

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

**Academic Year 2014 - 2015**

*Submitted to*

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

*by*



**Hind Seva Parishad's  
Public Night Degree College  
Hind Nagar, Vakola Market, Aaram Society Road,  
Santacruz (East),  
Mumbai – 400 055  
Maharashtra**

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

**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 student.
- 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 over the previous academic year. During the process of AQAR report preparation we learnt that there are still lot of areas which require additional efforts from outside to bring qualitative change in the desired direction.

This Annual Quality Assurance Report (AQAR) of Academic Year 2014-2015 is prepared as per the guidelines provided by NAAC. The entire procedure of preparation 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. (Mrs.) Seema S. Malankar

Principal

**Principal**

**Public Night Degree College of Arts & Com.**  
Vakola Nagar, Vakola, Santacruz (E),  
Mumbai - 400 055.



**Part – A**

**AQAR for the year**

2014-15

**1. Details of the Institution**

1.1 Name of the Institution

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

022 – 2667 31 71 / 2667 23 60

Mobile:

91-9029748896

Name of the IQAC Co-ordinator:

Mr. Raju N. Savkare

Mobile:

91-9867913911

IQAC e-mail address:

dr.seemamalankar@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

#### 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 :

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

#### 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*)

#### 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

15

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.

2

Faculty

4

Non-Teaching Staff Students

4

Alumni

2

Others

1

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

No

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

1

International

1

National

-

State

-

Institution Level

-

(ii) Themes

Changing Trends in Banking, Financial Services and Insurance (BFSI)

2.14 Significant Activities and contributions made by IQAC

Teachers were motivated to prepare Academic Schedule in order to ensure and enhance the timely completion of all curricular, co-curricular and extra-curricular activities.

Student's Council members were involved in managing all college activities in order to develop their overall personality and various skills like leadership, time management, stress management, event management, etc.

Students were motivated to take advantage of scholarship scheme

- Orientation sessions were conducted every year at first year level to make the students aware about the rules and regulations, discipline of the institution along with the protocol of the institution.

- Student achievers were felicitated for their achievements in the academic as well as co-curricular activities.
- Students were also motivated to take active part in the extension activities to sensitize them towards various social issues.
- Personal Contact Program Centre was started for the students of Institute of Distance and Open Learning, University of Mumbai to help them to be graduate and post graduate.
- Teachers were motivated to present research paper
- Industrial visit was organised to make the students well versed with the working at the industry practically.
- Organised B.Sc. (IT) and B.M.S. Festival “Phoenix” and conducted various inter-collegiate activities/ competitions at University level to enrich the knowledge of the students related to Information Technology and Managerial Skills.

#### 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>Speed up the proposal of 2(f) &amp; 12 (B )</p> <p>To initiate research culture in the college</p> <p>To start Personal Contact Program (PCP) in the college</p> | <p>Under the leadership of new Principal of the college institution tried to solve all the queries raised by UGC so that process can be finalised.</p> <p>a) Three teachers presented research papers at various international conferences.</p> <p>b) International conference was organised in the college on the theme “Changing trends in Banking, Financial Services and Insurance” on 20/01/2015.</p> <ul style="list-style-type: none"> <li>• In order to help and guide the students enrolled under Institute of Distance and Open Learning, University of Mumbai, the college started Personal Contact Programme (PCP) for learners.</li> </ul> |
| <p>To organise workshop and seminars for effective learning and research necessary in higher education.</p>   | <p>The college conducted various workshops and seminars to guide students on career issues. Students were also motivated to participate in the research competition organised by</p>  |



|  |   |
|--|---|
| <p>To organise short industrial visit to give the students an idea about actual working of the corporate sector.</p> <p>To organise Guest lectures by experts.</p> | <p>University of Mumbai.</p> <p>The college organised one day industrial visit to the National Stock Exchange (NSE), Securities and Exchange Board of India (SEBI) and Reserve Bank of India (RBI).</p> <p>The college invited expert persons to conduct guest lectures in the subjects of Business Economics, Marketing as well Human Resource Management and JAVA.</p>  |
| <p>To conduct Seminars</p> <p>To conduct workshop</p> <p>To conduct sessions on remedial coaching to help slow learners.</p>                                       | <p>Seminars were conducted on –</p> <ul style="list-style-type: none"> <li>• Career opportunities in LIC.</li> <li>• Brain Mapping.</li> <li>• Issues related to women harassment.</li> <li>• Career in the field of Commerce.</li> <li>• Financial Literacy among students.</li> </ul> <p>Workshops were conducted on ---</p> <ul style="list-style-type: none"> <li>• Career opportunities in Financial Market</li> <li>• Personality Development</li> </ul> <p>Remedial coaching was conducted to improve the academic performance of the slow learners.</p> |

\* 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

Examination software was purchased for speeding up examination related matter.

Sanitary napkin facility was placed in girl's common room

## 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                     | 3                             | -  | 2                                   |  |
| PG Diploma             |                               |  |                                     |  |
| Advanced Diploma       |                               |  |                                     |  |
| Diploma                |                               |  |                                     |  |
| Certificate            |                               |  |                                     |  |
| Others                 |                               |  |                                     |  |
| <b>Total</b>           | 5                             |  | 4                                   |  |

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

#### (ii) Pattern of programmes:

| Pattern   | Number of programmes |
|-----------|----------------------|
| Semester  | ✓                    |
| 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.

The college is affiliated to University of Mumbai. College does not have any autonomy to make changes in the prescribed curriculum. However, the college implements the revisions made in the syllabus by University time to time.

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

Personal Contact Programme (PCP) Centre was opened to solve the academic problems of the students registered in Institute of Distance and Open Learning, University of Mumbai in 2014-15.

## 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.

|   |                  |      |                      |     |            |     |        |     |       |    |
|---|------------------|------|----------------------|-----|------------|-----|--------|-----|-------|----|
| 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  |
|   | 01               | ---- | 01                   | --- | ---        | --- | ----   | --- | 02    | -- |

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         | 5                   | 1              | 2           |
| Presented        | 3                   | 1              | 2           |
| Resource Persons | 1                   | --             | --          |

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

- ICT enabled teaching-learning method was followed –
- DLP and projector were used as a teaching aid.
- Group Discussions on social issues were conducted in class.
- Bright student were encouraged to teach weak student in the class.
- Peer group studies were encouraged.
- Special assignments were given to students who miss their lecture due to job so that they get prepared for the examination.
- Student's feedback is used as a measure to make improvement in the teaching learning process.

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)

|                                       |
|---------------------------------------|
| Double Valuation<br>&<br>Seat Numbers |
|---------------------------------------|

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

|     |
|-----|
| 82% |
|-----|

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division    |    |    |     |
|------------------------|--------------------------------|-------------|----|----|-----|
|                        |                                | Distinction | I  | II | III |
| F.Y.B.Com.             | 151                            | -           | 1  | 22 | 64  |
| S.Y.B.Com.             | 95                             | -           | 1  | 11 | 54  |
| T.Y.B.Com.             | 89                             | -           | 14 | 25 | 5   |
| F.Y.B.M.S.             | 7                              | -           | -  | 2  | 2   |
| S.Y.B.M.S.             | 7                              | -           | 4  | 1  | 2   |
| T.Y.B.M.S.             | 11                             | -           | -  | 2  | 1   |
| S.Y.B.Sc. (IT)         | 14                             | -           | 9  | 4  | 1   |
| T.Y.B.Sc. (IT)         | 14                             | -           | 3  | 2  | 1   |
| M.Com. I Management    | 10                             | -           | 9  | 2  | 1   |
| M.Com. II Management   | 3                              | -           | 1  | 1  | -   |
| M. Com. I Accountancy  | 33                             | -           | 1  | 3  | 6   |
| M.Com. II Accountancy  | 34                             | -           | -  | 2  | 5   |

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

- Feedback form on teacher's evaluation has been taken from students.
- Regular Remedial coaching has been conducted.
- Teachers are motivated to take up research work to improve the teaching learning standard.
- Teachers are encouraged to use ICT method of teaching and the same is observed with the record.

### 2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses                              | 1                                   |
| 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.       | -                                   |
| 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.

- Teachers are encouraged to take Major / Minor research projects.
- Teachers are motivated to pursue Ph.D.
- Teachers are given duty leave to attend and present papers at Conferences and Seminars.
- Project work of student is used as mechanism to motivate student to carry out research work
- Topics of social importance is used as a tool to develop analytical and research skill among students.
- College has been continuously organizing seminar and work shop to encourage research work among teachers and students.

##### 3.2 Details regarding major projects

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

##### 3.3 Details regarding minor projects

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

##### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 3             |          |        |
| Non-Peer Review Journals | 4             |          |        |
| e-Journals               | 1             |          |        |
| Conference proceedings   | 10            | 3        | 2      |

##### 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<br><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 | <input type="text" value="--"/> | CPE | <input type="text" value="--"/> | DBT Star Scheme     | <input type="text" value="--"/> |
| INSPIRE  | <input type="text" value="--"/> | CE  | <input type="text" value="--"/> | Any Other (specify) | <input type="text" value="--"/> |

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level               | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number              | 1             | -        | -     | -          | 3       |
| 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="2"/> | State level         | <input type="text" value="-"/> |
| 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="1"/> | 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="-"/> | 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

- Street plays were conducted in the vicinity area of the college on various issues like –
  - HIV / AIDS
  - Malaria awareness
  - Violence against women
- Rallies were conducted in the nearby locality of the college to create awareness about –
  - ❖ Voter Registration
  - ❖ Peace and Non-Violence
  - ❖ Smoking and Drugs Abuse
  - ❖ Blood Donation Drive
- Swachchhata Abhiyan was conducted by cleaning the vicinity area of the college.
- Students participated in Rashtriya Ekta Daud.

## 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   | 4000 sq. Mtrs.        |               |                |                 |
| Class rooms   | 9 –<br>7,632 sq. Feet |               |                |                 |
| Laboratories  | 1 – 864<br>sq. Feet   |               |                |                 |
| Seminar Halls   | 2 –<br>1,700 sq. Feet |               |                |                 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. |                       |               |                |                 |
| Value of the equipment purchased during the year (Rs. in Lakhs)             | Rs.<br>2,62,599       | Rs. 1,52,350  | Admission Fees | Rs.<br>4,14,949 |
| Others  |                       |               |                |                 |

#### 4.2 Computerization of administration and library

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

#### 4.3 Library services:

|                  | Existing |          | Newly added |             | Total |          |
|------------------|----------|----------|-------------|-------------|-------|----------|
|                  | No.      | Value    | No.         | Value (Rs.) | No.   | Value    |
| Text Books       | 4,197    | 2,86,074 | 431         | 55,524      | 4,628 | 3,41,598 |
| Reference Books  | 2,700    | 1,17,080 | 4           | 1,876       | 2,704 | 7,18,956 |
| e-Books          | -        | -        | --          | --          | -     | -        |
| Journals         | 10       | 27,803   | 5           | 5,600       | 15    | 33,403   |
| e-Journals       | -        | -        | --          | --          | -     | -        |
| Digital Database | -        | -        | --          | --          | -     | -        |
| CD & Video       | 195      | 8,192    | --          | --          | 195   | 8,192    |
| Others (specify) | -        | -        | --          | --          | -     | -        |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 46              | 38            | 40       | 01               | -                | 03     | 03          | -      |
| Added    | 02              | -             | -        | -                | -                | -      | -           | -      |
| Total    | 48              | -             | -        | -                | -                | -      | -           | -      |

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

Computer laboratory facilities are opened for teachers and students.

Students are encouraged to make use of computers for power point presentation of their seminars and projects.

4.6 Amount spent on maintenance in lakhs :

|  |              |
|--|--------------|
| i) ICT                                   | Rs.          |
| ii) Campus Infrastructure and facilities | Rs. 1,55,000 |
| iii) Equipments                          | Rs.          |
| iv) Others                               | Rs.          |
| <b>Total :</b>                           | Rs. 2,15,027 |

## Criterion – V

### 5. Student Support and Progression

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

- Students are kept informed about various schemes through regular notice.
- Students are encouraged to utilize facilities like book bank and scholarship.
- Teachers in their respective capacity also mentor and guide students.
- As our college is a night college special concessions are given to students who are working to support their families.
- Special care is taken to maintain the safety of girl students.
- Regular guest lectures and guidance sessions are organized to help students.
- Extra lectures are conducted to improve the academic performance of the students.
- Students are provided with computers to facilitate their project work.

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

College is affiliated to University of Mumbai. It conducts internal and external examination on behalf of the university.

College regularly conducts internal tests to monitor the academic performance.

College also gives projects and assignments to the students and assesses the same.

College conducts sessions to identify the students who have learning problems and accordingly conducts remedial coaching to bring them in line in regular flow.

College also motivates peer group learning.

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

| UG | PG | Ph. D. | Others |
|----|----|--------|--------|
|    |    | Nil    | Nil    |

(b) No. of students outside the state

04

(c) No. of international students

| No | % |
|----|---|
|    |   |

Men

| No | % |
|----|---|
|    |   |

Women

| Last Year |    |    |         |                          |       | This Year |    |    |         |                          |       |
|-----------|----|----|---------|--------------------------|-------|-----------|----|----|---------|--------------------------|-------|
| General   | SC | ST | OB<br>C | Physically<br>Challenged | Total | General   | SC | ST | OB<br>C | Physically<br>Challenged | Total |
|           |    |    |         |                          |       | 440       | 17 |    | 49      | 01                       | 506   |

Demand ratio

Dropout %

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

College staff regularly motivate the students to enrol themselves in the Public career academy which is run by college management.

College library also provide good number of books to the students for the preparation of competitive exam.

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

- Seminar on career in LIC was conducted on 16/08/2014.
- Guest lecture on career in financial market was conducted on 21/08/2014.
- Guest lecture on personality development was conducted on 10/11/2014.
- Lecture on career in commerce was conducted on 12/11/2015.
- A seminar was organised on Financial Literacy on 2/2/2015.

No. of students benefitted - 500

## 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 |
| LIC                             | 100                             | 20                        | ---                       |

## 5.8 Details of gender sensitization programmes

- Seminar on issues related to women harassment was conducted on 20/10/2014.
- Guest lecture on Laws related to women was conducted on 31/01/2015.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

|  | Number of students | Amount   |
|--|--------------------|----------|
| Financial support from institution                                   | -                  | -        |
| Financial support from government                                    | 54                 | 3,19,635 |
| Financial support from other sources                                 | -                  | -        |
| 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

- In order to sensitize the people about smoking and drug, the NSS unit of the college organised Rally.
- NSS unit participated in Rashtriya Ekata Daud on the occasion of Sardar VallabhBhai Patel Jayanti.
- Volunteers participated in Election Campaign Rally.
- College conducted Hiroshima – Nagasaki Peace Rally.
- 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 Hindustan Times and it also conducted Swatchh Bharat Abhiyaan at Santacruz Station.
- NSS Unit conducted “No Tobacco and No Plastic” Campaign at National Park.  
NSS volunteers conducted Street Plays on various Social Issues.

### 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 college follows the curriculum designed by the University.

However college adapts to the changes made in the curriculum by the university.

Guest lecture, Guidance sessions are conducted to impart extra knowledge to the students.

In ensure employability amongst the students, the institutions focuses on multi skill development of the students.

The placement cell conducts various programmes throughout the year in order to make the students aware about various career opportunities in the job market.

##### 6.3.2 Teaching and Learning

- All the faculty members are encouraged to adopt ICT –enabled teaching-learning process to make the students more attentive and make the teaching-learning process more interactive.
- Teachers also followed the method of projects, assignments etc., to encourage the group learning.
- Apart from traditional method of teaching, college followed the method of debate, group discussion, etc. to make the teaching-learning process more interactive.
- Students were motivated to form a peer group to encourage peer group learning.

- College teachers identified the slow learners and accordingly conducted remedial coaching to uplift such students upto the mark with the main flow.
- In order to bring the corporate attitude amongst the students industrial visits were conducted.

### 6.3.3 Examination and Evaluation

- In the beginning of academic year all the students were oriented about the examination pattern.
- Question banks are given to the students to enhance the academic performance of the students.
- The Principal and the Faculties monitor the performance of the students by making an analysis after every internal and external examinations.
- Students performance was discussed with the parents during the parents – teachers meeting.
- College teachers identified the slow learners and accordingly conducted remedial coaching to uplift such students upto the mark with the main flow.

### 6.3.4 Research and Development

All the faculties were motivated to take the research work.

During the academic year 2014-15, Thirteen (13) research papers were presented during the International, national and state level conferences. And 11 research papers were published in the International, national and state level conference proceedings.

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

- College has installed E-Granthalaya software for the library management.
- The college library is updated by bar coding of all the learning materials.
- College office is renovated to facilitate more space.
- One waiting lobby in front of the Principal's chamber has been made for the stakeholders so as to enable them easy access to the principal.

### 6.3.6 Human Resource Management

All the teaching fraternity are continuously motivated to take up the major and minor research work leading to Ph.d.. All the staff members were also encouraged to attend the seminar, workshops to update their knowledge and skill.

### 6.3.7 Faculty and Staff recruitment

The college follows the norms of University and State Government for the appointment of staff members.

### 6.3.8 Industry Interaction / Collaboration

Experts from the corporate sectors such as LIC, ICICI, Finplan, etc., were invited to conduct workshops for students to guide and train them so as to enable them to stand in a corporate/ financial sector.

### 6.3.9 Admission of Students

College follows the University of Mumbai norms for admission. 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. Admissions are given to the students on first come first serve basis.

6.4 Welfare schemes for

|              |           |
|--------------|-----------|
| Teaching     | Yet to do |
| Non teaching | Yet to do |
| Students     | Yet to do |

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

No

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

In Internal Evaluation -

- Periodic evaluation in a structured manner through committee meetings conducted.
- Student's feedback on teacher's evaluation is also taken. This feedback is also used to assess the teaching-learning process as and when required.
- The governing and academic bodies also provided valuable suggestions for improvement in the academic and administrative process.
- The college prepares Annual Quality Assessment Report (AQAR) which enables the overall assessment of the all the corners of college academic and administration.
- The college has planned to conduct academic audit in the next academic year.

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 a 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 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 are 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 alumni conducts regular meetings with the faculties, office bearers and students. During the meeting valuable suggestions are given by the alumnus. Alumnus help the college in providing placement facility to the students. Various cultural events were also organised by the alumnus.

During the academic year 2014-2015 the Alumni Association Meeting was held on 20/02/2015.

6.12 Activities and support from the Parent – Teacher Association

Parent – Teachers meeting were held twice in a academic year. Meeting helps to communicate the parents about the children's academic performance.

Teachers conduct a one-on-one dialogue with parents whose children need further support and counselling services. This enables to bring the hidden talent of the students to the parents. This enhance all round performance.

This enables to make the parent concerned and involved in the career building of their ward.

During the academic year the Parent – Teacher Meeting was held on 16/08/2014 in first term and 16/02/2015 in the second term.

6.13 Development programmes for support staff

- College organised Yoga training session for the students and staff members on the occasion of World Yoga Day.
- The Chief Executive Officer of the college who is also a Doctor by profession regularly interacts with the staff members on several health issues.

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

- NSS Unit of the college carried out p
- Cleaning drive was conducted in the paper bag making and distribution activity to create awareness about the disadvantages of plastic. college on regular basis.
- Tree Plantation drive was conducted on second October to make campus eco friendly.
- Beautification of college is main motto of the college. Various plants are maintained with utmost care in the college.
- Approach gate is also surrounded by various plants.
- Use of plastic is banned in college campus.

## 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 motivated the students to create a peer group for learning. This helped in developing confidence among the students leading to better result of the college.
- The college continued the practice of giving assignments to the students who show average performance in the academic. This helped in the improvement in academic performance of such students in the final examination.
- The college followed the tradition of organising the sessions on personality development to develop the confidence among the students since most of the students are from vernacular medium who face inferiority complex among themselves.
- The college discuss the academic performance of the students with the parents to keep continue observation on the academic development of their ward.

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

- The registration process under 2(f) and 12 (B) is at the final stage.
- The college has organised number of sessions on career guidance, personality development, stress management.
- The college organised International Research Conference on Banking, Financial Services and Insurance.
- The teaching staff members presented and publish several research papers at the various international, national and state level conferences.
- The NSS unit of the college along with other units of the college conducted various rallies, street plays in the vicinity of the college to sensitize the people about various social issues like HIV/ AIDS, Non-violence, Women Trafficking etc.
- The college started the Personal Contact Programme for the students enrolled under Institute of Distance and Open Learning for B.Com and M.Com.

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

#### Student Mentoring-

Most of the students of the college are earning while learning. Personal attention and utmost care is taken to improve their academic performance which creates positive impact.

## Developing Communication Skill

Most of the students of our college are from vernacular medium faces lot of problems in English speaking and writing. Several sessions were organised by the college for the improvement in the English language.

### 7.4 Contribution to environmental awareness / protection

- NSS Unit of the college carried out making of paper bags and distribution activity to create eco friendly environment.
- Cleaning drive was conducted in the college on regular basis.
- Tree Plantation drive was conducted in and around campus on second October to make campus eco friendly.
- Beautification of college is main motto of the college. Various plants are maintained with utmost care in the college.
- Approach gate is also surrounded by various plants.
- Use of plastic is banned in college campus.

### 7.5 Whether environmental audit was conducted?

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

The faculties help the needy students by providing them text books free of cost. In addition to this the college allows the students to pay their fees in instalment who have financial difficulty.

In addition to above mentioned contribution by NSS volunteers for environment awareness, NSS volunteers also contributed as follows –

- Blood Donation Camp.
- Literacy Project (teaching English language to slum children) under the “Chalo English Sikhaye Abhiyaan”.
- Voter awareness programme.
- Addiction Eradication programme.
- Help a child survey.
- NSS Volunteers has also undertaken projects like - Swacch Bharat Abhiyaan, Road Safety, Save Electricity and Notebook making programmes.
- A seven day residential camp was organised at Virar wherein special talks were arranged on Social media, Yoga, Meditation, Andhashradha Nirmulan , Wild-life , Dental Health etc.

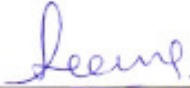
8. Plans of institution for next year

- To improve teaching learning aid in college.
- To organise more International/National/State level research conferences.
- To start Research journal with impact factor.
- To improve Website of the college.
- To cater the need of slow learners through remedial coaching.
- To conduct Academic Audit of College.
- To conduct soft skill project for the students.
- To encourage teachers for Orientation /Refresher courses of Academic Staff College.

Name Mr. Raju N. Sawkare

Name Dr. (Mrs) Seema S. Malankar





Principal

Public Night Degree College of Arts & Com.

Ward Nagar, Vakola, Santacruz (E),

Mumbai - 400 055.

Signature of the Coordinator, 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: 2 Academic Calendar for the Academic Year 2014-2015**

| <b>Sr. No.</b> | <b>Organised by</b>        | <b>Name of Activity</b>  | <b>Date of Activity</b> |
|----------------|----------------------------|--|-------------------------|
| 1              | NSS Unit                   | Hiroshima Nagasaki Rally   | 08/06/2014              |
| 2              | WDC                        | Nail Painting Competition  | 06/07/2014              |
| 3              | Students Welfare Committee | Orientation To Students  | 09/07/2014              |
| 4              | Library Committee          | Library Orientation  | 11/07/2014              |
| 5              | Students Council           | Celebration of Guru Pournima   | 12/07/2014              |
| 6              | NSS Unit                   | Rally Against Smoking & Drugs  | 14/07/2014              |
| 7              | Nature Club                | Slide Show Presentation on Wild Life   | 15/07/2014              |
| 8              | NCC                        | Orientation for NCC  | 15/07/14                |
| 9              | WDC                        | Pot Designing Competition  | 18/07/2014              |
| 10             | Cultural Committee         | Mehandi Competition  | 22/07/2014              |
| 11             | Cultural Committee         | Rangoli Competition  | 24/07/2014              |
| 12             | Students Council           | Chocolate Day  | 01/08/2014              |
| 13             | Department of BSCIT        | Quize competition  | 2/08/2014               |
| 14             | WDC                        | Salad Designing  | 05/08/2014              |
| 16             | Sports Committee           | Chess and Carom Competition  | 08/08/2014              |
| 17             | NSS Unit                   | Crowed management in association with vakola traffic police on occasion of Ganesh visarjan | 09/08/2014              |
| 18             | Library Committee          | Quiz Competition   | 09/08/2014              |
|                |                            |  |                         |
| 19             | NSS Unit                   | Celebration of Independence Day at College   | 15/08/2014              |
| 20             | Placement Cell             | Seminar on Career Opportunities in LIC   | 16/08/2014              |
| 21             | PTA                        | Ist Term Parent Teacher Meeting  | 16/08/2014              |

|    |                           |  |                  |
|----|---------------------------|--|------------------|
| 22 | Department of BMS         | Guest lecture on Importance of Saving and Investment                 | 16/08/2014       |
| 23 | Department of BMS         | Guest lecture on Financial market                                    | 21/08/2014       |
| 24 | Department of BSCIT       | Guest lecture on Java Administration                                 | 21/08/2014       |
| 25 | Maitri Sangh              | Seminar on Brain Mapping   | 23/08/2014       |
| 26 | Placement Cell            | Workshop on Career Opportunities in Financial Market                 | 30/08/2014       |
| 27 | Student Welfare Committee | Expert Lecture in the subject of Financial Accountancy at T.Y.B.Com. | 22/09/2014       |
| 28 | Student Welfare Committee | Expert Lecture in the subject of Economics at T.Y.B.Com.             | 26/09/2014       |
| 29 | NSS Unit                  | Celebration of Teachers Day  | 05/09/2014       |
| 30 | Student Welfare Committee | Expert Lecture in the subject of M.H.R.M. at T.Y.B.Com.              | 07/10/2014       |
| 31 | LLE                       | Ist Term Training by Field Coordinator                               | 10/10/2014       |
| 32 | Maître Sangh              | Personality Development  | 10/11/2014       |
| 33 | NSS Unit                  | Election Campaign Rally  | 13/10/2014       |
| 34 | Department of BMS         | Visit to SBI AND RBI   | 21/10/2014       |
| 35 | NSS Unit                  | Seminar on Women Harassment  | 20/10/2014       |
| 36 | NSS Unit                  | Survey of Dengue & Malaria awareness                                 | 22 to 25/10/2014 |
| 37 | NSS Unit                  | Rashtriya Ekta Daud on Sardar Vallabhbhai Patel Jayanti              | 31/10/2014       |
| 38 | Placement Cell            | Seminar on Career in Commerce  | 12/11/2014       |
| 39 | Cultural Committee        | Antakshari Competition   | 13/11/2014       |
| 40 | Students Council          | Tie & Saree Day  | 13/11/2014       |
| 41 | Students Council          | Black and White Day  | 14/11/2014       |

|    |                         |   |                  |
|----|-------------------------|---|------------------|
| 42 | Students Council        | Traditional Day                                   | 15/11/2014       |
| 43 | NSS Unit                | HIV / AIDS seminar organised by MDAC              | 17/11/14         |
| 44 | NSS Unit                | Street play at wadala audition                    | 26/11/14         |
| 45 | NSS Unit                | Meeting in K.C. College on New Voter Opinion      | 04/12/2014       |
| 46 | NSS Unit                | Election Campaign poster making                   | 10/12/2014       |
| 47 | Department Self Finance | Phoenix Management Fest                           | 12-13/12/2014    |
| 48 | Literary Association    | Elocution Competition                             | 13/12/2014       |
| 49 | NSS Unit                | Guest Lecture on Hepatitis 'B'                    | 16/12/14         |
| 50 | Literary Association    | Debate Competition                                | 16/12/2014       |
| 51 | Sports Committee        | Annual Sports                                     | 22 to 24/12/2015 |
| 52 | NSS Unit                | Seminar in Mumbai University on Course Management | 06/01/2014       |
| 53 | NSS Unit                | Street play performed at Mumbai University campus | 12/01/2015       |
| 54 | Commerce Department     | International Conference on 'BFSI'                | 20/01/2015       |
| 55 | LLE                     | Skit and Poster Competition at UDAN Festival      | 22/01/2015       |
| 56 | Cultural Committee      | Annual Day  | 24/01/2015       |
| 57 | NSS Unit                | Celebration of Republic Day at College            | 26/01/2015       |
| 58 | NSS Unit                | Session on Yoga                                   | 28/01/2015       |
| 59 | W.D.C.                  | Guest Lecture on Laws related to Women            | 31/01/2015       |
| 60 | Placement Cell          | Seminar on Financial Literacy                     | 02/02/2015       |
| 61 | NSS Unit                | Bhajan Sandhaya at Gateway of India               | 10/02/2014       |
| 62 | LLE                     | IInd Term Training by Field Coordinator           | 12/02/2015       |

|    |                    |   |                             |
|----|--------------------|---|-----------------------------|
| 63 | PTA                | IInd Term Parent Teacher Meeting                              | 16/02/2015                  |
| 64 | Nature Club        | Slide Show Presentation on Animals                            | 13/02/2015                  |
| 65 | Nature Club        | Mahashivaratri Patrolling at National Park                    | 17/02/2015                  |
| 66 | NSS Unit           | Poster making for blood donation.                             | 19/02/2014<br>to 21/02/2014 |
| 67 | Alumni Association | Alumni Association Meeting                                    | 20/02/2015                  |
| 68 | NSS Unit           | Seminar on Thalesamia awareness                               | 21/02/2015                  |
| 69 | NSS Unit           | Blood donation camp   | 23/02/2015                  |
| 70 | NSS Unit           | Blue Ribbon Movement Seminar                                  | 08/03/2015                  |
| 71 | NSS Unit           | Participate in NSS street play competition at Sathaye college | 12/03/2015                  |