



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	HIND SEVA PARISHAD'S PUBLIC NIGHT DEGREE COLLEGE
Name of the head of the Institution	Dr. Seema S. 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

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

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.publicinstitutes.org/AQAR/aqar2019-20.pdf">http://www.publicinstitutes.org/AQAR/aqar2019-20.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.publicinstitutes.org/AQAR/aqar2019-20.pdf">http://www.publicinstitutes.org/AQAR/aqar2019-20.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>2.43</b>	<b>2008</b>	<b>16-Sep-2008</b>	<b>15-Sep-2013</b>

<b>6. Date of Establishment of IQAC</b>	<b>05-Dec-2007</b>
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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
<b>Seminar on Lead me Right</b>	<b>03-Dec-2019</b>	<b>65</b>

Way	1	
Seminar on Development of Employability Skill	07-Dec-2019 1	50
Seminar on Skill Development	13-Dec-2019 1	75
Seminar on Personality Development	07-Feb-2020 1	50
<a href="#">View File</a>		

**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 Seminar on 'Lead me Right Way' 2 Skill Development 3 Seminar on Development of Employability Skill 4 Seminar on Personality Development

[View File](#)

**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 NAAC Reaccreditation of the college.	Ground work for the Reaccreditation process is under way.
To complete Academic Audit of the college.	College is planning to go for Academic Audit.
To organise certificate courses for students on skill development.	College has organised a certificate course for the skill development with the help of corporate trainer.
To procure funds from government bodies for the development of the college.	College is in the process to apply for grant under 2 F
To organise Placement Training Program for students.	Placement Committee organised several placement drive and training sessions to train the students.
To Organise workshops/ Training Program for students and staff on Research Methodology.	Teaching staff members have presented and published research papers and students done survey under the extension work to do the research.
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">CDC</td> <td style="text-align: center;">05-Jul-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	CDC	05-Jul-2021
Name of Statutory Body	Meeting Date				
CDC	05-Jul-2021				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes				
Date of Visit	14-Aug-2008				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2019				
Date of Submission	17-Dec-2019				
<b>17. Does the Institution have Management Information System ?</b>	No				

### 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

In the beginning of every academic year academic calendar of college is prepared and accordingly all committee heads also prepare academic calendar of

their respective committee on the basis of college academic calendar. All the activities are well planned in the beginning of the year so that responsibilities can be fixed and all activities can be carried out smoothly. In the beginning of the academic year sessions are organised for the newly admitted students to orient them about the mechanism for curriculum delivery and implementation. Respective subjects teachers inform the syllabus of their subjects to the students and also explain then about the complete plan of curriculum delivery, different activities to be carried out, methods of curriculum delivery, etc. During the curriculum delivery teachers adopts various methods including traditional methods like black board teaching with chalk and duster as well as modern methods like PowerPoint Presentation, Videos, Drama, Quiz, Story Telling, etc. Teachers tries to make the teaching - learning process more interesting and at the same time more effective because most of our students work in day time and attend the lecture in evening in the college. Students are informed about the pattern of examination, evaluation and marking pattern, tentative schedule of examination, etc. in advance. All the concerned staff is also informed to get all the initiatives documented for future reference.

#### 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
Nil	Nil	Nil	Nil	Nil	Nil

### 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	Nil	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
Interpersonal Skill Grooming	31/07/2019	95
How to Leverage the Art of Networking	13/08/2019	106
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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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

College collects feedback from all the stakeholders in manual form. It circulates the printed forms and request them to get it filled and submit. After collecting feedback Principal Madam discuss the feedback with the concerned teachers. Principal madam guide the concerned teacher for improvement. Alumni are also requested to give feedback and the same is analysed and work upon for the development. College collects feedback from Parents and other stakeholders for the improvement in the quality of the institution and the head of the institution work upon the same.

## 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
BMS	Management	180	51	51
MCom	Management	120	16	16
MCom	Accountancy	120	38	38
BCom	Accountancy Economics Commerce	720	394	394

[View File](#)

### 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
2019	445	54	9	3	12

### 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	15	4	3	Null	3
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

Student Mentoring System is effectively implemented in the college. Most of the students come from weaker section of the society in our college. Most of them work in day time and attend college lecture in the evening. Students face various problems i.e. economical, social, etc. Teachers talk on one on one basis with students who are having any problem on any ground. Teachers regularly help them to overcome from their problems and motivate them to concentrate on their studies. Students are given installment facility to pay their fees who face financial problems. Students are also provided with book bank facility. in this way maintain mentor and mentee system . College has taken special efforts to help students to not only complete their studies but also improve on job skills so that they will be able to reach at better position in their life as they all are already working due to their financial needs. In this way teacher always take initiative and tries their level best to inculcate social values and overall development of the students and make them perfect to stand in the new era of education.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
499	12	1 : 42

## 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
12	12	Null	Null	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
Null	Yet to Do	Null	Null
No file uploaded.			

## 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	Null	12/11/2020
BMS	2M00152	Semester II 2019	Null	12/11/2020
BCom	2C00144	Semester IV 2019	Null	19/10/2020

BCom	2C00142	Semester II 2020	Nil	19/10/2020
BMS	2M00153	Semester III 2019	12/10/2019	08/11/2019
BMS	2M00151	Semester I 2019	12/10/2019	08/11/2019
BCom	2C00143	Semester III 2019	12/10/2019	24/10/2019
BCom	2C00141	Semester I 2019	12/10/2019	08/11/2019
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Academic calendar is maintained as per university norms. It included continuous internal evaluation. Students are prepared to make assignments projects . Students are also motivated to attend workshop, webinar, etc. .Apart from that our extension units like NSS and D.L.L.L.E. send students for socially useful and relevant activities to involve them in society and make them better human being. Projects and assignments as well as internal surprise test are conducted to evaluate students on continuous bases. Remedial coaching are conducted to monitor and evaluate students. Regular classes are been conducted subject wise along with these students were motivated and prepared for group discussion ,elocution and debate etc.

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

In the beginning of every academic year, academic calendar of college is prepared and accordingly all committee heads prepare academic calendar of their respective committee on the basis of college academic calendar. All the activities are well planned in the beginning of the year so that responsibilities can be fixed and all activities can be carried out smoothly. In the beginning of the academic year sessions are organized for the newly admitted students to orient them about the mechanism for curriculum delivery and implementation. Respective subjects teachers inform the syllabus of their subjects to the students and also explain then about the complete plan of curriculum delivery, different activities to be carried out, methods of curriculum delivery, etc. During the curriculum delivery teachers adopt various methods including traditional methods like black board teaching with chalk and duster as well as modern methods like PowerPoint Presentation, Videos, Drama, Quiz, Story Telling, etc. Teachers tries to make the teaching - learning process more interesting and at the same time more effective because most of our students work in day time and attend the lecture in evening in the college. Students are informed about the pattern of examination, evaluation and marking pattern, tentative schedule of examination, etc. in advance. All the concerned staff is also informed to get all the initiatives documented for future reference.

**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)

[https://publicinstitutes.org/2019-20/Program\\_Outcome](https://publicinstitutes.org/2019-20/Program_Outcome)

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage
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Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
2C00534	MCom	Accountancy	25	25	100.00
2C00534	MCom	Management	10	10	100.00
2M00156	BMS	Marketing	15	15	100.00
2C00146	BCom	Regular	108	107	99.07
No file uploaded.					

## 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)

[The college does Students Satisfaction Survey \(SSS\) manually. The staff prepare questionnaire taking into consideration academic evaluation of the students. To maintain institutional status, management, teaching and non-teaching staff strive hard. Thus it becomes easy for the students to fill up the questionnaire as maintained by the staff.](#)

## 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
Nil	Nil	Nil	Nil	0
No file uploaded.				

### 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

0

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

Name of the Department	Number of PhD's Awarded
Yet to Do	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)
No Data Entered/Not Applicable !!!			
No file uploaded.			

## 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
No Data Entered/Not Applicable !!!	
No file uploaded.	

## 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
No Data Entered/Not Applicable !!!						
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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
No file uploaded.				

## 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
International Yoga Day	Sahajayoga Foundation by Brahmakumaris	6	60
Aadhar Card Camp	Post Office	2	40

	Santacruz East		
Seminar on IT By Kirti Computers	Kirti Computers	2	50
Nirmalya Collection and Beach Cleaning Drive	United Way, an NGO	3	45
Traffice Management during Ganesh Procession	Mumbai Traffice Police	3	60
Seminar on Career Guidance Courses	Garware Institutes	2	40
Seminar on Anti-Superstitious	Andha Shraddha Nirmulan Samite	2	60
Mahim Beach Cleaning	United Way, an NGO	2	50
<a href="#">View File</a>			

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
<b>No Data Entered/Not Applicable !!!</b>			
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
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 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	Nill	Nill	Nill
No file uploaded.			

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	Nill	Nill	Nill	Nill	Nill
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
No file uploaded.			

## 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
2.77	0.92

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Video Centre	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
<a href="#">View File</a>	

### 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
E granthalaya	Partially	3.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7384	709739	388	62145	7772	771884
Reference Books	3008	812820	Nil	Nil	3008	812820
e-Books	3131500	5900	Nil	Nil	3131500	5900
Journals	11	14270	Nil	Nil	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	Null	Null	Null
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	48	1	47	47	37	5	6	2	0
Added	1	0	0	0	0	1	0	0	0
Total	49	1	47	47	37	6	6	2	0

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	Null

#### 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
1.82	1.14	1.21	0.84

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)

As per the requirement received from staff member, college is upgrading its infrastructure facilities to provide better and smooth work environment. College committees which are form for this purpose taking required action from time to time. Computer Laboratory: ? College has computer laboratory with seating capacity of 50 students ? College PC's are upgraded with latest configuration from time to time. ? All teaching and non teaching staffs are well versed with compute and its peripheral devices ? College computer lab provides facility of overhead projector and presentation screen with surround sound system. ? Maintenance of laboratory is done by in-house IT lab assistant. Classroom and Building Maintenance: ? Total numbers of classroom are 12 and 2 AV rooms for presentation and digital learning. ? College having separate room for departmental activity such as NSS, LLE, NCC etc. ? College having cultural hall for celebrations of various events and activities. ? Cleaning and

maintenance of college premises is done by college peons on regular basis. ? Keeping in mind safety of students, college is following proper protocol regarding fire safety. ? College having washroom facility at every floor for boys and girls. ? College having two lifts and the same are available to all the students for use. Library: ? Library has seating capacity of 50 students. ? Library is well equipped with latest books , generals, and updated digital materials like CDs/DVDs etc. ? Text books and reference are well organized using cupboard and stacks for easy recognition. ? Library is partially automated by using E Granthalaya software. ? Library orientation is conducted at the beginning of academic year for First year students. ? Library has organized Intercollegiate "Quiz Competition on General knowledge", for inculcating reading habits among students and improve their general knowledge. ? Internet enabled computers are available in the library for research activity of staff and students. ? Book Bank facility is provided every year by library committee to reserve category students. ? Library every year renew subscription of N-List where National and International e books are available for academic and research purpose. Sports: ? College is surrounded by huge play ground which is available to the students for outdoor sports such as Cricket, Volley ball etc. ? College also has Gymkhana facilities for fitness and indoor games. ? Every year college purchased various equipments related to sports as per the requirement and following proper procedure. ? A peon is engage by the college to look after the playground and gymkhana. ? Annual sports day is organized every year to identify the hidden talents of students. 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	13	16558
b) International	0	Nil	0
<a href="#">View File</a>			

#### 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 implemetation	Number of students enrolled	Agencies involved
International Yoga Day	21/06/2019	100	NSS Cell
Interpersonal Skill Effective Grooming	31/07/2019	80	Placement Cell
Seminar on 'How to Leverage the art	13/08/2019	80	Placement Cell

of Networking'			
Seminar on Career Guidance	16/07/2019	100	Placement Cell
Sahajyoga Meditation	26/07/2019	85	NSS Cell
Workshop on Market Aligned SIGIL Program	14/08/2019	75	Placement Cell
Session on 'Groom Your Feature'	10/09/2019	85	Placement Cell
Seminar on Courses by Garware Institute	25/12/2019	90	Placement Cell
Seminar on Career Guidance	12/10/2019	100	Placement Cell
Seminar on Self Defence	23/11/2019	50	Women Development Cell
<a href="#">View File</a>			

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
00	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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

2019	17	BCOM	BCOM	Public Night Degree College	MCOM
<a href="#">View File</a>					

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
<b>No Data Entered/Not Applicable !!!</b>	
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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
Indoor and outdoor sports	Institutional	300
Cultural Activities	institutional	150
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### 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
<b>No Data Entered/Not Applicable !!!</b>						
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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 2019-20 student's Council is constituted as per the norms of University of Mumbai. Student's involvement in various committees is as follows. Sports Committee: College having various teams for Volleyball, Kabaddi, and cricket to participate in various intercollegiate events. These student's help in organizing various indoor and outdoor events during college Annual Sports Day. Cultural Committee College cultural committee organized various activities for students to showcase their knowledge and talents. Activates such as Drama, Dance, Elocution completion helps the students to overcome their stage fear and improve their public speaking. Every year cultural secretary is appointed who looks after various events such as Guru Pournima, Fresher's Party, Rakhi Making Competition, Rangoli Competition, Teacher's Day, Annual Day celebration, Farewell etc Magazine Committee- "Darpan" yearly magazine of the college showcase students creativity in the form of poems, articles and other achievements etc. Social Committee- College has active NSS Cell and LLE which organized various social activities for the benefit of society. Activities such as Blood donation, Voter awareness campaign, tree plantation, road safety, beach cleaing etc organized every year which help the students to understand social stigma and improve their feeling towards the society. Anti- ragging committee - Class representative of every class help to maintain peace and harmony in the premises by reporting any incidence or ragging in any case to the concerned faculty. Students being backbone of the college helps in conducting various academic and cultural events.



## 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)

Coordinators, Conveners and Committee heads are appointed for the proper planning and execution of academic activities at the institution. • Being a small college number of teaching and non - teaching staff are less therefore all the teachers and non - teaching staff members are made the part of some or the other statutory or non-statutory committees in order to ensure uniform exposure of duties for academic and professional development of their very own fraternity. Statutory committees like 1. IQAC 2. College Development Committee (CDC) 3. Anti-Ragging Committee 4. Students Grievance Redressal Cell 5. College Development Cell 6. Women Development Cell and number of statutory committees like Academic Calendar Committee, Time Table Committee, Cultural Committee, etc. are formed to meet the expectations of the institution. • Students and Alumni are deputed as the members of governing bodies. The chairman and Hon. Secretary of college who represent student community adapt themselves favorably in Quality Policy Committees like IQAC, CDC, Anti Ragging, etc. • Students are also involved write from the planning till execution of the curricular, co-curricula and extra curricular activities. Students were given free hand to plan college activities and function in consultation with the concerned committee head. Various stakeholders are also involved in the quality improvement process of the institution. They are also welcome to give their suggestion.

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
Admission of Students	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.
Industry Interaction / Collaboration	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. Placement drives were also organised in the college, interview sessions were also conducted to train the students about the expectations of the industry.

Human Resource Management

Various Staff Welfare activities are conducted by the College Management. Teaching and non - Teaching staff are provided with various facilities in the college. Staff us regularly sent for attending seminar, conference, workshop, etc. the their development.

Examination and Evaluation

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.

Curriculum Development

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.

Teaching and Learning

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. In addition to classroom teaching, students are also given exposure to practical learning by organizing study tour, industrial visit, etc.
Research and Development	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.
Library, ICT and Physical Infrastructure / Instrumentation	College has sound number of learning resources ( in the form of Text Books, Reference Books, Journals, Magazines, CDs, 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.

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

E-governance area	Details
Planning and Development	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.
Administration	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.
Finance and Accounts	College uses the Tally Software for maintaining the books of accounts.
Student Admission and Support	College follows the Online admission process stipulated by University of Mumbai and accordingly students are trained for completing the online admission process.
Examination	College has separate Examination Committee to manage the examination work. The committee uses ICT tools in managing the committee work.

### 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
<b>No Data Entered/Not Applicable !!!</b>				
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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)
Nill	Yet to Do	Nill	Nill	Nill	Nill	Nill
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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
<b>No Data Entered/Not Applicable !!!</b>				
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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	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Yet to Do	Yet to Do	Group Insurance by Oriental Insurance Company

## 6.4 – Financial Management and Resource Mobilization

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

Institution conducts external audit every year as per the norms of Joint Director of Higher Education, Mumbai. As our staff members are efficient and qualified (Chartered Accountant) However, institution take help of staff members for doing regular check of books of accounts maintained by the office staff. Thus to maintain fair books of accounts at institutional level the management follows, the norms prescribed by Joint Director of Higher Education, Mumbai. Thus the assessment and evaluation go smoothly. It shows proper books of accounts are maintained. The College accounts office is separate from the administrative office. It handles the records of staff salaries and leaves.

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
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## 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	No	Nil
Administrative	No	Nil	No	Nil

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

<p>Regular Parents - Teachers Meeting are conducted in each term. Parents are regularly informed about the academic progress of their ward. Parents are made aware about the attendance status of their child. Parents are also requested to give their valuable suggestion in the quality improvement of the institution. Parents are also requested to express their expectations from the college. Parents extend their support Permission for field visits excursions arranged at department levels.</p>
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6.5.3 – Development programmes for support staff (at least three)

<p>1. Support staff is regularly sent for attending seminar/ conferences/ workshops for upgrading their knowledge/ to get themselves trained as per the changes in the system. Expenses for the same were borne by the college. 2. Free Health Check up Camp was organized for all staff members. 3. Seminar was organized on Legal Provision for the protection of Women for female staff. 4. Seminar on Hepatitis B was organized for students and staff members.</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. MOU was signed with Teach US (App Company) for digitalization of attendance maintenance procedure. 2. Several workshops/ seminars were organised on research methodology to develop research culture among students and staff. 3. Skill Development workshops were organised. 4. Post Graduate Courses started and successfully continued. 5. Personal Contact Program (PCP) Centre started with the help of University of Mumbai, Institute of Distance And Open Learning (IDOL).</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	Yes
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
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No Data Entered/Not Applicable !!!

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## 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
Seminar on Self Defence	23/11/2019	23/12/2019	25	Nil
Anti Dowry Rally	26/11/2019	26/11/2019	22	40
Seminar on Legal Provision for the protection of Women	05/03/2020	05/03/2020	25	45

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

Initiatives have been made by the institution in the following areas: 1) The slogans and environment related boards. 2) Students are motivated about environment Conservation and sustainability. 3) Students are motivated to minimise the use of plastic. Thus environmental gradation is maintained. 4) The preference has been given to Campus Beautification. Thus the concept of Go Green has been maintained. 5) Students are guided for reduction of water wastage. 5) Focus is kept on cleanliness in college premises. Thus the concept Cleanliness is Next to Godliness is maintained.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	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
2019	1	1	06/08/2019	1	Aadhar Card Camp	Helped people for Aadhar Car Registration	60

2019	1	1	13/08/2019	1	Correction on Aadhar Card Making Pancard	Helped people to get corrections done on their Aadhar Card	40
2019	1	1	01/10/2019	1	Rally on 'Nasha Bandi'	Created awareness about ill effects of various types of intoxications.	100
2019	1	1	02/10/2019	1	Swatchh Bharat Abhiyan	Created awareness about Swatchh Bharat	100
2019	1	1	24/11/2019	1	Mega Medical Camp	Helped people to get their medical check up done free of cost	50
2019	1	1	09/12/2019	1	Paper Bag Distribution	Created awareness about degrading environment	100
2019	1	1	11/12/2019	1	Cloth Bag Distribution	Created awareness about degrading environment	100
2020	1	1	21/01/2020	1	Health Check Up Camp	Helped people to get their medical check up done free of cost	40
2020	1	1	23/01/2020	1	Voting Awareness Drive	Created awareness about importance of Voting Right.	100
2020	1	1	25/02/2020	1	Rally	Create	100

			020		on Save Tree	awareness about the importance of Trees in Environment
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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)
Yet to Do	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	21/06/2019	21/06/2019	60
Tree Plantation	09/07/2019	09/07/2019	50
Flood Relief	10/08/2019	10/08/2019	50
Swatchh Bharat Abhiyan	02/10/2019	02/10/2019	100
Flood Donation	07/10/2019	07/10/2019	90
Voting Awareness Drive at Bandra	19/10/2019	19/10/2019	40
Voting Awareness Drive at University	20/10/2019	20/10/2019	50
Convocation Day	24/01/2020	24/01/2020	60
National Voter's Day	25/01/2020	25/01/2020	70
Blood Donation Camp	05/02/2020	05/02/2020	100

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

1. Tree Plantation Drive at Campus. 2. Swatchh Bharat Abhiyan at the college campus and vicinity of the college. 3. Paper and Cloth bag distribution in the vicinity market of the college. 4. Water Literacy Seminar. 5. Rally on Save Environment. 6. Seminar on Rethink Plastic. 7. Rally on Save Tree.

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

**Best Practice 1 - Student Mentoring :** Most of our students belongs to the the weaker section of the society. They lack in finance and other resources. Our teaching staff tries to solve their educational problems by mentoring them. Teachers provide them books and other study materials. Revision lectures are also taken for the students who could not attend the lectures due to their work timings. **Best Practice 2 - Language and Personality Problems -** Since most of our students comes from vernacular medium, they find it very difficult to speak and write English language. Our college arrange several sessions/ seminar for such students to help them to improve their English language understanding. Various seminars are also arranged for the personality development of the



students. Sometimes college organizes short term English speaking courses to improve the language of English. Best Practice 3 - Skill Development - Sessions were also organized for the development of various soft skills like facing interviews, resume writing, overall personality development, etc. of the students. Thus institution increases the overall skills of the students in order to help the students to face and make him capable to stand in this competitive era. Staff members always gives boost to improve academic, social and cultural values among the students. To build the students personality, teachers arrange elocution, presentation, debate, group discussion, etc. Staff also prepare the students to face the rigid competitions. Thus there is always enthusiastic atmosphere among the students.

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

<http://www.publicinstitutes.org/aqar/bestpractices>

### 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 the institution is to cater the need of the weaker section of the society. Keeping this in mind our institution has been started in Vakola, Santacruz East covering most of the slum area of Kurla, Dharavi and Santacruz East. College gives admission to all the students on First Come First Serve Basis. Care is taken that the educational thirst of each and every student is satisfied. No student should be deprived of education due to their social or economical problems. Students are allowed to pay their college fees in instalment. Every year Institution select Best Student on the basis of their curricular and non- curricular performances (i.e. academic, cultural, sports, etc.) In spite of having students from working class, we inculcate the cultural and social values among them by constant boosting.

Provide the weblink of the institution

<http://www.publicinstitutes.org/aqar/aqar2019-20>

### 8.Future Plans of Actions for Next Academic Year

1) To complete NAAC Re-Accreditation of the college. 2) To obtain financial aid from government bodies under 12 (B). 3) To complete Academic Audit of the college. 4) To organise more workshops/ Training Program for students and staff on Research Methodology.