



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	HIND SEVA PARISHAD'S PUBLIC NIGHT DEGREE COLLEGE
Name of the head of the Institution	Dr. Seema Malankar
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02226672360
Mobile no.	9029748896
Registered Email	pndc1998@gmail.com
Alternate Email	bibisoda@gmail.com
Address	Aaram Society Road Vakola Santacruz East
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400055

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Soda Bibi A Farrooqui
Phone no/Alternate Phone no.	02226672360
Mobile no.	8082006311
Registered Email	pndc1998@gmail.com
Alternate Email	bibisoda@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.publicinstitutes.org/aqar/AQAR2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.publicinstitutes.org/aqar/AQAR2018-19.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.43	2008	16-Sep-2008	15-Sep-2013

6. Date of Establishment of IQAC	05-Dec-2007
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Seminar on Importance of	26-Mar-2019	120

Life Skills	1	
Workshop on Skill Development	04-Feb-2019 1	80
Workshop on Research Methodology	10-Aug-2018 1	105
Training Programme Campus to Corporate	28-Jul-2018 1	150
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

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

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1 Training Programme 'Campus to Corporate' 2 Workshop on Research Methodology 3 Workshop on Skill Development 4 Importance of Life Skills

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

Plan of Action	Achievements/Outcomes
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To Complete CAS process of the staff.	CAS Process of the eligible candidates is in process.
To Motivate teachers and students to undertake major and minor research.	College Librarian completed the minor research.
To focus on development of Hard Skills and Soft Skills of the students.	Organised seminar on Life Skill Development of students.
To train students for job market	Organised a session on campus to corporate followed by weekly Training Sessions. Total students benefited from the training sessions.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
CDC	14-Aug-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
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Date of Visit	08-Sep-2008
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
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Date of Submission	17-Dec-2019
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17. Does the Institution have Management Information System ?	No
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Our college is affiliated to University of Mumbai, hence it does not have freedom to frame, revise or update the prescribed syllabus. However, teachers use project and assignment as mode to improve and enhance teaching and learning process . 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. Lectures are planned in the begining of the academic year. Lesson plans are prepared in advance on the basis of university norms. All activites such as regualr lectures, guest lectures, expert lectures, remedial coaching, revision

lectures, internal test, Regular Examinations are also incorporated in the lesson plan

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Campus to Corporate	Nil	28/07/2018	4	Employability	Soft Skill and Hard Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	50	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Life Skills	26/03/2019	60
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

As our college staff strength is very small and there is very close interaction between staff and principal. The feed back of the students are discussed with the teacher by the Principal in a positive manner .Teachers are encouraged to improve

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce, Accountancy and Economics	720	540	500
BMS	Management, Marketing and Finance	60	60	46
MCom	MCom Accountancy and Management	120	120	53

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	539	53	18	3	18

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
18	18	2	2	2	2

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

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

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

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.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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493

18

1:27

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	18	Nil	3	1

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BMS	2M00154	Semester IV 2019	03/05/2019	06/06/2019
BMS	2M00152	Semester II 2019	03/05/2019	06/06/2019
BCom	2C00144	Semester IV 2019	03/05/2019	31/05/2019
BCom	2C00142	Semester II 2019	13/05/2019	31/05/2019
BMS	2C00153	Semester III 2018	20/11/2018	25/01/2019
BMS	2M00151	Semester I 2018	20/11/2019	25/01/2019
BCom	2C00143	Semester III 2018	20/11/2018	22/01/2019
BCom	2C00141	Semester I 2018	08/02/2019	08/02/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

We take the cognizance to prepare Academic Calendar. In the beginning of academic year we prepare academic calendar so as to enable the teacher to maintain and continue the teaching learning process along with other development of the students. To keep the students academic updated records, teachers take tutorials, class test, assignments, projects, open book exams throughout the academic year. 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 their identity of the students and facilitate fair and impartial evaluation

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

In the beginning of the academic year only college prepared the Academic Calendar in order to ensure the smooth conduct of all the planned activities. As a part of Academic Calendar Examination Committee prepared detailed Examination Schedule which includes date-wise schedule of various activities of examination committee such as Syllabus Completion, Revision Lectures, Remedial Coaching, Guest Lectures, Expert Lectures, Internal Examination, Computer Practical Examination. It included the complete schedule of Common Assessment Program (CAP), Moderation Process, Result Declaration, etc. Examination Schedule clearly mentioned the date of all activities right from issuance of examination forms till the distribution of Grade Cards. Care is taken to ensure that all activities are completed as per the Examination Schedule.

2.6 – Student Performance and Learning Outcomes

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

<http://www.publicinstitutes.org/AQAR/2018-19/Program Outcome>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2C00534	MCom	Accountancy	9	6	66.64
2C00532	MCom	Management	5	4	80.00
2M00156	BMS	Marketing	17	14	82.35
2C00146	BCom	Regular	96	47	48.96
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2.7 – Student Satisfaction Survey

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

[Yet to do](#)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	University of Mumbai	0.25	0.25
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3.2 – Innovation Ecosystem

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

practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Yet to Do		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Yet to Do	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Yet to Do	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	1	7.36
International	Commerce	1	5.5
National	Economics	1	7.36
National	Accountancy	1	7.36
International	Library	1	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Self Financed Section	2
Commerce	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	5	Nil	Nil
Presented papers	Nil	8	Nil	Nil
Resource persons	Nil	1	Nil	1
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Session on Saving Mangroves by NSS and Nature Club	United Way, an NGO	4	60
Voter Awareness Rally by NSS	Collector Office, Mumbai Suburban	2	50
Juhu Beach Cleaning	United Way, an NGO	2	70
Crowd Management during Ganesh Procession, by NSS	Mumbai Police	2	100
Mahim Beach Cleaning by Nature Club and NSS	United Way, an NGO	2	50
Seminar on 'How to Become a Smart Investors (Stock Market)' by Deptt. Of Commerce	Bombay Stock Exchange	4	100
Seminar on Consumer Guidance by Maitri Sangh	Consumer Guidance Society of India	4	100
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Yet to Do	Nil	Nil	Nil
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Yet to Do	Nil	Nil	Nil
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Yet to Do	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Yet to Do	Nil	Nil	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2.52	0.76

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Campus Area	Existing

Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Video Centre	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
EGranthalaya	Partially	3.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6798	625052	586	84682	7384	709734
Reference Books	2896	781180	112	31640	3008	812820
e-Books	3135000	5900	Nil	Nil	3135000	5900
Journals	5	8670	6	5600	11	14270
e-Journals	6000	5900	Nil	Nil	6000	5900
CD & Video	195	8192	Nil	Nil	195	8192
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
yet to do	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	47	1	47	47	37	4	6	2	0
Added	1	0	0	0	0	1	0	0	0

Total	48	1	47	47	37	5	6	2	0
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
yet to do	Nil

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.65	1.34	1.1	1.44

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

It is policy of the college to upgrade infrastructure requirement from time to time. The college has constituted various committees to look after the required infrastructure academically and for its beatification. Computer Laboratory: College has well equipped AC computer lab with overhead projector and sound system. There are around 50 computers in computer lab. Entire computer lab has internet and WIFI facilities. College employed IT lab assistant who look after the servicing and maintenance of computer equipment of computer laboratory, office, staff room and library. During college hours computer lab is accessible to the student for preparing power point presentation and notes. Classroom and Building Maintenance: There are total 12 classrooms with proper lighting and ventilation facilities. In addition to above there are 1 separate Air conditional Audio- Visual classrooms know as Digital classroom. A part from this college having Principal Chamber, Waiting room, AC Conference hall, Office room, Staff room, Girls common room, IQAC room, Gymnasium, Canteen etc. We have Auditorium with the capacity of around 400 students for cultural and academic celebrations. Maintenance, cleaning and sanitation of the premises including classroom, office, toilet etc. is done by peon under the supervision of Head clerk. The electricians and carpenters are hired as and when required for maintains of electrical devices and furniture. College has two lifts with capacity of six person each Library: The library has collection of various books, Journals/Periodicals, Digital materials like CDs/DVDs and newspapers. The seating capacity of library is 50 students with separate section for reading room. The college librarian arrange orientation and awareness programme every year for the students. At the end of the academic year librarian check the stock of books available and at the same time removing the outdated books with the help of library committee for systematic arrangement of new books. For automation of library related work librarian is using E-Granthalaya software. All books in the library are marked with bar code sticker for easy maintaining record of books. Library has two separate computers for students with internet connection to make their notes and research activities. Every year library provide "Book Bank" facilities to reserved category students. Library has taken institutional membership from N-List for accessing national and international journal /Periodicals for teaching staff members for their academic and research purpose. Sports:College provide both indoor and outdoor sport facilities to the students. College has

playground for sports activities such as Cricket, Volley ball, Badminton, Kabaddi etc. College has well equipped Gym for students as well as faculty members. The Gym is also equipped with indoor games such as carrom, table tennis, chess etc. Various equipments required for sports activities are procured by following proper procedure. College organized Annual Sports every year to inculcate fitness and identify talent that represent College in various inter collegiate competition. Others ? College is well equipped with CCTV cameras for social well-being and security purpose. ? The maintenance of water purifier, water cooler and fire extinguisher is done regularly.

<http://www.publicinstitutes.org>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	00	0	0
Financial Support from Other Sources			
a) National	Government and Non Government Scholarship	31	71880
b) International	0	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Workshop on developing marketing skill by HP	18/09/2018	150	Department of Self Finance
Seminar on How to become smart Investor	14/08/2018	100	Department of commerce
International Yoga Day	21/06/2018	102	Sahaj Yog
Tanning Programme Campus to corporate	28/07/2018	120	IQAC
Seminar on English speaking	05/08/2018	30	Department of Business Communication.
Workshop on developing marketing skill by HP	18/09/2018	150	Department of Self Finance
Work shop on skilled development	04/02/2019	100	IQAC
Skill Enhancement	01/04/2019	40	Department of

Course on Tally

Self Finance

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	yet to do	Nil	Nil	Nil	Nil
No file uploaded.					

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
LIC	100	Nil	Antarang Foundation	5	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	7	BCOM	BCOM	Public Night Degree College	Mcom
2018	2	BMS	BMS	Public Night Degree College	Mcom
View File					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
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Indoor and Outdoor Sports	Institutional	300
Cultural Activities	Institutional	150
View File		

5.3 – Student Participation and Activities

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

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

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

For the academic year 2018-19 student's Council is constituted as per the norms of University of Mumbai. Throughout the year students were actively involved in academic as well as administrative planning of the college by following their duties and responsibilities in various committees. Every year the class representative is selected from every class based on their academic as well as non-academic performance. He/She is responsible for coordinating day to day activities of the class. They worked as a communication linked between the faculty and the students. Their basis responsibilities is to engage maximum students for various activities and events. By giving them opportunities to work as Class Representatives the college is trying to inculcate various skills such as leadership, time management , administration, etc. which would be very much helpful for overall growth of the student. Throughout the year student's involvement in various committee as follows: Sports Committee - Every year college organize "Annual Sport Day" for the student to showcase their sports' talents. Students help the sport in charge in organizing various indoor and outdoor team events and individual events such as Carrom, Chess, Volleyball, Kabaddi, Cricket, Tracks Events etc. Cultural Committee - One Cultural Secretary is appointed to look after various cultural activities conducted throughout the year such as Guru Pournima, Fresher's Party, Rakhi Making Competition, Rangoli Competition, Teacher's Day, Annual Day celebration, Farewell etc. Students from various classes help faculty in charge to conduct various cultural events successfully. Magazine Committee- Every year college published magazine "Darpan", in which students contribute by writing articles, poems etc. showcasing their hidden talent. Social Committee- Students play very important role in various social activities organized by NSS Cell and DLLE. NSS Cell organize various activates such as Nasha Mukti Rally, Anti - Superstitious workshop, NSS Residential Camp, Voter Awareness campaign, HIV/AIDS Awareness, Blood Donation camp, Health Check up camp, Tree plantation, Road Safety etc. This will help the students to familiar with various social issues in the society. Anti- ragging committee - Students from various class plays very important role in bringing ragging cases to the notice of faculty members. This contribution of student help to maintain peace and harmony in college premises. Students plays a pivotal role in organizing various conferences, workshop and seminar throughout the year. Students friendly environment in the campus help us to get genuine feedback about the betterment of the college as well as some creative ideas.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

200

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization - 1) College has formed various committees such as Admission Committee, Attendance Committee, Sports Committee, Library Committee, etc. for the smooth administration of college work. 2) All committee heads are given freedom to take decision in consultation with committee members for the smooth function of the committee. 3) Examination Committee Chairman has given full authority to take decision in consultation with the Examination Committee members and implement the decisions for the smooth conduct of all examination and maintain the credibility of examination. 4) All committee heads are also allowed to decide the requirement of their committee like stationery, computer, printer, etc. and submit the requisition to the Principal. Participative Management - 1) Our institution follows the practices of involving staff, students and other stakeholders in various activities for the development of the institution. 2) Its really fortunate for all of us the office of college Management is located int he same building of college which benefits in various aspects. 3) Institution regularly welcome the suggestions from all its stakeholders on various grounds. 4) Students Council is formed in the college to deal with the problems of students and also to forward the suggestions of the students to College Management. 5) Parents- Teacher Meetings are also regularly conducted to welcome the suggestions from parents for the quality improvement. 6) Alumni Meetings are also regularly conducted to involve them in the quality enhancement process of the institution.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	College has sound number of learning resources (in the form of Text Books, Reference Books, Journals, Magazines, CDs, E-Books, etc. available in the college library. . College has well equipped gymkhana with all facility. College has big Computer Lab with Audio Visual Aid (DLP Projector, Screen). College has big playground to conduct various outdoor sports.

<p>Research and Development</p>	<p>College Management and Principal regularly motivate teachers to undertake research work i.e. minor and major. Students undertook the research work under Extension Work activities by conducting survey, etc. in extension work.</p>
<p>Teaching and Learning</p>	<p>Since most of the students are from working class who directly come from their workplace to attend the lectures all teachers tries to make the teaching - learning process more interactive and interesting. Teachers use various methods/ techniques of teaching such as group discussion, question and answers, debate, skit, etc. to make the process more effective and make the students more attentive. In addition to classroom teaching, students are also given exposure to practical learning by organizing study tour, industrial visit, etc.</p>
<p>Curriculum Development</p>	<p>The institution is affiliated to University of Mumbai, syllabus framed by the University is followed by the Institution. However, the institution regularly take efforts to make the curriculum more student friendly and interesting by adopting various methods and techniques of teaching. In addition to this institution conducts various seminar, workshop for the skill development of the students such as English Speaking, Personality Development, etc.</p>
<p>Examination and Evaluation</p>	<p>Examination and Evaluation Program for the entire year is prepared and informed to all the concerned staff well in advance. College follows the guidelines of University of Mumbai for the Examination and Evaluation. Examination Time Tables are prepared and displayed to students in advance. Examinations are conducted as per the norms of University with taking care of Unfair Means with the help of Unfair Means Committee. Moderation is carried out as per the norms of University. Results are displayed within the time frame stipulated by University of Mumbai and Marksheets distributed to the students accordingly.</p>
<p>Human Resource Management</p>	<p>Various Staff Welfare activities are conducted by the College Management. Teaching and non - Teaching staff are provided with various facilities in the</p>

	<p>college. Staff is regularly sent for attending seminar, conference, workshop, etc. for their development.</p> <p>Healthy atmosphere is always been created for the benefit of staff. Staff are regularly sent for medical check up in order to maintain them in good health.</p>
Industry Interaction / Collaboration	<p>Representatives, experts from corporate sector are invited regularly to interact with the students. Regular sessions, workshops, training sessions are also conducted in the college by inviting industry experts to help the students for their development.</p> <p>Placement drives were also organised in the college, interview sessions were also conducted to train the students about the expectations of the industry.</p>
Admission of Students	<p>College is affiliated to University of Mumbai. It follows the admission procedure and schedule as prescribed by University. College follows the reservation criteria as the norm of Government in admission quota.</p>

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

E-governance area	Details
Planning and Development	<p>College plans all the upcoming events and intimate students well in advance through emails. Attendance records of students are also maintained electronically and monthly Attendance Defaulter List is generated. College has a Biometric system where teaching and non - teaching staff have to punch in and out while entering and leaving the Campus.</p>
Administration	<p>Administration work is partially computerized. Students data and general information is also maintained computerised. Student's data entry is connected with MKCL database which is done through University Portal.</p>
Finance and Accounts	<p>College uses the Tally Software for maintaining the books of accounts.</p>
Student Admission and Support	<p>College follows the Online admission process stipulated by University of Mumbai and accordingly students are trained for completing the online admission process.</p>
Examination	<p>College has separate Examination Committee to manage the examination work. The committee uses ICT tools in managing the committee work.</p>

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Program on Intellectual Property Rights Extension Education organized by B.L. Amlani College in association with Department of Life Long Learning and Extension, University of Mumbai	2	29/03/2019	29/03/2019	01
Faculty Development Program organised by IQAC of University of Mumbai and DTSS College Malad	2	16/07/2018	22/07/2019	07
Orientation	1	24/07/2018	24/07/2018	01

Program organised by NSS Cell University of Mumbai.				
Refresher Course organised by UGC HRDC at University of Mumbai01	1	12/10/2018	28/10/2018	17
Faculty Development Program on Insurance Sector" organized by M. L. Dahanukar College of Commerce	1	08/12/2018	17/12/2018	10
Refresher Course in Library and Information Science at UGC Human Resource Development Centre, University of Mumbai	1	04/01/2019	24/01/2019	01
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	5	6	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Financial Assistance in case of medical emergency.	Financial Assistance in case of medical emergency.	Instalment facility of the payment of fees. Book Bank Facility. Scholarship and Freeship Facility.

6.4 – Financial Management and Resource Mobilization

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

College follows the practice of internal and external financial audits every year. College maintain all books of accounts and update it regularly. Books of accounts are regularly check by the internal auditor. after internal audit books of accounts are also audited by the external auditor too for ensuring true and fair view of financial statements.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the

year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	principal
Administrative	No	Nil	Yes	principal

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

<p>Parents - Teachers meetings are conducted twice in each term to inform the parents about their wards attendance status. Parents are also informed the academic development of their wards. During the meeting parents are also encouraged to give overall feedback on the basis of their experience with the institution. They are also requested to guide for the quality development of the institution. We take regulars updates of the students from their parents.</p>
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6.5.3 – Development programmes for support staff (at least three)

<p>Office support staff have attended various workshop, seminar, training session, etc. for ex. 1) Workshop on 7th Pay Commission Fixation and skill development. 2) Mahadbt Scholarship Training Program organised by Joint Director of Higher Education. 3) Staff also attended workshop, seminars, etc. related to their administrative work.</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1) Motivating teachers for pursuing major and minor research work. 2) Application for various government bodies for funding. 3) Technology upgradation done for Examination Work.</p>
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop on Research Methodlogy	10/08/2018	10/08/2018	10/08/2018	70
2018	Training Session on to Campus to	28/07/2018	28/07/2018	04/08/2018	50

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

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Participation in Anti- Dowry Rally	29/10/2018	29/10/2018	22	40
Session on Girls Hygiene by Proctor and Gamble	04/12/2018	04/12/2018	25	Nil
Workshop on Self Defence	21/12/2018	21/12/2018	25	Nil
Guest Lecture on Health and Hygiene	22/01/2019	22/01/2019	25	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Yet to do

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	1
Physical facilities	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	15/08/2018	1	Area Cleaning Drive	Creating awareness about cleanliness	25
2018	1	1	10/09/2018	1	Distribution of Cloth Bags	Creating awareness about ill	36

						effects of plastic	
2018	1	1	11/09/2018	1	Rally on Save Environment	Creating awareness about Environment Conservation	43
2019	1	1	17/01/2019	1	Health Check Up Camp	Creating awareness about health issues	54
2019	1	1	23/01/2019	1	Blood Donation Camp	Creating awareness about social issues	43
2019	1	1	28/02/2019	1	Paper Bag Distribution	To create awareness about degrading environment	65

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

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2018	21/06/2018	134
Workshop on E-Waste Management	19/10/2018	19/10/2018	56
Participation in Peace Marathon	03/02/2019	03/02/2019	23
Participation in Workshop in Chetna College on Society and Law	22/02/2019	23/02/2019	20
Celebration of 150 years of Chicago speech of Swami Vivekananda	25/02/2019	25/02/2019	156

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

NSS Unit of college regularly conduct Tree plantation drive NSS Unit continued with preparation of paper bag and cloth bag and distributed the same in the locality Awareness session was conducted to reuse the plastic in the classrooms Maximum of the college communication is done through mail to save paper and make the institution as a paper less office. Students take the help of social media as informative technique such as Wats App and Mail to circulate notes among the students.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

NSS Unit of college regularly conduct Tree Plantation Drive NSS Unit continued with preparation of paper bags and cloth bags and distributed the same in the locality to motivate the people for reducing the use of plastic. Awareness session was conducted to reuse the plastic in the classrooms. Students are motivated to minimize the use of paper so as to reduce the tree cutting. Study materials were distributed among the students through whatsapp and email in soft copy format to reduce the use of paper. Economically weaker students are allowed instalment facility in payment of college fees. Book bank facility is available for the students of reserved category. Lift facility is available for all the students. Most our students are from weaker section of the society and work to support their family. Our college follow mentoring method to help those students to complete their graduation as many of them often leave their studies in mid term due to work and family pressure. Our staff continued with practice of donating staff specimen books to library which can be issued to needy students even teacher lend their books to students who cannot afford to buy. Apart from that we also provide Personal Contact Program (PCP) for the students with the help of Institute of Distance and Open Learning as a part of University of Mumbai for graduation and post graduation. WIFI facilities are provided in entire premise in order to take academic benefit for students and staff. Students prepare their assignments and projects with the help of internet facilities but under the guidance and observation of staff. Remedial coaching classes are also provided by teachers to needy and weak students who fail to attend minimum criteria of academic progress. The faculty makes use of OHP's, LCD Projectors, films, etc. to make the learning process more interesting, vibrant and meaningful.

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

7.3 – Institutional Distinctiveness

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

The vision of our institution is to cater the educational need of students from weaker section of society. Keeping this in mind college always help the students who can not complete their studies due to social, economical issues. College work in two shifts in day and evening so that the students who could not join the regular college in day time due to their work timing can attend lecture in night shift. College allow students to pay their college fees in instalments. College give books bank facility to the students from reserved category. College staff always keep on mentoring the students to solve their educational problems.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

To complete NAAC Re-accreditation of the college. To complete Academic Audit of the college. To organise certificate courses for students on skill development. To procure funds from government bodies for the development of the college. To organise Placement Training Program for students. To Organise workshops/ Training Program for students and staff on Research Methodology.