing of Marketing and Advertising skills through the conduct of Fun-N-Fairs within the campus. The entrepreneurship skills of the students are developed through these events.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- * additional academic support, flexibility in examinations
- * special dietary requirements, sports uniform and materials
- * any other

- ✓ The institution promotes student participation in extra/co-curricular activities.
- ✓ It is the policy of the institution to give maximum opportunities to students to participate in activities like sports, games, debates and competitions.
- ✓ Inter class sports events like Kabbadi, Kho-kho, Cricket etc. are organized. The college arranges Annual Athletic meet for the students at the Municipal playground every year. The students participate in running races, Long jump, Shot put, Disc Throw etc. The students also participate in various sports events organized by other colleges/University.
- ✓ The college arranges various cultural activities and competitions both at intra and inter-collegiate level. Cultural Competitions include Mehndi, Rasoi, Rangoli, Hair style, Make up, Tattoo making, Fashion show, Best out of Waste, T-Shirt painting, Nail art etc. The students actively participate in inter-collegiate cultural competitions and bag many prizes.
- ✓ Students actively participate in Interclass and Intercollegiate quiz and debate competitions organized by Commerce Association.
- ✓ Eco-club arranges Nature Trails to provide insights into preservation of environment.

The students who participate in various Sports Competitions and Cultural activities are given necessary concessions at the college level under the following heads:

- ✓ Extra coaching is given to the students who have failed to put in 75% attendance due to their participation in various sports and cultural activities.
- ✓ Additional Examinations are conducted for students who miss their regular examinations due to their participation in inter-collegiate/University Sports and Cultural activities.
- ✓ Special concessions and Grace marks are given to the students participating in and showing outstanding performance at the University and State level.
- ✓ The students participating in inter-collegiate tournaments are given TA and DA to meet their requirements. Participants are given snacks, tea/coffee and lunch during the tournaments.
- ✓ They are also given Track suits, Sports Uniforms during their participation in tournaments.
- ✓ The College Gymkhana provides all Sports materials- Balls, Bats, Stumps, Pads to students.
- ✓ During admission, preference is given to students active in sports over and above the seats reserved under the sports category.

5.1.7 *Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.*

- ✓ Due to the support and guidance given by the institution with regard to preparing and appearing for the examination, 2 faculty members have cleared the SET examination.
- ✓ Experts are invited to give lectures at the college to motivate students to appear for State services, Defence, Civil Services Examinations.

5.1.8 *What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)*

- ✓ The college has a Counselling Cell, consisting of the Head of the Institution and senior faculty members to cater to the varied counselling needs.

Academics

- ✓ Students who lag behind in academics are identified and counselled to understand the reasons of their weaknesses and suitable measures taken.
- ✓ Student's Writing Skills, Presentation Skills and Self-confidence are enhanced through counselling and seminars.
- ✓ The students are given guidance on how to face interviews through Mock interviews.
- ✓ The Communication Skills of the students are enhanced during the regular lectures in the subject Business Communication taught at the First year level at B.Com and BMS.
- ✓ During the orientation lecture, arranged in the beginning of the academic year, proper counselling is provided with respect to the subjects taught, syllabus, teaching plan and Schedule of Examinations, Results, extra-curricular and co-curricular activities.
- ✓ The Admission Guidance Cell helps students in selecting the right Programme and subjects. It also helps TYBMS students in selecting optional subjects like Finance/Marketing subjects.
- ✓ The Head of the Institution also extends counselling services to the students particularly those who are faring poorly in their subjects from time to time. He may also call the parents, if need arises, to guide them regarding the academic progress of their ward.

Personal

- ✓ The Head of the Institution and College Counselling Cell extends counselling services to needy students in their personal matters with respect to Finance, Residential and Family problems and in other important matters.
- ✓ The Counselling Cell and Women's Development Cell looks after the interests of female students and counsels them whenever the need arises.
- ✓ The College Anti-Ragging Cell extends counselling services for those affected by ragging.

Career

- ✓ The Career Guidance Cell arranges special lectures to help students to select the right Career.
- ✓ The Placement Cell helps the students in their placements at various organisations.
- ✓ The Brochures/Notices of recruitment agencies are displayed on the notice board for the benefit of students and help them to get placed.

Psycho-social

- ✓ The College invites Psychiatrists to Counsel students on social and psychological issues, whenever the need arises.
- ✓ Social activists and social workers are also invited to the college to address the students on issues of social equality and communal harmony.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

- ✓ The college has a Career Guidance Cell consisting of the Head of the Institution and faculty members. Experts are invited to address the students and enlighten them on the career avenues in the fields of Accountancy, Law, Secretary, Teaching etc.
- ✓ The College Placement Cell helps the students in their placements by inviting recruiting agencies, corporates and other organizations.
- ✓ The Career Guidance Cell and the Placement Cell also invite experts from Human Resource Department (HR) of various firms and they help students to appear for Mock Interviews.

The table below shows details of students selected in campus interviews in the last 4 years:

Year	Name of the Employer	Programme	% of students selected during campus interviews
2010-2011	WIPRO	B.Com	8 students
2011-2012	Aura Travels	B.Com	10 students
2012-2013	Aura Travels, Martanda Tourism, TCS	B.Com, BMS	25 students
2013-2014	TCS, Aura Travels, Martanda Tourism, ENFOSYS	B.Com, BMS	43 students

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

The institution has a Student Grievance Redressal Cell to look to address student grievances. The following table indicates the number of grievances registered with the grievance cell for last 4 years:

Year	No.	Nature of Grievances	If redressed (Yes/No)	Details of redressal	Reasons for non-redressal
2010-11	07	Blackboards are shining, hence visibility problem (4 Cases)	YES	Students were informed that proper lighting facility will be provided soon.	NIL
		Irregularity in computer Practicals (Due to Electricity Shortage) (3 Cases)	YES	Students are adjusted in other batches of Computer practicals	NIL
2011-12	27	Irregularity in computer Practicals (Due to Electricity Shortage) (10 Cases)	YES	Students were informed that proposal for installing Generator is forwarded.	NIL
		No Safe Proper Drinking Water Facility (17 Cases)	YES	New Aquaguard water purifiers were installed.	NIL
2012-13	20	Fans were not working in the class rooms (8 Cases)	YES	New Fans were installed.	NIL
		Separate reading room facility for students (12 Cases)	YES	Students were given assurance for providing separate reading room.	NIL
2013-14	34	Requirement of Internet Facility (12 Cases)	YES	Internet facility in computer lab has been provided.	NIL
		Improper Canteen facility (22)	YES	As the construction was in progress, some inconvenience was felt, students were requested to adjust and they agreed.	NIL

5.1.11 *What are the institutional provisions for resolving issues pertaining to sexual harassment?*

- ✓ The institution follows a strict policy for the prevention of sexual harassment in the campus. The college prospectus gives the details of the policy against sexual harassment and the punishments thereof.
- ✓ In the beginning of every semester, the Head of the Institution issues notices to the students and faculty members to refrain from sexual harassment/s of any nature. The notice also gives the details of the cases falling under sexual harassment.
- ✓ Awareness about ZERO TOLERANCE for sexual harassment is created by displaying Posters on Notice Boards and prominent places.
- ✓ The Women's Development Cell looks after various cases of sexual harassment, if any. It studies the complaint/case thoroughly and provides redressal/punishment as per University guidelines.
- ✓ The institution is provided with 24x7 security services in the college premises for the benefit and security of female teachers and students.
- ✓ The installation of **CC TV cameras** at various places which acts as a watch dog, hence there are very limited cases of Sexual Harassment.
- ✓ The College has more female staff members and a ZERO TOLERANCE Policy towards Sexual Harassment. The symposiums and debates organized in the college have created more awareness.
- ✓ The support of local corporators, the constant monitoring by the Management, the Principal, the alert female staff and lady representatives have ensured that there have been no serious cases of sexual harassment. The stray oral complaints have been dealt with on the spot by the Women's Development Cell upto student's satisfaction and the written complaints were amicably solved.

<i>Year</i>	<i>No. of Cases Registered</i>	<i>No. of Cases Resolved</i>	<i>Details of the Cases Resolved</i>	<i>Remarks</i>
2009 - 10	02	02	Eve Teasing (2 Case)	Students were given proper counselling and the grievance was amicably resolved
2010-11	1	1	Passing Vulgar comments (1 Case)	Both students were called and the matter was solved mutually.
2011-12	1	1	Teasing in the class room (1 Case)	Students were given proper counselling and the grievance was amicably resolved
2012-13	1	1	Writing Vulgar comments on wall	The comments were erased.
2013- 14	1	1	Boy Slapped the girl	Both the parties were heard and the parents were called to resolve the matter.
	1	1	Writing Vulgar comments on the Bench	The student was asked to paint the bench.

5.1.12 *Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?*

- ✓ The institution has an Anti-Ragging Cell for preventing ragging. The cell consists of the Head of the Institution with the Head of the Departments.
- ✓ In the beginning of every semester, the Head of the Institution issues notices to the students informing them that ragging is an offence under the Anti-Ragging Act and is punishable under the law to prevent the cases of Ragging.
- ✓ A notice board has been displayed at the college entrance giving details of the Anti-Ragging Act, nature of ragging and punishment under the law for the information of all the students.
- ✓ Constant monitoring by the Management, Principal, faculty, student representatives and NSS Volunteers have ensured that there are no ragging cases in the last four years.

5.1.13 *Enumerate the welfare schemes made available to students by the institution.*

- ✓ The institution takes necessary welfare measures for students from time to time. Student welfare fund has been created to help needy students in payment of fees, purchase of books and stationery, medical expenses etc.
- ✓ Students are insured against accident and death in group insurance scheme of Rs.1 lakh.
- ✓ A Health Care Centre has been set up and two doctors extend medical services.
- ✓ The college has a gymnasium for to encourage the practice of Physical exercises to maintain good health.
- ✓ The Canteen provides snacks at reasonable rates from 7.30 a.m. to 5.30 p.m.
- ✓ The institution helps students in their placement and arranges lectures on career guidance, personality development etc. from time to time.

5.1.14 *Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?*

- ✓ The institution has an active Alumni association. Though it is not registered, it is involved in various administrative academic, cultural, sports activities of the college and in its progress.
- ✓ The college Alumni association has its own constitution giving details of membership, fees, office bearers, objectives, functions, registration, meetings etc.

Objectives of college Alumni association:

- ✓ To provide a forum for members to interact and sustain a sense of belonging amongst the members of the Association with Manjunatha College through mutually beneficial contacts.

- ✓ To suggest broad areas of quality enhancement and uphold the image of Manjunatha College as an institution of excellence.
- ✓ To facilitate networking and better relations through meetings and get-togethers.
- ✓ To provide avenues for drawing upon the knowledge and expertise of the alumni for furthering the cause of the Institute as a leading Center of Excellence.
- ✓ To collect, publish and distribute information useful to members of the Association.
- ✓ To provide advice on the improvement of Programmes in Manjunatha College.
- ✓ To devise ways and means of raising funds for the Association and Manjunatha College.
- ✓ To help the needy and deserving students in payment of fees and other expenses.
- ✓ To institute prizes and scholarships and render financial aid to deserving students.
- ✓ To enable the alumni to participate in the general development of the Institute.
- ✓ To undertake all activities, incidental/conducive to the attainment of above objectives.

Achievements and Contributions:

- ✓ It contributes in providing financial assistance to the needy students.
- ✓ It participates in extension activities like Blood donation, tree plantations.
- ✓ It organizes seminars on Career guidance, personality development, union budget, etc.
- ✓ It participates in Celebration of national festivals like 15 August and 26 January.
- ✓ It participates in sports events conducted during annual sports like Cricket and Kabaddi matches between the Alumni v/s Regular students and Alumni v/s Non-teaching staff.
- ✓ It participates in the celebration of teacher's day when Management felicitates the teachers and non-teaching staff.
- ✓ It offers suggestions to the Management and the Principal regarding the addition and upgradation of the infrastructure like installation of the power backup system.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

The following table shows year wise details of students' progression to higher education and employment. It also shows upward trend:-

Student progression	%					
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
UG to PG	21.15%	29.50%	24.5%	18.78%	16.96%	25.3%
PG to M.Phil.	---	---	---	---	---	---
PG to Ph.D.	---	---	---	---	---	---
Employed	---	---	2%	3%	5%	7%
• Campus selection	---	---	63.5%	78.3	78.04%	67.7%
• Other than campus recruitment	---	---	63.5%	78.3	78.04%	67.7%

Student progression from UG to PG – It was seen that there was a fall in 2010-2011, 2011-2012 and 2012-2013; however, there was a sudden increase in 2013-2014.

Student progression from Employed – Campus selection It is observed that the growth slow but steady.

Student progression from Employed – Other than campus recruitment It is noticed that for the past three years, there was a substantial increase but there was a considerable drop during 2013-2014.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Programme	Manjunatha College					University				
	Year wise % Passing					Year wise % Passing				
	09-10	10-11	11-12	12-13	13-14	09-10	10-11	11-12	12-13	13-14
B.Com	52.54	55.10	77.84	68.61	46.55	63.67	62.96	81.53	81.13	
B.M.S.				91.67	42.86					
M.Com										

Programme	Model College					Pragati College				
	Year wise % Passing					Year wise % Passing				
	09-10	10-11	11-12	12-13	13-14	09-10	10-11	11-12	12-13	13-14
B.Com	87	80.73	91	89	82.08	83.09	72.64	87.55	89.15	73.03
B.M.S.	92.06	97.96	90.91	93.75	85.51	64.29	59.03	53.03	81.08	N.A
M.Com	88.23	87.33	83.33	86.84						

5.2.3 *How does the institution facilitate student progression to higher level of education and/or towards employment?*

The institution facilitates students' progression to higher education and employment.

- ✓ The institution has started M.Com with effect from 2013-14 to facilitate students of this college to pursue PG course.
- ✓ The faculty members induce the students of final year UG course to go for higher education in the field of commerce, management, law, accounts etc.
- ✓ In the farewell programme of final year students, the management specifically urges the students to go for M.Com and other PG courses as PG qualifications raises the employability skills of the students.
- ✓ Lectures by prominent academicians are arranged for students interested in PG courses.
- ✓ The Placement Cell conducts lectures students by inviting experts from the Corporate sector to make the students employable.

5.2.4 *Enumerate the special support provided to students who are at risk of failure and drop out?*

The institution always tries to maintain good academic performance of the students. As far as possible, student dropout is avoided. Special support is extended for the same.

- ✓ The students who are at risk of drop out are identified by conducting a preliminary examination prior to the final examination. Such students are made to work additional hours for the improvement of their academic standard.
- ✓ Intensive coaching has been conducted for such students by the faculty.
- ✓ To ascertain the progress second, third and fourth preliminary examinations are conducted and the failures are given additional coaching to enable them to pass in the examination.
- ✓ The faculty members solve the previous years' University examination question papers in their respective subjects to enable the students to understand the questions and write answers.
- ✓ Students who are at risk of failure are given home assignments for better study.
- ✓ The parents of such students are called by the Head of the Institution and necessary instructions are given to them to take care of the academic progress of their ward.
- ✓ The college counselling cell helps such students by adopting remedial measures.

5.3 *Student Participation and Activities*

5.3.1 *List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.*

The institution conducts various activities for the holistic development of the learners.

Sports and Games:

- ✓ The college conducts sports which includes Cricket, Football, Badminton, Kabbadi, Kho-kho, Running race - 100,200,400 mts., Shot put, Long jump, Discus throw, Javelin throw, Slow cycling etc besides indoor games like Carrom, Chess, Table tennis etc.



Boys 100 mts. Running Race



Girls - Long Jump

Cultural activities: The institution arranges cultural activities and competitions like Rangoli, Mehdi, Rasoi, Nail art, Hair style, Make-up, Fancy dress, Fashion show, etc. Students are also taught various dances like Koli dance, Bhangda, Assami, Bhala Dance, Hip hop dance, Break dance, Salsa Dance etc. for Youth Festivals and Annual Day.

Other Activities: The institution arranges various Days - Chocolate day, Back to school days, Saree day, tie day, Rose day, Traditional day, Denim day, Mis-match day, etc. It also arranges Friendship day, RakshaBandhan day, Teachers' day, etc.

5.3.2 *Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.*

The following table shows student achievements in varied activities at different levels:

Year	Level of activities	Co-curricular	Extra-curricular	Cultural
2009-10	University	1	1	
2010-11				
2011-12	University			1
2012-13	University			2
2013-14	State Level			1

5.3.3 *How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?*

- ✓ The institution collects feedback from the Alumni from time to time to get the details regarding the performance and quality of teaching and learning. The questionnaires given to the Alumni are collected duly filled in and proper analysis is done to understand the requirement in the field of performance and quality.
- ✓ Employers, of the students who have been placed through the College Placement Cell, have pinpointed the need for improving their Communication Skills and Spoken English.

5.3.4 *How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.*

- ✓ The college involves and encourages the students to write articles for the wall magazines and a separate notice board has been provided.
- ✓ KALPVIKSH, the college magazine is published every year and reflects the activities of the institution. Students and faculty publish their articles in the magazine.
- ✓ The students under extension activities prepare banners and placards which are used during tree plantation, blood donation programmes, voter awareness etc.

5.3.5 *Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.*

- ✓ The College constitutes a Students' Council every year as per University norms.

Constitution:

- The Principal
- One faculty member nominated by the Principal(In Charge of Committee)
- Students' Council Committee (Teachers)
- A Class Representative from every class and who has shown outstanding performance in the previous year's Examinations
- One student each from NSS, NCC, Sports, Cultural with outstanding performance during the previous years in the respective fields.
- Two lady representatives

Note: Two students from the above members should belong to Reserved Category.

Activities:

- ✓ To look after the academic activities and give suggestions for better performance.
- ✓ To deal with the day to day matters and ensure the smooth functioning of the college.
- ✓ To solve various problems of the students in consultation with college authorities.
- ✓ To suggest measures for involving more students in extension activities.
- ✓ To suggest steps for improvement in the field of sports and cultural activities at inter collegiate and intra collegiate level.
- ✓ To bring to the notice of the institution any matters which may affect the institution and are not in the interests of the institution.

Funding: On the basis of the suggestions of the members of the Students' Council, the College spends on the various activities from the fees collected under the heads – Other fees and Cultural fees, as and when required.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

- ✓ The institution always involves students in various academic and administrative matters. The following committees constituted for ensuring the implementation of academic and administrative policies have student representatives; thereby grooming their leadership skills.
- Time Table Committee, Grievance Cell, Anti-Ragging Cell, Attendance Committee, Students' Council, Sports Committee, Library Advisory Committee, Student Welfare Committee, Women Development Cell, NSS, Canteen Committee, Cultural Committee, Co-curricular Committee, Examination Committee, Parent Teacher Association, Admission Committee, Research Guidance Cell, Placement Cell, Infrastructural Committee, Students Counselling Cell, Magazine Committee, College Cleaning Committee, Press Club etc.

5.3.7 *How does the institution network and collaborate with the Alumni and former faculty of the Institution.
Any other relevant information regarding Student Support and Progression which the college would like to include.*

- ✓ The college maintains a constant network with the college Alumni and former faculty.
- ✓ The institution maintains the database of all alumni with their contact numbers and E-mail ids. The college sends short messages (SMS) to all Alumni and gets their feedback.
- ✓ During the regular meetings of college Alumni, various matters related to college administration, academic progress and other activities are discussed and suggestions taken for introducing relevant changes in the functioning of the college.
- ✓ The college has a “Former faculty members association” with its own constitution, office bearers, meetings, bank accounts etc. It gives feedback regarding the introduction of new policies for enhancing academic, administrative, Sports, Cultural activities etc.
- ✓ The members of this association are in constant touch with the college through telephone, e-mail, social media etc. They participate as judges for the various competitions arranged by the college and regularly participate in Annual Sports and Annual Day Celebrations every year.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 *State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?*

VISION:

1. To strive for the educational progress of the underprivileged.
2. To innovate and find effective ways to educate and serve learners.
3. To imbibe the principle of 'Work is Worship'; thereby transforming our learners' as well as our own lives.
4. To create a centre of excellence by training and empowering young minds to create a bright future for themselves and others through dissemination of knowledge, skills and ethical values.
5. To respond to the ever changing needs and expectations of business environment, community, nation and the world.

MISSION:

1. To educate and train learners in the fields of Commerce and Management and to collaborate with industries for equipping learners with relevant knowledge, skills and attitude.
2. To bring about educational upliftment of the underprivileged by providing educational opportunities with modern infrastructure, up-to-date learning resources among others.
3. To provide opportunities to learners to tap and strengthen their academic, artistic and athletic potentialities.
4. To undertake activities for empowering women.
5. To create an amicable and co-operative atmosphere for research and development among teaching and learning communities.
6. To act as a catalyst in empowering learners to become better citizens by developing a sense of social conscience and commitment.
7. To educate youth to serve the nation with dedication and help in its socio-cultural and economic development and to inculcate and nurture the ideas of global citizenship.

SOCIETY:

- ✚ The institution provides education and training to the students in the field of Commerce, Management, Accounts and Finance and collaborates with industries to provide requisite knowledge and skills to the learners.
- ✚ The institution aims at the upliftment of underprivileged by providing education with better infrastructure and modern methods.

- ✚ Necessary resources are made available to strengthen the academic, artistic and athletic potentialities of the people staying in the vicinity of the college.

- ✦ Activities for empowering women are done through NSS activities.
- ✦ There is a need for research and development among the teachers and learners and the institution is committed to creating a co-operative atmosphere furthering research.
- ✦ The mission of the institution fulfils the need of the society in developing a sense of social conscience and commitment.
- ✦ Every society needs educated youth for socio-cultural and economic development. The mission of this institution serves the purpose of educating the youth.

STUDENTS:

- ✦ The mission aims at educating the learners in Commerce, Management, Accounts and Finance and to collaborate with industries to acquire knowledge and skills.
- ✦ The institution provides educational opportunities for the underprivileged.
- ✦ The mission aims at strengthening the talents and potentialities of the learners.
- ✦ Activities for empowering women are integral to institutional mission.
- ✦ The learners get an opportunity to do research reflecting the college mission.
- ✦ The students are nurtured with a sense of social conscience and commitment.
- ✦ The mission aims at educating the youth for the economic development and to create a sense of global citizenship.

INSTITUTION'S TRADITIONS AND VALUES

- ✦ The mission of the institution deals with providing education in Commerce, Management, Accounts and Finance, development of knowledge and skills and upliftment of underprivileged learners.
- ✦ The institution has been working for the strengthening of academic and athletic potentials by conducting academic activities, sports and cultural activities.
- ✦ The institution has been educating the youth to serve the nation and make them to participate in socio-cultural and economic development of our country.
- ✦ The broad aim is to make them better citizens by developing a strong sense of social responsibility and commitment.

VISION FOR THE FUTURE

- ✦ To provide equal opportunities to the weaker sections of the society.
- ✦ To create more awareness about self-employment opportunities.
- ✦ To enhance activities in Sports, Cultural and Academics.
- ✦ To promote research activities among students and faculty.
- ✦ To organize workshops, seminars, symposiums and conferences.
- ✦ To establish a research centre in the institution.
- ✦ To start new programmes and courses.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

- ✚ The broad policies and plans for the institution are designed and implemented by the Karnataka Sangha Management and the Principal.
- ✚ The IQAC consisting of the Management, Principal, faculty and outside educational experts meet periodically to discuss, frame, implement and review the various plans, policies and quality enhancement initiatives for the entire year.
- ✚ The yearly academic calendar includes the policy decisions of IQAC. The Principal and the Head of the Department oversee the effective implementation of the academic calendar in all respects.
- ✚ The Local Managing Committee prepares the annual budget and gives suggestions on the teaching workload, earmarking of funds for various activities and takes a review the effective implementation of policy decisions.
- ✚ The Head of the Institution and the departmental heads implement the quality enhancement decisions by assigning duties to the faculty and by reviewing the process.
- ✚ The faculty members implement various policies related to teaching and learning process and evaluation norms as per the University norms.
- ✚ There is coordination between different departments, faculty, administrative heads and the Management in implementing the policies and plans of IQAC.

6.1.3 What is the involvement of the leadership in ensuring :

- *the policy statements and action plans for fulfillment of the stated mission:*
 - ✚ The leadership of the institution actively involves in policies, plans determined in IQAC.
 - ✚ The academic calendar is placed before the IQAC for its approval and implementation.
 - ✚ The Local Managing Committee designs necessary policies and puts across plans with respect to financial allocation, introduction of new Programmes and improvement in academic performance etc.
 - ✚ In the staff meetings, presided by the Principal, policies connected with completion of syllabus, teaching methods, evaluation system, teacher's progression, faculty development Programmes etc. are decided and action plans prepared for implementation.
 - ✚ In the departmental meetings, the Head of the Department discusses plans regarding the allotment of the workload, internal assessment, students' attendance and discipline etc.

- *formulation of action plans for all operations and incorporation of the same into the institutional strategic plan*
 - ✚ All operations of the institution are done according to formulated action plans involving the students, faculty, departmental heads, non-teaching staff, the Principal and the Management.

- ✚ Students prepare their study plan for the semester, teachers prepare the teaching plan, departmental head prepares the departmental plan, the Principal prepares the overall academic plan and the Management has its institutional plan.
- ✚ All the plans are incorporated in the institution's overall operational plan.

- *Interaction with stakeholders*

- ✚ The leadership of the institution constantly interacts with the stakeholders. Regular meetings with the Management results in finalization of decisions.
- ✚ The Principal interacts with the faculty on a daily basis to plan and review various activities.
- ✚ The college alumni meet twice in a year to discuss the institutional policies.
- ✚ Various policies connected with teaching and learning, administration, higher education, etc. are framed and implemented.
- ✚ In the Students' Council meeting and parents' meet, policies connected with attendance of the students, academic performance, evaluation system, fees structure, discipline etc. are discussed and implemented under the direction the Head of the Institution.

- *Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders*

- ✚ The institutional leadership extends proper support for all policies and plans based on the requirement of the institution by establishing a Research Cell.
- ✚ The Research Cell invites experts to give guidance to faculty and students regarding the various research projects which can be undertaken in the fields of Commerce and Management.
- ✚ The Management provides timely financial assistance for better infrastructure. A separate cabin has been provided with requisite facilities and e-resources in the library. Recently light refreshments have also been provided.
- ✚ The Management also supports initiatives like the introduction of new programmes, methods of teaching etc. based on the recommendations of the stakeholders.

Reinforcing the culture of excellence

- ✚ The leadership of the college is committed to maintain the culture of excellence.
- ✚ The Head of the Institution and the faculty are encouraged to participate in National and International Seminars and Conferences and present and publish papers.
- ✚ Efforts are made to use new teaching methods like powerpoint presentations etc.
- ✚ Industrial visits are arranged to provide practical knowledge to learners.
- ✚ More importance is given to preparation for final year Examinations and to bridge courses to fill the gap between the slow and advanced learners.
- ✚ The Management strives to provide better infrastructure to faculty and the learners.
- ✚ Sports, Cultural and Extension activities are integral to this institution and faculty and students are encouraged to play an active part.

- *Champion organizational change*
- ✚ The Management is dynamic, open-minded and committed to implementing necessary changes, as and when required.
- ✚ This is evidenced in the increase in expenditure for academic growth of faculty, change in library timings and the beginning of MCom classes in the morning as suggested by the PG students.

6.1.4 *What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?*

- ✚ The institution has a unique procedure of monitoring and evaluating the policies and the plans of the institution for effective implementation and improvement.
- ✚ The Management and the Head of the Institution oversee the workings of the Admission Committee. They review, evaluate and monitor the admission process in accordance with the University norms and see to it that merit-based admission policies and the reservation norms are strictly followed.
- ✚ The academic performance of the learners is evaluated and monitored by the Management and the Principal by the end of each semester and provide guidance with respect to the initiatives to be undertaken for improving the performance.
- ✚ The students' attendance is closely monitored by the attendance committee and the Head of the Institution. As per the policy, defaulter's list is displayed on the notice board and parents are called to inform them about their ward's attendance.
- ✚ The academic calendar prepared in the beginning of the academic year is properly evaluated and monitored by the Head of the Institution.
- ✚ The teaching plan of the faculty is properly monitored by the departmental heads on a day to day basis. Teacher's log book is monitored and signed by the HOD every day. In the meetings of departmental heads, the Head of the institution verifies and monitors the implementation of the teaching plans and suggests necessary measures (if required) for its effective implementation.
- ✚ The Head of the Institution monitors the proposal of industrial visits and approves the same after necessary verification.
- ✚ The institution maintains infrastructural report periodically which is monitored and evaluated by the Management and the Principal from time to time.
- ✚ The Head of the Institution monitors sports activities, students' involvement in extension activities from time to time as per the academic calendar and IQAC policies. Necessary suggestions (if any) are forwarded to the management as and when required.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The Top management gives academic leadership to the faculty.

- ✦ The Head of the Department is allowed to allot the subjects to the faculty as per their choice and the teachers prepare the teaching plan and implement the same.
- ✦ The faculty members assess the performance of the students by conducting internal assessment comprising of class tests, projects and assignments, presentation etc., and evaluating the Semester End answer papers and guide the students.
- ✦ Faculty is encouraged to attend seminars/workshops and present papers.
- ✦ Faculty is allowed to take up extension activities like NSS, NCC, etc. and select the venue of industrial visits after taking suggestions from students.
- ✦ They are designated as Academic Advisor for each class to look after the academic progress of the learners. They are empowered to call the parents to discuss about the academic progress of their ward.
- ✦ They are designated as the chairpersons of various committees for better administration and academic progress. They lead and guide the students in Inter-collegiate competitions, Sports, Rallies and Gatherings etc.
- ✦ Senior faculty is actively involved in IQAC which frames policies.

6.1.6 How does the college groom leadership at various levels?

- ✦ The institution not only imparts education but also grooms leadership qualities among the students, staff, faculty and the Principal.
- ✦ A class representative, who leads the class in sports, cultural and academic activities, is nominated by the Head of the Institution based on academic performance. Adequate representation in every committee ensures that the students not only understand the functioning of the college but also cultivate their leadership skills.
- ✦ Appointment of a Sports Secretary, Cultural Secretary and General Secretary for the smooth conduct of various sports, cultural and overall activities respectively helps in grooming the leadership and managerial skills of the leaders.
- ✦ The Students' Council is formed every year to look after the interests and progress of students. One of the members of the Students' Council is nominated to represent the at the University Students' Council.
- ✦ Students are deputed to participate in various intercollegiate competitions conducted by the other institutions to develop the qualities of sportsmanship. Intra-collegiate competitions are organized by the Students' Council under faculty guidance.
- ✦ Prizes are distributed and the students perform solo and group classical, folk and western dances in the College Annual Day initiated by the students under the guidance of the faculty and the Principal.
- ✦ The Head of the Departments is designated to lead the department in all academic matters. Faculty members look after the working and progress of all the committees ensuring the nurturing of leadership among young faculty. The faculty attends various seminars and workshops to polish their interactive and communication skills.

- ✦ Among the administrative staff, leadership is groomed by giving the responsibilities to the employees based on their designations. Among the Class IV employee, the senior-most person is designated as the Head and s/he allots the work to others.
- ✦ The Head of the Institution has been entrusted with the entire responsibility of looking after the academic, financial and administrative affairs. His leadership is further groomed by the Management who guide and advise him on all policy matters. Being the Chairman of IQAC, Students' Council and all Committees, he is the Captain of the Ship and works as a friend, guide and philosopher of the faculty, administrative staff and the students.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

- ✦ The institution has a decentralized governance system and provides operational autonomy to different departments and units. The administrative office has been granted operational autonomy. The office timings, duty allotment and flexibility in timings and internal matters of employees etc. are looked after by the Head clerk with guidance from the Principal.
- ✦ With regard to class IV employees, the senior most is designated as the head and authorized to allot the duties to other staff and monitor their timings, nature of work done etc. and is answerable to the Head Clerk and the Principal.
- ✦ The HOD allots subjects to the faculty according to their choice/specialization. The faculty prepares and submits a teaching plan and also plan class test, projects, assignments etc. The HOD holds periodical meetings and monitors the working, teaching, attendance of the faculty with guidance and advice from the Principal who takes regular reports.
- ✦ The overall governance system is centralized with decentralized responsibilities.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes, the college promotes participative management at all levels.

- ✦ Student's representation on all committees ensures their participation in policy matters.
- ✦ The Local Managing Committee, responsible for the day to day management, involves representation of three teachers, one administrative staff and three Management representatives and three experts in addition to the Principal who is the Secretary. Policies connected with appointments, introduction of new Programmes, budget approval, provision for additional expenditure etc. are decided in LMC meetings.
- ✦ In the staff meeting, held at least 2 times in a semester, matters connected with attendance, teaching plan, academic calendar and its implementation, discipline, evaluation etc. are decided.
- ✦ In the departmental meetings, policies connected with teaching methods, completion of syllabus, attendance of the students etc. are decided based on faculty suggestions.

- ✦ The Examination Committee prepares the schedule of examinations to be conducted during the semester and takes student suggestions on the exam time-table.
- ✦ Participative Management is integral to the college administration as the various extension activities are decided by the Students' Council and faculty members.

6.2 Strategy Development and Deployment

6.2.1 *Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?*

The institution is committed to quality enhancement in all areas. In the beginning of every year the quality enhancement initiatives are properly developed, driven, deployed and reviewed.

- ✦ In the IQAC meeting, the weakness of the institution in the areas of teaching, learning and evaluation, infrastructure, students' support and progression, the library, research and publication general administration etc. are identified and policies formulated.
- ✦ The policy implementation for quality enhancement is based on the mission and the vision of the institution. The academic calendar includes the various policy matters on quality enhancement and they are effectively implemented as per plan.
- ✦ The feedback from all stakeholders is taken to review the effective implementation of various policies by the Head of the Institution.

6.2.2 *Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.*

- ✦ The institution has a prospective plan for its development. It includes different aspects for institutional growth.
- ✦ There are plans to construct two more floors on the existing building to accommodate more learners. Institution intends to expand the existing Programmes by introducing more self-financing courses and add more divisions.
- ✦ Efforts will be made to include the college under 2(F) and 12 (B) of the UGC Act and help in expanding the infrastructure, library and other learning resources.
- ✦ There are plans to focus on Faculty Development by deputing them to orientation, refresher and short term courses and inducing them to take up research activities.
- ✦ The library will be expanded with the addition of books and journals, learning resources and establishing linkages with other libraries.
- ✦ The institution intends to open a Study Centre of the Institution of Distance Education and Open Learning Wing of the University of Mumbai for employed students.
- ✦ The Alumni Association and Ex-Faculty Association will be strengthened with the active involvement of parents, ex-faculty and Alumni.
- ✦ There are definite plans to set up an active Research Centre at the college.

6.2.3 Describe the internal organizational structure and decision making processes.

The institution has a specific organizational structure for effective working and decision making.

- ✚ The internal organizational structure includes the Governing Body of the College at the top, followed by the Principal and faculty. The administration comprises of the Head clerk, senior clerks, Junior clerks and class IV employees.
- ✚ Major policy decisions are taken in the Managing Committee meeting with the Principal.
- ✚ On the basis of the recommendation of the stakeholders, decisions regarding administration, discipline and other academic matters are taken.
- ✚ Decisions on faculty/staff recruitment are taken by the Principal and Governing body.
- ✚ In the staff meeting various decisions connected with the syllabus, the teaching plan, academic calendar, evaluation, discipline etc. are taken. The HOD monitors and reviews the effective implementation of the various decisions and reports to the Principal under the intimation to the Management.
- ✚ Various decisions related to the learners are taken in the Students' Council meeting headed by the Principal and implemented after conveying them to the Management.
- ✚ Students, faculty members, the Principal and the Management involve in the process of decision making. Sometimes the college Alumni and parents are also consulted and involved in decision making and implementation of all decisions.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

The institution adopts quality improvement strategies under following heads:

Teaching and Learning:

- ✚ The teaching faculty is deputed to attend seminars, workshops, orientation, refresher and short term courses to update and enrich their subject knowledge.
- ✚ The faculty is encouraged to undertake research activities and projects.
- ✚ Faculty is encouraged to adopt new teaching methods like use of ICT resources, group discussions, question answer method etc. for improvement in teaching and learning.
- ✚ The faculty is available after lecture hours to solve the doubts and difficulties of learners.
- ✚ The learners are given project work in all subjects to enable them to carry out independent work and develop critical thinking skills.
- ✚ Learners are taken for industrial visits to enable them to have a direct link with industry and understand the system of management, marketing, production, finance, etc.
- ✚ The faculty is expected to identify slow learners and the students who are weak in the subject at the beginning of the every academic year and conduct remedial teaching.
- ✚ The advanced learners are also identified and are given extra coaching.

- ✦ The learners belonging to reserve category, economically backward class are identified and suitable measures are adopted for their upliftment.
- ✦ Periodical tests are conducted and home assignments are given to understand the status of academic performance of the students. Based on such performance, necessary remedial measures are taken by the faculty.

Research and Development:

- ✦ The institution induces the faculty members to undertake research activities which include Ph. D and projects of the University and other organizations.
- ✦ They are induced to attend various seminars connected with research and development to enhance the aptitude for research. Special lectures are arranged for the faculty and faculty to induce them to undertake research activities by the outside experts.
- ✦ The faculty members engaged in research activities have been given necessary space, infrastructure and man-power to undertake research. They are also given necessary concessions in their workload.
- ✦ Faculty members presenting research papers at various seminars are given financial assistance and duty leave to encourage their research output.

Community Engagement:

- ✦ The institution adopts various activities for the improvement of community engagement throughout the year.
- ✦ The NSS Unit undertakes various community programmes like Blood donation camp, Tree plantation Programme, Street play on Aids awareness and drug addiction, free medical camps.
- ✦ The institution provides basic computer training to the underprivileged children staying in the vicinity of the college during vacations.
- ✦ Senior citizens and elderly people and Homemakers are given basic computer training at the college free of cost by the faculty.
- ✦ The NSS unit distributes notebooks and stationery to the underprivileged school children.
- ✦ Haldi kumkum programme has been arranged every year for women empowerment.

Human resource management:

- ✦ The institution believes that efficient human resource management leads to quality enhancement in all direction.
- ✦ All appointments of the staff and faculty are done through advertisements in leading newspapers to attract competent, qualified and experienced candidates. The candidates are interviewed by the selection committee as per the University/Government norms.
- ✦ The selected candidates are appointed on probation for a period of 2 years during which periodical evaluation of their services is done and only competent sincere and devoted candidates are continued and made permanent.
- ✦ In the beginning of every academic year, the total workload of the faculty members and the non-teaching staff is calculated and as per the University / Government norms, faculty members and staff are appointed. No employee is over-burdened.

- ✦ Each faculty has been given the reporting time, departure time, lecture time table etc. and assigned other duties. The supporting staff has been given the uniform, their reporting and departure time, work allotment, etc. Majority of them are from the local area.
- ✦ As per the University / Government norms, employees are given casual leave, sick leave, maternity leave and earned leave from time to time/as per requirement.
- ✦ Promotion has been given to the employees as per government norms.
- ✦ Faculty members and non-teaching staff are placed on higher scale of pay based on the number of years of service and other conditions of placement.

Industry interaction:

- ✦ Every year the institution arranges industrial visits to enable learners to get practical inputs into the workings of the industry on varied aspects like finance, marketing, human resource, management, quality maintenance etc and prepares them with the employability skills required for entering the industry.
- ✦ The students are also taken to the stock market to enable them to understand various concepts of stock exchange and its working.
- ✦ Experts from the Industries, Chartered accountant firms, Lawyers, Management colleges, etc. are invited to provide career guidance to the students.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

- ✦ The Head of the Institution maintains an excellent network to get adequate information and forwards it to the Management and stakeholders to review institutional activities.
- ✦ In staff meetings, conducted at least two times in a semester, information pertaining to the teaching and learning process, the attendance and performance of the learners and other related matters are discussed.
- ✦ The Head of the Institution gets feedback from the Students' Council, the faculty, parents and the Alumni on various aspects of the workings of the institution and forwards them to the Management for consideration and redressal.
- ✦ The Head of the Institution takes rounds to observe the lectures of the faculty, working of the administrative office, cleanliness of the college, working of class IV employees. The same information is provided to the management for further progress/action.
- ✦ His visit to the library and reading room enables him to get information regarding the functioning of the library, availability of books and journals etc.
- ✦ The self -appraisal report of the faculty and the meeting with the HODs help the Head of the Institution in briefing the management on faculty performance, completion of the curriculum and other related matters.

- ✦ Since the Head of the Institution signs the institution's Cash book every day, he gets the information regarding the Cash in hand and the balances in the college account. In other words, he has complete knowledge about the financial matters of the college. Such information is helpful to the management to take necessary review of the income and expenditure of the institution.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

- ✦ The Management takes keen interest in the day to day working of the institution and involves itself in improving the efficiency of the institutional activities.
- ✦ The Management interacts directly with the faculty during the staff meetings at least twice in a year. The feedback from the staff enables the Management to bring necessary changes in the infrastructure from time to time.
- ✦ The Management encourages the staff to attend the orientation, refresher and short term courses and attend workshops and seminars to improve their academic standards.
- ✦ Staff is encouraged to take the learners on educational tours, industrial visits etc. which helps the students in their academic growth.
- ✦ By providing ICT resources to the faculty members, the Management increases their efficiency. Adequate software has been purchased for use in the library, admission process, preparation of results, attendance of the students etc.
- ✦ The Management encourages teachers by instituting the Best Teacher Award to the faculty to create more enthusiasm among them and improves their efficiency.
- ✦ The Management encourages the teachers by felicitating each and every teaching and providing the Best Teacher Award to the faculty, the management creates more enthusiasm among the faculty which improves their efficiency and effectiveness.
- ✦ The Management has introduced a group insurance scheme for the employees against accident/death/illness and provided emotional and financial support.
- ✦ The institution celebrates the birthday of all employees to create a family atmosphere.
- ✦ The institution develops leadership quality among the staff by allotting them various responsibilities.

6.2.7 *Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.*

The Managing Council of the college meets at least once in 2 months to discuss various matters like starting of new Programme, addition of infrastructure, admission, finance, academic performance of the students etc. Following resolutions were passed during last year and the details of implementation of such resolutions are given below:

1) Resolution: Starting of a new Programme under the Department of Commerce: As there is great demand for the UG course - Bachelor of Accounts and Finance, it was resolved that the application to that effect be made and the new course be started from the academic year 2014-15.

Status of implementation: The University of Mumbai has granted the permission to the college to start the new Programme: Bachelor of Accounting and Finance with effect from the academic year 2014-15.

2) Resolution: The management council resolved that new courses – MS-CIT, Tally and Short-term add-on job orientated courses with foreign collaboration be started from the academic year 2014-15.

Status of implementation: The institution is permitted to start new add-on courses like MS-CIT, Tally and other job orientated short term courses with effect from the academic year 2014-15.

3) Resolution: The management has resolved to renovate the cafeteria measuring about 1200 sq. ft. with required furniture and other infrastructure on the ground floor of the existing building.

Status of implementation: The work pertaining to cafeteria is completed with flooring, platform, tables and chairs and other requirements.

4) Resolution: The council also passed the resolution pertaining to renovation and expansion of existing gymkhana along with necessary infrastructure and a gymnasium for the students and the staff.

Status of implementation: The gymkhana and the gymnasium have been renovated in the ground floor of the building with 2000 sq.ft. area along with a cabin for the sports director. It includes table-tennis, caroms and equipments of gymnasium.

5) Resolution: The management passed the resolution last year for the purchase of a power generator due to irregular electric supply in this area.

Status of implementation: A generator of 82 kv was purchased.

6) Resolution: The council passed a resolution for covering the terrace of the college building to protect the building from heavy rainfall during monsoon season.

Status of implementation: The work pertaining to covering the terrace has been completed and the entire college building is fully protected from heavy rainfall.

6.2.8 *Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?*

Yes, the Affiliating University has a provision for according the status of autonomy to the colleges. This college is yet to apply for the status of autonomy.

6.2.9 *How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?*

- ✚ The institution ensures that all grievances, complaints and suggestions are promptly attended to and resolved effectively.
- ✚ The grievance cell meets at least once a month to redress grievances. Any grievance of the student and the staff is placed before the cell. All concerned parties are called for resolving the grievances upto the satisfaction of the complainant, leading to better relations.
- ✚ A separate register has been maintained in the college giving the details of all grievances and how they are resolved. The grievances are classified under different heads and after thorough study of such grievances efforts are taken to prevent any such grievances arising in future.

6.2.10 *During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?*

No, there are no court cases filed by and against the institution.

6.2.11 *Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?*

- ✚ The institution has a mechanism for analyzing student feedback on institutional performance.
- ✚ Questionnaires are given to the students asking them to give their feedback on institutional performance which includes academics infrastructure, governance, research, sports, cultural and extension activities, etc.
- ✚ The feedback forms for institutional performance are given and collected from the students by the end of every academic year. It helps in identifying the weakness of the institution and requirements of the students.
- ✚ On the basis of student feedback, the Management has brought in the following:
 1. Cafeteria and Gymkhana has been started.
 2. Library has started issuing previous years' question papers with solution to the students for preparing for the Examinations.
 3. Library timings have been changed from 9.00 am to 5.00 pm.

4. Necessary furniture has been made available in the staff and girls' common room.
5. The terrace has been covered to prevent leakages during rainy season.
6. A power generator was purchased last year for the continuous electric supply.
7. Pavers have been affixed at the entrance of the college.
8. Arrangements are made for payment of fees, issue of certificates and other office work.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The institution is committed to enhancing the professional growth of teaching and non-teaching staff.

Teaching Staff:

- ✚ Faculty, including the librarian, is deputed to orientation, refresher and short term courses and to attend seminars and conferences to enhance their knowledge and professional qualifications. The teachers are induced to write articles in journals and magazines and also induced to write books or chapters in the books from time to time.
- ✚ They are given duty leave and the registration charges incurred on seminars are reimbursed by the institution.
- ✚ They are encouraged to register themselves for PhD and other diploma/certificate courses.
- ✚ The faculty members are deputed to attend the workshops conducted by the University on New evaluation system to enhance their knowledge in evaluation.

Non-teaching staff:

- ✚ Non-teaching staff is deputed to attend workshops and conferences arranged by the University, Joint director and other such organizations.
- ✚ Every year an orientation Programme is arranged in the college for the Non-teaching staff in which experienced persons / experts are invited to train them.
- ✚ The institution offers increment every year based on government norms and their productivity which boosts their professional development.
- ✚ Class IV employees have been given uniforms to maintain their professional dignity.
- ✚ Non-teaching staff is induced to pursue higher education either in this institution or through distance education like MBA, M.Com, etc.
- ✚ Programmes like Haldi kumkum, Satyanarayan pooja have been arranged by non-teaching staff every year.
- ✚ Best non-teaching staff award is given for the outstanding service rendered by the non-teaching staff.

6.3.2 *What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?*

The institution adopts faculty empowerment through training and motivation.

- ✚ The faculty members play a dominant role in the preparation of academic calendar and its implementation.
- ✚ Faculty members are deputed to attend refresher course and orientation course from time to time to enhance their knowledge in their respective subjects.
- ✚ The employees are motivated to discharge the responsibilities and show better performance. They are given annual increments as per norms and a proper working environment has been created for effective discharge of their duties and responsibilities.
- ✚ Best teacher award is given every year to encourage the faculty to teach effectively and discharge their duties.
- ✚ Best non-teaching staff award is given for the non-teaching staff that has shown outstanding performance in not only discharging their duties and responsibilities but also motivating other employees to work more efficiently and effectively.
- ✚ Every year an orientation programme is arranged for Non-teaching staff to train them.

6.3.3 *Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.*

The institution has a performance appraisal system of the employees to evaluate their performance.

- ✚ By the end of every academic year, the faculty is expected to submit their academic performance appraisal report to the Head of the Institution.
- ✚ The appraisal report indicates the progress, achievements and work done by the faculty members during the entire year. The HOD after verifying the appraisal report forwards the same to the Principal with the necessary remarks (If any).
- ✚ The Principal after going through the appraisal report forwards the same to the Management/University with necessary remarks. Since the performance appraisal reports includes all matters, the Management assesses the general performance of the teacher based on such appraisals.
- ✚ The self- appraisal report helps the Principal and Management to take appropriate steps for the further improvement of the performance in those areas where progress is required.

6.3.4 *What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?*

- ✚ The performance appraisal reports indicate the general performance of the employee and based on such report, decisions are taken on the continuation of employee.

- ✦ The Management and the Principal issue necessary orders/guidelines /suggestions to the employee to perform better in those areas where a better performance is required.
- ✦ The performance appraisal also helps the management in determining the annual increments to be given to the faculty members. The major decisions taken by the Management is communicated to the teachers and employees in writing and it helps the faculty to take appropriate steps for improving his/her performance.

6.3.5 *What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?*

- ✦ The institution provides free medical advice to the employees.
- ✦ The school fees of class IV employees' children are paid by the institution/management.
- ✦ A light refreshment scheme has been introduced for all employees.
- ✦ Pregnant lady employees have been given necessary concessions in their day to day work and they are given flexible timings as per their requirements.
- ✦ If an employee meets with an accident/falls sick, the employees of the college and the management contributes some percentage of the medical bill.
- ✦ Employees' group insurance scheme has been introduced for all employees to the tune of Rs.1 lakh.

The following table indicates the details of the percentage of staff that have availed the benefit of staff welfare schemes for the last 4 years.

Year	% of employees availed the Benefit of staff welfare scheme
2010-11	60%
2011-12	72%
2012-13	80%
2013-14	100%

6.3.6 *What are the measures taken by the Institution for attracting and retaining eminent faculty?*

The institution believes that efficient, good faculty helps it perform better. So it committed to appointing and retaining eminent faculty.

- ✦ Every year institution publishes advertisement in leading newspapers attracting eminent faculty members. The applications are properly scrutinized and qualified, experienced candidates are called for the interview and right candidates are appointed.
- ✦ The efforts are made to retain the eminent faculty from leaving the institution by providing necessary facilities, extra allowances and a good position in the college administration.

6.4 Financial Management and Resource Mobilization

6.4.1 *What is the institutional mechanism to monitor effective and efficient use of available financial resources?*

The financial resources of the institution are effectively used in the most economical way without wasting the resources.

- ✚ Before the beginning of every financial year, the estimated budget for the institution is prepared taking into account all available resources and the estimated expenditures.
- ✚ The estimated budget is discussed in the LMC meeting.
- ✚ The expenditure on various areas is done as per the budget by the Head of the Institution. The expenditures connected with different areas are identified and forwarded to the management for their approval through the Principal. Once the approval is granted, payment is made.
- ✚ The internal auditor of the college monitors the expenditure from time to time and suggests various measures for effective expenditure.
- ✚ The Head of the Institution maintains 100% control on the day to day expenses of the college. The cash book is signed every day so as to enable him to know the amount of cash in hand and the amount in the bank.

6.4.2 *What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.*

- ✚ The institution has an internal audit system. The auditor audits the college accounts.
- ✚ The periodical external audit is done by the office of Joint Director with respect to the salary component of teaching and non-teaching staff.
- ✚ The last audit was as on 31st March 2014 by the internal auditor. There are no major audit objections raised by the auditor.

6.4.3 *What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.*

The institution receives the income from fees of the students and government grants.

- ✚ The college accepts fees from the students in two installments and if necessary it goes upto 3 or 4 installments. The institution spends entire amount of fees on various heads of expenditure as per norms.
- ✚ The college receives funds from the government department as salary grant every month. In case of any deficiency, the same is fulfilled by the Management as and when required.
- ✚ The audited income and expenditure statement of the academic and administrative activities for the previous 4 years will be shown to the peer team during their visit.
- ✚ The college has a reserve fund of Rs. 5,00,000 with the Corporation Bank in the form of a fixed deposit vide receipt no. KCC/01/140114/001382

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

- ✚ As the institution is affiliated to the University of Mumbai and abides by the rules and regulations of the University and the Government of Maharashtra, the institution cannot raise funds by increasing the fees and accepting capitation fees.
- ✚ However, the institution raises some funds by conducting examinations pertaining to Railway Recruiting Board and other examinations conducting agencies.
- ✚ The funds raised from such examinations are used for miscellaneous expenses.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. *Has the institution established an Internal Quality Assurance Cell (IQAC)? .6 If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?*

- ✚ Yes, the institution has established an Internal Quality Assurance Cell (IQAC). The Management and the Principal are committed to the implementation of the policy decisions taken by IQAC from time to time.
- ✚ IQAC meets at least once in three months to discuss various policies to be adopted and implemented for quality enhancement. Necessary policies are framed in the teaching and learning process like adoption of new methods of teaching and evaluation and research.
- ✚ The IQAC has made the following contributions which have been accepted by the Management:
 1. Provide improved infrastructure, books, journals and e-resources to the library.
 2. A separate cabin, with computer, internet and printer has been provided for the faculty, the differently-abled and the researchers.
 3. Review student progression and provide support in the form of bridge and remedial coaching.
 4. There is reimbursement of the registration fees paid by the paper presenters in the national/international conferences and seminars.
- ✚ Quality enhancement process includes the major parameters of quality assurance which includes teaching and learning and evaluation process, research, consultancy and extension activities, infrastructure and learning resources, student support and governance leadership, management, innovations and best practices.

b. *How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?*

✚ All decisions taken by IQAC have been approved by the Management and are implemented in true spirit.

c. *Does the IQAC have external members on its committee?*

If so, mention any significant contribution made by them.

✚ The IQAC has external members in its committee and they are experts from the field of education. The contributions of the external members have been as follows:

1. They suggested the starting of BMS, M.Com and BAF Courses
2. The idea of Rain water harvesting was given by them.

d. *How do students and alumni contribute to the effective functioning of the IQAC?*

✚ Students' council is informed about the IQAC decisions and they help by providing feedback on library resources, the programmes and competitions to be conducted etc.

✚ The Alumni is informed about the quality initiatives introduced by the IQAC and they give support in the form of recruitments/placements of the students in their agencies/firms and provide career guidance lectures free of cost. They also provide financial support when required.

e. *How does the IQAC communicate and engage staff from different constituents of the institution?*

✚ The policy decisions of IQAC are communicated to the students, the faculty and the non-teaching staff by the Principal in the respective meetings held in the beginning of every semester. The librarian and library staff is made aware of the policy decisions of IQAC in their meetings by the Head of the Institution.

6.5.2 *Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.*

✚ Yes, the institution has an integrated frame work for quality assurance pertaining to academic and administrative activities.

Academics:

✚ In the field of academics the quality assurance procedure is adopted by the Principal, departmental heads, coordinators and the Faculty members.

✚ In the staff meeting, the teachers are asked to prepare their subject teaching plan and the departmental heads monitors the implementation of the teaching plan. The faculty adopts new methods like use of ICT resources, Projectors, OHP etc. The faculty prepares various time schedules for class test, projects, assignments etc.

- ✦ The institution prepares an academic calendar for the systematic and timely implementation of various policies.
- ✦ A built-in monitoring system helps in the completion of the curriculum.



College Administrative Office

Administration:

- ✦ The Head of the Institution and the Head clerk allot work to the non-teaching staff based on their designation/s.
- ✦ All employees are given reporting and departure time and proper implementation of such timings are done through the biometric system.
- ✦ The employees working in the office are expected to give their daily returns to the Principal through the Head clerk.
- ✦ The Principal monitors overall working of the non-teaching staff. Other administrative matters like cleanliness, security, discipline, etc. are looked after by the class IV employees.
- ✦ The feedback received from the students and employees working in the office and the class IV employees are used to improve the general administrative system.
- ✦ There is a constant and continuous interaction between the management and the principal. The management is made aware about the various academics and administrative matters every day. Under their guidance the administrative and academic decisions/ policies are made.
- ✦ The student council enables the Head of the Institution to take appropriate step for the holistic development of the students and the problems related with the students.
- ✦ The Local Managing Committee decides about the financial matters of the college, new appointments, introduction of new courses, etc. in which the management, faculty members and non-teaching staff representatives take part.

6.5.3 *Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.*

- ✚ The institution informs of all stakeholders regarding the quality assurance procedures and their implementation.
- ✚ Though specific training to the staff is not provided, they are given timely advice and guidance for the effective implementation of quality assurance procedures.
- ✚ Introduction of quality assurance procedures have had a positive impact on the entire functioning of the college.
- ✚ The performance of the students over the last 3 years has been improving showing a direct relationship between quality assurance procedure and student performance.
- ✚ The quality assurance procedure connected with admission and attendance of the students has resulted in better academic performance of the students.
- ✚ The biometric attendance system has helped in regulating employee discipline.
- ✚ Policies connected with extension activities, infrastructure, student support and best practices have shown a positive impact.

6.5.4 *Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?*

- ✚ The institution has been undertaking the academic audit by external experts to review academic, administrative and other activities of the college. Such audit helps the institution in identifying its strength and weaknesses. The suggestions received from the audit report from time to time enable the institution to enhance the quality and overcome weaknesses.

6.5.5 *How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?*

- ✚ The institution is regulated by the University of Mumbai and The Joint Director, Higher Education. The quality assurance mechanism of the institution is properly aligned with the requirement of the University and the Joint Director.
- ✚ The appointment of the Principal and the teaching staff is approved by the university taking into account their qualification, experience and other requirements.
- ✚ The faculty members are assigned lectures and tutorials as per norms.
- ✚ The time-schedule of the teaching staff is as per university norms and is subject to the bio-metric system.
- ✚ The academic calendar prepared in the beginning of the academic year is followed strictly to attain the required output.

- ✦ The Local Managing Committee is responsible for the smooth functioning of the college and has representation of the teaching staff, the Principal and the Management as per University Norms.
- ✦ The Student Council is formed as per the university norms to look after the interest of the students and their progress.
- ✦ Better teaching methods including the use of ICT resources, question and answer method, projects, home assignments, etc. are followed to attain the desired goal.
- ✦ Evaluation system is strictly followed semester-wise as per the university norms.
- ✦ Inducement for higher education, teacher participation in refresher courses, orientation course, paper presentation, attending seminars and workshops, etc are followed as per the University norms for faculty improvement.
- ✦ The Joint Director of Higher Education releases the salary grants for the Teaching and Non-Teaching staff from time to time. The Grants are utilized as per the directives.
- ✦ The institution places the faculty in higher scale under the staff advancement scheme. They are placed on assistant professor, associated professor and professor grade as per the norms. Such placement requires the faculty to go for various faculty improvements schemes like attending refresher course, paper presentation, attending workshops and seminars, etc. They are also required to secure API Scores for such advancements.
- ✦ The Local Managing Committee submits its annual report to the University giving the details of the work done for a particular academic year.
- ✦ The Joint Director of higher education conducts the audit/assessment of grants and infrastructural audit.

6.5.6 *What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?*

The teaching learning process is continuously reviewed by the institution by time to time.

Teaching:

- ✦ The teaching plan for the academic year is effectively implemented as per the requirement. The teachers are expected to prepare their daily class teaching notes.
- ✦ The departmental heads monitors the progress of the implementation of teaching plan every day.
- ✦ Teachers maintain “teachers log book” that is monitored and counter-signed by the HOD and the Principal every day.
- ✦ Student feedback is taken pertaining to the teaching faculty periodically and the faculty is informed about the progress, deficiency and required efforts.
- ✦ The Head of the Institution takes rounds and observes lectures delivered by the staff every day. They are informed of any changes or requirements to that effect by the Head of the Institution.
- ✦ Proper review is done regarding the use of ICT resources by the teachers by the HOD and the Principal.

- ✦ The HOD reviews the progress of the completion of the curriculum by the faculty in the departmental meetings periodically.
- ✦ Teachers are expected to conduct extra coaching for weak students and slow learners. They are supposed to maintain their record to that effect and get them counter signed by the HOD and Principal.
- ✦ The Principal personally reviews the implementation of the academic calendar. Any discrepancy in the implementation will be taken very seriously.
- ✦ The results of various examinations are properly analyzed – subject wise, class wise, teacher wise and necessary instructions are given to the faculty for improvement.
- ✦ Record of daily lectures delivered is maintained to analyze the lecture delivery system. Teachers daily attendance, reporting and departure time, number of lectures delivered, etc. are properly monitored by the Head of the Institution every day. Through these measures, the teaching learning process and general discipline have improved.

Learning:

- ✦ The learning mechanism of the institution is reviewed by the Head of the Department and the Principal.
- ✦ Students' daily attendance is properly monitored by the departmental heads and also the Principal and appropriate steps are taken against the defaulters.
- ✦ Class test, home assignments, etc. are reviewed by both Head of the Department and Principal. Special care is taken regarding the absentees for internal assessment. The Semester End Examination Results are properly analysed, class wise, subject wise, etc. and proper monitoring is done. Necessary steps are taken to enhance the result of a particular subject / class if the progress is not up to the mark which includes extra coaching, special lectures, etc.
- ✦ A comparative statement of result is prepared by the Head of the Institution in which college result is compared with the results of other colleges in the same City to evaluate the progress of this college.
- ✦ Continuous monitoring is done by the Head of the Institution pertaining to the infrastructure which facilitates better learning process.
- ✦ Constant monitoring is done pertaining to students' visiting the library, daily in and out, average number of books issued under lending scheme, etc. to ascertain the use of library resources by the students in learning process.
- ✦ Periodically students' feedback is taken regarding the library facilities, availability of books and other related matters. Such feedback is used by the librarian and the Principal for bringing required changes for the effective functioning of the library.
- ✦ Copy of the marksheet is issued to the parents for their reference. Results are also displayed on the college website.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Any other relevant information regarding Governance

Leadership and Management which the college would like to include.

The institution communicates its quality assurance policy to the various stakeholders as follows:

Internal Stakeholders

Learners:

- ✦ The college prospectus indicates various policies pertaining to quality assurance.
- ✦ The college magazine published every year gives the details of various college activities.
- ✦ In the beginning of every academic year a “Fresher’s Party” is arranged in which the Head of the Institution communicates various quality assurance policy mechanisms and the outcomes to the learners.
- ✦ An “induction Programme” arranged at the beginning of every academic year enables the learners to get the details of quality assurance policies, mechanism of their implementation and outcomes.
- ✦ The orientation lecture by the faculty member is delivered on the first day of the teaching days, the faculty members inform the learners regarding the various quality assurance policies of the institution and mechanism of its implementation.
- ✦ The college notice board gives the details to the learners about various policies dealing with quality assurance and its implementation.
- ✦ In the parents’ meet, the Head of the Institution informs all parents about the quality assurance policy of the institution, the mechanism of the implementation etc. so that they can communicate the same to their ward more effectively.

Faculty:

- ✦ In the staff meeting which is held at least 2 times in a semester, the Principal informs all faculty members regarding various policy matters for enhancement of the quality and the methods of implementation and expected outcomes.
- ✦ The teaching staff notice board helps the faculty in getting all required information pertaining to the policies of the institution leading to quality enhancement. The institution displays the details of various policies, implementation and expected outcome on the staff notice board.
- ✦ In the departmental meetings, the Principal and the Head of the Department informs the faculty members the details of the policies and the mechanism of implementation.

Parents:

- ✦ In the parents’ meet, the faculty members and the Principal explain to the parents regarding the policies connected with admission, attendance, evaluation, results and eligibility to keep the terms to a higher standard, promotions, etc. They are also informed of the details of various examination results of their ward in the said meeting.

- ✦ The parents are also informed about various schemes of freeships /scholarship and other financial aids which are made available to the students. In the said meeting, the parents are given details about the benefits offered by the institution to SC/ST candidates and the students belonging to the minority community.

Alumni:

- ✦ The Alumni is informed about the quality assurance policies adopted and the mechanism of implementation in the Alumni meeting, held at least twice in a year.
- ✦ This helps Alumni to involve themselves in various college activities leading to improvement in quality.

Management:

- ✦ The Management actively participates in the process of framing quality assurance policies under different cells like IQAC, LMC.
- ✦ The Management informs its long term quality enhancing policies in the staff meeting in which the Principal, Librarian, faculty members and all non-teaching staff participate. The Head of the institution submits periodical compliance report to the Management.

External Stakeholders

University:

- ✦ The College informs the University regarding various activities conducted by the college during the entire academic year as per the norms. The Local Managing Committee provides its report to the University every year.
- ✦ The details of student performance are forwarded to the university whenever the college introduces a new Programme.

Joint Director:

- ✦ The financial position of the college and the balance sheet of the institution are forwarded to the Joint director every year.
- ✦ During the assessment of grants, the officials of the joint director are informed about the various policies of the institution leading to quality enhancement.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

- ✚ This college is surrounded by residential buildings and efforts are taken by the college and the community to create awareness about the Environment and keep it clean. Students and the staff enjoy a clean environment.
- ✚ The college gardener maintains the college surroundings and the plantation in the campus. Trees have been planted all along the boundary wall of the campus.

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

- ✚ This institution imparts education in the field of Commerce and Management. Such activity has no adverse effect on the environment and surroundings of the college. As such there is no need for conducting green audit of the campus.
- ✚ The institution has planted trees along the boundary wall of the college. They are looked after by the gardener. The trees have been numbered and a separate registry is maintained.
- ✚ Under the aegis of NSS, tree plantation programmes are undertaken with the help of the local community both inside and outside the campus.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

The institution has undertaken various activities to make the campus eco friendly

Energy conservation :

- ✚ Energy conservation is one of the prime objectives of this institution. A committee consisting of Head of the Institution and one member each from non-teaching and teaching staff look after the affairs connected with energy bills. Every month the energy bills are properly analyzed and necessary steps are taken to minimize the bills.
- ✚ The institution has appointed an electrical maintenance contractor to look after the maintenance of switches, wiring, electrical equipments, lights and fans etc. Periodical checkup of these electrical items are done to avoid loss of energy.
- ✚ Efforts are made to replace traditional chokes by modern electronic chokes. CFL bulbs are used in place of traditional bulbs to economize energy consumption.
- ✚ Electric motors and water pumps are properly maintained to avoid loss of energy.
- ✚ The institution arranges special lectures on “How to save fuel and electricity?” by the Gas agencies and MSBE (Maharashtra State Electric Board) to guide the students on economical use of cooking gas, use of energy saving bulbs like CFL, LED bulbs, etc.
- ✚ As far as possible, use of air-conditioners is avoided. Students and staff are encouraged to use bicycles to save fuel. Use of 2 and 4 wheelers is discouraged.

- ✚ The teachers regularly instruct students to switch off the lights and fans, if unnecessary. The class IV employees and security are instructed to put off the lights and fans when not required. The Head clerk inspects the premises for loss of energy in the evening.

Use of renewable energy:

- ✚ The institution intends to install solar panels on the terrace of the College.

Water Harvesting

- ✚ In tune with the principle of maximum utilization of natural resources, the institute is taking adequate measures to harvest rain water.

Check dam construction: Although dams are not constructed, the NSS students construct temporary bunds in areas where water can be stored during camps.

Efforts for Carbon neutrality:

Plantation:

- ✚ Every year the NSS unit holds tree plantation programmes wherein nearly 50 saplings are planted in and round the campus and neighbourhood. Efforts are taken to maintain and preserve the saplings with the help of NSS Volunteers and the neighbourhood.

Hazardous waste management:

- ✚ As this is a Commerce College, there is no possibility of any Hazardous waste.

E-waste management:

- ✚ The discarded computers and printers are sold to the contractor for disposal as per norms.

7.2 Innovations

7.2.1 *Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.*

- ✚ Bio-metric system, installed in the college, has a positive impact on employee discipline.
- ✚ Students are insured under group insurance to the tune of Rs.1 lakh.
- ✚ Group “short message scheme” has been adopted to inform students about their attendance, results and other important messages.
- ✚ Closed Circuit Cameras have been installed at prominent places inside the campus like entrance, library, corridors, staff room and the Principal’s room to monitor the activities.
- ✚ LCD projectors and OHPs are used by the faculty for effective teaching.
- ✚ Enrollment and Examination forms are sent to the University by uploading it on the website; thereby rendering the process more transparent.
- ✚ The College downloads the question papers of the University Examinations and maintains the confidentiality of the Examinations.
- ✚ 24x7 security services by an outside agency to provide a safe atmosphere.

7.3 Best Practices

7.3.1 Elaborate on any two best practices *in the given format at page no. 98*, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

The institution has been implementing best practices at all levels.

Management:

- ✦ The Management and the Principal maintain a friendly and family atmosphere in the college. All employees and students feel a comfortable atmosphere inside the premises.
- ✦ The Management is actively involved in the day to day College Administration of the college and extends timely support to the Principal and staff and solves their problems.
- ✦ The Management inspects the existing infrastructure and makes additions.
- ✦ The Management is very kind towards the students particularly those belonging to economically weaker sections and permits them to pay the college fees in installments.
- ✦ The Management ensures that all employees are paid their salary promptly. In case of non-availability of government funds, the Management provides the necessary funds.
- ✦ The employees pursuing higher education are given necessary concessions from their regular duties at the college for examination preparations.
- ✦ Notebooks are given to the school going children of the supporting staff.
- ✦ The Management shares the medical bills of the employees in case of accident/illness.
- ✦ The Management felicitates the teaching and non-teaching staff on Teacher's day every year. They present them with mementos and lunch.
- ✦ The Management holds periodical meetings of the Principal, faculty members and administrative staff to discuss various administrative, academic and extra-curricular activities and keeps a watchful eye on the general administration, discipline and progress of the college.

Teaching staff:

- ✦ They are deputed to attend workshops, seminars, conferences and symposiums to enhance their knowledge and keep themselves up-to-date. They are deputed to attend Orientation, Refresher and Short Term Courses and placed on higher scales by conducting the screening/selection committee interviews per the government norms.
- ✦ They are induced to undertake research and register for PhD. The academic calendar, teaching plan and monitoring ensures effective learning.
- ✦ Their leadership skills are groomed by allotting them chairmanship of different committees like Admission, Discipline, NSS, Students' Council, Women Development Cell, Grievance Cell etc. They are encouraged to work independently with responsibility and accountability leading to a sense of social responsibility and sense of belonging.
- ✦ The IQAC consists of senior faculty who help in framing institutional policies and enhancing the teaching-learning process; thereby leading to participative management.

Students:

- ✦ Students' participation in every committee has groomed their leadership skills and increased their social responsibility.
- ✦ The Students' Council is involved in administration and review of academic progress.
- ✦ Students are given benefit of Freeships and Scholarships as per government norms.
- ✦ 100 % transparency in admissions helps them in selecting the programme of their choice.
- ✦ Students participate in sports, cultural activities, celebration of National Festivals and are awarded for outstanding performance in academics, sports, cultural activities.
- ✦ Installment facility has been extended to them in payment of their fees.
- ✦ Excellent college gymkhana and gymnasium have helped them to shine in Sports.
- ✦ The suggestion box and students' feedback on various issues have contributed positively in improving institutional performance.
- ✦ Students are counselled on various issues by the Counselling Cell.
- ✦ Adoption of remedial measures has led to improvement in academic standards.
- ✦ ZERO TOLERANCE and an active WDC gives protection against sexual harassment to girls and female staff.
- ✦ The institution has started PG programme in Commerce.

Administrative staff:

- ✦ The Administrative staff is given necessary training to enhance their administrative skills.
- ✦ They have been given the assignment of duties based on their designations so as to enable them to fulfill their responsibilities and duties.
- ✦ They are encouraged to pursue higher education for better performance.
- ✦ The supporting staff has been given uniform free of cost to bring uniformity among them.
- ✦ Note books are given to the school going children of supporting staff.
- ✦ The supporting staff is given their work assignment, reporting and departure time etc. to enable them to undertake the work with more accountability.
- ✦ Flexible working hours are offered to the office staff for pursuing higher education.

Best Practices-I : Light Refreshment Scheme

- 1) **Introduction:** This College is located on the outskirts of Thakurli Station. Majority of the teaching and non-teaching staff stay either at Kalyan or at Dombivli and commute at least 5 Kms. The faculty has to report at the college at 7am for lectures and remain till 12:30 noon.
The institution requires the services of the faculty beyond their regular working hours to guide the students, help in day-to-day workings and undertake research and quality enhancement initiatives suggested by the IQAC. They find it difficult to carry their lunch boxes as they leave at 6:30 am from their residence. As a supporting gesture, the Management initiated the practice of providing light refreshment to employees.
- 2) **Title of the Practice:** Introduced in 2013-2014, it is named as “Light Refreshment Scheme”.
- 3) **Goal:** The main aim of starting this practice is to enable the faculty to remain in the campus beyond their regular working hours for academic, administrative and extension activities. This practice reflects the institutional mission and vision of ‘Work is Worship’.
Since the faculty is available after lecture hours, the students are able to approach them for guidance, counselling and for resolving their problems. The faculty uses the college resources like the library for research activity, preparation of research papers, research projects etc. to update their professional standards.
- 4) **The context:** Initially when the practice was suggested to the Management, it was rejected due to the financial burden. A committee was appointed to discuss, debate and design the scheme. The Head of the Institution and the IQAC convinced the Management about the long term benefits resulting from the scheme. Initially the practice was introduced on an experimental basis in 2013-2014. Out of 27 staff members, only 12 were interested in the beginning. Today, almost all members take advantage of this practice.
- 5) **The Practice:** Nutritious refreshments like Poha, Upma, Dal Khichdi and Idlis are served.
 - a) **Costing:** On all working days, about 27 to 30 plates of refreshments have to be prepared. Since there were no sponsors, the approximate cost to be borne by the management, who agreed to bear the financial burden, is up to Rs. 1 lakh per year.
 - b) **Unique practice:** No institution of higher education affiliated to the University of Mumbai has introduced this kind of practice. It creates a sense of belonging and spirit of co-operation amongst the employees and leads to better employer-employee relations. The faculty members remain in the campus for more than 7 to 8 hours every day out of which at least 3 to 4 hours are used for extension and other academic activities.
 - c) **Constraint /Limitations:** The committee encounters various problems in the process of effective implementation. The practice gets disturbed due to delay in release of funds.
- 6) **Evidence of success:** Though at the initial stages, this practice was neither accepted nor appreciated by the employees, over a period of time this practice proved useful. The food prepared and served is tasty and hygienic. All 30 employees take advantage of this unique practice. They sit together

and have their light refreshments and enjoy the spirit of sharing and exchanging of views, feelings and experiences at home and workplace.

- a) **Attainment of targets:** This practice has attained 100% success as all the teaching and non-teaching staff take the advantage of it. They are happier when the food is also served to the guests and visitors of the employees.
- b) **Review:** The Committee is vigilant while implementing this programme. Periodical feedback is taken from the staff to improve the scheme.
- c) **Faculty presence:** The faculty members remain in the campus and engage themselves in various activities of the institution and academic progress. Their presence for more than 7 to 8 hours in the campus on many days is proof of success of this practice. The faculty members prepare for various paper presentations in seminars and workshops and devote time for research activities. They prepare teaching notes and power point presentations.
- d) **Problems encountered:**
 - Financial burden of the practice has to borne by the Management.
- e) **Resources required:** It is estimated that the total cost of this practice will come to about one lakh per year. As no sponsorship is available and no contribution is taken from the employees, the entire burden of this practice falls on the management.

Conclusion: This practice is the unique feature of this institution with hundred percent success. It is appreciated not only by the employees but also by outsiders. We wish that such practice could be adopted by other institutions.

BEST PRACTICES II

Title of the practice: Excellent institutional governance/administration

Introduction

For every education institutional, good administration/governance is necessary for academic growth, quality enhancement and the holistic development of the students. A good administrative system creates a good working environment, participative administration/management leading to balanced growth of the institution. Taking into account the significance of best governance, this institution has adopted a unique practice with specific objectives.

Objectives of the Practice

- Centralized planning and policy making.
- Decentralized planning and responsibilities.
- Departmental autonomy with respect to implementation of the curriculum with proper planning.
- Autonomy to the faculty in the teaching and learning process, preparation of teaching plan, its implementation and review. Autonomy to the HOD in the working and progress of the department.
- Autonomy to the Chairpersons of different committees formed for the smooth working and progress of the institution. They prepare the annual plan of the committee and execute the plan.
- To enable the faculty to make use of various learning resources to enhance their subject knowledge.
- To enable the Librarian to plan and implement various policies pertaining to the library for effective use of learning resources.
- To create an environment of participative management and decision making.
- To create a good work environment and maintain co-operation and co-ordination among employees, departments etc.

The context

- For an excellent institutional administration, there is a need for a dynamic management with long term vision.
- The Head of the Institution should have excellent leadership quality, broad mindedness and innovative ideas.

- The faculty needs to be more mature to handle academic and administrative responsibilities.
- The faculty should also be well acquainted with the rules pertaining to evaluation system internal assessment – projects, assignment, presentations.
- The administrative staff should get training periodically to adjust themselves to the changing government rules.
- The supporting staff should support all sections and departments.
- Regular and timely upgradation of the faculty.
- The faculty needs to involve in the working of various committees like IQAC, Advisory committee, Extension committees etc.

The Practice

- Policies and decisions pertaining to the institution at the top level are taken by the Management and the Principal. Therefore the element of centralized administrative process is visible.
- The faculty members, the administrative and supporting staff and student representatives frame various policies, take various decisions at the departmental level, faculty level etc. Here the element of decentralized planning and policy making is visible.
- This practice is a unique practice as there is a combination of centralized and decentralized planning and administration.
- The faculty is designated as the Chairperson or as a member of various committees and allowed to plan and implement various activities.
- Faculty members are the members of statutory bodies like Local Managing Committee, Students' Council etc. and participate in the administrative and academic policy making process.
- The administrative staff is trained to look after the office work of the institution independently.
- The supporting staff is headed by the seniormost person who looks after the duties and responsibilities of the staff and submits a daily report to the Head clerk.
- In the administrative office, the duties and responsibilities of each employee have been defined. They are expected to submit their daily report to the Head clerk.

- The details of daily lectures engaged by each faculty member have been properly recorded and a log book, duly signed by the faculty and HOD, has been maintained.
- The Head of the Institution gets the details of student's daily attendance, details of work done by the supporting and administrative staff and the lectures engaged by the faculty every day.
- The Head of the Institution has appointed Academic Advisors for each class from among the faculty to enable one to one contact with the students. The academic advisor's daily report also goes to the Principal and to the Management.
- The departmental heads are allowed to plan the functioning and the working of their departments. The HOD is authorized to allocate the subjects to the faculty and take periodical review.
- Students are given due representation in policy making bodies like Students' Council, Local Managing Committee and other Committees.

Evidence of success

- Good governance always gives good results. Today this College has become one of the leading colleges in the vicinity of Kalyan and Dombivli.
- Active Management, quick decisions at the top has helped the institution in having good infrastructure and a high academic standard.
- The quality of teaching has improved due to the use of ICT resources and upgradation of subject knowledge of the faculty from time to time.
- Good administrative process has resulted in maximum utilization of Human resources in the teaching and learning process.
- As employees are aware of their roles, duties and responsibilities, the administration has become smooth and effective.
- More and more students involve themselves in academic activities and different committees indicating the success of this practice.
- Co-operation and Co-ordination is visible at every stage in the administrative system of the college.
- This practice enabled the Head of the Institution to get the award of the "Best Principal".

- Large number of students and faculty members participate in the extension activities every year which is the outcome of this practice.
- Good administrative and academic environment created by this practice has resulted in good performance of students in Examinations.

Problems encountered and resources required

- The Institution has developed a best work culture over the last ten years leading to excellent governance. However the institution has to face problems in the effective implementation of this practice.
- When employees proceed on leave or when there is absenteeism among supporting staff, there are minor disturbances. Such problems are dealt with by allotting additional work to other employees so as to maintain a good administrative system.

3. Evaluative Report of the Departments

DEPARTMENT OF COMMERCE

Introduction:- This college does not have specific departments which issue degrees. As the college is small, programme-wise details are furnished in the proforma provided.

Sr. No.	Name of the Programme	Under Graduate	Post Graduate	Research
1	Bachelor of Commerce	B.Com.	M.Com	
2	Bachelor Management Studies	B.M.S		
3	Bachelor Accounts & Finance	B.Com. A & F		

Total Under Graduate Courses	1	B.Com.		
	2	B.M.S		
	3	B.Com. Accounts and Finance		
Total Post Graduate Courses	1	M.Com.	with Advance	Accountancy

Details of three Departments (programme wise) are furnished below:-

DEPARTMENT OF COMMERCE

1. *Name of the department:* Department of the Commerce
2. *Year of Establishment:* 1999
3. *Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):* Bachelor of Commerce, Master of Commerce(PG)
4. *Names of Interdisciplinary courses and the departments/units involved :* Nil
5. *Annual/ semester/choice based credit system (programme wise)*
 - a) Bachelor of Commerce: -Semester wise Credit System
 - b) Master of Commerce:- Semester wise Credit System
6. *Participation of the department in the courses offered by other departments :* Nil
7. *Courses in collaboration with other universities, industries, foreign institutions, etc.:* Nil
8. *Details of courses/programmes discontinued (if any) with reasons:* Nil
9. *Number of Teaching posts*

	<i>Sanctioned</i>	<i>Filled</i>
<i>Professors</i>	1	1
<i>Associate Professors</i>	Nil	Nil
<i>Asst. Professors</i>	9	9

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Dr. V. S. Adigal	MA, PhD	Principal	Economics	28
Ms. Sushila Vijaykumar	BSc B.Ed, MA, SET	Asst. Prof	English	22
Ms. Jayanthi Vaikunth	M.Com, SET	Asst. Prof	Commerce	15
Shri. D. G. Nazirkar	M.Com, SET	Asst. Prof	Accountancy	15
Ms. Nisha Deodhar	MA, M.Phil	Asst. Prof	Geography	20
Ms. Madhuri S. Maharao	MA B.Ed, MPhil	Lecturer	Economics	5
Ms. Lata Gite	MCS	Lecturer	Computer Science	5
Ms. Preeta G. Rejoy	M.Com	Lecturer	Accountancy	2
Ms. Vijeta Vadiraj Ashrit	MSc. B.ED	Lecturer	Maths& Stats	1
Ms. Vrunda Yadwad	M.Com, PGDBM	Lecturer	Management	1

11. List of senior visiting faculty: 2
 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: NIL
 13. Student -Teacher Ratio (programme wise): 1:72
 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

	Sanctioned	Filled
Academic Support Staff	5	5
Administrative staff	3	3

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Ph.D	MPhil	PG.
1	2	11

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NIL
 17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: NIL
 18. Research Centre /facility recognized by the University: NIL

19. Publications:

* a) Publication per faculty

Name of the Faculty	Publication Title	Level of Publication	Year
Dr. V.S. Adigal	The changing phases of Inter Sectoral relationship in India A journey from Hegemony to Public and Private partnership	Book	2010
	Corporate Social Responsibility, Role of MNCs in Indian Context Research	Book	2011
	Critical Analysis of Emerging Trends in Growth of Tertiary Sector in Globalised India	Conference Proceedings	Feb 2014
	Corruption as a Gateway to Economic Inequalities: An Indian Perspective	Book	Mar 2014
	Globalization and Developing Economies : Issues and Challenges	International Conference	May 2014
	Regional Rural Banks in India during post reforms period -issues and challenges	International Conference	Jun 2014
	Brick banks to click banks issues and challenges Indian prospective	International Conference	Jun 2014
	Will education alone can sustain as means of women empowerment?	International Conference	June 2014

Name of the Faculty	Publication Title	Level of Publication	Year
SushilaVijaykumar	Understanding Customer Motivation: a Comparative Study of two Hypermarkets (Joint Paper)	National Proceedings	Dec 2012
	Mentee-Mentor (In)Experiences: Innovating Daily (Joint Paper)	National Proceedings	Jan 2013
	Maths-Centric Reflections: Turning to the Remedial Approach (Joint Paper)	National Proceedings	Jan 2013

Name of the Faculty	Publication Title	Level of Publication	Year
Smt. Jayanthi Vaikunth	Corporate Governance: Need & Scope of Social Responsibility and Social Audit	National	2011-12
	Corporate Social Responsibility: Role of MNCs in Indian Context Myth or Reality? (Joint Paper)	National Proceedings	Jan 2013
	Understanding Customer Motivation: A Comparative Study of two Hypermarkets (Joint Paper)	National Proceedings	Dec 2012
	Mentee-Mentor (In) Experiences: Innovating Daily (Joint Paper)	National Proceedings	Jan 2013

Name of the Faculty	Publication Title	Level of Publication	Year
Prof.Ms.Nisha Deodhar	Poverty & Infrastructure V/S the land of richness –A case study of Darmitary Suburb –Dombivili	National Level	Jan.2009
	Mangroves : A Neglected Coastal Resource	National Level	June 2011
	Potentials of Agro Tourism in Thane & Raigad districts	National Level	Sept.2011

Name of the Faculty	Publication Title	Level of Publication	Year
Prof.Dilip Nazirkar	Challenges in Human Resources Accounting	National Level	2013
	Elements of Knowledge Management	National Level	2014
	Innovation Practices in Business Management and Information Technology	National Level	2014

- * *Number of papers published in peer reviewed journals (national /international) by faculty and students*

Name of Faculty	Name of Papers Published	Level of Publication	Year
Ms. Sushila Vijaykumar	Convergence of Media: TV, (tele) Films and Theatre (novel?) in Girish Karnad's Broken Images: A (Dramatic) Monologue	National Journal	August 2012
	Sports and Physical Education: Issues and Challenges	International Journal	April 2014
	Feedback: Enhancing Vocabulary	International Journal	June 2014
	Teaching Business Communication: First Steps	International Journal	July 2014

- * *Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): NIL*

- * *Monographs:*

- * *Chapter in Books:* Ms. Nisha R. Deodar has written 3 chapters in the text book prescribed for FYBCom class (In Marathi)

- * *Books Edited*

1. Dr.V.S.Adigal has edited a book Changing Finance and Economic Perspectives published by Bharti Publications.
2. Ms. Sushila Vijaykumar has edited the textbook on Business Communication for FYBMS Class.
3. Ms.Nisha Deodhar has edited Environmental Studies: F.Y.B.com text book for Distance Education, University of Mumbai

- * *Books with ISBN/ISSN numbers with details of publishers: **Please Refer criterion 3.4.3 for details***

- * *Citation Index*

- * *SNIP*

- * *SJR*

- * *Impact factor*

- * *h-index*

20. *Areas of consultancy and income generated:* Free consultancy is provided in the field of Tax and Accountancy and so no income is generated.

21. *Faculty as members in*

a) *National committees* b) *International Committees* c) *Editorial Boards....*

Prof.Ms. Sushila Vijaykumar:

1. Member of English Language Teachers Association of India – ELTAI since 2012
2. Life Member of English Language Teachers’ Interaction Forum – ELTIF since December 2013

Prof.Ms. Nisha Deodhar

1. Life Member of Indian National Cartographic Association (Membership No.560)
2. Life member of Kokan Geographers Association (Membership No.198)

22. *Student projects*

- a) *Percentage of students who have done in-house projects including inter departmental/programme- 100%*
- b) *Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies - NIL*

23. *Awards / Recognitions received by faculty and students:* Best Principal award has been awarded to the Head of the Institution Dr. V. S. Adigal by Dr. G.D. Pol Foundation

24. *List of eminent academicians and scientists / visitors to the department:* Department invites senior faculty members/academicians to the college to deliver special lectures on different subjects.

SR. No.	Name	Subject
1	Prof. Lata Swaminathan	MHRM
2	Prof. V.B. Kawatkar	Financial Accounting
3	Prof. S.R. Pharate	Direct & Indirect Taxes
4	Prof. B.S. Shetty	Bus. Economics
5	Prof. Nilima Choudhar	Computer System & Application
6	Prof. Bambardekar	Management Accounting
7	Prof. Savita Shefrani	Cost Accounting

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National - NIL

b) International - NIL

26. Student profile programme/course wise:

:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
Not Applicable					

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States
B.Com	99%	1%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?- NIL

29. Student progression

Student progression	Against % enrolled			
	2010-2011	2011-12	2012-13	2013-14
UG to PG	54%	49%	37%	25.3%
PG to M.Phil.	---	---	---	---
PG to Ph.D.	---	---	---	---
Ph.D. to Post-Doctoral	---	---	---	---
Employed				
- Campus selection	2%	3%	4%	5%
- Other than campus recruitment	40%	43%	54%	69.7%
Entrepreneurship/Self-employment	4%	5%	5%	5%

30. *Details of Infrastructural facilities*

- a) *Library* : Books, journals, periodicals etc. are made available. A departmental library has been made available to the members of the department for their day to day reference.
- b) *Internet facilities for Staff & Students*: Internet facilities have been provided in the library, NSS room and Staff room.
- c) *Class rooms with ICT facility*: An Audio-Visual Room with all facilities like internet, LCD projector is provided to teachers for conducting lectures.
- d) *Laboratories*: : The College has 2 Computer labs with 47 Computers and internet facility.

31. *Number of students receiving financial assistance from college, university, government or other agencies* - 65

32. *Details on student enrichment programmes (special lectures / workshops /seminar) with external experts*: - **SPECIFIC**

The college arranges special lectures and guest lectures on various subjects. Students are sent to other colleges to attend seminars and workshops.

33. *Teaching methods adopted to improve student learning*: Along with the traditional class room teaching with chalk and duster, new methods like group discussions, case study, presentation, assignments, use of projectors etc. have been adopted.

34. *Participation in Institutional Social Responsibility (ISR) and Extension activities*: Students participate in NSS programmes like blood donation, tree plantation, street play on AIDs awareness, drug addiction, sexual harassment, anti-dowry etc. The institution conducts short term certificate course in basic computer for underprivileged school children in the vicinity of the college during vacations.

35. *SWOC analysis of the department and Future plans*: -

This department has been functioning for the last 15 years

STRENGTHS:-

- Admission to students irrespective of the percentage in the qualifying examinations.
- Student participation in sports, cultural and extension activities and good performance.
- Excellent need-based teaching by faculty resulting in 90% results at FY/SYBCom/BMS.
- Although some students are employed (part-time), attendance in regular lectures is good.
- The students are disciplined, respectful and sincere.

WEAKNESS:-

- Though passing percentage at Final year is high, number of distinctions and first class is less.
- Since students are admitted to this programme irrespective of the percentage of marks obtained by in the qualifying examination, the quality of intake is low.
- Non-availability of public transport results in students arriving late for classes.
- Lack of research activity by the faculty.
- Number of publications and research project undertaken by the faculty is very less.
- No seminars and workshops have been arranged in the college due to financial constraints.
- Only one division each of FY, SY and TYBCom is aided, so it is difficult to get qualified and experienced faculty.

OPPORTUNITIES

- Special efforts to enhance the performance of the students in Annual Examinations.
- Inducement to the faculty to register for Ph.D.
- Inducement to the faculty to undertake major and minor research projects under University schemes and Industry collaborations.
- Encourage the students to pursue P.G. course in the same institution.
- Arrangement of Seminars, Workshops etc. to enhance the knowledge of the students and staff.
- To bring the entire commerce stream under grant in aid.
- Encourage the faculty to publish more research papers and articles.

CHALLENGES

- As the college has locational disadvantage, students with good performance prefer other colleges. So the quality of intake is a formidable challenge.
- The college is partly aided. The Management bears the financial burden of unaided divisions.
- Introducing new courses like BBI, B.Com (Transport), B.Sc. I.T., M.Com.(Management) and add-on courses is challenging.
- Heavy competition from other established colleges.

FUTURE PLANS

- Increase in the enrolment in various courses.
- Enhancement of student's performance in University Exams with first class and distinctions.
- Enhancement of research activity by the faculty leading to Ph.D. degrees and major/minor research projects and publications.
- Conduct of Seminars and Workshops under enrichment programme.
- To bring the department under 100% grant in aid.
- Introduction of PG course – M.Com (Management).
- Inviting experts to the department for guidance and progress.
- Further expansion of extension activities, sports and cultural programme.

DEPARTMENT OF MANAGEMENT STUDIES

1. *Name of the department:* Department of Management Studies
2. *Year of Establishment:* 2010
3. *Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):* : Bachelor of Management Studies(UG)
4. *Names of Interdisciplinary courses and the departments/units involved:* NIL
5. *Annual/ semester/choice based credit system (programme wise) :* Semester wise credit system
6. *Participation of the department in the courses offered by other departments:* NIL
7. *Courses in collaboration with other universities, industries, foreign institutions, etc.:* NIL
8. *Details of courses/programmes discontinued (if any) with reasons:* NIL
9. *Number of Teaching posts*

	<i>Sanctioned</i>	<i>Filled</i>
<i>Professors</i>	Nil	Nil
<i>Associate Professors</i>	Nil	Nil
<i>Asst. Professors</i>	4	4

10. *Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.,)*

<i>Name</i>	<i>Qualification</i>	<i>Designation</i>	<i>Specialization</i>	<i>No. of Years of Experience</i>
Ms. Suchitra Poojary	B.Sc. MBA.	Asst. Prof	Management	3
Mr. Pushkar Deshpande	M.Com., MBA	Asst. Prof	Accountancy Management	2
Ms. Shraddha Singh	M.A , B.E.	Asst. Prof	Business Economics	1
Ms. Jyoti S. Chand	M.COM.	Asst. Prof	Commerce	1

11. *List of senior visiting faculty:* NIL
12. *Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty:* NIL
13. *Student -Teacher Ratio (programme wise)* 1:18
14. *Number of academic support staff (technical) and administrative staff; sanctioned and filled*

	Sanctioned	Filled
Academic Support Staff	1	1
Administrative staff	1	1

15. *Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.*

Ph.D	MPhil	PG
-	-	4

16. *Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:* NIL

17. *Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:* NIL

18. *Research Centre /facility recognized by the University:* NIL

19. *Publications: :* NIL

* a) *Publication per faculty*

* *Number of papers published in peer reviewed journals (national / international) by faculty and students*

* *Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)*

* *Monographs*

* *Chapter in Books*

* *Books Edited*

* *Books with ISBN/ISSN numbers with details of publishers*

* *Citation Index*

* *SNIP*

* *SJR*

* *Impact factor*

* *h-index*

20. *Areas of consultancy and income generated* : NIL

21. *Faculty as members in* : NIL

a) *National committees b) International Committees c) Editorial Boards....*

22. *Student projects*

a) *Percentage of students who have done in-house projects including inter departmental/programme:* As a part of the programme, every student is required to submit a project in third year under the guidance of the concerned faculty member.

b) *Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies:-* NIL

23. *Awards / Recognitions received by faculty and students:-* NIL

24. *List of eminent academicians and scientists / visitors to the department*

SR. No.	Name	Subject
1	Prof. N.K. Shree Varahan	O.R and Retail Management
2	Prof. Sudha Singh	International Marketing
3	Prof. Dr. Harikrishnan Kurup	Indian Management thoughts and practices.

25. *Seminars/ Conferences/Workshops organized & the source of funding:*
- NIL

26. *Student profile programme/course wise:*

<i>Name of the Course/programme (refer question no. 4)</i>	<i>Applications received</i>	<i>Selected</i>	<i>Enrolled</i>		<i>Pass percentage</i>
			<i>*M</i>	<i>*F</i>	
NIL					

*M = Male *F = Female

27. Diversity of Students

<i>Name of the Course</i>	<i>% of students from the same state</i>	<i>% of students from other States</i>	<i>% of students from abroad</i>
B.M.S	98%	2%	

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: NIL

29. Student progression

<i>Student progression</i>	<i>Against % enrolled</i>
UG to PG	20%
PG to M.Phil.	NIL
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed	
- Campus selection	20%
- Other than campus recruitment	51%
Entrepreneurship/Self-employment	9%

30. Details of Infrastructural facilities

- a) *Library*: Books, journals, periodicals etc. are made available. A departmental library has been made available to the members of the department for their day to day reference.
- b) *Internet facilities for Staff & Students*: Internet facilities have been provided in the library, NSS room and Staff room.
- c) *Class rooms with ICT facility*: An Audio-Visual Room with all facilities like internet, LCD projector is provided to teachers for conducting lectures.
- d) *Laboratories*: The College has 2 Computer labs with 47 Computers and internet facility.

31. Number of students receiving financial assistance from college, university, government or other agencies: NIL

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: The College arranges special lectures and guest lectures on various subjects. Students are sent to other colleges to attend seminars and workshops.

33. *Teaching methods adopted to improve student learning:* Along with the traditional class room teaching with chalk and duster, new methods like group discussions, case study, presentation, assignments, use of projectors etc. have been adopted.
34. *Participation in Institutional Social Responsibility (ISR) and Extension activities:* Students participate in NSS programmes like blood donation, tree plantation, street play on AIDs awareness, drug addiction, sexual harassment, anti-dowry etc. The institution conducts short term certificate course in basic computer for underprivileged school children in the vicinity of the college during vacations.
35. *SWOC analysis of the department and Future plans*

STRENGTH:-

- Despite low intake percentage at First year, Final year results at University level is more than 83.3%.
- Students are admitted to this programme irrespective of the percentage of marks scored in the qualifying examinations.
- The students participate in Sports, Cultural and extension activities.
- Excellent teaching by faculty has resulted in good results at First and Second Year Examinations which is more 98%.
- Though some of the students are employed (part-time), there is regular attendance.
- Students are disciplined, sincere and enthusiastic and can be groomed into leaders.
- Industrial visits boost their managerial abilities.

WEAKNESS:-

- Through the passing percentage at the final year examinations is very high, the number of distinction and first class are less. Majority of the student pass in second class.
- Due to non-availability of public transport, students are sometimes late for their lectures.
- Lack of research activity by the faculty.
- Number of publications and research projects undertaken by the faculty is meagre.
- Only internal seminars and workshops are arranged by this department.

OPPORTUNITIES

- Special efforts can be taken to improve performance of the students in annual examinations.
- Inducement to faculty to go for research leading to Ph.D.
- Faculty can be encouraged to undertake minor research projects.
- Encourage students to pursue P.G. course in the field of management .
- Arrange seminars workshop etc. to enhance the knowledge of the students and staff.
- Encourage faculty to undertake publication in journals, published books with ISBN/ISS/Nos.

CHALLENGES

- As the college has locational disadvantages, students with good performance prefer other colleges for their studies. Therefore the intake quality is a challenge.
- Heavy competition from other established colleges.
- Students' placement in different organizations and industries.

FUTURE PLANS

- Efforts will be taken to utilize the full intake capacity.
- Improvement in student performance at University Examinations.
- Enhancement of research by faculty leading to PhD degrees and research activities.
- Conducting seminars and workshops under enrichment programmes.
- Introduction of MBA course.
- Inviting experts to the department for guidance and progress.
- Further expansion of extension activities, sports and cultural programmes.
- Inviting industries/organizations for student placements.

ACCOUNTING & FINANCE DEPARTMENT

1. *Name of the department:* Department of Accounts and Finance
2. *Year of Establishment:* 2014
3. *Names of Programmes/Courses offered:* Bachelor of Accounts & Finance (UG)
4. *Names of Inter disciplinary courses and the departments/units involved:* NIL
5. *Annual/ semester/choice based credit system (programme wise):*
 a) Bachelor of Commerce: -Semester wise Credit System
 b) Master of Commerce:- Semester wise Credit System
6. *Participation of the department in the courses offered by other departments:* NIL
7. *Courses in collaboration with other universities, industries, foreign institutions, etc.:* NIL
8. *Details of courses/programmes discontinued (if any) with reasons:* NIL

9. *Number of Teaching posts*

	<i>Sanctioned</i>	<i>Filled</i>
<i>Professors</i>	<i>Nil</i>	<i>Nil</i>
<i>Associate Professors</i>	<i>Nil</i>	<i>Nil</i>
<i>Asst. Professors</i>	<i>2</i>	<i>2</i>

10. *Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)*

<i>Name</i>	<i>Qualification</i>	<i>Designation</i>	<i>Specialization</i>
Ms. Chhavi Vajpayee	Lecturer	M.A. MBA	Management
Ms. Trupti Sawant	Lecturer	M.C.A	Computer

11. *List of senior visiting faculty:* NIL

12. *Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty:* NIL

13. *Student -Teacher Ratio (programme wise) :* 1:25

14. *Number of academic support staff (technical) and administrative staff; sanctioned and filled:* NIL
 Note: The staff appointed BMS course has been utilised for this department.

15. *Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.*

Ph.D	MPhil	PG.
-	-	2

16. *Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NIL*
17. *Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: NIL*
18. *Research Centre /facility recognized by the University: NIL*
19. *Publications: NIL*
20. *Areas of consultancy and income generated: NIL*
21. *Faculty as members in:
NIL*
 - a) *National committees b) International Committees c) Editorial Boards.... NIL*
22. *Student projects: NIL*
23. *Awards / Recognitions received by faculty and students: NIL*
24. *List of eminent academicians and scientists / visitors to the department: NIL*
25. *Seminars/ Conferences/Workshops organized & the source of funding: NIL*
26. *Student profile programme/course wise:*

<i>Name of the Course/programme (refer question no. 4)</i>	<i>Applications received</i>	<i>Selected</i>	<i>Enrolled</i>		<i>Pass percentage</i>
			<i>*M</i>	<i>*F</i>	
Nil					

*M = Male *F = Female

27. *Diversity of Students*

<i>Name of the Course</i>	<i>% of students from the same state</i>	<i>% of students from other States</i>	<i>% of students from abroad</i>
B.Com A & F	90%	10%	B.Com A & F

28. *How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? NA*
29. *Student progression NA*

30. *Details of Infrastructural facilities*
 - a) *Library*: Relevant books have been purchased immediately.
 - b) *Internet facilities for Staff & Students*: are available in the library and staff room.
 - c) *Class rooms with ICT facility* : An Audio-Visual classroom with ICT facility is provided.
 - d) *Laboratories*: Two fully equipped computer labs with 47 computers.
31. *Number of students receiving financial assistance from college, university, government or other agencies*: : NA as BAF is a Self-Financing Course
32. *Details on student enrichment programmes (special lectures / workshops /seminar) with external experts*: : NA as the course has just begun.
33. *Teaching methods adopted to improve student learning*: - Along with the traditional class room teaching new methods like group discussions, case study, presentations are adopted.
34. *Participation in Institutional Social Responsibility (ISR) and Extension activities*: - Student of this programme are yet to enroll for in extension activity
35. *SWOC analysis of the department and Future plans*: NA

Karnataka Sangha's MANJUNATHA COLLEGE OF COMMERCE

College Library

Library occupies a prominent position in Colleges and forms an integral part of the teaching-learning process. The library develops a sense of responsibility among the students and familiarizes them with the learning trends. Its role is inter-linked with the educational objectives of the institution. It contributes to the teaching-learning process by providing varied print and electronic resources for successful completion of the Course Programmes. It endeavours to satisfy the educational and research needs of the students and faculty and strives to help them to make optimum use of the available resources; thereby having a positive impact on the institutional and learning objectives.

The library is housed on the ground floor of the college building and is easily accessible to the learners, staff and differently-abled. The total area of the library is 88 sq. mt. (1000 sq. ft approx.) and it can accommodate 24 students and 6 faculty members. A reading room of 88 sq. mt. (1000 sq. ft approx.) is attached to the library to accommodate 65 students. It is well ventilated and equipped with lights, fans, drinking water. The photograph of the Father of the Library Science has been affixed at the Library Entrance. The Librarian has been provided with a cabin with the necessary infrastructure like computer, printer and internet facility. Inside the library, separate arrangements have been made for the faculty members and researchers with the provision of computer, with internet facility, and printing and Xeroxing facility. The same facilities are extended to students.

Qualified and devoted library staff is another asset of the library. The Librarian who is considered as a part of teaching faculty is actively involved in presenting papers in Seminars/Workshops and in publications. The Librarian strives to create a learning atmosphere conducive to academic enrichment through maintenance of complete silence and provision of relevant and up-to-date learning resources.

I. Library staff:-

- 1) **Librarian:-** A qualified librarian with more than 13 years in the field of library science.
- 2) **Library Clerk:-** A library clerk has been appointed to assist the librarian in issuing library books.
- 3) **Library Attendant:** For the smooth working of the library, library attendants have been appointed to help the librarian, library clerk, faculty and students.

II. **Cleanliness** A sweeper has been instructed to clean the library regularly.

III. **Library collection:** The College library subscribes to NLIST from INFLIBNET, wherein the staff and students can access approximately 6000 E-Journals and 97000 E-Books. With respect to print resources, the library has a total of 5120 books, out of which 2870 are textbooks and 2250 are reference books. The library subscribes to 7 Magazines, 22 Print Journals/Periodicals and 11 Newspapers in English, Hindi Marathi and Kannada.

IV. Working Hours:- The library remains open for the users from morning 7.30 a.m. to 5.30 p.m. During Examinations, the library remains opens on Sundays and Holidays from 10.00 a.m.to 4.00 p.m. During vacations, the library remains open for users from 9 a.m. to 5 p.m.

V) Services to the users:-

- 1) Reference services
- 2) Lending Services
- 3) Reading Room Facility
- 4) Internet Facility
- 5) Interlibrary Loan Facility
- 6) Current Awareness Services
- 7) Newspaper Clipping Services
- 8) Reprographic services

VI) Technical Services:-

- 1) Acquisition
- 2) Cataloging
- 3) Classification
- 4) Circulation
- 5) Accession
- 6) Serial Control

VII) Library Advisory Committee:- The college has constituted a Library Advisory Committee consisting of senior faculty members. The committee meets periodically and advises the librarian regarding purchase of books, journals and gives suggestions enhancing Library services. The feedback system has improved the library services.

VIII) Security Measures:-

- 1) Closed Circuit TV System (C.C.T.V) has been installed in the Library for better control and discipline.
- 2) Pest control has been done by specialized agencies.
- 3) Fire Extinguishers have been installed
- 4) Library Attendant supervises the functioning of the library.

IX) Library Rules:

- 1) Every bonafide student issued a library card which is an entry pass.
- 2) Library books are issued against the library card.
- 3) Library card is not transferable.
- 4) One book is issued against the library card for a period of seven days.
- 5) A fine of Rs. 1/- is charged per day for overdue books.
- 6) Duplicate Library card is issued against a payment of Rs. 50/- only.
- 7) The borrower is expected to replace the book in case of loss/damage.
- 8) Students are forbidden from marking in any book.
- 9) Students are expected to maintain Silence in the Library
- 10) Use of Mobile phones is prohibited inside the library.
- 11) Internet facility should be used for academic purpose only.
- 12) The library visitors should write their name in the entry register.
- 13) Newspapers, journals and Magazines are for reference purposes only and should not be taken out of the Library.
- 14) Library users will be given NLIST password for accessing e-resources and it should not be misused or passed on to other users.



KARNATAKA SANGHA'S

**MANJUNATHA COLLEGE OF COMMERCE
&
JUNIOR COLLEGE OF COMMERCE**



Dr. V. S. ADIGAL
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Principal

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LBT No. KDMCLBT-TINWV12011024

Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this - SSR during the peer team visit.

Signature of the Head of the institution with seal:




Prin. Dr. V.S. Adigal
MANJUNATHA COLLEGE
OF COMMERCE
Kanchangan, Khamhalpada,
Thakurli (East) 421 201.

Place: Thakurli, Maharashtra

Date: 30/07/2014

Self Study Report of Manjunatha College of Commerce

Annexure –I

Approval of Course of Affiliating University

Sr. No.	Name of the course	Academic Year	Permission Letter (Government) No. of	Permission Letter No. of University of Mumbai
1	B.Com.	1999-2000	11.0.03/3598/- 0.0x3/0/(01/98)/	11.0.03/3509/1999 x3 30/6/1999
2	B.M.S.	2010-2011	11.- 0.03/2010/(78/10) 0x20-4	No. Aff/Recog.II/2844 of 2010 dt: 10th August 201
3	M.Com. (Advance Accountancy)	2013-2014	enajalsal:2013/(102/13)/maiSa-4 idnaMak 10 jaulaO, 2013	No. PG/2/ICD/2013-14/16396 DT: 19 th August 2013
4	B.Com. A & F.	2014-2015	enajalsal:2013/(102/13)/maiSa-4 idnaMak 3 maaca-, 2014	

ANNEXURE III

List of the Subjects and Syllabus Revision in the Department of Commerce

Subject	Syllabus revision/Year	Subject	Syllabus revision/Year	Subject	Syllabus revision/Year
F.Y.B.COM.		S.Y.B.COM.		T.Y.B.COM.	
Foundation Course	June 2011	Foundation Course	June 2012	Commerce-III	June 2014
Business Communication	June 2012	Accountancy	June 2013	Business Economics	June 2014
Accountancy-I	June 2012	Commerce-II	June 2013	Financial Accountancy -III	June 2014
Commerce-I	June 2012	Business Economics	June 2013	Financial Accountancy -IV	June 2014
Mathematics and Statistical Techniques	June 2012	Business Law	June 2013	Financial Accountancy -V	June 2014
Environmental Studies	June 2012	Advertising	June 2013	Computer System and Application	June 2014
Business Economics	June 2012			Direct and Indirect Taxes	June 2014

ANNEXURE III

List of the Subjects and Syllabus Revision BMS Department

First Year BMS

First Semester	Syllabus revision/Year	Second Semester	Syllabus revision/Year
Foundation of Human Skills – I	June 2014	Business Environment	June 2014
Introduction to Financial Accounts	June 2014	Industrial Law	June 2014
Business Law	June 2014	Computer Applications in Business	June 2014
Business Statistics	June 2014	Managerial Economics – I	June 2014
Business Communication	June 2014	Business Mathematics	June 2014
Principal Management	June 2014	Introduction to Cost Accounting	June 2014
Introduction to Computers	June 2014	Environment Management	June 2014

Second year BMS

Third Semester	Syllabus revision/Year	Fourth Semester	Syllabus revision/Year
Management Accounting	June 2009	Co-operative & Rural Markets	June 2009
Managerial Economics – II	June 2009	Elements of Direct and Indirect Taxes	June 2009
Marketing Management	June 2009	Export-Import Procedures and Documentation	June 2009
Production Management & Materials Managements	June 2009	Research Methods in Business Management	June 2009
Business Aspects Banking & Insurance	June 2009	Productivity and Quality Management	June 2009
Strategic Management	June 2009	Public Relation Management	June 2009

Third year BMS

Fifth Semester	Syllabus revision/Year	Sixth Semester
Human Resource Management	June 2010	Entrepreneurship and Management of Small and Medium Enterprises
Financial Management	June 2010	Operations Research
Business Ethics & Corporate Social Responsibility	June 2010	International Marketing
Service Sector Management	June 2010	International Finance
Elements of Logistics & Supply Chain Management	June 2010	Indian Management – Thoughts & Practices
Elective – I Special Studies in Marketing OR Special Studies in Finance OR Special Studies in Human Resource Development	June 2010	Elective – II Special Studies in Retail Management OR Special Studies in Econometrics OR Special Studies in Portfolio Management
Project work -1		Project Work - II

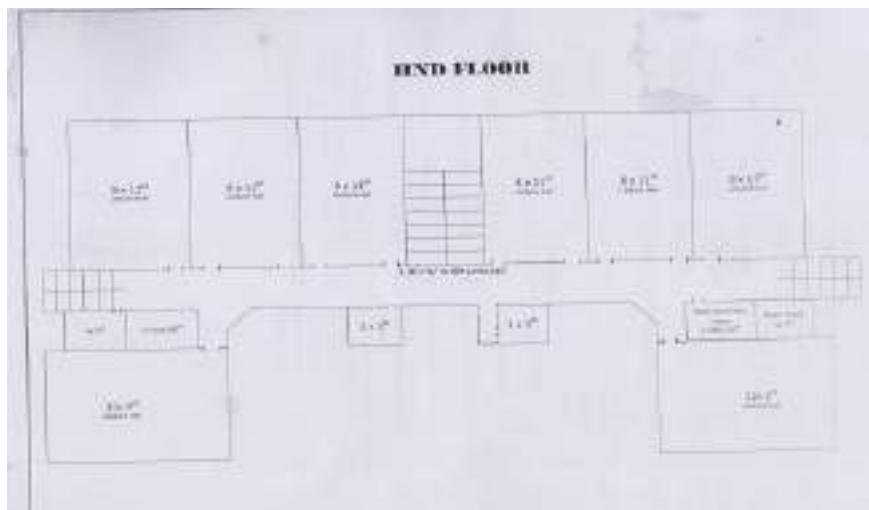
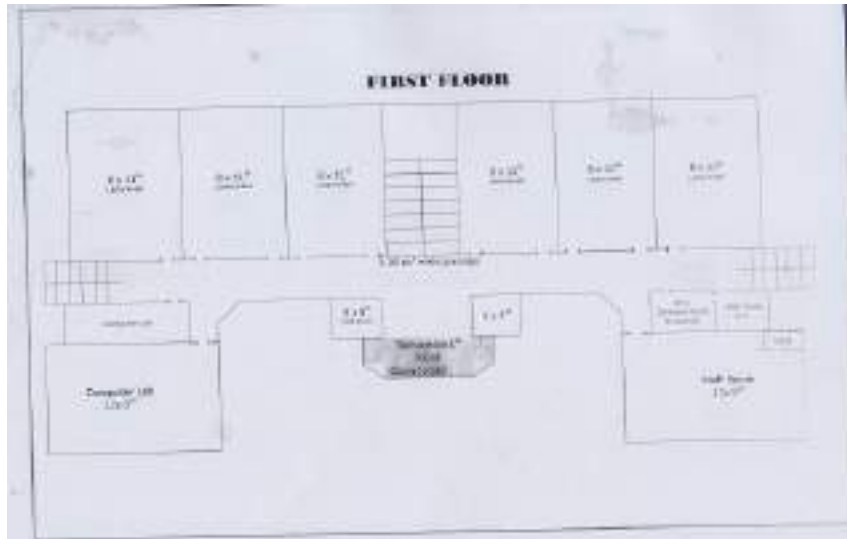
ANNEXURE IV

List of the teachers who have attended Orientation and Refresher Courses in the last 5 years.

Sr. No.	Name of the Staff	2009-10	2010-11	2011-12	2012-13	2013-14
1	Ms. Jayanthi Vaikunth		Refresher	Refresher		
2	Shri. Nazirkar Dilip G.			Refresher		
3	Shri. Shashikant Gudodagi		Refresher	Refresher		
4	Ms. Nisha Deodhar	Refresher				

Teaching Learning Methods in Use

Sr. No.	Department	Lecture based	Computer based	Project based	Experiment base	Seminar	Field work
1	Commerce	√	√	√		√	
2	Management	√	√	√		√	
3	Accounts and Finance	√	√	√		√	



Designation of the Accommodation, Number, Carpet area in Sq.ft.

1. Assembly Hall :- 2000 Sq. ft
2. Principal's quarters :- N.A.
3. Principal's Office :- 400 Sq. Ft
4. College Office :- 800 Sq.Ft
5. Lecture Hall :- 13 Class Room - 1000 Sq.Ft each
6. Laboratories :- Two Computer Laboratory with a Sq. Ft area of 1200 and 550 each with 47 Computers with internet connection
7. Audio-Visual Room :- 550 Area Sq.Ft
8. Teachers' Common Room :- 1200 Sq.Ft
9. Common Room for Men Students:- 225 Sq.Ft
10. Common Room for Women Students:- 225 Sq.Ft
11. Library and reading Room :- 2000 Sq.Ft
12. Sanitary Arrangements for Male Students:- Units Location
13. Sanitary arrangement for Female Students:- Units Location
14. Sanitary arrangement for Teaching Staff :- Units Location
15. Hall for Indoor games :- 2500 Sq.Ft
16. Canteen – Area :- 1200 Sq.Ft
17. Co-operative Stores :- N.A.
18. Other Rooms and the purpose for which they are used :-
Rooms used for N.S.S., Health Centre, Students' Council, Women's Development Cell, Departmental Cabins, IQAC etc.