



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

BGPS' MUMBAI COLLEGE OF ARTS, COMMERCE AND SCIENCE

**J.K. JADHAV KNOWLEDGE CENTRE, NADKARNI PARK, BEHIND MBPT
HOSPITAL, WADALA EAST**

400037

www.mcacs.in

SSR SUBMITTED DATE: 24-01-2019

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

NAAC



BGPS' Mumbai College of Arts, Commerce & Science believes in a value driven organizational culture that motivates students, staff and our faculty members to think of education as something that helps to unfold and express oneself to be performer and achievers through learning and self realization. The campus propagates as family culture where members accept each other strengths and weakness, pain and pleasures and thereby support and groom its family members to be mentally stable and physically agile to live, learn and lead. The institute induces cent percent hard work, self regulation and self discipline so that its members should be known as outstanding, situational decision makers when faced with dynamic changes.

The college management aims to provide education to promote intellectual, moral and social equality. This is what modern India needs today and this is what we wish to converge the marginalized section suffering from caste, class and gender discrimination to a common beneficial institution. The college is affiliated to the University of Mumbai and offering traditional Under Graduate three years course in Bachelor of Commerce , B.M.S. (Management Studies), B.Sc. (Information & Technology), B.Sc. (Computer Science), B.Sc. (Biotechnology). The college was following credit based semester and grading system (CBSGS) which has been recently changed to Choice Based Credit System (CBCS) as revised by the University of Mumbai.

BGPS' Mumbai college of Arts Commerce & Science understands that there are no short cuts to becoming achievers in their personal and professional life. The value system inoculated young minds to help them to be prepared to be paradigm shift from literacy to education, being reactive to proactive, being led by others being initiators, competition to collaboration, self contentedness to team contentedness, casualness to creativity, inactive to competency to become exceptional professionally and personally. The institute induces self discipline rather than supervision

The college is making sincere efforts to enhance and sustain the quality complying with the requirements of **NAAC**. We are submitting our self study report for the 1st cycle of accreditation by NAAC.

Vision

"To provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future."

Mission

- *To provide a safe, friendly, accessible environment where all students and community members may optimize their academic, career, and cultural development.*
- *To Educate students for career success.*
- *To empower students to take ownership and responsibility for their present and future learning by developing their academic, interpersonal, intrapersonal, and technological skills.*

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- A multi-faculty college with undergraduate courses.
- CBCS model is in place under University of Mumbai.
- The college maintains strict discipline and the number of working days are always as per the norms stipulated by the University and UGC.
- Strict adherence to the Academic Calendar.
- Simple, sober and disciplined environment of the college helps in creating good citizens.
- Intellectual faculty with Commitment and dedication imparting quality education.
- Students-Teacher ratio is ideal and as per the norms of the University.
- Transparent mechanism for handling grievances of students pertaining to CIE, Attendance and Evaluation.
- College has security and CCTV arrangement.
- Our college gives top priority to the needy students who are economically backward.
- Promotion of leadership among students through the election of students to the “Student Council”- a student representative body.

Institutional Weakness

- Limited flexibility and opportunity in the curriculum design and development as we follow University of Mumbai Pattern.
- Poor admissions on Science courses.
- Limited focus on research activity.
- Frequent changes in syllabus and examination schedules of the university disturbs time slots.
- Resource mobilization from Government and Non-Government organization for research is limited, except for scholarship to students.

Institutional Opportunity

- Improving the soft skills and employability among students
- Use of ICT to the fullest extent with virtual interaction.
- Strengthening the college and industry collaboration.
- There is a scope to exploit potential to enhance research activities by the faculty and students.
- Improving teacher quality by virtue of making them pursue Ph.D and attend seminars/conferences and write books and research papers.
- The average age of the faculty is just about 25 years. The college has abundant opportunity to take advantage of this demographic divide.
- There is scope for establishing linkages with the industries for research and placement.
- Making the entire campus Wi-Fi enabled

Institutional Challenge

- Increasing the Demand Ratio for all Courses at the UG level.
- Student progress in terms of Higher Education and Employment. Getting better packages remains a challenge.

- Complete Digitization of the library of the college.
- There is need to change in the attitude of the students towards the importance of education.
- Promoting creative and innovative spirit among students and faculty.
- Encouraging Young faculty to stay focused on Research.
- Majority of students coming from vernacular medium and have problem of language barrier, hence Improving language and communication skills among students

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

“BGPS’ Mumbai College of Arts Commerce & Science is affiliated to Mumbai university, and the institution has limited flexibility in the development of the curriculum. However, each department of the institution is responsible for working out details for effective implementation of the prescribed curriculum. Academic calendar is prepared and implemented as per the guidelines of the university.

The college has a defined vision and mission that is clearly spelled out to the students in college website, prospectus and in the Academic Diary. As there is no much flexibility in the design and development of the curriculum, different certificate courses are offered to students to enrich the curriculum.

Workshops and seminars relevant to specific discipline are organized by the college as well as at the department level. Meticulous planning with respect to workload, timetables and the academic calendar are integrated in the work ethos at BGPS’ Mumbai College of Arts Commerce & Science.

The feedback system of the college is in place and the feedback is taken on the curriculum from the stakeholders through a link that is provided in the college website. The feedback taken is analyzed and implemented by the faculty members.

Teaching-learning and Evaluation

The institution is aiming at improving the quality of teaching learning process. The college has taken major steps towards improving the quality of teaching learning by focusing on PowerPoint presentations, charts, graphs, videos, visual audio aids. The college aims to make teaching and learning “student-centric” which helps students to think, analyze, be creative and unique. Certain steps are taken to address the needs of individuals. Not only the students, but also the college ensures the competence of staff and help the faculty to develop continuously. Faculties conduct Group discussions, quiz, debates, presentation on different topics by students in the class to help the students understand the curriculum better.

The college maintains transparency in admission process and follows the rules laid down by the university and the government. The college has a large number of enrollments of students belonging to Minority and Economically Backward community with fair percentage of girl students. Considering their special need, remedial coaching is provided to them. Majority of the students come from vernacular medium, the faculties are therefore instructed to understand the difficulties of the students in learning and make necessary changes in their approach to cater to the needs of the students. The students are encouraged to take interest in co-curricular

and extra-curricular activities in addition to their academic pursuit. Faculties are adept at using technical aids along with traditional mode of teaching for better teaching and learning process. The college nurtures critical thinking and creativity by encouraging participation of the students in various activities. Teachers upgrade themselves by participating in orientation, refresher and faculty development programmes. College provides relevant information in the prospectus pertaining to the curricular and evaluation process. Examination committee functions strictly as per the university guidelines with commitment to fair evaluation. Grievance redressal system functions as per university guidelines.

An academic calendar is prepared before the commencement of the Academic session and teachers are encouraged and expected to follow the Academic calendar. The college follows the process of continuous assessment of students using direct or indirect method by evaluating their marks in the exams and tests conducted by university and college.

Research, Innovations and Extension

BGPS' Mumbai College of Arts Commerce & Science believes that an institution can become a center of academic excellence only when a research culture exists and proliferates amongst faculty and students. The management plays a very proactive role in promoting this culture.

The management has a research committee in place. This research committee of the college works towards encouraging the faculty members to take up research work. The college has provided necessary infrastructure like computers in each department, free internet access to help the faculty members in research work. The teachers are encouraged to take research work minor or major. The college provides support to faculty who take up research work by different means like free internet facilities, updated library, laptops and for attending seminars/conferences.

Paid and unpaid leave is also given to the teachers involved in research work field trips.

Students are provided ample opportunity to develop their social skills. Under CSR activities, we have organised and participated in various activities like blood donation camp, Health and HIV/AIDS awareness programme, female foeticide prevention awareness campaign, tree plantation, road safety campaign, voter registration drive.

Infrastructure and Learning Resources

The college is located in a most picturesque environment. It has good infrastructure like classrooms, auditorium etc. BGPS has provided necessary infrastructure facilities considering needs for various physical requirements for Undergraduate courses. The college makes an optimum utilization of physical infrastructure available by conducting different courses at flexible timing. The time table committee ensures that the norms of the university are fulfilled while allotting class rooms for different courses. Administrative Officer and Vice-principal look after the daily requirement and cleanliness. College has AMC for maintenance of computers, air conditioner, Xerox machine, water purifier and other equipments. Infrastructure facilities are modified by making necessary changes to fulfill the present needs. The institution has a library and computer facilities with easy access to all its constituents. Spacious reading room, open access to the stacks, journals/magazines with internet connections cater to the needs of students and staff. .. Library is on the ground floor having good collection of books and journals. Reading room in the library can accommodate good number of students.

Library timimng is 9.00 am to 5.00 pm on all the working days.

The college has well equipped and well maintained facilities for sports and games. It has a spacious Seminar Hall, sports turf, facility for indoor games like shuttle badminton, chess, Caroms, etc. It has outdoor courts for football, tennis, basketball, cricket and kho-kho. The college has well equipped library that is upgraded from time to time and updated with the latest curriculum. For meeting, future developments, expansion has been planned and executed. The college has biometric and CCTV equipment for monitoring attendance and surveillance.

Student Support and Progression

“The college aims at providing necessary assistance to students for facilitating their holistic progression. It is the mission of the BGPS to impart education in general and under privileged section of the society in particular. Various activities of the college are organised by the students’ council and cultural association under the guidance of General Secretary and Cultural Secretary of the college. The college deposes faculty members to review the activities conducted by the students’ council. College has rich student diversity with majority of the student from the backward and Minority community. They have their own peculiar problems which required special attention. Faculties and the staff provide all the support to the students. Hence we have implemented Mentor-Mentee programme wherein each faculty member is allotted the students to guide on their academics and overall development. This programme proved to be very successful as students have direct access with rich and experienced Mentors available in the campus. Apart from this, Remedial coaching and guidance is provided to ensure that they complete their programmes successfully. The students are encouraged to participate in co-curricular and extra-curricular activities to identify their potential and hone their skills. The college CSR Cell is vibrant and students participating in various activities get exposures which help in elevating their self-esteem and personality. Grievance Redressal Cell, Anti-Sexual Harassment Cell, Anti-Ragging Cell, Women Development Cell and Career Guidance Cell play an important role in understanding the problems of students and counsel them.

There is a Grievance Redressal Cell at our college which is entrusted with the authority to mediate any type of grievances raised by the students. The Anti-Ragging Committee and Anti-sexual Harassment Committee are in place and make sure that there are no issues on this account. These committees also work for spreading awareness in the society. Members of the faculty strongly encourage extracurricular and co-curricular activities. Feedback is taken from the students on the Infrastructure and facilities, and feedback is analyzed and corrective actions are implemented.

Governance, Leadership and Management

The college is managed by Bhartiya Gramin Punarachana Sanstha registered under Maharashtra Society Act 1860. There is exclusive governing council for the college. The vision, mission and goals of the institution are achieved through strategic action plan prepared. Focus is laid on future development, effective leadership and participative decision making process. The college takes inputs from all the stakeholders, upholding the principle of quality improvement and assurance. The college has a systematic organizational structure to manage all the activities of the college through effective functioning of AMC and IQAC. Under these two committees, other members effectively co-ordinated for the smooth functioning of the Institution. 360 degree feedback is obtained from all the stakeholders such as Students, Teachers, Parents and Alumni, to keep a check on quality of teaching and learning. The Feedback received from these stakeholders is analyzed and

corrective actions taken for the improvement of Teachers Performance. These Inputs are also useful for faculty performance appraisal. The organization structure is properly designed and relative roles of functionaries are accordingly assigned the jobs.

The College has an effective Internal Quality Assurance Cell (IQAC) which facilitates quality teaching-learning environment in the institution. The College Management has instituted number of Excellence Awards for Teacher and Students. Simultaneously the College Website is updated as per the requirements of IQAC.

Institutional Values and Best Practices

“The college has adopted many new best practices in the college. The college is focusing on spreading environment awareness among students and faculties and aim at having a green and clean environment. There are many innovative practices introduced by the college in the areas of teaching-learning, governance and for the improvement in the quality of the overall processes.

The college has introduced several certificate courses to enrich the curriculum prescribed by the university. Career opportunities are enhanced by providing workshops, seminars, projects, internship programmes.

The college is undertaking Environmental awareness programs like tree plantation, cleanliness drive, seminars and work projects. Blood donation camps are organized. Our college organized many programs to create ‘Gender Awareness’ and ‘AIDS awareness’ through street plays among all the students. The two best practices quoted by the college are 1) MOU with the Corporates and Experts in the field of specialization of Management

2) Mentor - Mentee Programme :- In this programme, the faculty consistently monitor the performance of the students by conducting regular meetings with the students every fifteen days. The students are free to share their difficulties and grievances with the faculties and found the solutions at the end of the meeting. Apart from this, Expert guidance is also made available to the students to clear their doubts and queries and also the practical aspects of Management.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BGPS' MUMBAI COLLEGE OF ARTS, COMMERCE AND SCIENCE
Address	J.k. Jadhav Knowledge Centre, Nadkarni Park, Behind MBPT Hospital, Wadala East
City	Mumbai
State	Maharashtra
Pin	400037
Website	www.mcacs.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Anil V. Gaikwad	022-24162168	8652322401	-	mcacs037@gmail.com
IQAC Coordinator	Draksha Khan	022-24159352	9920524847	022-24165137	drakshaskhan@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-08-2004

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
--	----

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	J.k. Jadhav Knowledge Centre, Nadkarni Park, Behind MBPT Hospital, Wadala East	Urban	2.11	5460

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BMS,Commerce	36	H.S.C.	English	180	117
UG	BCom,Commerce	36	H.S.C.	English	720	500
UG	BSc,Science	36	H.S.C.	English	360	68
UG	BSc,Science	36	H.S.C.	English	180	28
UG	BSc,Science	36	H.S.C.	English	180	12

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				1				18			
Recruited	1	0	0	1	0	1	0	1	7	11	0	18
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	4	5	0	9
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	1	0	0	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	11	0	17

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	1	0	2

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	
	Others		Total	
	9		2	
	0		11	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	545	13	0	0	558
	Female	167	0	0	0	167
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	24	33	34	30
	Female	18	12	14	26
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	38	22	44	66
	Female	16	6	20	24
	Others	0	0	0	0
General	Male	714	745	649	720
	Female	177	219	211	244
	Others	0	0	0	0
Others	Male	4	1	3	0
	Female	6	2	2	0
	Others	0	0	0	0
Total		997	1040	977	1110

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 192

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	5	5

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
997	1040	977	1110	982

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
280	280	280	280	280

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
368	371	283	425	366

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	20	20	20	20
File Description	Document			
Institutional Data in Prescribed Format	View Document			

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	20	20	20	20
File Description	Document			
Institutional Data in Prescribed Format	View Document			

3.4 Institution

Total number of classrooms and seminar halls

Response: 20

Number of computers

Response: 84

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2522953	2704897	2473241	2554681	2773653

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The curriculum is designed by the University of Mumbai and is applicable to all its Affiliated colleges. The heads of the department of the subject and the faculty of the college make conscious efforts to follow and implement the same.

Effective Implementation

The college level committees prepare broad guidelines and frameworks to suit requirements of different courses at the departmental level.

- In order to keep up with the demands of the time the University periodically reframes the curriculum in accordance with the UGC norms. The University implemented the Choice Based Credit System (CBCS), with effect from 2016-17 prior to which Credit Based Semester and Grading System (CBSGS) was followed.
- Our faculty members attend the workshops conducted by the University and by other colleges to stress upon the gaps in coverage of the syllabus. College encourages teachers to participate in Orientation / Refresher / Short term / Courses Capacity Building Workshops organized by University of Mumbai, other Universities, UGC-Academic staff college, etc. to update their knowledge and teaching practices. Academic exposure and exchange of ideas in these courses updates the knowledge of the faculty.
- Head of the Departments ensure that the syllabus must be completed as per teaching plan and sufficient time is given to students for their preparation of examination.
- For the newly introduced Credit Based Choice System (CBCS) course, there are duly appointed mentoring committees both at the college and departmental level. The marking schemes are planned and written for continuous evaluation. The systems have been structured to help maintain uniformity, transparency, academic standards and quality during internal assessment of students.

Planning, Teaching and Evaluation

- Academic calendar is prepared and displayed for the information of the students which also brings out transparency and accountability.
- Master timetable is displayed on the notice board, in the professors common room. Individual timetable is given to the faculty members.
- Principal holds meeting with the head of the departments to monitor the progress and completion of syllabus..
- Heads of the department conduct departmental meetings and draft teaching plans for effective and time bound completion of syllabus covering all the topics.
- Teachers maintains Course Files that gives details of entire work plan of the teacher.

- Teachers discharge their duties in teaching the core fundamental basic of the subject and discuss the model answers with the questions on the given topics so as to enable the learner to confidently face the examination.
- Various departments arrange Extra lectures to address the needs of the students.
- Experts are invited to deliver a special lecture which helps the students in widening their knowledge.
- Orientation programme is conducted for the benefits of the students at the beginning of the academic year.
- Industrial and field visits are arranged to give students an insight and exposure to practical aspect of curriculum.
- The college has a practice of inviting external experts for various projects, practical and theory evaluations with the view to ensure quality of education, and objectivity in the teaching-learning processes.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 87

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	22	17	13	13

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response:** 135

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	6	4	6

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 71.35

1.2.1.1 How many new courses are introduced within the last five years

Response: 137

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 80

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 4

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 19.49

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
245	180	194	220	156

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The college has been in the forefront of taking initiative to enhance and enrich academic endeavors of the student community by providing quality education, it is ensured by every department that academic, institutional goals and objectives are integrated.

- Needy students are offered concession in paying fees and they are also provided facility to pay the fees in easy installments.
- Book bank facility is made available by the library.
- Remedial coaching is conducted for students belonging for weaker section of the society.
- Orientation programme is conducted for fresh student.
- Industrial visits and study tours are organised.
- Add-on courses have been introduced to augment the skills of the students
- The faulty members of the college give suggestion to the members of the Academic Advisory Board and members of the Academic Monitoring Committee.

- Valuable inputs received from industry, entrepreneur and alumni are also shared.
- The response of students and their view regarding the revision of curriculum is also intimated.

Integrating the Cross Cutting issues in the Curriculum

- The general atmosphere of the college with 2:1 ratio of boys to girls, is conducive for the environment of gender equality.
- Foundation course subject sensitize the students about disparity, environmental degradation, gender equality and human right.
- Women Development Cell promotes gender equality by conducting, talks, plays and poetry competitions.
- Environmental studies subject is a part of first year B.Com. curriculum which sensitizes students regarding sustainable development and climate change.
- CSR Cell promotes environmental protection through tree plantation, garbage management, Cleanliness drive, Blood camps, AIDS awareness, etc.
- Teachers during their lecture and general interaction with students impress upon them the importance of moral and ethics in one's life.
- Special emphasis is laid on inculcating ethical practices among the students.
- Lecture on life values were arranged for the students.
- Yoga sessions for staff and students are conducted.
- A visit to Wagah Border was arranged and the students watched the parade during lowering of flags. (Industrial Visit - 2017-18)
- The students are encouraged to participate in the co-curricular and CSR activities, where they get an exposure and understanding of prevailing social condition.
- The students undertake various projects and internships prescribed by the university from time to time and this inculcates social and ethical values amongst them.

The cross-cutting issues are also an intrinsic part of the students' co-curricular activities. Students are encouraged to develop healthy competition to inculcate practices of fair play and equity. These issues find a collective space in numerous co-curricular and cultural activities such as skits, poster competitions, rangoli, street plays, art etc.

The regular interactions with stakeholders help us in evaluating the quality of enrichment programmes.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 6

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 6

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 61.28

1.3.3.1 Number of students undertaking field projects or internships

Response: 611

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.37

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	16	17	24	11

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 63.04

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
997	1040	977	1110	982

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1620	1620	1620	1620	1620

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 39.79

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
106	76	117	146	112

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The college takes every measure possible to understand the needs and requirements of the students before the commencement of the program. Students are counselled at the time of admission and an Orientation program is organized in which students are familiarized with the course, mode of internal assessment as well as facilities available in college. Students with good co-curricular skills are identified through various cultural programmes organized by the Students Council of the college and are nurtured to further their talents. Teachers before beginning their courses informally get the pulse of the students in the class, their knowledge about the course and their comfort level with English as a medium of instruction. With the increase in number of students from Vernacular medium schools, Add on certificate course on English Speaking was introduced. For better understanding of the courses, several add on certificate courses has been introduced.

Every theory paper has a practical component and the first practical is used for understanding the basic knowledge level of the students. Teachers during class interaction identify student potential and then devise strategies to reduce the gap in knowledge and skills. Teachers are available in college premises as well as on social media to clear doubts and counsel on a one to one basis. Mentors are assigned students as per their need.

The entire teaching and non-teaching faculty are sensitive to the diversity of the certified disabilities. They are provided an appropriate learning environment with the support of peer learning and modification of teaching methods based on the needs of the students. Lifts for all floors facilitates differently-abled students to reach their respective classes. Practicals are modified as per the physical need of the student. Separate examination room is provided, and additional time is given to differently abled students for the

exam. Scribes are provided if required.

Advanced learners are encouraged and facilitated to read beyond the requirements of the syllabus as well as to take up internships and additional online courses during semester breaks. They are also motivated to join innovation projects. Participation in various collegiate, intercollegiate and University competition is also encouraged. Our TYBCOM student, Sandeep Pathak conducted workshop on Start - ups Make in India theme in various colleges of Uttar Pradesh. Our TYBMS student Mr. Neson Nadar won Third Place in Mumbai University,s Inter collegiate sports event - category 70 kg Best Physique. Awards like Outstanding Student of the year (best student) award are in place to reward the advanced learners for their excellence.

In the CBCS system, students are required to make course choices based on their core competence and aptitude, and skills they would like to acquire. The teachers from all departments counsel students regarding the scope of different courses being offered as well as provide guidance in relation to the students' aptitude and competence. Opportunity is given to students to change their options if they are not able to cope with the courses they select within the prescribed time limit.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 49.85

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.3

2.2.3.1 Number of differently abled students on rolls

Response: 3

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Learning at the college has always been student centric.

Students are encouraged to ask questions in class room so as to develop the participatory approach for understanding of the subject. Teachers relate theoretical topics to the current issues to instill awareness and critical thinking in students. Remedial coaching is provided to the needy students. Students are encouraged to do homework and assignment to promote independent learning. Industrial and field visits help the students to think independently, set individual goals and compete with the outside world. Students are given individual projects and class assignments, focusing on self-study and independent learning. They are also assigned group projects and activities which promote peer learning and team building. Class room discussions, debates, presentations by students, brain storming activities, creating mind maps, role play, facilitate participative learning. Extension activities, internships and trainings ensure experiential learning for students. Social awareness is created among students through CSR activities and community programs.

Engaging students in problem-solving based learning through continuous engagement with issues and challenges is encouraged in different subjects. As a part of routine teaching- learning process, the Departments organize workshops and training programs for students by inviting subject matter experts, practitioners, activists from organizations of national and international eminence. The guiding principle behind workshops is to ensure that students can link theory with practice, apply their knowledge and develop new skills. Workshops also encourage creativity, innovation and adaptation of ideas to yield multiple need-based solutions to meet the challenges of contemporary society. Students are given projects/dissertations to find creative solutions to the real-world problems and challenges of organizations they work with. Assignments are designed to promote holistic understanding of concepts taught in theory along with their practical applications.

Faculties are encouraged to use ICT. LCD projector and Laptop are made available to the faculties for effective class room teaching. Computer lab with internet facility is provided to the students especially for doing their project and assignment.

The experts visiting the college to deliver lecture and talk enrich the knowledge of the faculties and students. Faculties attending various seminar and workshop to upgrade their knowledge and skill. Refresher and Orientation courses offer a good opportunity to the faculty to enhance their knowledge. Students are provided with the list of text books reference books available in the library. Interaction with alumni helps to augment knowledge skills of students. Teachers understand and solve problems of the students during their general interaction. The principal is always available for the students to guide and give academic advice

Students are encouraged to participate in events such as essay writing, poster making and street play etc. Annual college festival Avishkar gives platform to students to creativity, leadership qualities and organisational skill. Visit to Industries helps in developing scientific temperament amongst the students. Final year students are required to collect information for project work and report writing, which develops an aptitude for analysis and critical thinking.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 20

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 49.85

2.3.3.1 Number of mentors

Response: 20

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Precise questions are drafted and distributed to the students for their preparation of examination. Mock test is conducted to assess the students learning. Teachers change their teaching approach when large number of students could not answer a question. Students are motivated to participate in group discussion. Guest lectures are arranged to provide a fresh approach towards learning. These efforts have a positive impact and create interest amongst students towards learning.

Teaching pedagogies have been modified over time to facilitate innovation. The curriculum is planned in a way to complement a strong theoretical background with practical understanding. Innovations are conceived in such a way that they are sustainable.

The library has a stock of reference book on the subject taught in various courses which is used by the faculties and students. Faculties recommend purchase of new books to the library for the benefits of the students. News papers and magazines are displayed on the racks. Students are encouraged to read the news papers magazines to update their knowledge. Previous examination question papers are available in library.

The academic calendar is prepared by the college, considering the university schedules of terms and examination. Care is taken to complete the syllabus within time as per teaching plans made by the departments. However, if for any reason syllabus may not be completed as planned, extra lectures are conducted for the completion of the syllabus and if needed lectures are conducted on holidays and invacation.

Principal, Vice-principal and Heads of the Departments ensure implementation of quality measures in teaching and learning. Heads of the Departments and Co-ordinators supervise lectures from time to time. Feedback from students is obtained, analysed and the are discussed with the faculties for their improvements.

The institution supports the faculty members by giving them academic and administrative freedom in pursuing the work in their area of interest. The college management and principal had extended all the support and co-operation for research and publications. Students feedback is taken analysed and shared with faculty members. Moderation of papers is done by faculties from other colleges and feedback is given to the assessment work of respective teachers.

The faculty uses various innovative approaches to enhance the teaching- learning process such as mentoring by teachers, appointing students as mentors, peer teaching/learning, collaborative learning, visits to other institutions, screening movies, attending public lectures, discussions and debates, research paper writing, paper/poster presentations and projects. As the students are tech savvy, they get involved in making presentations. So the teaching learning process has become more participative. Use of ICT has given the students the flexibility of learning at their own space and pace.

AMC organizes meetings to share best practices and innovations. This spurs other departments to think and implement innovative teaching approaches. The college organizes seminars and workshops for teachers. The faculty is encouraged to participate in faculty developmental programs on innovative teaching practices. Students perform well academically as well as co-curricular and extra-curricular activities organized at intra/inter-collegiate levels. This is a reflection of the innovative spirit ingrained in the culture.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 2

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 16.7

2.4.3.1 Total experience of full-time teachers

Response: 334

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State,

National, International level from Government, recognised bodies during the last five years**Response:** 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

The official circular received from the university is brought to the notice of the faculties. The chairperson of examination committee attends the workshop conducted by the university. Students are informed about the evaluation process in the orientation programme conducted during the start of session. The prospectus contains the detailed information to curriculum and evaluation. The information regarding the examination evaluation and result is displayed on the notice board. Relevant notices are displayed on website, notice boards and also circulated in the classroom. The students get a clear cut idea about examination and evaluation by referring to the past question papers which are available in the library.

The college is affiliated to university of Mumbai and follows the rules laid down by the university. The university adheres to the norms prescribed by the UGC from time to time.

The university had replaced annual pattern with the credit based grading system (CBGS 60:40) pattern with 60 marks external and 40 marks internal assessment based on the performance in the class test, assignment, attendance etc. This pattern was modified with the introduction of Credit Based Semester and Grading System (CBSGS 75:25) pattern wherein 25 marks internal assessment was conducted. Recently the University has revised the pattern and switched to Choice Based Credit System (CBCS) with 100 marks semester end examination for B.Com.. However in the subject of Foundation Course the semester end examination is of 75 marks and 25 marks are assigned for project work.

The 7 point credit system has now changed to 10 point credit system from the academic year 2016-17.

At the orientation to the first year students, the Principal and the Vice Principals address the students and their parents. The overall pattern of the evaluation system, including internal assessment and semester-end examination marks, standard of passing, rules for promotion and additional examinations are communicated to them. During the inaugural lectures and during the course of the program, teachers reinforce this information to the students. Subject teachers' also brief students about paper patterns expected model answers, weightages and credits.

The rules relating to the evaluation formulated and forwarded by university are strictly followed by the college examination committee which consists of senior teacher. The examination committee is responsible for the effective implementation of the evaluation reforms of the university at the college level. The examination committee is responsible for the examination work like setting of question papers, preparation of examination time table, conduct of ATKT examination and declaration of result.

The earlier CBSGS (75:25) pattern had formative and summative assessment with continuous evaluation of the performance of the students. The internal and semester end examination, theory as well as practical examination have separate heads of passing and the minimum passing marks under each head was 40%. However the recently introduced CBCS has only 100 marks external semester end examination except in the subject of Foundation Course, where a compulsory assignment/project work of 25 marks is retained (applies to B.Com). Grading rules are to be followed as per the university guidelines.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The evaluative process is made transparent by orienting the students and other stakeholders about the process. The assessment scheme for Internal Examinations is decided by the University and institution strictly adheres to the criteria laid down by the university to allocate internal marks. For internal assessment 25 marks are assigned there is a class test of 20 marks comprising of multiple question, concept based question and brief questions. Active participation in routine class and overall conduct of a learner are assigned 5 marks. Whereas the learner failing in the internal assessment has to submit an assignment carrying weightage of 20 marks. In case of Projects and assignments 15 marks are allocated for it, 5 marks for Viva voce and 5 marks for class participation which include general behavior of students.

In the internal assessment there was a 25% weightage for behavioral aspects, independent learning, communication skills etc. The internal assessment has been broken down to specific heads to make it more rigorous (class participation, overall conduct, tests and assignments). Individual assignments emphasize independent learning. This is assessed through written and oral modes of communication. These either assess behavioral aspects/independent learning /communication skills individually or all the three together. The examples are report writing, essay, demonstration of an experiment or role play; film screening and analysis; exhibits like charts, posters, documentaries; vivas, class presentations; paper reading in student seminars; problem solving and case studies. Now, the internal assessment component has been reduced to 25 marks with 5 marks for class attendance and overall conduct and completely removed for B.COM.program as per Revised syllabus 2016-17 except for Foundation course.

The orientation by the Vice Principals on the examination pattern, evaluation methods and passing standards at the start of the academic year, make these clear to students and parents. In addition, short sessions are held by the faculty for different groups in their classroom, to clear doubts and explain finer points. Class to class announcements, notice boards & class forums (watsapp groups), Class Representative (CR) involvement are all used to communicate deadlines. For class participation and conduct, all students are given ample opportunities to participate in all the activities that are part of the assessment. Departments hold a PTA meeting once or twice a year. Since the credit based system is evolving there are many changes and the stakeholders are updated regularly about the same.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

A mechanism for redressal of grievances related to evaluation at college and university level is in place as follows:-

- This provides relief to the student by applying for verification of marks.

- Photocopies and revaluation of answer papers as per the rule and procedure laid down by the University of Mumbai.
- If there is a change in the marks the same is communicated to the student and new corrected marks sheet is issued.

For all examinations (college/University), the student can get a photocopy of the answer sheet as per university norms after which a student can apply for re-evaluation of the paper. Teachers are approachable and student friendly and encourage all students to communicate their concerns through formal and informal channels throughout the year. The institution and the University have a Grievance Cell to which they can appeal if necessary.

With respect to university exam the college forwards the grievance of the students to the university. Students need to apply to the University for correction in marks and reevaluation. The process is governed by Mumbai University Ordinances. The administrative office of the college guides the students about the process. The process is also explained on the Mumbai University website (URL provided). For errors like the marksheets indicating that the student was absent, the college promptly sends the duly certified attendance sheet to assist in locating marks in exam branch and correcting discrepancies. The Examination committee addresses all grievances related to internal assessment marks. The committee is set-up at the college level to sort issues related to attendance and internal assessments and all queries are responded to by the Internal assessment committee convenor. The committee promptly deals with mistakes/errors related to attendance, internal assessment of the students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college follows the Academic Calendar of the University of Mumbai. The Examination Committee decides on dates during which the internal assessment assignments are to be given to students and dates by which the marks need to be submitted to the office. These dates are adhered to during each semester. In the odd semester (1,3,5) the dates for the first assignment/test for theory papers lies towards last week August while for the second one in the last week September/ beginning October. In the even semester (2,4,6) the dates are usually in beginning February and end March. For the practical papers the CIE is conducted in almost all practical classes dependent on the nature of assignment. Dates for conducting/submission of assignment and submission of marks are all displayed on notice boards by the Internal Assessment Committee. A circular announcing dates for conduction of assignments and submission of marks is displayed on the notice board. The decision regarding dates for conduct of assignments depends on completion of first year admissions, mid semester breaks, gazetted holidays as well as other planned activities of the college such as the Student Festival, Freshers' Party, Sports day, Cultural week etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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 on website and communicated to teachers and students

Response:

The institution has the overall objective of developing higher order critical thinking, leadership qualities and community engagement among students. The institutional learning outcomes are employability, holistic education, citizenship behavior, leadership qualities which are envisaged in our mission statement. The course/programs indicate learning outcomes in the syllabus. Learning outcomes express the knowledge, skill-set, and their application that students will acquire as a consequence of completing their programmes. The teachers are aware of these as they attend various BOS meetings and syllabus framing workshops.

Institution monitors the progress and performance of the students through the following ways.

- Class test
- Assignments
- Projects
- Remedial lectures are conducted for needy students. Unit test is conducted and solved papers are assessed and return to them.
- The students are encouraged to approach the teachers to clarify the doubts and difficulties.
- Result analysis

The internal and external assessment outcomes are communicated through report cards. Results are also put up on the notice boards. Each department monitors students' progress after tests/projects etc at regular intervals. The mechanism of informal communication and feedback available from the assignments/class tests is communicated to individual students in the classroom. Departments conduct PTA meetings to share the analysis with parents especially in cases where the student is falling short of the expected standards or potential. Re-orientation is given to the students at the time of semester report card distribution. Subject specific counseling to the students regarding their performance, the grading and examination systems are provided by teachers. Remedial measures are taken to address shortfall and improve the performance.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Every year examination results display good performance of our College students .

The institution has the overall objective of developing higher order critical thinking, leadership qualities and community engagement among students. The institutional learning outcomes are employability, holistic education, citizenship behavior, leadership qualities which are envisaged in our mission statement. The course/programs indicate learning outcomes in the syllabus. Learning outcomes express the knowledge, skill-set, and their application that students will acquire as a consequence of completing their programmes. The teachers are aware of these as they attend various BOS meetings and syllabus framing workshops. Students are made aware of these through the college website, library and through an introduction in the first learning hour. The institutional learning outcomes are in sync with the graduate attributes. All classroom and campus activities are planned to nurture these attributes in our students. The subject taught such as foundation course sensetise the students regarding human right, fundamental rights & duties and social evils such as violence against women, dowry and drugs abuse. It inculcates values of democracy, secularism, tolerance and creates social conciseness. Subject like Business law helps in creating legal awareness. Environmental studies sensetise the students towards ecology, deforestation and population explosion.

To track program outcomes, the departments maintain an alumna data-base, regularly updating information on their current employment and other endeavours. Alumnae are regularly invited to give talks and conduct workshops in the various departments. They also give feedback regarding skill sets of recent graduates and postgraduates in their employment. The departments track how many of the students who successfully complete the course seek employment or go in for higher studies. Continuous assessment provides feedback on the efficacy of the teaching-learning process and learning outcomes of each course. This is in the form of assignments which are a part of the CIE as well as additional quizzes, tests and assignments which are periodically given to students. As part of the course outcomes of the various papers taught to students during various programs, there is substantial scope of evaluation of opportunities for skill building, enhancement of conceptual understanding, training in research methodology, and experiential and fieldwork learning. All BMS students undertake summer- internship in organizations involved in development related activities, social service, schools, industries and hospitals. They are evaluated on this by the organization where they went for internship as well as a committee of teachers for their application of learning from across courses. Successful completion of courses like seminars and dissertation is also evaluated in a committee. Every student prepares a research design, carries out fieldwork and writes a dissertation or thesis that is evaluated by external examiners.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 40.38

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 149

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 369

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 00

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 00

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution intends to develop research culture not only among faculty but also among students. The college has adopted practical approach in the recent years to keep the students on par with the latest in their respective fields of study. The institute is making every effort to develop the students for their profession. To harness student's various skills the institute has created required eco system for their creativity,

thinking out of the box, research, leadership, problem solving skills. The required support to the student for his innovation is provided in the following manner.

- Some of the class rooms are equipped with Over Head Projectors and LCD projectors to facilitate the students.
- The most recent and popular method of incubation of ideas for the students is the Project Work included as a Core Course for the final year students followed by getting indepth theoretical knowledge in second year of the UG program i.e. Business Research Methods. The students apply the theoretical knowledge by undertaking Research work in the field of their specialization and submit it in the form of Project (Research) Report
- .Another method is Use of case studies. The different cases in the text book, the reference books and Corporate Environment are identified and the students are given a specific time to study and identify the problem in the case studied by them, solve it and present it in the class room.
- The teachers are provided with umpteen opportunities to submit innovative research papers, publish them as chapters, books and in journals with ISBN and ISSN respectively.
- The various departments generate a co-curricular stimuli by means of workshops and seminars. Dignitaries and Experts from different fields are invited to conduct the workshops and seminars. These lectures sparks off the creativity of the student to sharpen their innovativeness. Students are given hands on experience to be updated on the latest technology and to improvise on them.
- Separate computer labs are set up for the students to make the students acquainted with the latest in the field and improvise on them. • Commerce students are encouraged every year to visit industries, establish rapport with them at various levels, collect and process data and submit it as project reports.
- The computer science and Information Technology students choose an area of interest of their own preference and do a mini project to expose them to the latest developments in the software and hardware industry.
- Students who are interested in creative writing are encouraged by the teachers to write for journals, poems, essays speeches and elocution. The students are motivated to read and participate in various quiz or debates and Group Discussions.
- Certificate courses are offered to the students to imbibe them with the latest in their field of expertise.
- Teaching innovations are brought to the notice of the principal who in turn takes it to the management to discuss the developments needed to execute the innovative practice in inculcating fresh knowledge to the students.

File Description	Document
Any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 12

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	2	1	3

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.03

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.15

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The main objective of BGPS is not merely to give education but to give education in such a manner so as to promote intellectual, moral and social democracy. The college takes care to inculcate the spirit of Knowledge and Compassion. The students engaged with the communities addressing social issues by undertaking various activities like rally, street play, door to door campaign etc. The college has an active CSR Cell functioning under the wings of Students Council and has developed relationship between the college and community. The college in collaboration with MUMBAI PORT TRUST Hospital and Local Police station (Wadala) provides community services in the neighbourhood. The college this year, has applied for NSS unit and our NSS Unit is also functional and very active from the current academic year.

The activities undertaken by the college students are as under:-

- The students attended the training of master trainer organized by BPT Hospital. They visited different areas in the communities, Hepatitis, HIV/AIDS and other diseases.

- CSR volunteers conducted door to door Malaria & Dengue awareness campaign in Nadkarni Park and BPT locality and distributed pamphlets.
- Student participated in campaign called “Jiyo Nirbhaya” organized by Wadala Police Station publicizing women’s helpline no. 103.
- The Students conducted workshops with collaboration of BPT Hospital imparting the information to housewives, students regarding various measures in conservation of energy.
- Students participated in a workshop organised by WDC on Pre - marriage counselling and violence against women.
- CSR cadets assisted police authorities (Wadala Police station) to control crowd and maintain law and order during the Ganesh Visarjan.
- The students also participated in the following activities.

1. Planting of trees inside campus as well as in the adopted neighbourhood.
2. Free eye camps.
3. Blood camps.
4. Environment awareness camps.
5. Swachh Bharath Abhiyan (Cleanliness Rally)

- All significant dates such as Environment day, Yoga Day, Teachers Day, Hindi Day, etc are celebrated periodically to familiarize students with the value of our ancestors and traditions.
- The college and management on its part extends support to the economically deprived students by giving them concession in fees, so that they can get the education to better their life.
- The study of environmental study as a in the curriculum helps the students to gain theoretical knowledge on the concepts that affect the society nowadays.

These activities enable the students to cultivate the much needed traits like self-confidence, leadership, self-discipline, commitment and devotion, hard work and teamwork and the same qualities help them to excel in academics as well. The students accumulate new knowledge, experience changes their attitude and behavior positively towards the socially deprived or oppressed. The activities kindle the patriotic spirit of the students, develop self-discipline and tend to follow ethics in their personal and professional life.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 11

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	1	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 17

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	5	2	2	2

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 22.46

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
327	289	109	354	85

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 19

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	5	3	1	3

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 4

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	1	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college was established in the year 2004. The policy of the college is favourable for creation and enhancement of infrastructure for facilitating effective teaching and learning. The management is supportive and encourages provision for good infrastructure to meet requirement of students and staff. During the past 14 years the number of students has increased manifold and has crossed more than 900 plus per year in 2017. Many courses were added with the combinations provided by the university. To cater to the ever increasing student strength the college has always taken proactive steps to provide various facilities to develop the infrastructure in the campus in terms of classrooms, laboratories and for sports, extra and co-curricular activities. At the beginning of each academic session respective HODs of the various departments have a meeting with the principal to discuss the requirements of the current academic session and whether any addition to the infrastructure is needed. Efforts are taken to meet with the student requirement and increase the academic strength of the students.

Regular classes are conducted from 8.00 am to 5.30 pm. Classroom allocation table is prepared at the beginning of the year allocating all the rooms to different classes at their respective timings. The premises of the institution are put to maximum use for conducting lectures. The time table is prepared meticulously so as to take care that the available infrastructure accommodates the needs of curricular and co-curricular activities of all the courses

- There are 20 spacious class rooms some of them are ICT enabled.
- Biotechnology laboratory is set up for improving the scientific skills of the students.
- A multipurpose Auditorium is extensively used for co-curricular activities.
- Examination room: It is used for all examination related confidential work.
- Cultural week is held mostly in month of January where all extra curricular activities are conducted and students are encouraged to participate in these events. College has sound system, music system, light system and various allied equipment. “Annual Fest-Aavishkar” is celebrated as Annual Cultural activity.
- The Library is enriched with the latest edition of text books, and reference books. Our library is well equipped with the books to cater the needs of different specialization students.
- The college has extremely well endowed, highly specialized, technically updated, fully furnished computer lab with more than 80 Computers. Computer lab serves the needs of students to enhance the knowledge through 24 hours internet connectivity and provides a cutting edge IT environment to the future Netizens.
- The college has a wellfurnished Seminar room which has facilities like LCD for Presentations, Brainstorming Sessions, Group Discussions and Corporate Meetings. Seminar hall is having ample seating capacity with comfortable chairs, audio facilities like sound systems, internet access.

The college is centrally located and the day scholars of the college reside in the city. The public transport system is very good in Mumbai hence hostel facility is not required. First aid box is kept in the Office. Water purifier and cooler are available. Facilities of BPT hospital are also available to student and faculty.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

Response:

We believe one of the key element to accomplishing our Mission goal of all round Development of our students is through provision of adequate facilities for Sports and Cultural activities.

Our Sports Philosophy

- Encouraging and developing student athletes and providing sufficient opportunities for students to develop individual abilities.
- Encouraging the development of team spirit among all members of our teams .
- Developing good attitudes of pride, sportsmanship, and ethical behavior in students, participants and spectators.
- Developing and maintaining good relationships between athletic teams and student bodies, faculties, administrators and the community.
- Teaching the fundamentals and techniques of each sport in a progressive sequence through a coordinated effort.

Our Goals & Objectives for Our Sports Programs:

- Providing activities that meet the needs of a variety of student interests and abilities.
- Fostering a culture committed to excellence and reaching the highest possible level of achievement.
- Providing value-based programs focused on good character.
- Promoting the understanding of the value of activities in the educational process.
- Promoting and representing a positive image of college activities.
- Providing opportunities for the student athlete to seek and achieve academic, athletic and personal potential.

The college has well laid out facilities for indoor and outdoor games and sports. The college has constructed a well maintained Sports Turf.

The indoor games facilities include the following :-

- Two courts for shuttle badminton with full lighting..
- Caroms and chess.

The following are the facilities for outdoor games:-

- A basket ball court with concrete flooring.
- Tennis Court
- Courts for playing Kho-Kho
- Open ground for plain Cricket, football, and practice net for Cricket.
- In addition to this, there is a multipurpose auditorium with a capacity of about 1000, which is also used for conducting Sports events. Utilizing all these facilities, the college has been conducting the sports annually for encouraging sports talent among the students. The Sport Teacher encourages the students to participate in various collegiate, inter collegiate and University Sports Events.
- Our College Cricket team is in place and has been participating in various Cricket tournaments.
- In the Academic year 2017-18, our Cricket team reached
- Our student Neson Nadar (TYBMS-2017-18) won the Bronze medal at Mumbai University's 70 kg Body Building category.
- Apart from the sports facilities there is an indoor auditorium which the students can use free of cost before or after the working hours. The auditorium can also be used to conduct various cultural activities. College cultural fest, sports day, yoga training and such activities are conducted anytime on the ground or the auditorium is free.

File Description	Document
Any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 40

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 8

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 33.55

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1101891	851282	735050	774440	903882

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The primary function of our library is to implement, enrich and support the educational program.

The primary objectives of library are:

1. To provide materials that will stimulate students' acquisition of factual knowledge, development of literary appreciation, aesthetic values and ethical standards;
2. To provide a source of information which, when consulted, may enable pupils to make informed judgments;
3. To provide materials containing a wide range of views on issues so that students may develop the practice of critical reading and thinking;
4. To provide materials representative of religious, ethnic and cultural groups and,
5. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

The college library provides comprehensive services related to the use of all types of materials and equipment to support the instructional program. Opportunities are provided for students and teachers to read, listen and view; to prepare materials; to work individually, in small groups or in class groups.

The library staff works collaboratively with the Principal and the teaching staff to:

- Enhance instruction and provide comprehensive instructional materials to engage all students in a meaningful, rigorous learning experience.
- Organize materials, equipment, facilities and staff for prompt service related to the use of instructional materials and equipment
- Maintain a carefully selected collection of instructional and recreational materials, both print and non-print on all subjects appropriate to varying abilities and interests of students.

Specifically, the librarian:

- Cooperatively develops a plan for selection and evaluation of materials.
- Coordinates and prepares orders for the school library.
- Provides reading lists and lists of instructional materials to staff.
- Provides professional materials for teacher reference and professional growth.
- Gives book talks, tells stories and provides literature enrichment activities.
- Correlates library resources with the school's curriculum.
- Provides collections of materials for classroom use.
- Exhibits and displays new or current materials.
- Cooperates effectively with the public library.
- Keeps accurate and necessary records.
- Creates an orderly and inviting atmosphere within the library.
- Fulfills any other duties suggested by the principal.

The library acts as the main learning resource centre of the college and provides services and facilities to meet the requirements of the institute's teaching, training, research and consultancy programmes.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

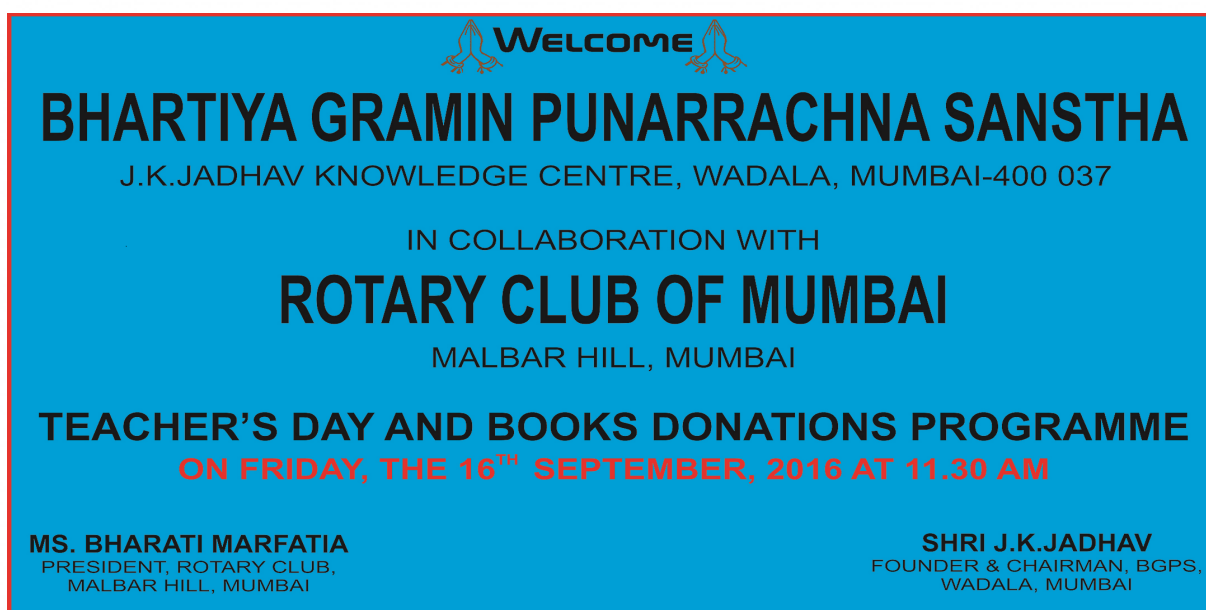
The college has a well-equipped library with all the prescribed, recommended and reference books as per the university norms. The library has sufficient books to satisfy the academic needs of the students.

The total number of books available in the library is 10148.

To kindle the interest among the students with regards to current affairs and general knowledge, the library has subscribed different newspapers like The Times of India, Indian Express, Loksatta, etc.

As our Honorable Chairman is a follower of Swami Vivekananda, there is huge collection of books on Swami Vivekananda. Every year, on Teachers' day, each and every member of the teaching fraternity are felicitated at the hands of some renowned guests and gifted a book by Swami Vivekananda.

In 2016-17, the Rotary Club of Mumbai (Malabar Hill) organized a Book Donation Programme on the occasion of Teachers' Day. The President of the club Mrs. Bharati Marfatia donated around 300 rare books to the trust in fond memory of her husband.



WELCOME

BHARTIYA GRAMIN PUNARRACHNA SANSTHA
J.K.JADHAV KNOWLEDGE CENTRE, WADALA, MUMBAI-400 037

IN COLLABORATION WITH
ROTARY CLUB OF MUMBAI
MALBAR HILL, MUMBAI

TEACHER'S DAY AND BOOKS DONATIONS PROGRAMME
ON FRIDAY, THE 16TH SEPTEMBER, 2016 AT 11.30 AM

MS. BHARATI MARFATIA
PRESIDENT, ROTARY CLUB,
MALBAR HILL, MUMBAI

SHRI J.K.JADHAV
FOUNDER & CHAIRMAN, BGPS,
WADALA, MUMBAI

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu

3.Shodhganga Membership**4.e-books****5.Databases****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 124289**4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
136763	125164	14996	221056	123466

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** No**4.2.6 Percentage per day usage of library by teachers and students**

Response: 2.46

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 25

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Starting in the early 1980s with the first desktop computers, information technology has played an important part in the educational field. Colleges rely on IT for fast communications, data processing and educational intelligence. IT plays an integral role by helping colleges improve educational processes, achieve cost efficiencies, and maintain a competitive advantage in the market place. Mumbai College in over last 14 years of its existence has established good IT infrastructure in the following ways:-

- The Institute provides its students with state of the art, good computer lab.
- Institution has around 82 computers with internet enabled computers to serve the day-to-day computing needs of students as well as staff.
- This ensures the computer ratio of 1:12.
- Budget for IT infrastructures is prepared by the college to enhance and update the facilities.
- Internet has a speed of 50 Mbps and the campus is enabled with Wi-Fi facility to allow the students to access the internet.
- Institute has Tally software that ensures all processes within the institute are computerized and information is readily accessible to authorized users Computer configuration is better and frequently updated as and when required
- The Institute regularly upgrades both the software and the hardware facilities as per academic requirements.
- The computer lab is connected with LAN connection and it provides central access to students for printing.
- Firewall and Anti-virus software are upgraded regularly.
- Licensed Copy of Windows 10 Professional 64 Bit.
- Faculty members are using power point presentations, videos etc in the class rooms to enhance learning.
- Scanners, printers, Xerox facility is available and faculty members can use this facility for official purpose.
- The college campus is WI-FI enabled. Faculty members can access Wi-Fi anywhere in the campus to gain additional information, carry out research activities, and download information related to the curriculum and also to enhance their knowledge about their subject.
- The college campus is under CCTV surveillance to ensure transparency as well as safety to all its members.
- Students are encouraged to use IT infrastructure in the best possible way to their learning.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio**Response:** 11.87

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)**>=50 MBPS****35-50 MBPS****20-35 MBPS****5-20 MBPS****Response:** >=50 MBPS**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 33.85

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
942231	859345	814959	836651	954776

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Our college has been established in the year 2004 to provide contemporary education in the fields of Arts, Commerce and Science. To support this cause, we have developed support facilities such as library, computer lab, seminar hall and classrooms. The college has also made arrangements of sports and cultural requirements.

Maintaining and Utilizing of Campus Infrastructure:

The college has defined procedure and systems for utilization and regular maintenance of its academic and support facilities. Management has assigned the responsibility to the Administrative Officer and the principal for utilization and maintenance of academic support facilities. There is a standard procedure for utilization and maintenance of these facilities and which are being planned systematically and approved from the respective authorities. Administrative officer is responsible for utilization and maintenance of academic and support facilities whereas Principal looks after academic facility utilization.

Procedure of utilization:

There is a standard procedure for the utilization of academic and support facilities in the institute. Requirement for the utilization of academic related facilities are being noted in the register. This is being reviewed by the Principal and further directions are being noted. Library and computer labs have defined their rules and regulations for the utilization of the facilities such as books and computer lab to the students. The same process is adopted for physical facilities and which is being looked after by A.O. of the institute.

Procedure of maintenance:

There is a standard procedure for maintaining the academic and support facilities in the institute. The management has given this responsibility to the A.O. Various regular annual maintenance contracts are

made for maintaining academic and support facilities.

The library follows certain protocols in the usage of books for both students and teachers. At the beginning of the Academic year, each student will be issued library cards after collecting their details. New books will be issued to the students only after the previously borrowed books are returned in good condition. At the end of every semester, all the students must return the books to the library. Likewise the teachers are allowed to take any number of books after entering in the teachers register. They also must return the books after they finish reading. Whoever is leaving the institution be it a student or a faculty must get a no due certificate from the librarian.

The lab facilities are open to all the students for academic purpose. The students must enter their names in the log book before entering the lab mentioning the time. The computer lab is monitored by camera to keep tab on the student activity within the premises. The students are divided into batches so that the components or computers can be given equally for the students use. The computers are upgraded every year and the components in the electronic lab are replenished every year to provide the students with the state of the art experience.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 0.37

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	1	00	17

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0**5.1.5.1 Number of students attending VET year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students benefited by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 4.13**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
40	35	1	00	00

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 7.61

5.2.2.1 Number of outgoing students progressing to higher education

Response: 28

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 20

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.

Response: 12

5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	3	3	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college has a very active, organized and democratically elected student council set up according to the University guidelines. For the active participation of the students in the various academic & administrative bodies, college creates a platform to empower the students in achieving leadership qualities and implementation of skills.. The student members elect from among themselves, a general secretary for a period of one year. This secretary represents the college at the University.

- It comprises of the following members.
 - Chairman – Principal
 - Head Co-ordinator – BMS
 - Teacher Members - B.Com., B.Sc.(BIOTECH.),

- The students elect following Office bearers:-
 - General Secretary
 - Deputy General Secretary
 - Cultural Secretary
 - Treasurer
 - Sports Secretary
 - Ladies representative
 - Class representatives – elected by the respective students of respective class through election. These elected bearers are responsible for looking after extracurricular activities, hospitality issues, and other cultural and academic events throughout the year besides students in other supporting positions.
- Role & Responsibilities of the Student council members:
 1. Student council representatives are involved in planning the events semester wise.
 2. The members of the council act as a catalyst between students and faculty members.
 3. They are the point of communication from the both side.
 4. The suggestions of students on various committees' activities are communicated back to the faculty.
 5. They help in organizing and implementing the various activities under respective committees.
- **Activities:** The student council is actively involved in all the co-curricular and extra-curricular activities of the college like Tie-day, Sari-day, Traditional day, Twins day, Rose day, Chocolate day, Teachers day etc. It identifies students good at cultural programs and trains them for college activities as well as inter college cultural fests. Inter college and intra college cultural activities/competitions involve student representatives and class monitors which are collectively called as Students Council. Hence it includes :
 - Initiating the new students through Orientation and spot the Talent features
 - National Memorial days: Gandhi Jayanti, Independence day
 - Socio-Cultural events: Teacher's Day, Performing art performances, farewell to outgoing students and Faculty
 - Competitions and campaigns: Inter college events in different areas comprising of :-
 - Intra college competitions between different class students or to identify talent to represent college.
 - Local Inter College competitions: Outstanding talent identified through the above events represents the college in Inter college competitions.

- The Annual festival titled Aavishkar is held every year in the month of January by the students.

Committees under Student Council :- Following committees are formed for better functioning of Student council:

- Library committee
- Cultural Committee
- College Academic committee
- Sports & Games Committee
- CSR Committee

The Head co-ordinator and Teacher members guide and mentor the Council. The members meet the Principal every month where they provide feed - back on college matters. The same is reviewed and appropriate action is taken.

- **Funding:** There is no external funding for the council and the management provides them with the same on need basis.

Various academic and administrative bodies that have student representatives on them include:

Students' Council, Anti Ragging committee, ICC (Internal Complaints Committee), Grievance Redressal committee, Women Development Cell, NSS, etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 18.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	20	19	17	16

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The college has an alumni association named KCMC Alumni Association that stands for Knowledge Centres' Mumbai College Alumni Association. The association had been formed in 2016 and running unregistered. Efforts are to be taken to get register the association. Many of our old students have become member of KCMC Alumni Association.

The primary objectives of the Association are to promote and maintain contact among all our ex-students, by creating opportunities which would enable alumni to strengthen their bonds with their alma mater. Moreover to help the college with matters concerning its promotion, development and welfare.

The Alumni Association aims to play a very active role in meeting its objectives by organising social functions, sporting events, fund raising drives, reunion get togethers annually. The Alumni Association is managed by an Executive Committee representing a broad range of graduating classes. It works closely with the college and has a working committee which comprises of a President, Principal, Secretary, Treasurer and members.

The KCMC Alumni Association has been actively involved in the various activities related to the Institute development. The Non-Financial activities of the Alumni include the following:

- An alumnus is the member of IQAC
- The institution networks with its alumni through the annual re-union. Ideas are exchanged and many new endeavours are undertaken keeping in with global competencies.
- They share feedback on various programs of institute in alumni meetings.
- At annual alumni meet also college collects feedback from alumni.
- These feedbacks are shared by the Principal in the meeting and suggestions are implemented for the development of institution.
- The alumni support the institution and contribute to its institutional, academic and infrastructural development.
- To share their experiences with the current students they are invited for helping them getting exposed to the realities of world.
- They are also invited at seminars, delivering guest lecturers in the areas of their expertise, etc.
- The alumni have been working in their capacities in the interest of the college.
- Co-Operation to arrange Internships in the college.

- Attended various function in the colleges such as Annual Cultural Day, Tree Plantation etc.
- Some of the Alumni are employed as faculty and as support staff in the college.
- They play an important role in academic and institutional development.
- They also arrange talks from the alumni, Promoting student, alumni and faculty interaction and involve the alumni in social activities.
- Some senior faculty members are given positions of prominence after they have superannuated.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 4

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	00	00	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Our Vision

To provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future.

Our Mission

- To provide a safe, friendly, accessible environment where all students and community members may optimize their academic, career, and cultural development.
- To Educate students for career success.
- To empower students to take ownership and responsibility for their present and future learning by developing their academic, interpersonal, intrapersonal, and technological skills.

The founder and Chairman of the college, Shri J.k. Jadhav is a follower of Swami Vivekananda and put forth his views and made clear his intentions in the following words of Swami Vivekananda

“The main objective of Education is not merely to give education but to give education in such a manner as to promote intellectual, moral and social democracy. This is what modern India needs today and this is what all the well wishers of India must promote.”

For fulfillment of the college mission, the leadership strives to maintain an open and interactive environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making & policy formulation. A two-way communication channel between the staff and the leadership is an important feature of our College. The Principal interacts with staff and students at formal and informal levels at various occasions. The college leadership maintains regular and active interaction with all stakeholders during the span of an academic session. The governing body (GB) is the executive authority and exercises general supervision and control of the affairs of the college. The Principal and two teacher representatives from the college are on GB. Staff meeting is an important platform for formal interaction between the Principal and the faculty for planning and mandated tasks of the staff. Then department and various committees are formed for the smooth implementation of the directives and content specific curriculum transactions. Departments HODs meet the Principal, who usually participates in departmental meeting and activities when required. Interaction with students is a continuous process, The leadership of the college supports faculty for organizing and attending seminars, workshops and community initiatives. Student sub-committees are equally supported. The management also motivates teachers and students to undertake research and innovative projects. High-quality teaching-learning through innovative methods is emphasized for high academic achievement. The College uses alumni network and interacts with industries, government and non-government organizations for training students in career planning, internships and placements. Appropriately adapting and responding to

changing academic and societal environment is a key to the functioning of the College at all levels. New infrastructure and equipment, renovation of laboratories, training of staff etc. have been facilitated for successful implementation of new systems in the college. The Management, Principal and Staff work in complete unison with each other, in tune with the vision and mission of the college.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

There is a culture of participative management in our college. The founder chairman of BGPS takes the lead in the governance and management of the institution. The top level of management is the Governing Body of BGPS. The Governing Body consults with the principal of the college before taking any policy decision. The management committee members along with the Principal and other governing members of the committee support day today functioning of the college administration. The staff members are inspired by the management by through personal interaction through get together, meetings to get the best in the teaching assignments from the staff. Encouragement and sanctioning of funds for different developmental activities of the college continuously comes from the management. There is coordination between the Principal, the teaching, non- teaching and student body members for the effective functioning of the college.

The head of the institution is the Principal He is the chief decision maker at the college level for managing affairs of the college. The principal involves faculties in the decision making process by having open consultation with the faculty members. Head of Departments, Co-ordinators and Convenors of various committees take suggestions of the students in formulating and implementing the programmes and activities.

An operational autonomy is allowed at all levels in the college atmosphere. There is a democratic mode of functioning in planning and implementing teaching plans, co-curricular and extra-curricular activities in all departments and the administration does not interfere in the day-to-day functioning of departments. There is liberty to organize seminars, conferences, events, and plan educational tours, adopt different teaching methods, work on various research projects, take up major/minor projects etc.

There is a culture of participative management. All the faculty members are encouraged to contribute ideas towards identifying and setting organizational goals, problem solving and other decisions to promote a good work culture. This empowers the staff to increase efficiency, improve communication, improve morale, motivation and job satisfaction. Various levels are as follows:-

- Top Management : The Managing Board along with the Principal takes major policy decisions involving finance, infrastructure, foreign tie-ups etc. The Principal plays a pivotal role in this strategy.
- Operational Level : Various Committees are constituted of staff and student representatives to take responsibilities for the different activities of the college. The heads of departments/coordinators for the aided/unaided courses hold regular meetings with their staff and put across their points which are further discussed when they meet the Principal. The class representatives who are members of the Student Council are the voice of the student community. Suggestions made are put forward for consideration to the higher authorities. The A.O. is the head of the administrative staff and non-teaching staff who meet periodically to discuss issues related to their work.
- Another important stakeholders of the institution are the Parents. Parent - teacher meetings held by the departments and their suggestions are sought which is then conveyed to the Principal through the head of the department.

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The founder chairman an erudite, eminent educationalist, great visionary, has himself penned the aims and objects i.e. providing 'Education for All' in general and for the people from socially and economically backwards in particular, as included in the vision and mission statement. It is his vision to bring about 'All Round Development' of students and hence he founded Knowledge Centre as an Oasis of Education in an area where there are no educational resources available in the nearby areas.

The quality policy of the college is in alignment with the University of Mumbai and the UGC. All the strategic plan and deployment documents are sent by University of Mumbai and UGC and many are available on the University of Mumbai website. Many of the academic quality policies are framed by the Staff members and implemented through various committees of the Staff which are monitored by the Principal. The college has regularly enhanced infrastructure and developed capacities for teaching and research of staff according to the changing academic and social environment.

The college stresses on maintaining discipline and physical training along with regular academic activity for the moral development and character building of the students. The college ensures that the building premises and other infrastructure are used mainly for educational purpose and sparingly socio-cultural purposes. The quality policy of the college is in line with the vision and mission statement. This inherent commitment to profess and propagate knowledge and compassion prevails in all its activities.

In order to provide inclusive and quality education, the college has developed strategic plan for various activities as follows

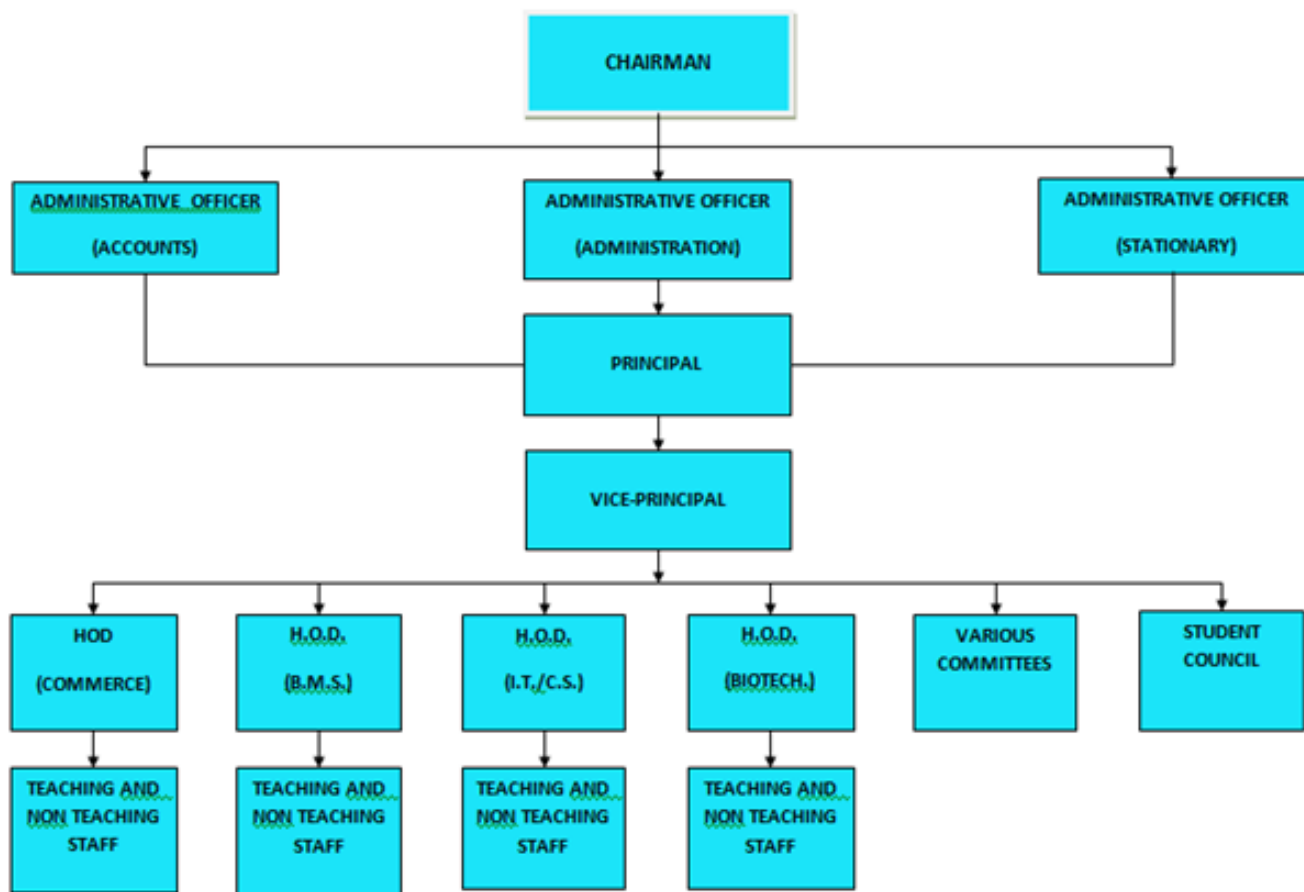
1. Setting Internal Quality Assurance Cell.
2. Academic and co- curricular-activities-for the holistic development of the students, many academic activities like literary competitions, department activities are planned along with co- curricular activities.
3. Extra curricular activities-sports activities, cultural competition including intra college and inter college activities planned every academic year.
4. Student Support & Progression – In order to help and support students develop employability skills, a host of activities are planned which includes , counsel students to join PG classes, career guidance placement activities etc.
5. Strengthening Learning Resources – College plans to improve learning resources by updating library and other support systems, buying more books , improving ICT enabled teaching, proposal for digitization of libraryand focus on e-resources etc.
6. Establishing information systems – having internet browsing centre with wi-fi and printer for the benefit of both students and faculty members.
7. Faculty Development - Encourage faculty to take up long and short and long term courses, refresher courses orientation programmes, paper presentation, incentives for outstanding performance of faculties and Research work.
8. Doubling the student intake and create facilities according to the enhanced student strength.
9. Adopting procedures for excellent teaching- learning processes.
10. Training and skill up gradation to make the students globally competent. Organizing programmes to inculcate ethical values.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Our Organization Structure:-



The organizational structures of colleges vary distinctly, depending on institutional type, culture, and history, yet they also share much in common.

There is efficient internal coordinating and monitoring mechanisms. However, the Governing Body of the Institute is the apex body which acts as the supreme authority of the college. It frames plans and policies, takes decisions and finally evaluates those after its proper implementation and execution by the various committees. In keeping with the educational needs and demands of the Society and beneficiaries, the targets are set and sought to be achieved through collaborative and collective efforts of various components of the institution. Responsibilities are often assigned to individual Teachers and departments. Under a democratic set-up, each unit can innovate plans, yet the final decision is taken by the Principal. Entire system operates through a structured organization for disciplined and smooth functioning. The line of hierarchy is maintained and to ensure harmony and unity among its various committees and cells, code of conduct is implemented.

As per the guidelines of GB, Principal acts as a leader to transfer policy down the line and decide action plans and strategies for the overall development of the college. Decentralized governance system by proper decision making process is followed through Delegation of authority & work

Various bodies:

The Trust: The trust, Bhartiya Gramin Punarrachana Sanstha (BGPS), provides financial assistance to the college as and when required. Trustees act as an advisor and guiding force.

Governing Body : The governing body (THE Charman and A.Os). is responsible overall for the smooth

functioning. It is responsible for setting targets & then monitoring all activities accordingly.

Principal : The Principal is responsible for determining the objectives, plans and policies and accordingly Monitoring progress towards achieving the objectives and policies.

Teaching Staff: Faculty members undertake teaching, student support and progression and service roles to carry out the academic work of the colleg. Various committees are formed with faculties for better functioning.

Librarian: Librarian has an essential and unique specialist role to play in supporting students' learning and their development into effective, independent learners and readers.

Service Rules:

Recruitment: Vacancies, if any, are put before the Governing Body. Then Advertisement is published in newspaper for call for an interview. Applications are shortlisted by committee. Interview for the shortlisted candidates are scheduled. After the interview, committee prepares a report and sends same to the Chairman for approval. After approval by Chairman, appointment letters are issued by appropriate authority to the selected candidates. Then Joining reports are received from the candidates who join the Institute. Recruitments are reported to GOB.

Grievance Redressal Mechanism:

Teaching & non-teaching staff members are advised to approach Grievance Committee for grievance (with regards to service rules) redressal, if any. After receiving an application, the committee may hear the staff member in person and address the redressal within appropriate time. The staff member if dissatisfied with the decision of abovementioned committee may make an appeal to the Chairman whose decision will be final.

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Effectiveness means measuring the extent to which targets are being met, and detecting the factors that hinder or facilitate their realization. It also involves establishing cause-effect relationships about the extent to which a particular policy (or a set of policies) produces the desired outcome.

Effectiveness evaluation is an established tool that uses methods drawn to assess how well a program is achieving its objectives. When done well, it allows departments to develop evidence to determine how well their programs meet expectations, and whether they are cost-effective. Over the past few years, the college has made efforts to embed the management practice of evaluating program effectiveness.

Institute has established various committees for maintenance and upkeep of the infrastructure, facilities and equipment. The committee monitors and evaluates the requirements for maintenance of infrastructure and facilities. The institute ensures that grievances / complaints are promptly attended to and resolved effectively through following mechanism to analyze the nature of grievances for promoting better stakeholder relationship:

- Academic Monitoring Committee
- Admission Committee
- Anti-ragging Committee,
- Grievance Committee
- Examination Committee
- Attendance Committee
- CSR Committee
- Cultural Committee
- RTI Committee
- Library Committee
- Alumni Committee
- Staff Welfare Committee
- Student Welfare Committee
- IQAC

The college monitors and evaluates its policies and plans by several means. Regular meetings and suggestions are given for quality improvement. Senior faculty members/HODs of the college are responsible for a particular criterion. Implementation of the policies and plans is easily monitored by the heads and their sub-committees. The areas that need improvement are noted and discussed either at board meetings, Academics Committee meetings, Principals meeting with HODs, IQAC meetings, departmental meetings, staff meetings or meetings with the AOs.

Our teachers maintain a 'Course diary' to record their teaching plans and other activities like research and administrative work. Feedback is taken by students and same is discussed with concerned teachers for positive and developmental changes. Student class representatives helps in maintaining record of lectures conducted by the concerned teachers. A feedback mechanism is used for the improvement of the quality of the institution.

Resolution	Status
Increasing Enrolments : The need for increasing total new enrolments especially in the Science stream	Continuous efforts are being made to improve year which is evident from the total enrolments
Software for Result Analysis: The need for purchasing Software for better result analysis was suggested by the GB	Result analysis Software has been purchased software solutions
FDP: GB suggested encouraging various programs to be attended by the faculty at various other departments, colleges and institutes in future, and give emphasis on research approach of faculty and publications in International journals.	Every department has prepared a plan for various needs of new syllabus.
Purchase a High Speed copier, printer for all examination work : As per University guidelines for smooth conduct of examination under Digital university portal	2 high speed copier and printer purchased

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The commitment and dedication of the teaching and non-teaching faculty is recognized and appraised by the management. The needs of the employees are proactively satisfied by the management. Some facilities provided for the welfare of the employees of the institution are :-

Teaching Staff

- Advance payment against salary
- Assistance to avail loans
- Fee concession is given to the children of the staff of the college.
- A canteen is provided inside the campus to provide refreshment to the staff.
- Subsidized facilities for Stationary and Xerox center within the campus for both staff and student.
- Compliments are given to the staff during festival times.
- The faculty is free to use the ICT Infrastructure and take assistance of manpower as and when required.
- Seminars (National and International) and Workshops are conducted which keep the Faculty update and give exposure.
- Registration fees to attend FDPs, workshops etc.
- Healthy and hygienic work environment.
- Career advancement benefits as well as opportunities for those who wish to improve their qualification.
- Leaves are provided as per policy.
- Vacations and university notified holiday given.
- Academic and support facilities are made available for effective teaching.
- Decentralized structure of the administrative system of the Institute in planning and implementation of all activities has developed an atmosphere of co-operation, sharing of knowledge, innovations and empowerment of the staff
- Empowerment of the faculty members and staff is ensured as they are included in various committees. Thus they can play active role in policy making and its implementation.

Non-Teaching Staff

- Advance payment against salary
- Assistance to avail loan.
- Uniform and other safety gadgets
- ICT Infrastructure.
- Leaves are provided as per policy.
- Vacations and university notified holiday given.
- First Aid Kit is made available staff to meet any First Aid treatment on the campus.
- Compliments are given to the non-teaching staff during festival times.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	3	3	2	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 30

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	6	4	6

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

One of the key elements of Effective leadership and management is its personnel policies which includes performance management, such as a staff appraisal system, induction and professional development of teachers. High quality teaching is essential to improving student outcomes and reducing gaps in student achievement. The Teacher Performance Appraisal System provides teachers with meaningful appraisals that encourage professional learning and growth. The process is designed to foster teacher development and identify opportunities for additional support where required. By helping teachers achieve their full potential, the performance appraisal process represents one element of achieving high levels of student performance.

The first and most important step in establishing the appraisal system is to define the objectives of the appraisal, which in turn determine the criteria and procedures of appraisal.

Faculty members are required to fill in a performance appraisal forms. It is a self-appraisal form. The format includes questions regarding academic and administration responsibilities undertaken by the teacher, innovative methods practiced and implemented by the faculty members during the academic year, various responsibilities including college fests, etc. It also involves questions on seminars attended/ paper presentations by faculties in State/National or international seminars/workshops ,guest faculty arranged, use of ICT enabled teaching, involvement in university academic work like question paper setting, examination work, participation in various committees, etc. The appraisal forms are assessed by the HODs, vice-principal and the principal of the college and a positive and constructive feedback is shared with the faculty members. The principal counsels the faculty members to improve their performance if necessary.

Faculty members are also asked to involve in various committees, activities of the college. The activities committed by the staff members are evaluated semester wise. They are encouraged to attend/present papers in seminars and workshops. Faculty members are also asked to improve their qualification (Ph.D) and encouraged to pass NET or SLET. The work diaries and lesson plans and other individual records of each staff member will be checked every semester.

Faculty appraisal is also done through student feedback mechanism. A well drafted feedback form with specific questions as per the comprehensive level of the students is distributed to evaluate how far the teacher had been successful in reaching out to the advanced as well as the slow learners in the classroom. This is further intimated to the concerned faculty in the academic meeting and suggestions for development or appreciations are made.

Non-teaching staff like the librarians, office staff, support staff etc are currently not given any appraisal forms. Their performance appraisal is done by the principal based on the quality and quantity of their work, nature of their work, their enthusiasm, skill sets and efficiency. The appraisal of the non-teaching staff is conducted informally by the principal and they are counseled to improve their work if necessary.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

An audit is an objective examination and evaluation of the financial statements of an organization to make sure that the records are a fair and accurate representation of the transactions they claim to represent. It can be done internally by employees of the organization, or externally by an outside firm.

Basic objective of auditing is to prove true and fairness of results presented by profit and loss account and financial position presented by balance sheet. Its objectives are classified into two groups which are given below:

. Primary Objectives Of Audit

The main objectives of audit are known as primary objectives of audit. They are as follows:

- i. Examining the system of internal check.
- ii. Checking arithmetical accuracy of books of accounts, verifying posting, costing, balancing etc.
- iii. Verifying the authenticity and validity of transactions.
- iv. Checking the proper distinction of capital and revenue nature of transactions.
- v. Confirming the existence and value of assets and liabilities.
- vi. Verifying whether all the statutory requirements are fulfilled or not.
- vii. Proving true and fairness of operating results presented by income statement and financial position presented by balance sheet.

B. Subsidiary Objectives Of Audit

These are such objectives which are set up to help in attaining primary objectives. They are as follows:

i. Detection and prevention of errors

ii. Detection and prevention of frauds

iii. Under or over valuation of stock

iv. Other objectives

* To provide information to income tax authority.

* To comply with the legal provisions.

* To have moral effect

The college has mechanisms for internal and external audit. Our institution has an internal auditor who audits all the accounts yearly. The audit reports are sent and there have been no major objections. There are no adverse comments on the accounts. Internal audit is carried out periodically. External audit is carried out once in a year. External Auditor verifies all receipts & expenses bills, payments of the Financial Year.

The Institute has internal and external audit mechanism.

The internal audit is carried out by the auditor appointed by the management. Statutory auditors are also appointed who certify the financial statements in every financial year. An external auditor is appointed by the Institute which performs an audit of the financial statements of the Institute.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college is a self finance institution. The main source of funding for the college is the fees collected from the students. Budget is prepared as per the requirements of the various departments. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development. All the major financial transactions are analyzed and verified by the governing body

The Institute has effective audit mechanism to monitor the utilization of the funds effectively & efficiently as follows :-

- Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management.
- Every transaction is supported by vouchers.
- All the collections are deposited in the banks.
- Financial Audit is done by registered Chartered Accountant at the end of each financial year.
- All the utilizations are monitored by the Principal for effective and efficient use of financial resources.
- Optimum utilization of infrastructure, resources for better output.
- The funds received from University of Mumbai on account of conduct of examination (semester wise) are being distributed amongst the teaching and non-teaching staff involved in the examination process.

File Description	Document
Any additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

As the college is going for cycle-1 of NAAC process, IQAC has been established as per the guidelines of NAAC recently. The establishment of Internal Quality Assurance Cell (IQAC) is a major step in pushing long-term quality standards. IQAC in any institution is a significant administrative body that is responsible for all quality matters. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution or college. The role of IQAC in maintaining quality standards in teaching, learning and evaluation is crucial.

However, the college has its internal monitoring system in place since the academic year 2017-18. The basis on which this internal monitoring committee works, is to support the efficient functioning of academic activities.

Following are the major points on which yearly monitoring is carried out:

- Quality of Teaching and the methodology
- Co-curricular activities
- Student performance in examinations and Placements
- Faculty contributions in research
- Quality of question papers
- Attainment of course outcomes

Faculties take necessary corrective actions as per the assessment. Based on recommendations of the faculty, specific measures taken are as follows:

- Classroom sessions are made more interactive involving group discussions.
- Teaching is made more 'conceptual knowledge' oriented.
- Implementation of innovative methods in teaching methodology.
- Preparing students for the final placements.
- Remedial and special classes.
- Various co-curricular activities which are contemporary in nature are included regularly in academic calendar.
- Faculty members are encouraged by the institute for contributing in research work.

The main aim of Academic monitoring committee is to suggest improvements in the academic and administrative performance of the institution. The regular academic audits by this committee also ensure transparency in the system.

The committee analyses the performance of the institution with parameters in terms of:

- Teaching and learning:

Faculty, students, teaching methodologies used. The Principal and academic committees constantly observe and evaluate the teaching learning process. The written feedback from present students and alumni, the analysis of the result etc. justify the mechanism of improvement and implementation of quality standards. The personal visit to the class and campus by the Principal to overview teaching as well as campus.

- Administrative systems:

Supporting staff performance, implementation of policies. The training was given to train the non-teaching staff. By the help of training, non-teaching staff is also able to do all procedures on line. Computerized office for speedy work which is related to admission, examination, result declaration etc.

- Documentation process with respect to:

Management strategies, budget allocation/utilization and requirement of additional infrastructure. Regular internal and external audit is executed.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The Primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the College. The IQAC will provide greater clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture. The IQAC will contribute towards enhancement and integration among the activities of the College and institutionalize many good practices

Functions:

Some of the functions of the IQAC are:

- Development and application of quality benchmarks / parameters for the various academic and administrative activities of the College,
- Dissemination of information on the various quality parameters of higher education
- Acting as a nodal agency of the College for quality-related activities
- Ensure internalization of the quality culture.
- Ensure enhancement and integration among the various activities of the College and institutionalize good practices
- Organization of workshops, seminars on quality related themes and promotion of quality circles
- Development and maintenance of Institutional database through MIS
- Build an organized methodology of documentation and internal communication
- Documentation of the various programmes / activities of the College leading to quality improvement
- Collection and analysis of feedback responses from students, staff and other stakeholders on institutional processes
- Provide a sound basis for decision-making to improve institutional functioning.

The institute has constituted IQAC from the academic year 2018-2019 as follows :

IQAC COMMITTEE		
Date of formation : 9th October, 2018		
Sr.No.	Name	Designation and Affiliation
Chairperson		
1	Anil V. Gaikwad	I/C Principal
Members of the Management		
2	Shri J.K.Jadhav	Chairman
Administrative Officers		
	Mr. P.S.Shinde	Administrative Officer
Faculty		
4	Ms. Shweta Shirgaonkar	Assistant Professor
Student, Alumni, Parent		
5	Dharmesh Padhiyar	Student
6	Amir Shoyal Sayed	Alumni
7	Prakash Hingorani	Parent
Employers/Industrialists/Stakeholders		
8	Shri Jaywant Javle	Employer
9	Shri Dipen	Industrialist
10	Shri Manish Dhumale	Stakeholder
Co-ordinator/Director of the IQAC		
11	Draksha Khan	Assistant Professor

The following are the proposed reforms facilities by the IQAC.

- Measures for strengthening teacher quality.
- Improvements in the continuous internal evaluation.
- Enhancing Alumni network
- More collaborations for Placements and career guidance

File Description	Document
Any additional information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	4	3	2

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

The college aims progress in every academic session since its inception. The institution that started with very few students with five programs in 2004 has shown progress tremendously. Now the college provides knowledge base to more 900 students. All the Departments have shown good improvements over the past five years. The Commerce Department is the biggest with maximum enrolments. Subsequently BMS Department has grown and currently offering UG program in all the three specialization areas viz, Marketing, Finance and HRM.

The strengthening of faculty members either in terms of qualification or quantity illustrates the college's involvement in improving the teaching standards. The faculty members are constantly encouraged to progress from Post-graduation to MPhil and PhD. They are encouraged to qualify themselves by writing UGC/SLET/KSLET. The current teaching staff includes majority NET/SLET qualified Assistant Professors.

The students are given equal importance in gaining exposure in their respective fields of study and in terms of good results. The advanced and slow learners are identified and measures are taken every year to upgrade the standard of the teaching learning process for the benefit of the students. This is reflected in the progressive results and the quality of the students leaving the college, ready to explore the world. Every year, "Best Student Award" is being given. Also, since 2015-16 University of Mumbai has delegated the CONVOCATION CEREMONY to the colleges. So the college has started giving the Most Outstanding Academic Performance trophy to All Departmental toppers. Some of the students who have studied here and started their career in this college have cleared MBA-CET and many have secured well paying positions in prestigious institutions.

The infrastructure of the college gets a newer face at the beginning of every academic session. New computers are added to the existing in the computer lab at least once in every 2 years and there is constant upgradation. The components in the computer and Biotechnology labs are replaced with the upgraded ones to keep on par with the updated syllabus. The college has purchased two big Photocopiers and Xerox machines to speed up and smoothen Examination process. Also a Result software has been purchased and installed in 2017-18 for better outcomes. The library adds up new books to the various departments every year as per the requirements and changes in syllabus. New publications has been added to the collection. In the year 2016-17, the Rotary club of Malabar Hill has donated 300 plus rare books and manuscripts to BGPS which has enhanced our collection. Use of better E-learning resources like Google and You-tube. Frequent and more use of ICT since last five years.

The Feedback and Mentor-Mentee system introduced for better interactions and students welfare.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 11

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	2	2	2

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Gender sensitivity refers to the modification of behavior by raising awareness of gender equality concerns.

Gender Sensitive in our College is evident from following highlights:-

Classrooms are gender sensitive. We have taken care of few do's and don'ts for making classroom interaction gender sensitive.

- Encourage both males and females to be class leaders (perhaps one of each sex). Appoint two class representatives in each classroom, a boy and a girl
- Address and call on girls and boys equally. Do not segregate boys and girls in the classrooms.
- Make mixed groups for group activities and games
- Try to 'switch role' for breaking down gender barriers and stereotyping of gender roles
- Make both boys and girls share activities

- Plan and conduct activities that give opportunity to all students accepting one another as equals.
- Two Lady Representatives are elected on incharge Panel of Student Council.

The Institution is Gender sensitive in providing various facilities :

- **Safety and Security :-** The institution provides all possible types of safety and security to students irrespective of gender. It also provides safety by maintaining a record of all entries and exits of visitors regularly at the entrance. The Institution is sensitive towards women issues and therefore imparts gender sensitivity among students and faculties through various committees which conduct gender-sensitization programs. Some of the associations involved in regard are Women Development Cell, Anti-ragging cell, Internal Complaint Committee etc. Besides these associations and their programs, the college shows gender sensitivity in providing a safe and sound campus for both female students and women faculty members. The college building is located in a gated-community kind of an environment with security guards at all entrances and exits. College building is monitored by CCTV Surveillance .There are cameras in the corridors, Exam room, labs. Etc.
- **Counselling :** The college has appointed a Part-time counselor who is provided with the counseling room. The counselor meets all the students on a regular basis and counsels the boys on gender equality. The girl students are encouraged to be confident and find solution to their problems which may also include gender-related issues. The girl students are encouraged to be confident and find solution to their problems which may also include gender-related issues.
- **Common Room :-** The institution has established common room to facilitate female students. The room is designed to give female students a place to relax, study, and have informal discussions during their free time. ? The common room is provided with magazines, books, and newspapers.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 00	
7.1.3.2 Total annual power requirement (in KWH)	
Response: 00	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs	
Response: 100	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 2	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 2	
File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

<p>7.1.5 Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management <p>Response:</p> <p>Waste management are the activities and actions required to manage waste from its inception to its final disposal. This includes the collection, transport, treatment and disposal of waste, together with monitoring and regulation of the waste management process.</p> <p>Waste can be solid, liquid, or E – Waste and each type has different methods of disposal and management. Waste management deals with all types of waste. In some cases waste can pose a threat to human health. Waste management is intended to reduce adverse effects of waste on human health, the environment or aesthetics.</p> <p>The college is proud to say that there is minimal waste generated in the campus. Waste is segregated as per Mumbai Municipal Corporations' guidelines. Waste generated in the campus is segregated as Solid Waste, liquid waste /organic and E-waste. The College maintains a Proper Waste Management system to make</p>

the campus Eco-Friendly as follows :-

Solid waste management:

Solid waste which mainly involves plastic and paper is collected in separate dustbins and handed over to MMC workers. They have the proper mechanism of waste management and re-cycling of collected waste. The dry and wet waste is already marked by different colour dustbins provided by them. Some solid waste is collected and periodically sold to vendors as scrap. Separate bins are also kept in all floors for solid waste and liquid/organic waste. Students are asked to dispose waste only in the designated bins. An awareness program was held in collaboration with MBPT hospital about Dengue and Malaria caused due to Liquid and solid waste. All classes are provided with dustbins for solid waste disposal. Old newspapers, Books, used water bottles etc are sold to vendors dealing in recycling. College has issued strict instructions about plastic free campus.

Liquid waste management:

Liquid waste from the points of generation like the canteen and toilet etc. is let out as effluent through a proper drainage system and helps to avoid stagnation.

E- waste management :

Old and other electronic gadgets and equipments like damaged batteries , cells, CDs, Hard Disk Drives, Monitors, Keyboards, Cartridges, etc. are sold to junk dealers dealing with e- waste management as a scrap. UPS batteries are recharged/repaired/exchanged by the suppliers. The cartridge of laser printers is refilled outside the college campus. Students are continuously made aware of hazards of e-wastes during classroom interactions.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rainwater harvesting is a way of capturing and storing water during rainy periods for use in times when there is little to no rain available.

It is a technique of increasing the recharge of groundwater by storing rainwater locally, through roof water harvesting, refilling of dug wells, construction of percolation pits, trenches etc. The main objectives of rainwater harvesting are:

1. To meet the increasing demand of water.
2. To reduce the run-off which chokes the drains

3. To avoid the flooding of campus.
4. To raise the underground water table.
5. To reduce groundwater pollution.
- . To reduce soils erosion.
7. Supplement domestic water needs.

Rain water harvesting structures:

Water from the roof is collected in the ground tank and reused in toilets and canteen. Water is also used for the plants and trees in the campus. Water from the roof of the buildings is directed underground to rejuvenate underground water in the campus. The water thus collected is pumped to the ground and other plantation locations. Since there is no place constraint in the college, pits to store rainwater flow and use it for watering the gardens. As indicated earlier, rainwater harvesting is made an integral part of the building plans. Rain water harvesting utilization: The rain water harvesting system provides approximate 2,30,000 liters of water for up-keeping of garden.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind. Greening the campus is all about sweeping away wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling program. Institute has to work out the time bound strategies to implement green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus.

The Institution is located in a pollution free area and is surrounded by greenery.

Our Green Practices :

a)Bicycles: The College encourages the use of Bicycles for both Staff and Students, thus reducing the number of private vehicles to commute to college.

b) Public Transport: Students prefer Central railway facility (Nearest Railway station – Wadala Road) for travelling.

c) Pedestrian Friendly Roads: Institution has a pleasant walking environment with sidewalks with attractive landscaping. Students and staff use pedestrian friendly streets to walk.

d) Plastic-free campus : The Staff and Students of the college puts up awareness posters on notice board on issues relating to conservation and protection of environment. Posters regarding the dangers of plastic on the environment, newspaper clippings on environmental issues like pollution are regularly displayed in the notice board by the Staff and students. Posters on “Effects of pollution” were displayed by the students on June 5th every year to create awareness on pollution, being the world environment day.

e) Paperless Office: The college plans to make the campus plastic free in the near future. Staff members are advised to reduce taking printouts, use both sides of the paper, etc. The office too is making an effort to minimize the use of papers. As per the guidelines of the university, everything including administration and exam application are made online.

f) Green Landscaping with Trees And Plants: Approximately one acre area of the campus is utilized for garden and trees. Total 24 trees are planted in and around the campus. The planted trees are of indigenous species. The advantage of planting local variety of trees is that their survival rate is high and most of them including trees like Neem, Peepal and Banyan have good air purifying abilities. Green landscaping helps to reduce nitrates leaching from the soil into water supply and also reduces surface water runoff.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.55

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
57440	95358	7000	00	46451

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 15

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	3	3	2

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 16

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	3	3	3

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 30

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	6	6	6

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Celebrating events and festivals in the college have become an integral part of learning and building a strong cultural belief in a student. The college encourage students to embrace other traditions and culture just like the way they do with their own. The students will remember an important day only if they are told what the occasion signify, making them aware of the world in a more participative way. Apart from classroom activities, the college also pay heed to other important festivals which must be celebrated in order to understand our country's tradition.

National Festivals

National festival of a country holds a great importance in the heart of its citizen. It is the occasion when people from all walks of life unite together under the blanket of nationalism and celebrate the festival with joy and integrity. National Festivals in our college are celebrated with enthusiasm and excitement by all the students. Independence Day, Republic day and Gandhi Jayanti are celebrated every year. They take part in the celebrations with exceptional zeal and enrich their knowledge about Mother India. The students and staff of our college are seen immersed in the feeling of patriotism on all three festivals. Various big and small events to celebrate these festivals are organized. The college is decked up with flowers, balloons, flags and tri-colour drapes to add to the festive mood.

- 1) Students from all the classes and background take active participation.
- 2) Stage plays and skits are organized by students in memory of freedom fighters.
- 3) Patriotic slogans and songs are sung by the students in the memory of freedom fighters.

- 4) The campus reverberates with the sounds of loud thumping of drums playing the tune of Jana Gana Mana.
- 5) March Past is done by the student's NCC wing of Mumbai Public School
- 6) Children enrich their wisdom and knowledge listening to the speeches of Principal and other dignitaries present.
- 9) Cultural programmes portraying India's cultural and religious heritage are organized.

Birth/Death Anniversaries of the great Indian Personalities :

Efforts are taken to make students conscious and aware of social, cultural and educational reformists.

- National Science Day is celebrated in the memory of Dr. C.V. Raman's invention of Raman Effect.
- Activities and events are organized to celebrate World Tourism Day,
- National Youth Day or Yuwa Diwas is celebrated on 12th January every year to commemorate birth Anniversary of Swami Vivekananda.
- Marathi Bhasha Din is celebrated on 27th February to develop a liking for our state language.
- International Women's Day is celebrated to highlight the achievements of women.
- Teachers Day is celebrated to mark birth anniversary of Dr Sarvepalli Radhakrishnan.
- There is commemoration of the work done by great social and religious reformers like Mahatma Jyotiba Phule, Dr. Babasaheb Ambedkar and Shivaji Maharaj. Environment Day, Earth Day, World Water Day, are celebrated every year. Celebration of important days like Constitution Day, Human Rights Day creates awareness amongst students about issues of human rights, importance of Indian Constitution, right and duties of Indian citizens.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The college maintains complete transparency in its financial, academic, administrative and auxiliary functions:

The college is affiliated to University of Mumbai, so abides by the terms of the university and functions in a transparent manner as under:

Finance:

The fees of the students is deposited. All the payments towards purchase of equipment, stationery and all logistics are made through cheque. The amount of salary of all the staff members is made in their bank account. Audits are being carried out yearly of the institution's financial transaction by external auditor.

Academic:

The recruitment of all the faculty position is done through open advertisement. The names of the faculty members appointed along with their full qualifications and experience is uploaded on the website for general information. The courses along with their details like eligibility, tuition fees, examinations fees etc., run by the college are also uploaded on the website.

The admissions of the students are made as per eligibility criteria given by University. The examination program for various examinations is notified to students through notices students forums (whatsapp groups) and declaration of result is also displayed at prominent notice areas. The time table of the classes is notified on notice board.

RTI :

The RTI Committee is in place and RTI Manual is uploaded on the website for access to all.

Administrative:

Most of the positions in the college are recruited through open advertisement in leading newspaper. The rules regulating the services and conduct of the staff members have already been framed and notified and uploaded on the website. The recruitment policy, placement ,increments and other terms of service are well defined and notified to all the staff members. Any matter relating to discipline is concerned is dealt with as per the rules notified.

Auxiliary functions:

All the functions relating to purchase, library, games, sports, activities, etc. are well notified. Auxiliary functions are conducted in a transparent way. It ensures that all the financial transactions, reports and documents are completed with integrity. The college presents timely and accurate information to the University community, alumni etc. as well as state government.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

A **best practice** is a method or technique that has been generally accepted as superior to any alternatives

because it produces results that are superior to those achieved by other means or because it has become a standard way of doing things. Best practices are used to maintain quality as an alternative to mandatory legislated standards and can be based on self-assessment or bench marking. Best practices are a set of guidelines, ethics or ideas that represent the most efficient or prudent course of action. Best practices are often set forth by an authority, such as a regulator, governing body or internally by management, depending on the circumstances.

“The college has adopted many new best practices in the college.

The two best practices quoted by the college are :

Best Practice 1:

1) Collaborations with different stakeholders (MOUs):

"Life is not a solo act. It's a huge collaboration, and we all need to assemble around us the people who care about us and support us in times of strife" - Tim Gunn

The ability to work collaboratively with others is becoming an essential component of contemporary education reforms. Themes of teacher empowerment and professionalism, school-based management, shared decision making, and choice and voice for parents have dominated education reform in the last decade. As education systems in many colleges have been restructured their organizational features and activities, the need to develop a more collaborative approach has been a part of the direction.

For this, the college has entered into Memorandum of Understandings (M.O.U.) with different stakeholders as under :

1. Godrej Industries : for Internships of our students, community services of both the parties (Road Safety Awareness program) and Visit to the unit.
2. India Health Line Foundation : A NGO for training of our students as " Health Ambassadors"
3. People 2 Places Travels Ltd. : For Industrial visits and field trips
4. Leoprider Suitings : For formals and dress code and relevant exposure in the related field
5. Besides this, our students are engaged in Community services with the Nearby hospital, MBPT Hospital, a Central government undertaking and our local Wadala Police Station.

Best Practice 2:

Mentor- Mentee Program :

"Mentoring is a brain to pick, an ear to listen, and a push in the right direction"

John C. Crosby

We have introduced the Mentor - Mentee Program in the academic year 2016-17 as follows :

- Mentee is allotted to the faculties, by equally dividing with the available number of faculties.
- Mentoring to facilitate personal and career development through a relationship with role model.
- Complete SWOT Analysis of the Mentee by the Mentor and locating areas of improvements
- To help a student to achieve their academic and professional goals and outshine in the real world.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

"Education is the manifestation of the perfection already in man"

- Swami Vivekananda

The foremost objective of the college is "To provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future. This is clearly reflected in our Vision and Mission statements. Our Vision aims at the overall development of our students - the concept forwarded by Swami Vivekananda, the source of inspiration for our Chairman and all the staff members. Swami Vivekananda was one of the best teachers of his era. Every year on 12 January, India celebrates National Youth Day or Yuva Divas to commemorate the birth Anniversary of scholar Swami Vivekananda who was a social reformer, philosopher and great thinker. Every year the government celebrates this day by following a theme related to education. The theme for 2018 was 'Sankalp Se Siddhi' meaning, 'Fruit of adhering to promise'

In tune with this theme, our students has taken two pledges this year :

1. Rashtriya Ekta Diwas Pledge :

Rashtriya Ekta Diwas also known as **National Unity Day** was introduced by our Prime Minister Shri Narendra Modi in 2014. The intention is to pay tribute to Sardar Vallabhai Patel . It is celebrated on 31 October every year as an annual commemoration of the birthday of the Iron Man . The official statement for Rashtriya Ekta Diwas by the Home Ministry of India cites that the National Unity Day "will provide an opportunity to re-affirm the inherent strength and resilience of our nation to withstand the actual and potential threats to the unity, integrity and security of our country." We Celebrated this day in tune with our theme for the year "Sankalp se Siddhi" and majority of our students took this pledge of remaining united on 31st October. It is also evident from the composition of our Student Council where there is equal and unified representation from all departments.

2. Swatch Bharat : Keeping our Campus and Environment clean pledge was taken on the Independence Day by all of us including our Chairman, GB members, all Departmental Heads, Staff and Students. Our students also participated in the Swatchta Rally of MBPT hospital. Our

NSS students have taken up this initiative of Campus cleanliness and completing their hours of work by cleaning the campus and surroundings

This theme is the theme of our cultural fest Avishkar as well and all the activities are planned with the backdrop of the same theme i.e. SANKALP SE SIDDHI....

NAAC

5. CONCLUSION

Additional Information :

There is a POST GRADUATE Management institute named Mumbai Institute of Management and Research, founded and situated in the same campus and by the same Management which helps our students to stay focus and pursue higher studies. There is also an opportunity to invite Industry Experts for conducting Personality Development programme, thereby students get an opportunity to interact with Industry Professionals for getting their Internships and final placements. We have also established Research and Development Cell at our Institute where the students and faculties are encouraged to write articles and present papers at national level. This will help the students to improve their writing skills and presentation skills. The Skill Development programmes are conducted to enhance the employability of all students. We have also conducted programmes on Entrepreneurship Development so that the students get an opportunity to start an Enterprise of their own instead of depending on job market. This reflects our Vision to create more and more Entrepreneurs who in return provides employment to the unemployed youths.

Concluding Remarks :

In conclusion it may be said that The college has a defined vision and mission that is clearly spelled out to the students. The feedback system of the college is in place. The college has taken major steps towards improving the quality of teaching learning by conduction FDP programmes and Workshops for enriching teaching learning process. Students are provided ample opportunity to develop their social skills. Under CSR activities, we have organised and participated in various activities like blood donation camp, Health and HIV/AIDS awareness programme, female foeticide prevention awareness campaign, tree plantation, road safety campaign, voter registration drive. The college has well equipped and well maintained facilities.

We are in the process of making the Institute more vibrant and preparing the students to take the Corporate responsibilities, we also transform the students skills through our Mentor-Mentee programme. As we have executed MOUs with four corporates for conducting skill development programmes to the students so that they will be employable as per their career goal and interest.

hence, the dream of our founder to disseminate value-based education has today evolved to provide world-class education. The invincible spirit of all the stake holders of the college has grown from strength to strength and has given credence to our motto.