



Hind Seva Parishad's

## **Public Night Degree College**

Hind Nagar, Vakola Market, Aaram Society Road, Santacruz (E), Mumbai – 400 055  
Maharashtra

Permanently Affiliated to University of Mumbai

NAAC Accredited with 'B' Grade

## **The Annual Quality Assurance Report (AQAR) of the IQAC**

Academic Year

**2017-2018**

*Submitted to*

**National Assessment and Accreditation Council (NAAC)**

*By*

**Dr. Seema S. Malankar**

M.Com., L.L.B. (G), Ph.D.

Principal

Asst. Prof. Soda Bibi A. Farooqui

Coordinator

**Motto :** ‘Tamaso Maa Jyotirgamay’

“From darkness to enlightenment with the power of knowledge.”

**Vision :** To cater intellectual knowledge for excellence and inculcating values and ethics.

**Mission:** To offer educational opportunities in a vibrant academic environment.

**OBJECTIVES OUTLINED :**

- To make higher education accessible to needy and resource less students.
- To prepare students to face challenges of life with positive spirit.
- To stimulate social responsibilities through community oriented extension programmes.
- To develop self confidence and nurture overall performance of the student.
- To formulate special strategies for slow learners and gifted children.
- To develop leadership skill for booming multinational corporate sector.

## PREFACE

We would like to extend our sincere thanks to NAAC Peer Team, which has given us opportunity for self evaluation with regard to the target set by us our the previous academic year. During the process of AQA Report preparation we learnt that there still lot of areas which require additional efforts from outside to bring qualitative changes in the desired direction.

This Annual Quality Assurance Report of Academic Year 2017-2018 is prepared as per the guideline provided by the NAAC. The entire procedure of the preparation of this report was a brainstorming and it really helped us to bring improvement in overall academic process.

I would like to thank our college management members who have supported us throughout the year to achieve targets as well as to our teaching and non-teaching staff who helped by providing required information timely.

  
Dr. Seema S. Malankar

Principal

**Public Night Degree College**  
Hind Nagar, Vekola, Santacruz (E),  
Mumbai - 400 055.



**Part – A**

**AQAR for the year**

2017-18

**1. Details of the Institution**

1.1 Name of the Institute

Hind Seva Parishad's  
Public Night Degree College

1.2 Address Line 1

Shikshalaya, Hind Nagar,

Address Line 2

Vakola Market, Aaram Society  
Road,

City/Town

Santacruz (E), Mumbai.

State

MAHARASHTRA

Pin Code

400 055

Institution e-mail address

pndc1998@gmail.com

Contact Nos.

022 – 2667 31 71 / 2667 23 60

Name of the Head of the Institution:

Dr. Seema S. Malankar

Tel. No. with STD Code:

022 – 2667 31 71 / 2667 23 60

Mobile:

91-9029748896

Name of the IQAC Co-ordinator:

Ms. Sodabibi A. Farooqui

Mobile:

8082006311

IQAC e-mail address:

bibisoda@gmail.com

1.3 NAAC Track ID(For ex. MHC0GN 18879)

NA

OR

1.4 NAAC Executive Committee No. & Date:

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

EC/46/A & A/ 126 dated – 16/09/2008

1.5 Website address:

www.publicinstitutes.org

Web-link of the AQAR:

[http://www.publicinstitutes.org/aqar/AQAR\\_2017-18.pdf](http://www.publicinstitutes.org/aqar/AQAR_2017-18.pdf)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.43	2008	5 Years
2	2 <sup>nd</sup> Cycle	--	--	--	--
3	3 <sup>rd</sup> Cycle	--	--	--	--
4	4 <sup>th</sup> Cycle	--	--	--	--

1.7 Date of Establishment of IQAC :

05/12/2008

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

- i. AQAR - 2007-08 submitted on NA
- ii. AQAR – 2008-10 submitted on 26/09/2011
- iii. AQAR – 2010-12 submitted on 16/09/2013
- iv. AQAR – 2012-14 submitted on 13/03/2015
- v. AQAR – 2014-15 submitted on 30/03/2016
- vi. AQAR – 2015-16 submitted on 14/07/2018
- vii. AQAR – 2016-17 submitted on 14/07/2018

1.9 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

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

#### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

#### 1.11 Name of the Affiliating University (*for the Colleges*)

University of Mumbai

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

Autonomy by State/Central Govt. / University

## **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

2.11 No. of meetings with various stakeholders: No.  Faculty - 2 per year

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

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

A.Y. 2017-18 – National Level Library Workshop on “Smart Librarianship”

2.14 Significant Activities and contributions made by IQAC

- During the academic year 2017-18, the IQAC Cell organised a Session on “Skill Development” on 04/01/2018 in association with Skill India.
- IQAC Cell has also organised a workshop on “Entrepreneurship Skill Development” to train the students on development of entrepreneurial skills.
- The cell organised a “Convocation Ceremony” for the graduates and post graduates of the college.

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p data-bbox="236 483 707 555">To form and register formal Alumni Association.</p> <p data-bbox="236 936 794 1008">To focus on the development of Hard Skill and Soft Skill of the students.</p>	<p data-bbox="829 483 1329 589">The college is in the process of registering the Alumni Association formally.</p> <p data-bbox="829 618 1329 797">However, the college regularly conducted the meeting with the members of alumni association to interact with them for the development of the college.</p> <p data-bbox="829 909 1329 1104">During the academic year 2017-18, the IQAC Cell organised a Session on “Skill Development” on 04/01/2018 in association with Skill India.</p> <p data-bbox="829 1155 1329 1406">IQAC Cell has also organised a workshop on “Entrepreneurship Skill Development” to train the students on development of entrepreneurial skills on 05/01/2018.</p> <p data-bbox="829 1458 1329 1653">Placement Cell of the college organised a session on “Career Opportunities in Different Fields” on 30/11/2017.</p> <p data-bbox="829 1704 1329 1899">During the academic year 2017-2018 college organised various activities to provide a platform for the students to sharpen their skill such as –</p> <p data-bbox="829 1951 1018 2045">Pot Designing Rakhi Making</p>



<p>To motivate teachers and students to undertake research work.</p> <p>To conduct sessions to guide the students for various competitive examinations.</p>	<p>Rangoli Making Salad Decoration Diya and Kandil Making Poster Making</p> <p>In order to develop a research culture among the students, a PPT Competition was organised by the Department of Foundation Course on 05/01/2018 wherein students prepared a Power Point Presentation on the basis of research on social issues.</p> <p>Department of Commerce organised a PPT Competition on “Organisational Structure” on 14/02/2018.</p> <p>Teaching staff have done research work. On the basis of research work they published and presented a research papers on various topics during various state, national and international level conferences.</p> <p>Placement Cell of the college organised a session on “Career Opportunities in Different Fields” on 30/11/2017.</p> <p>Placement Cell organised a Visit to Canara Bank in order to give the students practical knowledge about</p>
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<p>To conduct sessions to guide the teachers to clear NET and SET examinations.</p> <p>To complete the CAS Process of all the eligible faculty members.</p>	<p>working of bank.</p> <p>Time to time Principal madam guided all Non- NET/ SET teaching staff to prepare for NET and SET Examination and successfully clear the same.</p> <p>College has initiated Career Advancement Scheme of college Librarian Mr. Dhanaji Lavate.</p>
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\* Attach the Academic Calendar of the year as Annexure.

Yes

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

- The Plan of Action formulated by IQAC was discussed with the members of the Management.
- Concrete measures were undertaken and actions plans were formulated. Most of the objectives have been achieved.
- To initiate research culture seminar and workshop were organised.
- To initiate and develop research culture among the teachers college always motivated them to do research and publish and/or present research papers during the conferences and present research papers at various levels.
- College also motivated the students to do the research for this it conducted a PowerPoint presentation activities wherein the students were supposed to do some research and do the presentation in front of other students.
- As our most of the student are working were regularly organised talk and workshop to give them insight into new option and filled

## 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	2	--	2	--
UG	2	--	2	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
<b>Total</b>	4	--	4	--

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	✓ 02 (B.Com., B.M.S. & M.Com.)
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

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

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

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

Our college is affiliated to University of Mumbai, hence it does not have freedom to frame, revise or update the prescribed syllabus. However, teachers are directed to use simple methodology to make topic easier to understand for student.

College also ensures that the teaching staff members are timely completing the syllabi prescribed by the University.

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

NIL

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	05	04	01	Nil	Nil

2.2 No. of permanent faculty with Ph.D. 1

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

#### Academic Year 2017-2018

Asst. Professors		Associate Professors		Professors		Others (Lecturer)		Total	
R	V	R	V	R	V	R	V	R	V
--	--	--	---	---	---	5	--	5	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

	Guest Lecturers	Visiting Faculty	Temporary Faculty
A.Y.2017-18	10	03	--

2.5 Faculty participation in conferences and symposia:

#### Academic Year 2017-2018

No. of Faculty	International level	National level	State level
Attended	7	1	2
Presented papers	7	1	2
Resource Persons	--	1	--

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

- Group discussions, debates, Question and Answers techniques were encouraged among students on topics which are relevant in current situation.
- Alumni students were encouraged to help bona-fide students in their studies.
- Peer group teaching and learning is encouraged.
- Exhibitions, talks, etc. were encouraged among students to make them aware about various social issues.
- Project were used as information and learning process for students.
- Students were instructed to prepare and do PowerPoint presentation on the topics related to their regular studies.

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

180

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

- College introduced Open Book Examination at the First and Second Year B.Com. to prepare the students to appear for main examination.
- College continued the practice of taking Open Book Preliminary Examination for the Third Year Students.
- As per the norms of University of Mumbai, College continued the practice of allowing the students to apply for verification/ revaluation of marks. It also allowed the students to apply for Photocopy of answer books.
- In addition to this the college continued the practice of allotting seat nos. to the examinees to hide the identity of the students and facilitate fair and impartial evaluation.

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

01

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :

Academic Year 2017-2018

Title of the Programme	Total no. of students appeared	Division			
		Distinction	I	II	III
F.Y.B.Com.	178	2	0	10	140
S.Y.B.Com.	134	2	0	27	78
T.Y.B.Com.	125	2	17	34	3
F.Y.B.M.S.	15	1	2	12	1
S.Y.B.M.S.	19	2	1	17	0
T.Y.B.M.S.	09	-	01	03	
M.Com. II Management	07	-	7	0	0
M.Com. II Accountancy	24	-	17	0	0

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

- Student’s feedback is used as an effective method to evaluate and monitor the teaching learning process.
- In order to upgrade student’s knowledge in various field, institution regularly organised workshops, guest lectures and guidance session by experts.
- College always encouraged students to participate in inter-collegiate events so that they are exposed to the external environment and can be trained to face competition in life.

2.13.1 Initiatives undertaken towards faculty development

Academic Year 2017-2018

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	14
Others	-

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	5	2	Nil	2
Technical Staff	1	Nil	Nil	Nil

### Criterion – III

#### 3. Research, Consultancy and Extension

##### 3.1 Initiative of the IQAC in sensitizing/ promoting Research Climate in the Institution.

Organised Skill Development Seminar.
Organised Skill Development Workshop.
Organised Workshop for librarian on topic “Smart Librarianship”

##### 3.2 Details regarding major projects

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

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	01	01	Nil
Outlay in Rs. Lakhs	Nil	0.25	0.25	Nil

##### 3.4 Details on research publications:

#### Academic Year 2017-2018

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	2	7	--

##### 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	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects ( <i>other than compulsory by the University</i> )	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

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	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
DPE	<input type="text" value="--"/>	DBT Scheme/funds	<input type="text" value="--"/>

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 collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Yet to do
	Granted	
International	Applied	Yet to do
	Granted	--
Commercialised	Applied	Yet to do
	Granted	----

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

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

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	<input type="text" value="1"/>	State level	<input type="text" value="2"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="1"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>
		Any other	<input type="text" value="2"/>

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

Academic year 2017-18

- Crowed procession during Lord Ganesh Emersion
- Juhu and Mahim Beach Cleaning
- Paper Bag Distribution
- Voter Registration Drive
- Voting Awareness Drive
- Swachchhata Abhiyan
- Blood Donation Camp
- Tree Plantation Drive
- Rally on Beti Bachao – Beti Padho

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Academic Year 2017-2018

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4000 sq. Mtrs.	--	--	4000 sq. Mtrs.
Class rooms	9 – 7,632 sq. Feet	--	--	9 – 7,632 sq. Feet
Laboratories	1 – 864 sq. Feet	--	--	1 – 864 sq. Feet
Seminar Halls	2 – 1,700 sq. Feet	--	--	2 – 1,700 sq. Feet
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. 2,28,787	Nil	Nil	Rs. 2,28,787 After Depreciation – Rs. 1,94,367
Others	-	-	-	-

#### 4.2 Computerization of administration and library:

College has already installed E-Granthalaya software for the library management.

However, the college has subscribed to N-List (online Journals) during the academic year 2017-18 so that the teaching and non-teaching staff members as well as students can refer the same online.

#### 4.3 Library services:

Academic Year 2017-2018

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs.)	No.	Value
Text Books	6,042	5,15,882	756	1,09,170	6,798	6,25,052
Reference Books	2,800	7,43,796	96	38,403	2,896	7,81,839
e-Books	-	-	31,35,000	5,900	31,35,000	5,900
Journals	-	-	5	8,670	5	8,670
e-Journals	-	-	6,000	5,900	6,000	5,900
Digital Database	-	-	-	-	-	-

CD & Video	195	8,192	-	-	195	8,192
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

##### Academic Year 2017-2018

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Department	Others
Existing	45	01	45	45	37	4	4	-
Added	02	-	02	02	-	-	2	-
Total	47	01	47	47	37	4	6	-

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

- a) All teaching and non teaching staff is well verse in use of ICT.
- b) Entire office work is computerised. Maximum of the office work and administrative work is done on Email to reduce the use of paper.
- c) Teaching and non teaching staff are provided with computers with internet facility in staff room.
- d) Students are also provided with internet facility in library and computer lab to refer their notes.
- e) Teachers sends notes to student through email and WhatsApp.

#### 4.6 Amount spent on maintenance in lakhs :

##### Academic Year 2017-2018

i) ICT	Rs. 0.59430
ii) Campus Infrastructure and facilities	Rs. 2.787
iii) Equipments	Rs.0.5310
iv) Others	--
<b>Total :</b>	<b>Rs. 3.9123</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- College has formed various committees in the college for the smooth functioning of all activities of the college.
- Principal takes periodic meetings with the student support committees and association and make suggestion to improve them.
- In the beginning of the academic year orientation sessions are organised for all the students to inform about various facilities Library, Computer Lab, University's Book Bank Scheme, etc. available to the students.
- Students are informed about various government and non-government scholarship and freeship facilities available in the college and the details of documents to be submitted to availed the same.
- Students are also informed about the feedback facility wherever they feel necessary.
- Continuous awareness is made regarding various support system for student during orientation session and parent meeting
- Extension activities like NCC, NSS, DLLE and placement cell always see that whatever activities they conduct benefit reaches to maximum number of students
- Regular notices are circulated by committees regarding various events organised by them

#### 5.2 Efforts made by the institution for tracking the progression

During regular lectures every teacher observes the students who find difficulty in studies as well as those students who are better in studies.

Teachers conduct remedial sessions for the weak students as well as for those students who miss the lectures due to job.

Teachers give extra assignments and projects to the gifted students so that their thirst for the knowledge can be fulfilled.

The Institution maintains students' academic progression records through result analysis.

#### 5.3 (a) Total Number of students:

Academic Year 2017-2018

UG	PG	Ph. D.	Others
539	53	Nil	Nil

(b) No. of students outside the state

(c) No. of international students

Academic Year 2017-2018

No	%	Men	No	%	Women
409	69.09		183	30.91	

Academic Year 2017-2018					
General	SC	ST	OBC	Physically Challenged	Total
513	33	-	45	1	592

Demand ratio -NA (Since admission is given on first come first serve Basis.

Dropout % - 10%

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

- Our institution has separate academy named 'Public Career Academy' to coach student who wish to appear for appearing various competitive examinations such as UPSC, MPSC, Staff Selection, Bank Examinations, etc.
- College library has good collection of books for competitive examinations.
- College provided internet facility to the students to search notes to do the preparation of competitive examinations.
- Apart from that guidance sessions by expert person were also arranged by the college for the students.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- a) In the beginning of the academic year college organised an Orientation Session for first year students. to inform them about the facilities available in the college like, college library, computer lab, canteen, indoor gymkhana, cultural and conference hall.

- b) During the session, college also informed them about the scholarship and freeship schemes of government and non-government organisations. It also informed guided them about the book-bank scheme by University of Mumbai.
- c) IQAC and Placement cell organised a Guidance Workshop on “Career Opportunities in Different Fields” on 30/11/2017 guidance to orient the students about various career opportunities available to them.
- d) IQAC of the college organised a workshop on “Skill Development” on 05/01/2018 to guide the students on entrepreneurship skills development. Students were informed about various vocational courses.

No. of students benefitted– 400 (who attended the sessions)

### 5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
LIC	100	20	---

### 5.8 Details of gender sensitization programmes

- 1) WDC of college organised various activities to develop gender sensitization such as:
  - a) Expert Lecture on “Women Empowerment” on 22/02/2018.
  - b) Expert Lecture on “Sexual Harassment at Workplace on 12/03/2018.
- 2) Apart from guest lectures WDC of the college celebrated “International Women’s Day on 08/03/2018.

### 5.9 Students Activities

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

Academic Year 2017-2018

Sports: State/ University level – 35 National level -Nil International level- Nil

No. of students participated in cultural events

Cultural: State/ University level - 80 National level - Nil International level- Nil

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

Sports: State/ University level- 04 National level – Nil International level- Nil

Cultural: State/ University level -02 National level - Nil International level- Nil

5.10 Scholarships and Financial Support

**Academic Year 2017-2018**

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	25	1,45,945
Financial support from other sources	20	16,000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

- Seminar on Hepatitis B
- Free Health Check Up Camp in the vicinity of college.
- NSS unit participated in Rashtriya Ekata Daud on the occasion of Sardar Vallabhbai Patel Jayanti.
- Seminar HIV/ AIDS Awareness.
- Street Play on the awareness about HIV/ AIDS across the city.
- Rally on HIV/ AIDS Awareness in the locality of the college.
- Volunteers participated in Election Campaign Rally.
- Awareness for Dengue and Malaria.
- College organised HIV Aids seminar to make the people aware.
- NSS unit of the college carried out Juhu Beach Cleaning Drive.
- Blood Donation Camp was organised.
- NSS volunteers participated in Paper Bag making and distribution drive.
- NSS unit of the college participated in Swatchh Bharat Abhiyan with and it also conducted Swachha Bharat Abhiyaan at Santacruz Station.
- Tree Plantation Drive.



- 5.13 Major grievances of students (if any) redressed:  
No major issue of student grievance was reported in college so far.

## Criterion – VI

### **6. Governance, Leadership and Management**

- 6.1 State the Vision and Mission of the institution

Vision – To cater intellectual knowledge for excellence and inculcating values and ethics.

Mission – To offer educational opportunities in a vibrant academic environment.

- 6.2 Does the Institution has a management Information System

College is yet to proceed for Management Information System.

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

- 6.3.1 Curriculum Development

- The college is permanently affiliated to University of Mumbai. Therefore, the college follows the curriculum designed by the University.
- To enhance the knowledge horizon of students Guest Lecture by subject experts, Guidance Sessions were conducted on regular basis.
- In addition to completing the syllabus given in the text books, several sessions were organised on Skill Development to help students to develop their skills.
- Recruitment drives are conducted in college under placement cell.

- 6.3.2 Teaching and Learning

- ICT was used in delivering lectures on regular basis.
- Typed notes were given to students as the college has the students from vernacular medium of instructions who find difficulty in English language.
- Students were given assignments and projects to develop the habit of self study.
- Students were motivated to form a ‘Peer Group’ to encourage peer group learning.
- Sessions on Remedial Coaching were organised after completion of syllabus for the students who were observed to be weak in their studies.
- In order to make the students familiar with the working environment of corporate, a field visit to Canara Bank was organised.

### 6.3.3 Examination and Evaluation

- Orientation sessions were organised for the first year/ fresher students to orient them about the examination patterns.
- Time to time the concerned students were also informed about the changes made by University in the examination system.
- Question banks were provided to the slow learners so as to help them to pass gracefully.
- Class practice tests were conducted after the completion of the topic by individual subject teacher so that the students will be prepared to appear for main examination.
- After the conduct of class test one to one feedback was given to the students and also guided them for the better performance in the examination.
- Remedial coaching sessions were organised for the students who found difficulty in study or who could not attend the regular lectures due to job problems or any other reason.
- Guidance sessions were conducted by the Examination Committee of the college to orient the faculties about the college examination for the smooth conduct of the examination.
- Junior and Senior supervisors were also trained for examination duties.

### 6.3.4 Research and Development

All the faculties were motivated to take up the research work.

During the academic year 2017-18, 09 research papers were presented and published various International, National and State level conferences.

Apart from that teaching and non teaching staff also attended 23 workshops organised by various colleges and university Department.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- From the academic year 2016-2017, the college has started computerised issues and receipts of books.
- College has Computer – Student Ratio – 1 : 1 in computer laboratory.
- Scanning and printing facility of notes available for the teaching staff.
- College library has provided with computers for the students for ready reference to various learning resources.
- College has laptop, DLP and Projector for teaching faculties.
- College has big cultural hall for the students to perform cultural functions.

### 6.3.6 Human Resource Management

- Faculties are relieved to enable them to attend Refresher Courses /Orientation Programmes/ Short term Courses / Faculty Development Programmes etc.
- Induction session were conducted for new faculties.
- Well qualified staff is appointed to ensure quality
- Principal take regular meetings and guide the staff to ensure smooth working environment in college.

### 6.3.7 Faculty and Staff recruitment

The college is affiliated to The University of Mumbai and received from the office of the Joint Director of Higher Education, Mumbai Region. Therefore it follows all the norms specified by the two authorities in faculty and staff recruitment.

### 6.3.8 Industry Interaction / Collaboration

College has invited speakers from industry to guide the students about the latest need of the industry in terms of qualification and skills. Accordingly sessions were also organised to train the students upgrade themselves.

### 6.3.9 Admission of Students

College follows the norms of University of Mumbai for admission. Admissions are given to the students on first come first serve basis. Admission committee of the college examines the past academic record of the students. Admission committee gives first preference to poor students, women students and deprived students.

### 6.4 Welfare schemes for:

Teaching Staff	– Yet to do
Non-Teaching Staff	– Yet to do
Students	- Scholarship Facility and Book Bank Facility

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?  
Yet to do.

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

The college is affiliated to University of Mumbai and does not have an autonomous status. However, the college declares its result within 30 days and follow the protocol of University of Mumbai.

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

The college is permanently affiliated to University of Mumbai. However, the college examination committee follow the norms of university for the smooth conduct of examination. The college examination committee incorporates the changes made by The Controller of Examination, University of Mumbai. Internal and External Assessment were carried out in a systematic manner and honestly.

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

Yet to apply.

6.11 Activities and support from the Alumni Association

- College is in the process of registration of formal Alumni Association. However, the college regularly conduct alumni meeting.
- Alumni help the college by giving valuable suggestion for the college development.
- Alumni also guide the college students in their study.
- Alumni assist the college students in job placement.

6.12 Activities and support from the Parent – Teacher Association

- Though there is no formal PTA, there is a regular interaction between parents and faculty.
- Parents meeting was organised twice in a year to communicate the status of attendance and academic performance of their wards.

6.13 Development programmes for support staff.

- Staff grievance Redressal Committees is formed in the college to address the grievances of the staff.
- Women development Cell is also active in the college.
- Staff were motivated to attend the various workshops, seminars, conferences to enrich their knowledge.
- Teaching and non-teaching staff members are also sent for Orientation/ Refresher courses.
- Staff is also motivated and guided time to time by the principal madam to undertake research work.
- In addition to this college undertake various development programmes as per the guidelines issued by Government Authorities.

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

In association with NSS and Creative Nature Club various initiatives were undertaken by the college, few of them are as under:

- Tree Plantation Drive in and around the college campus.
- Restriction on use of plastic in the college premises.
- Proper maintenance of trees and plants at college campus.
- Organisation of campus cleanliness drive on regular basis.
- Increased use of paperless communication.
- Re-use of one sided printed papers.

## 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.

- College followed academic calendar in order to ensure timely completion of all planned activities.
- Field visit was organised to give students practical knowledge.
- University book bank scheme was continued for needy students.
- Scholarship facility was extended to the students from reserved category as well as open category.
- College organised expert's lectures to give the students more knowledge about the subject.
- Career guidance sessions were conducted on regular basis
- Student council members are involved in all college activities to boost up their confidence and develop their leadership skills.
- Specimen copies of books are donated by teaching staff to the students and college library.

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

- College has informal Alumni Association . Alumni meetings were conducted on regular basis twice in the academic year. Apart from this alumni are invited to discuss on important developmental issues.
- Workshop, seminar and guest lectures were organised for development of soft skills.
- Teaching staff members were regularly motivated to undertake research work. Accordingly most of them published and presented research papers at various conferences.
- State Level Workshop for Librarian was organised on “Smart Librarianship”.
- Library maintained sufficient stock of study material on Competitive exam which student can refer.
- College Trust has formed Public Career Academy which is run by our college management which guide and train students to prepare for competitive examinations.
- Career Advancement Scheme (CAS) process of college librarian is successfully completed during the academic year.

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

#### Student Mentoring

Being a night college, working students take admission in the college mainly to complete their study without disturbing their bread and butter. Therefore, utmost care is taken to maintain their interest in the study and to help them to complete their graduation and post graduation. College teachers keep regular contact with the students to help them in their problems viz. Educational, social, personal, etc.

#### Session on soft skill

- In order to develop the skills required at the job, our college organised various sessions. It helped the students to get better job and perform better.

7.4 Contribution to environmental awareness / protection

The college undertook various activities under the banner of NSS and Creative Nature Club throughout the academic year to create awareness about the environment conservation, few of which are given as below:

- NSS Unit of the college carried out paper bag making and distribution activity in the vicinity of the college.
- Juhu Beach Cleaning and Mahim beach cleaning drive was organised after the emersion of Lord Ganesh Statue and Goddess Durga Statue every year.
- Tree Plantation drive was conducted in and around campus to make campus eco-friendly.
- Beautification of college is main motto of the college. Various plants are maintained with utmost care in the college premises.
- Approach gate is also surrounded by various plants.
- Use of plastic is banned in college campus.
- Discussion on water conservation was organised.
- Awareness Drive on Swachhata Abhiyan was carried out on Santacruz Flyover.
- Guest Lecture was organised on Green life Style
- Rangoli Competition on the theme of environmental conservation was conducted to create awareness about environmental issues.

7.5 Whether environmental audit was conducted?      Yes                  No      ✓

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

Strengths-

- Democratic management process.
- Enhancing curriculum with extensive extra-curricular activities.
- Teachers are facilitator rather than mere instructors.
- Use of ICT in teaching-learning process.
- Research culture among the teaching staff.
- More emphasis on value based teaching.
- College campus with importance given to greenery.
- Student – Teacher Ratio.

Weaknesses-

- Location of the college, not connected to main road.
- Vernacular medium students having poor academic records.

Opportunities-

- Scope for starting more courses.
- Increase industrial linkages.
- Big College ground to increase sports activities.

Threats/ Challenges-

- Dwindling number of students in certain courses.

8. Plan of Institution for next year

- To organise Sessions/ Workshops on Skill Development for students.
- To organise seminars on Career development.
- To organise job fair for students to facilitate placement.
- To organise sessions on Women Empowerment.
- To conduct activities to preserve environment by creating awareness among students and society.
- To motivate teaching staff for minor/ major research work.
- To organise International Conference to inculcate the ideas effective employability.



Signature of the Coordinator, IQAC

Name – Ms. Sodabibi A. Farooqui

Signature of the Principal

Name- Dr. Seema S. Malankar

**Principal**

**Public Night Degree College**  
Hind Nagar, Vakola, Santacruz (E),  
Mumbai - 400 055.



## 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:2 Academic Calendar for the Academic Year 2017-18****List of the activities conducted by the college**

<b>Sr. No</b>	<b>Organized by</b>	<b>Name of Activity</b>	<b>Date of Activity</b>
1	NSS	Celebration of World Environment Day	05/06/2017
2	<b>NSS</b>	International Yoga Day	21/06/2017
3	Attendance committee	Attendance committee	1/07/2017
4	NSS	NSS Orientation Programme	01/07/2017
5	NSS & Nature Club	Tree Plantation Drive	02/07/2017
6	Maitri Sangh	Orientation Sessions for Freeship and Scholarship	01/07/2017 to 08/07/2017
7	<b>NSS</b>	Celebration of University Foundation Day	17/07/2017
8	NSS	Pot Designing Competition	21/07/2017
9	Self Finance Dept.	Rakhi Making	04/08/2017
10	Self Finance Dept.	Food Day	8/08/2017
11	Self Finance Dept.	Fresher party	12/08/2017
12	Self Finance Dept.	Inter Collegiate Competition	14/08/2017
13	NSS & NCC	Celebration of Independence Day	15/08/2017
14	Library Committee	Library Orientation Session	16/08/2017
15	NSS	Survey for Dengue and Malaria Awareness	18/08/2017
16	NSS	Rangoli Competition on the theme of Environment Conservation	22/08/2017
17	<b>NSS</b>	Programme on Peace by Brahmakumari	27/08/2017
18	NSS	Crowed Management during Ganesh Procession	05/09/2017
19	NSS	Juhu Beach Cleaning	06/09/2047

20	Cultural Committee	Rangoli Competition	15/09/2017
21	Cultural Committee	Mehendi Competition	16/09/2017
22	WDC	Salad Decoration	18/09/2017
23	Examination committee	Internal	19/09/2017-21/09/2017
24	Examination Committee	Computer Practical Examination	25/09/2017 to 27/09/2017
25	NSS	Mahim Beach Cleaning	29/09/2017
26			
27	Examination Committee	A.T.K.T. Examination Semester III	05/10/2017 to 12/10/2017
28	Library Committee	Vachan Prerana Divas	14/10/2017
29	Attendance Committee	Parent-Teachers Meeting	14/10/2017
30	Attendance committee	Parent Teachers Meeting	14/10/2017
31	Self Finance Dept.	Diya and Kandil making	14/10/2017
32	Self Finance Dept.	Guest Lecture on Logistics and SCM	15/10/2017
33	Examination Committee	T.Y.B.Com. Preliminary Examination and F.Y.B.Com. Open Book Examination	09/11/2017 to 16/11/2017
34	Examination Committee	Regular Examination (Semester III)	09/11/2017 to 28/11/2017
35	Examination Committee	Regular Examination (Semester I)	20/11/2017 to 28/11/2017
36	NSS	Celebration of Constitutional Day	26/11/2017
37	Placement Cell	Career Opportunities in Different Field	30/11/2017
38	NSS	Seminar on Anti-Superstition	<b>04/12/2017</b>
39	NSS	Workshop on Health & Hygiene by	05/12/2017

		Himalaya Company	
40	Sports Committee	Indoor Games	06/12/2017 to 08/12/2017
41	Dept. of Bus. Law	Guest Lecture on “General Legal Concepts”	13/12/2017
42	Literary Association	Essay Writing Competition	15/12/2017
43	Literary Association	Elocution Competition	15/12/2017
44	Literary Association	Debate Competition	16/12/2017
45	Maitri Sangh	Poster Making	16/12/2017
46	Maitri Sangh	Post Designing COmpetiton	16/12/2017
47	Maitri Sangh	Poster Making Competition	16/12/2017
48	Nature Club	Guest Lecture on “Green Lifestyle”	16/12/2017
49	Cultural Committee	Singing Competition	18/12/2017
50	Cultural Committee	Antakshari Competition	19/12/2017
51	Sports Committee	Annual Sports	20/12/2017 to 23/12/2017
52	DLLE	First Term Training	23/12/2017
53	IQAC	Seminar of Skill Development	04/01/2018
54	IQAC	Workshop on Skill Development	04/01/2018
55	Dept. of Foundation Course	PPT on Social Issues”	05/01/2018
56	NSS	Paper Bag Making	05/01/2018 to 09/01/2018
57	NSS	Swachchhata Abhiyan Awareness	10/01/2018
58	NSS	Paper Bag Distribution	10/01/2018
59	Library Committee	Workshop on “Smart Librarianship”	13/01/2018
60	NSS	Swachchhata Abhiyan Awareness at Santacruz Flyover	15/01/2018
61	DLLE	Second Term training	20/01/2018

62	Cultural Committee	Annual Day	20/01/2018
63	NSS	Election Awareness Rally	25/01/2018
64	NSS & NCC	Celebration of Republic Day	26/01/2018
65	Examination Committee	A.T.K.T. Examination	22/01/2018 to 30/01/2018
66	Dept. of Foundation Course	Poster Exhibition	30/01/2018
67	NSS	Blood Donation Awareness	03/02/2017
68	NSS	Blood Donation Camp	05/02/2018
69	Anti-Ragging Cell	Video shown on “ Ragging and Its Impact “	6/02/2018
70	Attendance Committee	Parent-Teachers Meeting	08/02/2018
71	NSS	Drug Abuse Seminar	09/02/2018
72	NSS, NCC & Student Council	Celebration of Trust Annual Day	10/02/2018
73	Dept. of Commerce	PPT on “Organisational Structure”	14/02/2018
74	DLLE	Essay Writing Competition	15/02/2018
75	DLLE	Rally on “Beti Bachao – Beti Padhao”	15/02/2018
76	DLLE	Discussion on Water Conservation	15/02/2018
77	Examination Committee	Additional Examination	20/02/2018 to 28/02/2018
78	Dept. of Accountancy	Quiz Competition on Accountancy	20/02/2018
79	Nature Club	Visit to Sanjay Gandhi National Park	22/02/2018
80	WDC	Expert Lecture on “Women Empowerment”	22/02/2018
81	Dept. of Economics	PPT on “Market Structure”	23/02/2018

82	Examination Committee	Internal Examination	26/02/2018 to 28/02/2018
83	Literary Association & NSS	Celebration of Marathi Bhasha Divas	27/02/2018
84	Nature Club	Nature Trail for Bird Watch	04/03/2018
85	Library Committee	Book Exhibition	05/03/2018
86	Dept. of Economics	Role Play on “impact of Inflation on Common Man”	06/03/2018
87	Placement Cell	Visit to Canara Bank	06/03/2018
88	WDC	Celebration of International Women Day	08/03/2018
89	Anti-Ragging Cell	Guest lecture on ‘Laws related to Anti-Ragging ‘	9/03/2018
90	WDC	Expert Lecture on “Sexual Harassment at Workplace”	12/03/2018
91	IQAC	Convocation Ceremony	13/03/2018
92	Examination Committee	Computer Practical Examination	16/03/2018 to 19/03/2018
93	Examination Committee	I and III Semester ATKT Examination	20/03/2018 to 28/03/2018
94	Examination Committee	Remedial Coaching Sessions	02/04/2018 TO 04/04/2018
95	Examination Committee	II Semester Regular Examination	14/04/2018 to 22/04/2018
96	Examination Committee	IV Semester Regular Examination	23/04/2018 to 04/05/2018
97	DLLE	Survey on Status of Women	