

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

VIVEK COLLEGE OF COMMERCE

1.2 Address Line 1

Vivek College Road, Siddharth Nagar,

Address Line 2

Goregaon (West)

City/Town

Mumbai

State

Maharashtra

Pin Code

400 104

Institution e-mail address

vivek_college@hotmail.com

Contact Nos.

022 -
28744058

Name of the Head of the Institution:

Prin. Dr. Nandita Roy

Tel. No. with STD Code:

022 -
28744058

Mobile:

9892625478

Name of the IQAC Co-ordinator:

Prof. Shrikant Marathe

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	72.50	2004	28.02.2004 TO 28.02.2009
2	2 nd Cycle	B	2.59	2010	28.03.2010 TO 27.03.2015

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

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

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2010-11 submitted on 31st January 2012
- ii. AQAR 2011-12 submitted on 15th February 2013

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(e.g. AICTE, BCI, MCI, PCI, NCI)

‘*’ indicates “Applicable”

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

B.Sc. (IT), M.Sc (IT), BMS,
B.Com.(Accounting & Finance),
B.Com.(Banking & Insurance),
B.Com.(Financial Markets)and BMM
Programmes are also conducted.

1.12 Name of the Affiliating University (*for the Colleges*)

University of Mumbai

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held No

2.11 No. of meetings with various stakeholders: Total No. Faculty

Non-Teaching Staff Alumni

Others Students

2.12 Has IQAC received any funding from UGC during the year? Yes No *

If yes, mention the amount

Not IQAC but College has received Rs.15,53,600

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- | |
|---|
| <ol style="list-style-type: none"> 1. Helped Activity Associations to develop developmental plans. 2. Guidance on various activities of the college was provided. 3. Initiated the suggestions for betterment of facilities based on the responses received from |
|---|

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Appeal was made to the teachers in participation and presentations in Seminars & Workshops	1. Participation and presentations by Teachers in Seminars & Workshops increased (As per Annexure “A”)
2. Extension activities were proposed to be taken up	2. More of social & extension activities were conducted.

Academic Calendar is attached in Annexure “B”

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

<p>Management has assured to do their best to provide solutions for the issues.</p>

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	03	-	03	-
UG	07	01	06	-
PG Diploma	-	-		-
Advanced Diploma	-	-		-
Diploma	-	-		-
Certificate	-	-		-
Others	-	-		-
Total	10	01	09	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Options for Subjects in Undergraduate courses such as Advertising/Computer Systems or Economic Systems are available for S.Y.B.Com , Computer Systems & Applications/Export Marketing/Marketing Research are available for T.Y.B.Com., and options for specialization in Postgraduate courses such as Accountancy/ Management are made available to the M.Com. students as per University regulations.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10 (Includes 2 Programmes of M.Com Part I & M.Sc.(IT) Part I – All three of New Course)
Trimester	NIL
Annual	3 (Includes 2 programmes of M.Com Part II & M.Sc.(IT) Part II – All three of Old Course)

1.3 Feedback from stakeholders

Alumni: Mode of feedback : Online Manual

Parents: Mode of feedback : Online Manual

Employers: Mode of feedback : Online Manual

Students: Mode of feedback : Online Manual

Co-operating schools (for PEI) N.A

(On all aspects)

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

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

The Changes in syllabus are done at University Level & the same are implemented in all the programmes as applicable.

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

Bachelor of Mass Media Programme is introduced during the year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst.	Associate	Professors	Others
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	Professors	Professors		
30	7	8	0	15

2.2 No. of permanent faculty with Ph.D.

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
7	0	8	0	0	0	15	6	30	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	11	14
Presented	5	2	-
Resource Persons	0	0	-

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

- 1) Field Visits are arranged.
- 2) Usage of Audio-Visual Equipments are started.

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

(1) Coding of Answer Papers is continued to be done since 1997-98 in order to avoid revealing of the identity of the students.

(2) Availability of photocopy, Verification & Revaluation of Answer books is done as per University norms.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

06		
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2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise
distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction Class %	First Class %	Second Class %	Pass Class %	Total Pass %
Courses Under Grading System:						
T.Y.B.Com. (Semester VI)	359	24.51%	52.37%	16.17%	0.84%	93.89%
Other Courses:						
T.Y.B.M.S.	50	12.00%	52.00%	2.00%	14.00%	80.00%
T.Y.B.Sc. (IT)	43	4.65%	18.60%	13.95%	11.63%	48.84%
T.Y.B.Com(A&F)	57	33.33%	56.14%	1.75%	1.75%	92.97%
T.Y.B.Com(B & I)	40	20.00%	67.50%	2.50%	2.50%	92.50%
T.Y.B.Com(FM)	44	6.82%	75.00%	6.82%	11.36%	100.00%
M.Com (Accountancy)	57	0%	40.35%	42.11%	5.26%	87.72%
M.Com (Management)	31	0%	19.35%	38.72%	35.48%	93.55%
M.Sc. (IT)	15	0%	6.675%	46.67%	0	53.34%

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

- a) Weekly Reports/Daily Reports of conduct of Lectures are maintained.
- b) During the interactions with teachers, the teaching & learning processes are discussed upon and areas of improvement are identified.
- c) Through teaching plans and daily reports, the monitoring of teaching is done.

d) Teachers' performance is evaluated by students and appropriate measures are taken.

e) Teachers are encouraged to attend workshops/seminars for their academic progress.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	31
Others	1

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	28	4	4	3
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

The need for more contribution in research work and participation in workshops, seminars and paper presentation therein is emphasised through the interactions with the teaching staff.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	N.A.	N.A.	N.A.	N.A.

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02			
Outlay in Rs. Lakhs	0.59			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	6	
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in
SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2012-13	Mumbai	59000	59000

		University		
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	59000	59000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaboration International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

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

3.18 No of faculty from the Institution who are Ph.D Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum
NCC NSS Any other

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

- a) NSS unit participated in Ganapati Immersion & Post Immersion Activities
- b) NSS Unit conducted Drive for Registration for Stem Cell Donation for Cancer Patients
- c) Women Development Cell organized Bone Density Test Camp for the benefit of Parents & Teaching and Non Teaching staff of College
- d) NSS Unit had organized Blood Donation Camp in the College wherein 200 bottles of blood were collected.
- e) Awareness Rallies were conducted by NSS Unit so as to bring enlightenment about India's freedom struggle, Seriousness & Avoidance of the 'AIDS' illness.

- f) DLLE Organised for the job training to 150 Students in Various Commercial Establishments.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	34,800 Sq. ft	-	Vivek Education Society	34,800 Sq. ft
Class rooms	20	-	- Do -	20
Laboratories	3	-	- Do -	3
Seminar Halls	1	-	- Do -	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 4.41 lakhs	Rs. 1.13 lakhs	UGC Funds	Rs. 5.54 lakhs
Others : (Rs. in Lakhs)	Rs. 18.28 lakhs	Rs. 2.49 lakhs	College itself	Rs. 20.77 lakhs

4.2 Computerization of administration and library

1. The administrative work is substantially computerised.
2. The accounting work is also fully computerised.
3. The entire database of Library is computerised.
4. The issues & receipts of books are computerised.
5. E-Journals are available.
6. Internet Facility is available to the students free of cost.
7. Printouts are permitted to the students at concessional rate.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	3087	3,96,303	821	85,486	3,908	4,81,789
Reference Books	15106	66,09,496	734	4,98,347	15,840	71,07,843
e-Books	-					
Journals			103	2,14,623		
e-Journals						
Digital Database	02*			15,000**	02	15,000
CD & Video	662		36		698***	
Others (specify)						

Note: * Database of British Council Library and N-List (Inflibnet of UGC is contributed for every year.

** This is the Subscription for the year.

*** CDs are received along with the Books. Hence no separate charge is paid for the same.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing in June 2012:	100	69	0	4	3	14	10	0
Computers	26	7	0	0	4	10	5	0
Other Devices								
Added:								
Computers	7	0	0	2	0	1	4	0
	4	2	0	0	0	1	1	0

Other Devices								
Total in May 2013:	107	69	0	6	3	15	14	0
Computers	28	7	0	0	4	11	6	0
Other Devices								

Note: The Internet access is available on all the computers at all the locations.

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

Orientation Programmes for Knowledge of Computer of Internet have been conducted in the past. All the Teachers are well versed with computer & Internet usage and have been presently working through computers for academic & administrative activities. Up gradation of Software is done as and when required. Technical Assistance is available in the college premises full time for effective functioning of Computers, Internet Related Work

4.6 Amount spent on maintenance in lakhs:

i) ICT	1.79
ii) Campus Infrastructure and facilities	3.70
iii) Equipments	0.06
iv) Others	-
Total:	5.55

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Awareness of the availability of the Clinical Psychologist was made known to the students.
2. Availability of the facilities in respect of co-curricular & extra curricular activities was publicised through Prospectus, Admission Forms, Orientation Programmes and activities of various associations.

5.2 Efforts made by the institution for tracking the progression

1. Mentoring by class teachers is done.
2. Financial support is given by teachers to the needy students.
3. Book Bank facility is granted to the students.
4. Result analysis is done.
5. Remedial lectures are conducted.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1889	217	0	0

(b) No. of students outside the state

28

(c) No. of international students

-

Men

No	%
912	43.30

Women

No	%
1194	56.70

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
2057	62	12	77	1	2209	1972	59	9	65	1	2106

Physically Challenged student is from general Category

Demand ratio 65.53 Dropout % NIL

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

Seminars and Lectures are arranged for guidance for competitive examinations.

No. of students beneficiaries

30

5.5 No. of students qualified in these examinations

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

Note: UG students are not eligible to write above examinations.

5.6 Details of student counselling and career guidance

1. Seminars Conducted for Career Guidance.
2. Aptitude Test is conducted.
3. Clinical Counsellor is appointed for student counselling.
4. Class Teachers provide guidance to students.

No. of students benefitted

300

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	60	20	Not Available

5.8 Details of gender sensitization programmes

- 1) Talk on “State of girl child and women health issues” by Ms. Anjali Kanitkar.
- 2) Seminar on “Puberty and life style changes” by Dr. Sandhya Bansode.

5.9 Students Activities

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

State/ University level National level

International level Intercollegiate Level –

No. of students participated in cultural events

State/ University level National level

International Intercollegiate Level –

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

Sports: State/ University level

National level International level Intercollegiate Level –

Cultural: State/ University level National level

International level Intercollegiate Level –

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution : Book Bank Facility -	289	44,932
Financial support from government	125	7,98,961
Financial support from other sources Scholarship from ANGC Prizes from Outsiders	9 45	7,200 9,650
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

Notes:

(1) Book Exhibition for 3 days was conducted for the benefit of school, college students, parents, teachers & community at large.

(2) Intercollegiate Cultural Festival “Innovators”

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission: Value Based Education to all
Integrity towards Society
Virtuous Life Building
Endeavour for Excellence
Kindly the spirit of Universal Brotherhood.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

1. Syllabus is Prescribe by the University
2. Effective conduct of syllabus is ensured
3. Teachers are encouraged to attend the Workshop /Seminar on review & revision of the syllabus

6.3.2 Teaching and Learning

1. The Reference books & Textbooks are purchased in Library for Students use.
2. Usage of English to Marathi, Hindi, and Marathi to English Dictionaries in encouraged.
3. Guest Speakers are invited for lectures in different Subject
4. Remedial lectures are conducted
5. Field visit & Industrial visit are conducted
6. Book Review Competition are held
7. Teaching & Learning through PPT was carried out.
8. Guidance lectures to the students are continued with.

6.3.3 Examination and Evaluation

1. Coding of answer books is continued for F.Y,S.Y examination of all programmes since 1997-98
2. Introduce of CBSGS was effectively executed
3. Orientation of Students & Parents was done for CBGS exam pattern
4. CAP for FY/SY was conducted as per university guidelines along with moderation

6.3.4 Research and Development

1. Research Guidance Cell is Functional.
2. Teachers and Students are encouraged to participate in and to present paper/Research Project in Seminar/Workshop.
3. Resource Persons are invited for Teachers guidance for research Activities.
4. Student trained & sent up for research presentation competition.
5. Duty Leave & Registration expenses are granted to faculty members.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. All Library operations are computerized.
2. Computers Labs are upgraded time to time.
3. Internet Access is available to the students & Staff free of cost.
4. Printouts are allowed at concessional Rates.
5. College Web Portal in Functional For dissemination of information separated.
6. Computer facilities were extended to departments.

6.3.6 Human Resource Management

1. Awards are given to the faculty members for M.Phil. & Ph.D. Qualification.
2. Get Together is held for Staff & Management on 15th August every year followed by Lunch.

6.3.7 Faculty and Staff recruitment

Recruitment of faculty staff is done as per University of Mumbai/ Govt. Guideline.

6.3.8 Industry Interaction / Collaboration

1. Reason Persons from Industry and Business Organisation are invited for Interaction with Students.
2. The Students are given training in commercial establishment under DLLE scheme.

6.3.9 Admission of Students

1. Admission Process was followed strictly as per University Norms which in inclusive in nature.

6.4 Welfare schemes for schemes for

Teaching	1) Free Medical check-up 2) Provident Fund Scheme 3) Services of Psychological Consultant are available in college campus free of Cost
Non teaching	1) Free Medical check-up 2) Provident Fund Scheme 3) Services of Psychological Consultant are available in college campus free of Cost
Students	1.Book Bank facility 2.Govt Free ships & Scholarships 3. ANGC scholarships 4.Thalesamia Testing for Students 5. Prizes amounting to Rs. 84,400/- were distributed to students for achievements in academic & extra curricular activities 6. Two doctors on panel are available for medical services. 7. First Aid Boxes are available at 4 locations in the college.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	No	-
Administrative	Yes	M.M Parikh & Co C.A.	Yes	

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

For UG Programmes Yes No N.A

For PG Programmes Yes No N.A

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

N.A

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

N.A

6.11 Activities and support from the Alumni Association

Alumni provide support for College Activities.

6.12 Activities and support from the Parent – Teacher Association

Meetings of PTA were held.

6.13 Development programmes for support staff

Special study leaves is granted to support staff for preparation & appearance for higher qualification exams.

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

1. The greenery is maintained in the college.
2. All students were made aware of the need to switch off lights & fans when not in use.
3. Housekeeping arrangements were outsourced for effective cleanliness

Criterion – VII

7. Innovations and Best Practices

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

1. Activities of DLLE were continued with more emphasis considering the importance of practical training received by the students.
2. Lady security persons were recruited in addition to security men.
3. Housekeeping Arrangements were outsourced for effective cleanliness.
4. Students' assistance was taken for administrative work whenever required, to meet the work deadlines

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

As per paragraph 2.15 of Part 'A' of this Report

7.3 Give two Best Practices of the institution

1. Encouragement to students is provided for their overall development
2. The strengthening of the activities of NSS so as to have more social impact

**The details are attached in Annexure “E”*

7.4 Contribution to environmental awareness / protection

1. Workshop on making paper bags was conducted.
2. Project of making of paper bags out of wasted papers was conducted.
3. Rally was organised for creating awareness that plastic bags should be avoided.
4. Awareness arise for clean environment at Juhu Chowpati.
5. Awareness programme for electricity conservation.
6. Elocution & Debate Competitions were organised on the topic of “Global Warming”.

7.5 Whether environmental audit was conducted? Yes No

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

- (A) Strength: (1) Well qualified & dedicated teaching staff
(2) Good Library & Good learning resources
- (B) Weaknesses: (1) Space Constraint
(2) Limited resources
- (C) Opportunities: (1) Add on Courses
(2) Bridge-up programmes for weak students
- (D) Threats: (1) Other Colleges emerging in the nearby area
(2) Tightening of academic schedules results in pressure on quality .
time education

8. **Plans of institution for next year**

As per Annexure “F”

Prof. Shrikant Marathe

Co-ordinator, IQAC

Principal Dr. Nandita Roy

Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission



ANNEXURE “A”

DETAILS OF PARTICIPATION IN WORKSHOPS & SEMINARS AND PAPER PRESENTATIONS BY TEACHERS

Name Of Prof. With Department	Title of the Paper/Project/Book/ Thesis/ Seminar/Workshop/ Conference	Date	Organizer/ Sponsor/ Publisher
	Attended National Seminar on “Information Technology: Convergence and Services”	29th Nov,2012	Royal College, Mumbai
Prof. Anjali C. Pathak Mathematics/Statistics/ Computer	Presented paper “Analysis of Stress Functions in a Thin Annular Disc Due To Partially Distributed Heat Supply” in International Seminar at Malaysia	Nov ,2012	Malaysia
	Presented paper on “Thermo elastic Problem of a Semi Infinite Cylinder with Internal Heat Sources” in International Conference	29th Dec2012	Shivaji Science College, Nagpur
Prof. Kavita Vaidya Maths/stats & Computer	Attended National Level Seminar on “Information Technology, Convergence & Services[ITCS]”	29th Nov, 2012	Royal college of Arts, Science & Commerce
	Attended National level workshop on “Ethical Hacking & Cyber Security”	7th Oct, 2012	Sardar Patel Institute of Technology (SPIT)
Prof. Manisha Naik Commerce Department	Attended Seven days workshop on Analytical techniques in Research	17th Oct., 2012 to 23rd Oct., 2012	K.B.J. Hinduja College, Charn Road, Mumbai
	Presented and Published paper on Women Empowerment and Entrepreneurship in National Conference	24th Nov, 2012	Tolani College of Commerce, Andheri East, Mumbai
Prof. Maya Hande Commerce department	Attended Seminar on Revised Syllabus and Assignments in Commerce (I & II) for F.Y.B.Com. & Assignments in Commerce (III & IV) & Advertising (III and IV) for S.Y.B.Com.	10th July, 2012	Valia College of Commerce and Board of Studies in Commerce, University of Mumbai
Prof. M.G Monahan	Attended State Level Workshop in ROBOTICS	12,13th Aug12	Organised by Univ. Dept. of computer science Mumbai and IIT, Mumbai
	Attended State Level Seminar on the topic Destination Driven Motion Planning in Dynamic Environment.	15th sep 12	Univ. Dept of Comp. science, Mumbai

Dr. Nandita Roy (Principal, Vivek College)	Presented paper on Aliens for Friends in International Conference at Portugal	28th Nov. 2012	University of Lisbon
	Attended Workshop on Revised FC Syllabus in FC II	Aug 2012	University of Mumbai (NSS College of Commerce & Economics)
	Attended Workshop on India's Trade & Economic Relations with Russia & CIS Countries	Aug 2012	CCES & Lakes Moody for Institute of Finance & Management Studies Mumbai
Mrs. Neelu Khosla, Department of Foundation Course	Attended National Seminar on India's Security Scenario – the Challenges & Response	Sep 2012	Y B Chavan Centre for Int'l Strategic Studies, Mumbai
	Presented Paper in International (SOPOC12)Seminar- Global Warming & Central Asia; Political & Social Dimensions	3rd -4th, Dec 2012	N K College of Commerce, Arts & Management Studies, Malad W
	Presented Paper in International Conference & Doctoral Colloquium on Social Science Research on Energy Shift – India Look North Policy.	9th -11th , Jan 2013	IPE, Hyderabad
	Attended Workshop on Business Ethics	26/06/12	N. M. College
	Remedial Teaching	30-31aug,2012	Nanavati College
	Attended Workshop on Syllabus Revision	04/07/12	N.L. College
Shefali Naranje English Department	Attended NationalWorkshop on Children's Literature	5-6 Oct,2012	SNDT, Malad (W)
	Attended Workshop on Women in Public Sphere: Perspectives from Egypt & U.K	08/02/13	Juhu SNDT
	Published "Bhim And Bheem" International Publication with PublishedISSN2249-345X	Oct-Dec2012	Visheveriya institute of Management
	Published Paper on "Agricultural Productivity and Regional Imbalances in Malda District, West Bengal" (ISBN - 978-93-81136-60-7)	June,2012	Abhijeet Publication
Dr. Tanusree Chaudhuri Environment Studies	Published Paper on "Environmental Studies- Sem-I (ISBN – 978-93-5051-867-0)	June,2012	Himalaya Publications
	Environmental Studies-Sem-II" (ISBN – 978-93-5097-265-6)	Nov,2012	Himalaya Publications

	“Cultural Tourism: A Critical Building Block Towards Sustainable Environment in Sikkim.” (ISSN 2249-9598)	May-June,2012	Online International Interdisciplinary Research Journal,
	Movement from cities to smaller population centers: future face of migration”- (ISSN – 2249-345X) -----	Vol-No (3), July-Sept, 2012	Global Journal of Management Application
Prof. Thanga Durai Commerce	Attended National Conference on “Emerging Trends in Banking Industry”	3rd&4th FEB,2012	Gokhale College, Borivali (West) Mumbai.
	Attended National Seminar on “Global Financial Crisis” -----	1st Dec,2012	KES’s Shroff College, ,Kandivli, Mumbai
	Attended Workshop on Analytical Techniques in Research	Oct 17-23, 2012	KPB Hinduja College & University of Mumbai
	Attended UGC sponsored Orientation Programme	21st Aug 18th Sept 2012	Participated in the Orientation Programme
Prof. Nisha Pillai Accountancy	Presented a Paper in National Level Conference on Corporate Social Responsibility - A new leap in the Companies out look	26th &27th May 2012	Choice Institute of Management Studies & Research
	Attended a workshop on Implication of Credit based Grading System	2 nd July,2013	N M College
	Presented a Paper on Certification of Paper Presentation -on Innovative ways of Managing Business in the post Globalised Era	Feb 2& 3 , 2013	Bharati Vidyapeeth Deemed University

ANNEXURE “B”

ACADEMIC CALENDAR FOR THE YEAR 2012-13

Month	Activities
June 2012	Admissions for FY
July 2012	Extra Curricular Activities by various associations
August 2012	Extra Curricular Activities by various associations , Participation in Youth Festival of University of Mumbai Internal Test

September 2012	Extra Curricular Activities by various associations
October 2012	Term end Tests
November 2012	Diwali Vacation
December 2012	Extra Curricular Activities by various associations
January 2013	Internal Test, Intercollegiate Festival- “Innovators”, Book Exhibition
February 2013	Extra Curricular Activities by various associations
March 2013	Term end Tests
April 2013	Admissions for SY & TY
May 2013	Admissions for SY & TY

ANNEXURE “C”

QUESTIONNAIRE FOR TEACHERS’ EVALUATION

BY STUDENTS

- 1 Communication Skills
- 2 Interest Generated in the Subject
- 3 Accessibility for guidance
- 4 Clarity for Explanations
- 5 Use of Teaching Aids
- 6 Knowledge Base
- 7 Sincerity & Commitment
Punctuality & Completion of
- 8 Syllabus
- 9 Discipline & Class Control
- 10 Overall Impact of the Teacher

Note: Marks are allotted by students out of 10 marks for each criterion to each teacher who teaches them.

ANNEXURE “D”

ACTIVITIES DURING THE YEAR 2012-13

April 2012

1	Making of Paper bags by NSS Volunteers. All core Committee Members participated in the event and prepared around 350 bags and old blank papers were bound into book.
2	De worming medicine distribution on 25 th April.

June 2012

1	Placement By D-Mart departmental store on 25 th June 2012.
2	Juhu cleaning before Monsoon.
3	Seminar of personality development.
4	Orientation Programme was conducted on 30 th of June 2012 on NSS
5	A seminar of Anti-Drugs was held At our college Auditorium.
6	A Rally was organized in our adopted area I.E. Bhagat Singh Nagar. The main aim of the rally was to give message to the students and people that we should say NO to Plastic Bags.

July 2012

1	Orientation Programme for Students was conducted. Students were informed about the new Scheme of Examination
2	Swami Vivekananda Punyatithi And Foundation Day was celebrated.
3	Keeping up the tradition of theme based Annual event the literary and musical programme was celebrated.
4	Our 20 th July, Our Volunteers sold around 150 flags in and around the College campus.
5	TMA Literary Association was formed to promote the rich culture of Southern India.
6	Hunter, A Talent search competition was organized by TMA.
7	Natures club organized poster presentation competition on the theme of plastic free

	Mumbai, On 12 th July.
8	Library orientation was held for first year students.
9	Book bank facility was extended 289 students.
10	Seminar on 'Recent trends in organization behaviour and principles of Management' on 19 th July 2012.
11	Musical, Literary & Drama events within the College

August 2012

1	Friendship day was celebrated.
2	Inauguration function of students' council was organized.
3	Aspiring minds conducted online aptitude test for all third year students.
4	Health impetus interviewed on 7 th And 8 th August 2012.
5	A Lecture on "Careers in animation" By MACC, Maya academy of Animation was conducted on 14 th August 2012.
6	On 10 th August Anubhav Mumbai conducted Seminar on the right to information Act in our College Auditorium.
7	On 15 th August our college held Independence day rally in Siddharth Nagar. The Purpose of the rally was that we should not misuse the Independence.
8	Independence day celebration in Kalina University by four of the core committee members.
9	20 Volunteers of the college volunteered at the IDF conducted Blood Donation camp on Independence day at Bangur Nagar, Goregaon West.
10	Workshop on paper bags and book binding.
11	Seminar on disaster management was held in our Classrooms.
12	NSS Volunteers participated in IDF Annual day celebration.

13	Volunteers stood as Security I the campus for the onam day celebrations.
14	TMA was inaugurated by Dr. Avisha Kulkarni (On 25 th August).
15	Students celebrated onam the festival of kerala in the Name Of Onavirunnum.
16	The first meeting of P.T.A. was held on 25 th august For the parents of first year students.
17	Western Instrumental
18	Provided Coaching In Football , Kabaddi And Soft Ball
19	Sports Events Like Cricket, Football, Table Tennis, Carrom, Chess.
20	Workshop conducted for Network Securities in August 2012.
21	Musical, Literary & Drama events in the Youth Festival

September 2012

1	Teachers day was organized for all the teaching staff of our college to celebrate their selfless service to the society.
2	Placements by Tata Consultancy Service, BPO/KPO On 10 th September 2012.
3	Placements by Evershine company on 18 th September 2012.
4	Paper based aptitude test was conducted by career net on 26 th September 2012.
5	Anti corruption seminar was held in the college Auditorium.
6	Blood donation and thalasaemia detection camp was held at our college bedrock hall.
7	The NSS team volunteered at Bangur Nagar Goregaon (West). And controlled the ganapati visarjan crowd, aiding to the local police on the 5 th and 7 th day of the event.
8	Ganapati visarjan on the last day of the event was volunteered By The NSS Team At Marve, Malavani.
9	Personality Development seminar was

	conducted on 22 nd of September by IDF at Juhu, Tanishk Auditorium.
10	NSS week was celebrated from 23 rd To 30 th of September. many competitions like T-Shirt painting, Posters making, Essay writing Etc. Were conducted during the week.
11	Awareness drive for clean environment at Juhu Chowpati On 7 th , September.
12	Sale of Old Books and Magazines was held by the Library Committee.

October 2012

1	On 2 nd October A seminar on Gandhian thoughts were organized at Churchgate.
2	Saraswati Pooja was held on 23 rd , October at 10:30 Am At Bedrock Hall.
3	Orientation seminar conducted by Adventure Consultancy for the students for IOP (DLLE) in relation to selection for placement under HUL LTD. For 150 Hrs of work Experience.

November 2012

1	The NSS volunteers went in our adopted area and spread the message of peace against terror attacks.
2	Children's day was celebrated in our college as well as in our adopted area.
3	During the days 22 nd And 23 rd the NSS team visited many houses at the adopted area for spreading awareness about the electricity conservation.
4	DLLE organized this completion for financial literary project.
7	Guest lecturers for students under financial to literary project on "Knowledge on know your customer (KYC)", conducted by Indian Bank , Goregaon Branch
8	Seminar on 'How to prepare for post graduate studies abroad.

December 2012

1	Annual Day
2	College Competitions: Soap Carving, Fruit Carving, Best Out Of Waste, Nail Art, Salad Making, Poster Making, Greeting Card Making, Mahanadi, Cartooning, Rangoli Competition And Exhibition, Bridal Make Up,
3	Annual Sports Day was conducted on 18 th December, 2012.

January 2013

1	150 th Birth Anniversary of Swami Vivekananda Was Celebrated On 12 th January.
2	Walk-In-Interview in technophile systems for business development executive post on 12 th January 2013.
3	Guidance lecture on “How To Prepare For UPSC Exams”, by CF India Portal on 22 nd January 2013.
4	NSS Team Volunteered for a Republic Day function held at Vivek School. Various competitions such as essays and poster making were held.
5	NSS Team Volunteered at the Pongal Day celebration on 2 nd February 2013.
6	NSS Team Volunteered at the prize distribution day on 5 th February 2013.
7	Preliminary written Quiz was held on 12 th , January and top 3 students were selected.
8	Final Quiz was held on 24 th January in the Bedrock Hall.
9	Book review was held On 30 th January.
10	A Guest lecture was arranged to the career students for ‘How To Prepare For UPSC Exam’.
11	Book Exhibition
12	Visit to High Court, Mumbai.

13	Students visited hospitals in between Andheri and Borivali for a research on Biomedical waste and its management.
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February 2013

1	Annual prize distribution day was organized in the college to give away prizes to meritorious students in academics as well as in the Extra-Curricular activities.
2	Farewell function was organized for the outgoing Students of the final year - graduation and post graduation courses in the school premises.
3	Group discussion was conducted in college premises on 18 th February, 2013 by Nokia.
4	Jaro education conducted the aptitude test and group discussion for students on 13 th February 2013.
5	Student of Marathi Wangmay and Natya Mandal and Hindi Sahitya Mandal celebrated Valentine Day with a novel concept of a visit to an orphanage at Malad, Mumbai. Our students prepared food themselves for 130 orphans at the Ashram and served them the same.
6	TMA Celebrated Pongal Kondattam On 2 nd February.
7	Book exhibition was held on 8 th , 9 th , 10 th February in the K.G. class room.
8	In this month the students of Life Long Learning and Extension participated in UDAAN festival.

March 2013

1	I.C.I.C.I. Bank Ltd. conducted an on line aptitude and Interview session on 4 th March 2013.
2	Forwarded the Bio data of the third year BMS, BAF, BFM students to acumen capital market (India) Ltd. For Jobs in Financial Service Market.

ANNEXURE ‘E’

BEST PRACTICES ADOPTED THE YEAR 2012-13

1. Encouragement to students is provided for their overall development

- a) Title of the Practice : Encouragement to students is provided for their overall development
- b) Goal : To induce and encourage the students to participate in various activities and to provide them guidance and coaching for excellence in respective fields of their performance.
- c) The Context: The students coming from variety of background are not aware of their hidden talents. Those who are aware of their talent, are required to be encouraged for further performance. It is, therefore, necessary that College provides them opportunity to be able to go ahead for sharpening their skills.
- d) The Practice: The efforts of the college include establishment of various extra curricular associations, making the functioning of these associations to be effective, channelization of the students into the activity associations, providing the requisite guidance and coaching to students, organizing competitions within the college, deputing the students to various competitions outside the college and rewarding them with prizes, creating opportunities for the students to learn leadership qualities, etc.
- e) Evidence of Success: Students have participated in various activities as per paragraph 5.9.1 and also have prizes as per paragraph 5.9.2
- f) Problems Encountered and Resources Required: The constraint on resources is faced.
- g) Notes: Though the students are not much exposed much to the extra curricular activities for self development before they enter the college, they excel due to their inherent talent and the promotion provided by the College.

2. The strengthening of the activities of NSS so as to have more social impact

- a) Title of the Practice: Strengthening of the activities of NSS so as to have more social impact
- b) Goal: To expand the activities of National service Scheme Unit (NSS Unit) of the College.
- c) The Context: NSS Unit is capable of attracting youth for social work
- d) The Practice: The activities of NSS were expanded in this year. Variety of nature of work was increased.
- e) Evidence of Success: More projects were undertaken by NSS Unit.
- f) Problems Encountered and Resources Required: Shortage of funds is encountered.
- g) Notes: Many activities of social importance can be undertaken.

ANNEXURE ‘F’

ACTION PLAN FOR THE YEAR 2013-14

June 2013

1	Admissions
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2	Orientations to First Year Students
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July 2013

1	Cultural Events by Arts Circle
2	Sports Events
3	DLLE Events
4	NSS Events

August 2013

1	Cultural Events by Arts Circle
2	Sports Events
3	DLLE Events
4	NSS Events

September 2013

1	Cultural Events
2	Sports Events
3	DLLE Events
4	NSS Events

October 2013

1	Cultural Events
2	Sports Events
3	DLLE Events
4	NSS Events

November 2013

1	Cultural Events
2	Sports Events
3	DLLE Events
4	NSS Events

December 2013

1	Annual Day
2	Annual Sports Day
3	Cultural Events
4	Sports Events
5	DLLE Events
6	NSS Events

January 2014

1	Cultural Events
2	Sports Events
3	DLLE Events
4	NSS Events

February 2014

1	Cultural Events
2	NSS Events
3	Annual Prize Distribution
4	Career Guidance
4	Placement Cell Activities

March 2014

1	Examinations
2	Paper Assessments

April 2014

1	Examinations
2	Paper Assessments