



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

## **SHAILENDRA EDUCATION SOCIETY'S ARTS, COMMERCE AND SCIENCE COLLEGE**

**SHAILENDRA NAGAR, SHAILLENDRA VIDYALAYA MARG, DAHISAR (EAST)  
400068**

**[www.shailendradegreecollege.in](http://www.shailendradegreecollege.in)**

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**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

### Introduction

Shailendra Education Society established in 1976 is a shining example of being the only Education Society in Maharashtra established by government servants in Mantralaya. Way back in 1976, 125 common citizens of Dahisar came together to cater to the educational needs of the local population. Dahisar, the farthest suburb lacked schools and colleges.

The Degree College was established in 1994 with launch of Commerce faculty. The Arts faculty was started in the year 1996. The college began with the primary objective of providing education to the lower socio-economic strata of the society who are very often the first generation learners. To increase the employability of the students, the college launched self-finance courses from 2004 onwards. The college offers self-finance courses of Banking and Insurance, Bachelor of Management Studies, Bachelor of Science (Information Technology) & Post Graduate course in M.Com. Our College has been sanctioned Research Centre in the Subject of Business Economics and Commerce under the faculty of Commerce affiliated to University of Mumbai. The college offers a number of add on & value added courses

The college encourages co-curricular and extra-curricular activities. Our students have excelled in Marathi Drama, Kabaddi, and Mallakhambh. We are ranked fifth in Kabaddi last year and first in Mallakhambh in the University. The college also excels in extension activities. The College has a camping ground for NSS at Kaman in Vasai. We have a vibrant NSS unit. Our NSS students have been selected for Avahan camp. Our NCC cadet Mr. Sugandh Singh was selected for Republic Day Parade at New Delhi last year.

The college makes maximum use of the infrastructure available. The college is celebrating silver jubilee and desires to stand out as an institution of eminence cherishing its values and preparing its students to brave the challenges of the twenty first century.

### Vision

Vision

“Transforming dreams into reality by harnessing the potential to create an intellectually aspiring, emotionally and socially binding environment.”

### Mission

**Mission: “Prajvalito Dnyanmaya Pradip”**

Enlighten everyone through the lamp of knowledge

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

#### Strength

1. Dedicated Management
2. Committed ,dedicated ,resourceful faculty and qualified teaching and non-teaching staff
3. Established institution in Dahisar
4. Renovated library
5. Maximum utilisation of minimum space
6. Rifle shooting range,computer labs
7. Good results
8. Locational advantage near to station and highway
9. Courses related to Industry Requirement
10. Courses from U.G to Ph.D
11. Renovated Infrastructure
12. Use of Solar energy and LED lights
13. Emphasizes on placement
14. MoU with industry ,neighboring colleges and social organisation
15. Use of ICT in teaching
16. Playground
17. Caters to first generation learners and lower middle classes
18. Continuous augmentation and up-gradation of existing infrastructure and creation of new infrastructure
19. One of the oldest and biggest colleges in Konkan with high reputation owing to its selfless service,academic leadership,value oriented education and transparent governance
20. Academic flexibility catering to diverse needs

### Institutional Weakness

#### Weakness

1. Housed in school building
2. No scope for expansion
3. Want to grants starting new programmes
4. Majority of students are first generation learners

### Institutional Opportunity

#### Opportunities

1. Add on courses
2. More self-finance courses
3. Value added courses
4. Collaborations

5. To enhance college-community network
6. To train the new young generation of teachers

### **Institutional Challenge**

#### **Threats/Challenges**

1. New upcoming colleges in the vicinity
2. To maintain a balance between existing traditional courses and the need for professional skills
3. To strengthen the interface between the college and various industries and entrepreneurs
4. To avail funding for research projects of students and faculties

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The institution makes use of modern methods of teaching with ICT (Information and Communication Technology) techniques such as PowerPoint presentations, educational videos, Smart boards, Google Classroom etc. apart from the traditional method of “chalk and talk”. To formalize effective curriculum delivery an academic calendar is prepared by the IQAC, which is the think-tank of the college, at the commencement of the year. Apart from various curricular activities it also plans various co-curricular and extra-curricular activities to be conducted by various departments, Committees and Extension activities such as National Service Scheme and Department of Life-long Learning and Extension (DLLE). A structured Time-Table ensures effective and timely completion of the syllabus.

The college has a practice of conducting Bridge and Remedial courses. Bridge course is for students who are not exposed to a course previously. There are Bridge courses in Mathematics, Accountancy, JAVA. Remedial Coaching is provided to academically weak students who under-perform or fail in the examinations.

The College has 18 Add-on courses. Some of them are from Information Technology (IT) while others are from multi-disciplinary domains such as Web Designing, Hardware and Networking, Programming in C and C++, Personality Development, Tally ERP, CCC, Data Science, Computer Languages, Digital Marketing, Fundamentals of Accounting (for CA aspirants), Basics of Management (for MBA aspirants) etc.

The College has started 14 Value-added Courses viz Mehendi, Self-Defence (for girl students), Vermicompost, Yoga, Diya Painting, Sanskar Bharati Rangoli, Tailoring, Mallakhamb etc

All UG and PG programmes in Commerce (M.Com) offer Choice-based Credit System. Certain UG programmes have elective options.

Teachers participate in workshops for periodical revision in course syllabus thereby contributing in curriculum revision and upgradation. They also attend various Faculty Development Programmes (FDP) thereby upgrading

their both hard and soft skills.

The College undertakes various co-curricular and extra-curricular activities covering issues pertaining to Gender, Environment and Sustainability, Human Values and Professional Ethics.

Structured feedback on curriculum is taken from all important stakeholders viz. students, alumni, teachers, and parents. The feedback process is periodical, transparent and robust. The feedback collected is analysed, action taken and displayed on the College Website.

### **Teaching-learning and Evaluation**

College admits students strictly on merit basis by complying with all the norms and rules of the State Government and University of Mumbai. The average enrolment rate is 92.29%. Generally students from financially weaker sections residing in the slums near college secure admission. College strictly follows reservation policies of the State Government to do social justice. Seats filled against reservation are 62.26%. College gives facility of payment of fees in installments to economically backwards students. Students Teacher ratio is 58:1. In the current academic year total numbers of students admitted are 1326.

Full Time teachers against sanctioned post are 100%. College has 23 dedicated and qualified staff members 21.98% of whom are doctorates, 4 are M.Phil and 3 are Research Guides recognized by University of Mumbai. The average teaching experience of teachers is 8.33 years. 34.78% of faculty has additional professional qualification.

Remedial and Bridge lectures are conducted for academic weak students and coaching is provided to advance learners who wish to appear for competitive exam. Technology driven methods of teaching such as Googleclassroom, PPTs, Video lectures are used. 100% of teachers use ICT in teaching. Every year college organizes Aroma the Talent in DNA -Intercollegiate Festival in which competition like Mock Stock Exchange, Mock Bank, Mock Parliament, Moot court, Mergers and acquisitions, Bank Nationalization Day, GST calculation competition and so on it give students experiential learning. Study Tour, Industrial Visit, and Visit to Mantralay give student practical exposure.

College plans the Academic Calendar of the Curricular, Co-curricular and Extra-curricular activities before the commencement of the academic year and publishes it in the Prospectus and uploads it on college website. All the teachers practice internal evaluation and its mechanism is transparent and robust. The mechanism to deal with exam related grievances is transparent, time bound and efficient. The POs, PSOs and COs are displayed on college website and students are informed during first lecture of academic session.

The average pass percentage of the current year is 84.49. This is higher than the passing percentage of the parent University in respective programmes.

## Research, Innovations and Extension

The College augments research, innovations and extension by providing conducive atmosphere.

**Research Augmentation:**The college has two Research Centers viz. Business Economics and Commerce .Four staff members (17.4%) are recognized research guides during assessment period. Six students have completed Ph.D. from college research centers. Two students from other centers have completed Ph.D but were guided by our college staff member. Three of our own faculty members got their Ph.D. degrees from our centre. The college annually publishes peer reviewed Journal 'Reverberation' with ISSN number.

**Innovation :**The College has taken initiatives for Industry Academia Innovative practices, Intellectual Property Rights and conducted various programmes.

Knowledge resources are being enriched by organizing talks by entrepreneurs and workshops. Various value added courses were conducted to instill spirit of entrepreneurship among students. For budding entrepreneurs, the College provides an opportunity to put up stalls of food products in the premises under Annapurna Yojana of DLLE.

**Research Publication:**Faculty members have 89 publications in various Journals and conference proceedings of International and National Conferences.Out of this 12 in UGC recognized Journals with good impact factor. Staff members have contributed for 16 books as author or through edited chapters. Faculty members have participated in various National and International conferences.

**Extension Activities:** The college sensitizes students for overall development through extension activities of NSS, Department of Lifelong Learning and Extension (DLLE), Nature Club and other committees.Various programmes like Harvesting Vermicompost pit , Green and Clean drive , Disaster Management , Blood Donation Drive , Swaccha Bharat Mission , Gender related activities, Visit to Orphanages emphasizes institution's commitment towards social issues. DLLE students are involved in community based activities and had taken projects of 'Status of Women in Society' and 'Population Education Club'. Around 85 extension programmes were conducted and 65.12% students participated in these activities.

**Collaboration:** The College created 105 linkages in last five years through field trips, internships, on the job training, research etc. The college has signed 12 MOUs with Government Bodies, Corporate, other educational institutes and NGOs for academic, administrative and community services with the aim of overall development of students and faculty.

## Infrastructure and Learning Resources

The College has adequate physical and academic facilities for effective teaching and learning with 10 ICT enabled classrooms, 5 well equipped laboratories, well stocked library and two Auditoriums. Audio visual aids comprises of LCD Projector, LCD TV, Smart interactive boards are available. The College has installed solar power generation project to reduce carbon foot prints. The College maintains a green campus with butterfly

garden and vermicompost pits. The College has spacious Canteen and Health Centre. The College has recently renovated Principal's cabin, Staff room, Gymkhana, Canteen and Administrative Office. There is common room available for girls with sanitary napkin vending machine and incinerator. Average percentage of budget allocation, for infrastructure augmentation is 20.61%. The infrastructure of College is optimally utilized to conduct curricular, co-curricular and extra-curricular activities.

The College has developed adequate facilities for Sports and Cultural activities. The College has a playground of 24,000 sq. ft. The College also has its own Rifle Shooting Range. Sports facilities include indoor games such as Chess, Carom, Table Tennis and outdoor games like Cricket, Volleyball, Kabaddi, Kho-kho. Professional coaching is available to train the students. The College has appointed qualified Physical Director.

The library is automated with SOUL software and providing access to 313500 e-books and 6000 e-journals through N-List. The books are procured on recommendation of staff and students. Average annual expenditure for purchase of books and journals during the last five years is 5.7.

There are 119 computers available for students. All the computers in the campus are connected with LAN and Wifi. The College has established UGC Network Resource Centre under UGC grant for the promotion of research among staff and students. **All the ICT facilities are updated periodically as per the requirement.**

The College has appointed Technical staff for the maintenance of computer laboratories. The College follows established procedures for maintaining and utilizing physical, academic and support facilities. Average Expenditure incurred on maintenance of physical and academic support facilities is 29.43%. The campus is secured with 32 CCTV cameras, 36 fire extinguishers and 6 fire buckets are placed at prominent places. The Internet bandwidth available is 50 Mbps.

### **Student Support and Progression**

Constant efforts are taken by the institution to provide necessary assistance to students, to enable them to acquire meaningful experiences for learning at the campus and to facilitate their holistic development and progression.

There are various scholarships and freeships by government as well as non-governmental organizations to help the poor and needy students belonging to socially deprived classes. Students are identified and benefitted through these welfare schemes.

Various capability enhancement and development schemes like coaching for competitive exams, career counseling, soft skill development etc. are conducted for students to brace them for their future. Almost 65% students are benefitted from such coaching and counseling and around 16.26 % of our outgoing students are placed.

Several Vocational Education Training Programmes (VET's) like CISCO Routing Protocol, Android Mobile App Development, Software Testing Selenium Tools, Mobile Repairing, Block Chain Technology, Cyber Securities, Entrepreneurship Skills etc. are conducted for the students to develop and enhance their vocational skills.

Students are encouraged to participate in various sports and cultural activities at the state, national and international level for their holistic development. The necessary infrastructure is built and various competitions are organized on regular basis.

The Alumni Association is an important stake holder in the progress of the institution. The Alumni members act as role models and help in mentoring the current students.

Several students have benefitted from the government scholarships and freships. Also many students have benefitted from non governmental scholarships like ANGC. The Grievance Redressal Mechanism is a set up through which grievances of students are handled and they are given timely solutions. The ratio of student's progression to higher studies is around 27.97 %. The teachers counsel students regarding better educational institutions and career prospects.

The college has bagged 27 international, national and state level awards in sports like Mallakhamb, Kabaddi etc.

### **Governance, Leadership and Management**

Shailendra Educational Society's Arts, Commerce and Science College has always strived towards of efficient management constant improvement in its functioning.

The Institutions motto of 'Prajvalito Dnyanmaya Pradip' aims at opening the doors of knowledge for the students of Dahisar area. The goal of our college is to transform the dreams into reality by harnessing the potential to create an intellectually aspiring, emotionally and socially binding environment. To achieve this goal the institution tries to decentralize its functioning as much as possible.

The college has tried to align its governance structure in line with achieving its vision. It has focused participative and decentralized manner of function in executing its perspective plans. It has also attempted in expanding its E-governance mechanisms in line with bring efficiency, transparency and accountability. It has tried to bring effective welfare measures for its staff to create a positive work environment. It has regularly attempted to provide financial incentives for the professional development of its Teaching and Non-teaching staff. It has a performance appraisal system for the staff to ensure their progress.

In the maintenance of the financial strength of the college the college believes in transparency and accountability. It conducts regular internal and external audit for its accounts. The IQAC is the chief body entrusted with the responsibility of all the college activities. It strives for not just quality control but also quality enhancement. It has introduced various activities and taken steps for providing newer and better opportunities to the students.

### **Institutional Values and Best Practices**

The institution believes in gender equity and has created policies and environment for gender sensitization. Anti- Ragging Cell, Discipline Committee, Grievance Redressal cell and Women Development Cell play important role in generating awareness and addressing gender related issues. Ample number of programmes



have been conducted to sensitize students on issues. Gender Audit has been conducted.

Green initiatives taken by our institute have been acclaimed by Maharashtra Times. Under all constraints we have Vermiculture pits, Butterfly Garden, Medicinal Plants Corner and Green landscaping and Solar energy panels. Plantation awareness, environment awareness programmes and E- Waste management awareness programmes are conducted regularly by our Nature Club and NSS unit. The college e-waste is managed properly.

We are following inclusive principle while dealing with differently abled students. Physical facilities like lift, Ramp/ Rails, Rest Rooms and Scribes, voice recorder for examination are provided for Divyangjan.

Institute conducts a number of programmes for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion.

Institution maintains a complete transparency in its financial, academic, administrative and auxiliary functions.

The college has undertaken 40 specific initiatives to address locational advantages and disadvantages.

The institution functions as per professional code prescribed by statutory bodies.

The institution has nine best practices.

1. Study tour of Third Year Bachelor of Arts students.
2. Entrepreneurship Development Cell
3. Installment facility, Scholarships, free ships, B. C. Book bank of the University etc. are provided to students of disadvantaged community.
4. Democratic decentralisation and participation by stakeholders.
5. Conducive atmosphere for teachers.
6. In house management of exam results and website.
7. Activities of Gymkhana committee.
8. Distinctive practices of Library
9. NSS Camping

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHAILENDRA EDUCATION SOCIETY'S ARTS, COMMERCE AND SCIENCE COLLEGE
Address	Shailendra Nagar, Shailendra Vidyalaya Marg, Dahisar (East)
City	Mumbai
State	Maharashtra
Pin	400068
Website	<a href="http://www.shailendradegreecollege.in">www.shailendradegreecollege.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Swati Pitale	022-28960768	9869571492	-	sha_deg_col@yahoo.co.in
IQAC / CIQA coordinator	Shraddha Shukla	022-28489664	9967127291	-	shailendraiqa1@gmail.com

Status of the Institution	
Institution Status	Self Financing and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	29-08-1994			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Maharashtra	University of Mumbai		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC	15-07-2006		<a href="#">View Document</a>	
12B of UGC	15-07-2006		<a href="#">View Document</a>	
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Shailendra Nagar, Shailendra Vidyalaya Marg, Dahisar (East)	Urban	1.1155	4514.4

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Ba	36	H.S.C.	English,Marathi	138	97
UG	BCom,Bcom	36	H.S.C.	English	138	133
UG	BCom,Bbi	36	H.S.C.	English	72	60
UG	BMS,Bms	36	H.S.C.	English	72	69
UG	BSc,Bscit	36	H.S.C.	English	72	60
PG	MCom,Mcom	24	BCom BBI BMS BAF	English	69	69
Doctoral (Ph.D)	PhD or DPhil,Phd Business Economics	24	Post graduate	English	4	4
Doctoral (Ph.D)	PhD or DPhil,Phd Business Policy And Administration	24	Post graduate	English	8	0

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				3				5			
Recruited	0	0	0	0	0	3	0	3	3	2	0	5
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				15			
Recruited	0	0	0	0	0	0	0	0	4	11	0	15
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				10
Recruited	8	2	0	10
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	5	2	0	7
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			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	2	0	0	1	0	3
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	1	0	3	0	0	4

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	4	9	0	13

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0		3		3

**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
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	2	2	0	0	4
	Others	0	0	0	0	0
UG	Male	551	5	0	0	556
	Female	636	2	0	0	638
	Others	0	0	0	0	0
PG	Male	29	0	0	0	29
	Female	99	0	0	0	99
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0



<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	53	61	52	54
	Female	68	75	74	73
	Others	0	0	0	0
ST	Male	5	7	6	6
	Female	5	5	5	5
	Others	0	0	0	0
OBC	Male	86	85	79	75
	Female	111	106	124	103
	Others	0	0	0	0
General	Male	414	417	366	334
	Female	526	539	484	492
	Others	0	0	0	0
Others	Male	30	30	0	0
	Female	28	29	21	20
	Others	0	0	30	41
<b>Total</b>		<b>1326</b>	<b>1354</b>	<b>1241</b>	<b>1203</b>

### 3. Extended Profile

#### 3.1 Program

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

Response: 865

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	6	5	5

#### 3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1326	1354	1241	1203	1120

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2018-19	2017-18	2016-17	2015-16	2014-15
285	273	275	244	231

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

2018-19	2017-18	2016-17	2015-16	2014-15
354	357	282	279	283

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
23	22	23	23	23

  

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2018-19	2017-18	2016-17	2015-16	2014-15
23	22	23	23	23

  

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 18**

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

2018-19	2017-18	2016-17	2015-16	2014-15
121.62	130.055	110.22	120.65	104.86

#### Number of computers

**Response: 119**

## 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:

Our college appoints teaching staff as per the educational qualifications stipulated by the UGC, University of Mumbai to which the college is affiliated. The teachers are allotted the courses based on their educational qualifications and areas of interest and specialization.

At the commencement of the year, a department wise and teacher wise time-table is prepared for lectures, tutorials, practicals, co-curricular and extra-curricular activities. Along with examination schedule it is displayed on the notice boards and college website. The IQAC plays a vital role in planning and implementation of curricular, co-curricular and extra-curricular activities of all the Departments and Committees. It monitors timely completion of the syllabus of each course by all the teachers at the end of each term of the academic year.

A teacher prepares a teaching plan for the entire year at the commencement of the year. A detailed daily diary is maintained by each teacher to ensure adequate flexibility in timely completion of the syllabus. Orientation programme of newly admitted students and their parents is conducted to apprise them of the rules and regulations of the college. On the basis of H.S.C marks we classify the students into slow learners and advanced learners. Slow learners undergo Remedial coaching. Bridge courses are useful in familiarizing students in new courses. Apart from the traditional method of chalk and talk teachers make use of modern methods of teaching using ICT (Information and Communication Technology) such as PowerPoint, educational videos, Google Classroom, Smartboards etc. These methods are useful in conducting tests, giving assignments, class notes, dissemination of question banks, previous years' question papers etc. Tutorials are used for more personalized attention to the students.

Activities such as Seminars, Workshops, Guest lectures, Industrial Visits , study tours to areas of historical importance etc which would add value to Teaching-Learning process are conducted throughout the year. Industrial Visits to various industrial establishments expose the students to processes and functioning of the industry which enhances their employability. The syllabus of various courses of the Academic Programmes are structured and designed by the Board of Studies of each Programme of the University of Mumbai to which the college is affiliated. The College also has various Add-on Courses and Value-added courses. We have a system of mentor-mentee whereby the students are counselled for curricular, co-curricular, extra-curricular activities. In Fresher's party we organize 'Talent Hunt' to tap the potential of the students in various fields of dance, drama, music, modeling etc.

Feedback is taken from the students, teachers, alumni, parents etc which helps in knowing their inputs and insights regarding the syllabus and also highlights the areas that needs improvement. The feedback process is periodical ,transparent and robust.

Thus the institution's process of curriculum delivery is well planned and adequately documented catering to divergent needs and ensures academic flexibility. Our academic results stand a testimony to it.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 18

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	0	0	11

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 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:** 26.32

#### 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

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	1	1

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 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:** 28.9

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

Response: 250

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response:** 100

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

Response: 6

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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:** 22.41

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

2018-19	2017-18	2016-17	2015-16	2014-15
456	413	176	198	185

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

**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:**

College encompasses gender sensitivity, environment responsiveness, adherence to Human Values and Professional Ethics through several curricular, co-curricular and extra-curricular activities. The encompassment results in creation of awareness in the students about the egalitarian principles of equality, fair practices, human rights, socio-economic justice, professional ethics and environmental protection and degradation issues.

Various programmes conducted by the college to cover cross-cutting issues are as follows:

#### **Gender**

The college had undertaken a programme “Survey of Women’s Status” under the extension activity of “Department of Life-long Learning and Extension” of University of Mumbai where student participants study the socio-economic issues affecting women in the vicinity the college has an Add-on course on Self Defence for girls.

The “Women Development Cell” conducts various programmes on women empowerment, health management, HIV/AIDS, women commuter’s safety, Female infanticide, Breast cancer Prevention, etc. We have formal Gender Audit conducted in our college. Ragging is strictly prohibited on the campus which creates amiable and amicable environment.

#### **Environment and Sustainability**

Environmental Studies is a compulsory course which covers contemporary issues such as carbon footprint, global warming, Bio-diversity and sustainable development. Our college celebrates “Tree Plantation Day” in campus and at our adopted area Kaman every year to create awareness and generate environment -friendly attitude. We have reactivation of six Vermi Compost Pits every year and sale of organic manure to the members of neighbouring housing societies. The college conducted a photo competition on “Winged Visitors” for our students. We have solar panels installed on our terrace which helps us save our electricity bill. The college has switched over to have LED lights which are environment –friendly.

## Human Values and Professional Ethics

Foundation Course covers the basics of Indian Constitution such as its core values, fundamental rights, and duties of Indian citizens. In B.M.S case studies are used to understand the issues of corporate ethics and governance. Some courses of B.M.S have topics covering ethics in social marketing, marketing communication and Corporate Society Responsibility. Political Science course covers “Right to Information”(RTI) which creates a sense of responsibility and judicial activism. S.Y.B.Com/B.A students are informed about ethical advertising and laws in Advertising.

To instill patriotism and nationalistic fervor our college celebrates Independence Day and Republic Day. The college celebrates “Gandhi Jayanti” and “Swami Vivekanand Jayanti” as “Yuva Divas”. It conducts “Blood Donation Camp” every year .Our college participates in “Peace March” on Hiroshima Day (6th August ) every year. We have skits for eradication of blind beliefs amongst the students and the society at large. We also have “Industry Orientation Project” and “Anna Poorna Yojana” which encourages internship, entrepreneurship and “earn and learn” amongst the participating students. We have programmes on Road Safety, Consumer rights etc. Social visits are conducted for sensitizing the students on various social issues. We have ramp and wheelchair facility for differently abled students. NSS activities instill various values such as hard-work, scientific temperament, spirit of unity in diversity, hard-work, discipline, cleanliness national integrity and communal harmony.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 14

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

Response: 14

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 47.89

1.3.3.1 Number of students undertaking field projects or internships



Response: 635	
File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

<p><b>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</b></p> <p><b>A. Any 4 of the above</b></p> <p><b>B. Any 3 of the above</b></p> <p><b>C. Any 2 of the above</b></p> <p><b>D. Any 1 of the above</b></p> <p><b>Response: A. Any 4 of the above</b></p>	
File Description	Document
Any additional information	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

<p><b>1.4.2 Feedback processes of the institution may be classified as follows:</b></p> <p><b>A. Feedback collected, analysed and action taken and feedback available on website</b></p> <p><b>B. Feedback collected, analysed and action has been taken</b></p> <p><b>C. Feedback collected and analysed</b></p> <p><b>D. Feedback collected</b></p> <p><b>Response: A. Feedback collected, analysed and action taken and feedback available on website</b></p>	
File Description	Document
URL for feedback report	<a href="#">View Document</a>

## 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:** 0.29

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

2018-19	2017-18	2016-17	2015-16	2014-15
7	2	6	0	3

#### 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:** 92.29

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

2018-19	2017-18	2016-17	2015-16	2014-15
488	530	480	476	418

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

2018-19	2017-18	2016-17	2015-16	2014-15
569	543	544	482	459

#### 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:** 62.26

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

2018-19	2017-18	2016-17	2015-16	2014-15
165	180	146	162	157

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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 gets students from diverse background and different localities ranging from first generation learners till meritorious students. Till 2018-19 slow learners and advance learners were assessed on the basis of marks they obtained in the 12th standard. College organizes many special programs for slow learners and advance learners. Newly admitted students are familiarized with different activities of college through orientation lecture.

**Slow Learners:**

- 1. Bridge Course-** The bridge course in **Mathematics** is designed to help students to prepare themselves for further studies that require basic fundamentals of mathematics to be cleared. It is particularly helpful for students who have not studied Mathematics for a long time or opted for Secretarial Practice in twelfth standard, or are weak in Mathematics. These lectures help in creating a bridge between the Elementary Mathematics studied in 10th & 12th standards and all those topics that will be required for the courses in B.Com and B.Sc. IT. Bridge course in the subject of **Accountancy** is conducted for F.Y.B.M.S. class for non commerce students. These lectures help students learn the basic Accounting principles which are taught in 11th & 12th standards. The lectures are conducted in the beginning of every academic session.
- 2. Remedial Lectures-** The main objective of remedial coaching is to give additional help to students who, for one reason or another, have fallen behind the rest of the class in the subjects. Teachers try to understand thoroughly the strengths and weaknesses of the students. By adopting appropriate teaching methods teachers give intensive coaching to students which in turn improves their performance in the ensuing examination. Remedial lecture are arranged for all the subjects in which

students fail or get ATKT. Intensive coaching is given by conducting many tests in the subject of Mathematics. The teachers make the student solve question papers of previous years to prepare them for semester examination. Prelim exams are conducted for the third year students. Students opting for Marathi as a medium of instruction and writing University paper in Marathi language are provided reference material and books in Marathi.

#### Advance Learners:

1. **Scholar Card from Library:** Scholar card is given to the SY and TY students who achieve excellence in their studies. With the help of Scholar Card students can borrow reference books.
2. **Professional Card:** Special card is given to the students doing professional courses like ICAI, ICWA, ICSI etc. from Library whereby students can borrow reference books related to their professional courses.
3. **NPTEL/Swayam:** Awareness is created for various Swayam and NPTEL Courses. Our library is providing facility of learning NPTEL/Swayam courses to the students and staff. Many students have registered for it.
4. Guidance is provided to students for perusing professional courses and counseling is done for competitive examinations. Students are encouraged to enroll for Add on Courses.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 2.2.2 Student - Full time teacher ratio

**Response:** 57.65

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0.68

##### 2.2.3.1 Number of differently abled students on rolls

**Response:** 9

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 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:

All the departments conduct various activities and events every year that involve Experiential Learning, Participative learning and Problem solving Methodologies.

#### 1. Experiential Learning:

1. **Visit to Mantralaya:** History and Political Science Association organizes a visit to Mantralaya for BA students every year. The students get an opportunity to view one day's session in Legislative Assembly and Legislative Council. They are able to listen to the argument and speeches of different leaders. In 2017-18 a visit was organized to BMC headquarters building on occasion of completion of its 125 years.
2. **Study Tour:** Study tour for T.Y.B.A. students are organized every year to the places known for their historic, cultural, political and economic significance. Visits have been organized for Goa, Ahmadabad, Baroda, Hyderabad, Kerala, Golden Pagoda etc.
3. **Bank Visit:** Students of self finance courses have been taken to Canara Bank, Bank of Maharashtra and TJSB Bank to understand the functioning of the Banks.
4. **Project presentation:** Teachers of B.M.S. B.Com (B&I), B.Sc. (IT), M.Com and Foundation Course use projects which give students an opportunity to demonstrate whatever they have learned. As a result students participate more actively in discussion.
5. **GST Training:** Students were groomed regarding GST calculation in different sectors. Students were trained for GST registration and GST Filling.
6. **Mock Stock Exchange** A Mock Stock Market with ring trading was arranged with the help of Bombay Stock Exchange in the college premises to help students to understand how the stock market works. Students played roles of company representatives, brokers and traders. Intra-day trading was conducted in the background of commentary of dummy news by representatives of BSE. The winners were felicitated.
7. **Nature Trail:** Nature Club organizes visits to National Park, Kanheri Caves, Nurseries etc. The Nature trail helps the students to observe different plants, butterflies and other species in the parks.

#### B. Participative Learning

1. **Mock Parliament:** Mock Parliament is organized for Arts students. Students are divided into treasury and opposition benches. The composition, powers and functions of the Indian Parliament are generally included in the course of study. Different motions are moved to familiarize the students with actual functioning of the Parliament. It strengthens the foundation of democracy and grooms aspiring leaders.
2. The College magazine and Wall Paper magazine enables students to express their creativity.
3. **Guest lectures** by experts in various subjects are organized.
4. **Visit to Bombay Stock Exchange and RBI:** Visit to Bombay Stock Exchange and RBI is arranged for the students to give them practical knowledge of their functioning.
5. Visit to J.N.P.T.

6. Teachers also use Role Play method of teaching.

### C. Problem Solving Methodologies

**a. Data Analysis:** Department of Mathematics conducts Data Analysis and Presentation competition to make students understand practical use of Statistics and to inculcate the research mentality in our students.

1. **Technosphere:** B.Sc. (I.T.) department conducts Technosphere- to expose students to upcoming technological trends. Students have designed Robots and performed exceedingly well in task like C- Programming, Typing test, Programming crossword, Error detection in C-Programming, Technical Presentation.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 95.65

#### 2.3.2.1 Number of teachers using ICT

Response: 22

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

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

**Response:** 60.27

#### 2.3.3.1 Number of mentors

Response: 22

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

#### Response:

The college encourages the use of Innovative methods in the Teaching learning process.

#### 1. Interactive Method

- In Self Finance courses and some of UG classes and PG classes where students' strength is small, interactive method is used in teaching-learning process. Participation of students in discussions, problem solving sessions are useful in acquisition of skills.
- Case Studies methods are used for teaching in which teachers use cases to show the application of a theory or concept to real situations.

#### 1. Project Based Learning

- Project work is part of the curriculum in M.Com. Students select topics for project work under the guidance of teachers.
- B.Com (B & I), BMS, B.Sc. (I.T.) also have projects as part of their syllabus.
- In traditional Courses of FY/SY/BA/B.Com. project work is included in the subject of Foundation Course.

#### 1. Computer Assisted Learning

- The college encourages computer assisted learning in all subjects.
- Teachers make use of Power Point presentation, Smart Classrooms, Google Classroom
- B.Sc.(I.T.) lectures and lectures of Computer subject of S.Y.B.Com and T.Y.B.Com. are conducted by using LCD Projectors
- Latest versions of computers are purchased for B.Sc. (IT) as per new syllabus.

#### 1. Creative Enhancement Techniques

- College publishes annual magazine: This provides excellent platform for students writers and poets to display their abilities by writing short stories, essays, poems and meaningful and informative articles. The college magazine provides opportunities for students to excel in writing, which will stand them in good stead in the future, be it business, advertising or journalism.
- Nature club organizes Nature Trail. Teachers walk along with students through the campus, forest area and land to observe flora and fauna.

#### 1. Experiential Learning Techniques

Apart from regular classroom lectures the teachers use the following Experiential learning techniques to give the students hands on experience.

College organizes "Aroma the Talent in our DNA" an Intra-collegiate Festival where following competitions are held:

- Mock Bank

- Innovation in Insurance
- **7 P'S of Marketing**
- Role of Regulatory Bodies- RBI, IRDA & SEBI
- Competition on Mergers & Acquisitions
- Moot Court (Role Play Method)
- Vachak Saptah

### 1. Enrichment Techniques

- Workshop on “Entrepreneurship and Business Skills”
- GST Calculation Competition
- Payment Bank's practices event
- Talk Show by History and Political Science Department
- Students are encouraged to participate in various inter-collegiate competitions.
- **Vermicompost Project:** The College started a Vermi-compost Project in 2008. Vermicomposting is the usage of earthworms to convert vegetable waste to a 100% natural plant fertilizer. Dry leaves, canteen waste and other biodegradable materials are put in the compost pits. Every year approximately 500 kg composed is harvested.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

<b>2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years</b>	
<b>Response:</b> 100	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>2.4.2 Average percentage of full time teachers with Ph.D. during the last five years</b>	
<b>Response:</b> 21.98	
2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years	



2018-19	2017-18	2016-17	2015-16	2014-15
4	6	6	5	4

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 8.66

#### 2.4.3.1 Total experience of full-time teachers

Response: 199.16

File Description	Document
Any additional information	<a href="#">View Document</a>

### 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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 13.16

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	3	3

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

College is affiliated to University of Mumbai and follows University guidelines for examination which is as under

University introduced semester pattern from 2011-12 with 40% weightage to internal assessment. In year 2014-15 University reduced internal exam weightage to 25%. First and Second year examinations are conducted by the college on behalf of the University. Third year examination is conducted by the University. The final marksheet of Semester Six is given by the University by calculating average of SGPA of all semester examinations.

From 2014-15 in every semester there is internal and external examination with 25:75 pattern and 60:40 pattern for M.Com. The Self Finance Courses (BMS, B.Com (B&I), B.Sc.(IT)) and M.Com students are evaluated through Internal and external assessment. In B.Sc. (I.T.) students are required to complete prescribed practical work for 50 marks. In M.Com 40% of the marks are allotted through Internal Assessment.

From 2016, the University has scrapped internal assessment for traditional B.A. and B.Com courses. However there is project work of 25 marks in the subject of Foundation Course for FY and SY Classes.

From 2016, teachers conduct informal internal assessment by way of class tests, project presentations, oral tests, group discussions, assignments, remedial and tutorial lectures. At the beginning of the semester students are oriented about the evaluation process.

After completion of half of the syllabus the teachers assess knowledge of the students. Doubts and difficulties of students are understood through internal evaluation and revision lectures are conducted for the same. During revision lectures teachers not only revise various concepts but also discuss past years question papers.

Question Banks are provided to the students. Students and parents are oriented about examination pattern during orientation lecture and parents meeting respectively.

For Third year students preliminary examinations are conducted before the semester end examination.

The college also organises different co-curricular activities like Quiz Contest, Book Review Competition, Essay Writing competition, presentation etc. to assess talent of the students. Talented students are sent to different Inter Collegiate and University Competitions.

University prepares a common Time Table and sends Question Papers on-line through Secured Delivery System. Examination System is computerized and following examination related activities are done:

- Internal Marks uploading
- Online hall ticket generation
- Secured Delivery of Question papers
- Digital Evaluation of TY Papers
- There are two duplicator machines in exam room and question papers are internally printed.
- Publication of results
- Printing of mark-sheets and certificates (First and Second Year by College and Final Year by University)
- Synoptic Answer and Marking Scheme provided by University
- Credit Based Grading System Pattern followed
- Moderation of Answer papers
- Qualified and trained Junior Supervisors
- Installation of CCTV Camera in Examination room where question papers are downloaded

File Description	Document
Any additional information	<a href="#">View Document</a>

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

#### Response:

As per University's norms there is one class test in each semester. Students are also evaluated on the basis of their active participation in the class room. Internal assessment marks system gives an opportunity to subject faculty to know students knowledge both in theory and practical. In the subject of Foundation Course students have to prepare project on current social problems. There is a presentation of project and a viva is conducted. In the subject of Information Technology students appear for practical examination. In the Third Year students of Self Finance Courses i.e. B.Com (B&I), BMS and B.Sc. (IT) they have to prepare a project report for 100 marks in the third year and M.Com students have to prepare 100 marks project in both the semesters. It has 3 credit points and it is treated like a course.

- University circulars are regularly displayed.
- During orientation lecture students are appraised about examination rules evaluation and result declaration.

- Syllabus for internal test is announced by teacher concerned well in advance.
- A student can apply for the verification, reevaluation and photo copy of answer script of Internal Examination if he/she is not satisfied with the marks obtained in it.
- The students can get a photocopy of assessed answer book after declaration of results by paying a prescribed fee.
- There is provision for appearing for re-exam for first and second year students who are not able to appear for examinations due to participation in curricular or extracurricular activities or due to medical reason.
- The Choice Based Credit and Grading System is adopted for U.G. and P.G. Courses.
- The College strictly follows the University norms and guidelines for conducting semester examinations
- College has an Examination Committee for smooth conduct of Examination and Evaluation thereafter.
- The faculty of the College is released on time for University duties related to evaluation, paper setting and moderation.
- The University flying squad team visits the college during examination. Inventory is maintained
- Principal calls a meeting before examinations to create awareness regarding examination and evaluation.
- The college has formed an Examination Committee as per guidelines of University.
- Senior Supervisor communicates to Junior Supervisors about their work.
- College does not outsource the preparation of First and Second year Result. To maintain secrecy and efficiency First and Second Year results of students are prepared by Examination Committee by using exam software.
- Answer papers of Semester V and VI and Semester I, II, III and IV of M.Com are assessed online.
- CCTV cameras are installed in the college premises.
- Assignments are given well in advance and timely submission is ensured by the teachers.
- During the Parents meetings teachers share progress of their wards.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:**

The college has a well organized mechanism for redressal of examination related grievances. The students can approach the Teachers, Head of the Departments, College Examination Committee and Principal to redress the examination related grievance.

**College Level**

- First and Second Year Examinations are conducted by college on behalf of University.
- University prepares a common Time Table and sends Question papers through Secured Delivery System. Exam is conducted by College as well as assessment of answer papers and moderation of

papers is done at college level.

- If there is any discrepancy in Hall Tickets it is resolved by college office staff by coordinating with University Examination Department.
- If there is any clash in Time Table with University exam and ATKT exam then the time table is rescheduled.
- If a student has any grievance he can apply for photocopy of answer script. Students can also apply for verification of marks and revaluation of answer papers within seven days after declaration of result.
- Application for photocopy of answer book and application for revaluation are two independent processes. The examinee can independently apply for revaluation or photocopy or both simultaneously, if he desires so, for theory as well as script of practical examination within seven days of declaration of results.
- Candidates belonging to the reserved categories are given 50% concession in the fees. Photocopy of answer script is given to the students within 15 days of such application. On receipt of the photocopy if the discrepancy of following nature is noticed by the examinee, he can apply for rectification.
- After due verification, the Examination Committee makes necessary rectification in the marks allotted to the said subject and consequently in the result of the examinee without charging any further fee for necessary rectification.
- Results of the verification and revaluation of marks are declared within 30 days of such application. Result is amended as per revised marks and new marks statement is issued to the students immediately.
- College conducts additional examination for the students who could not appear for the exam. due to medical reason or curricular and extracurricular activities
- College communicates to the University regarding discrepancies in University result and non-availability of marksheet on time.
- As per University circular college also provides conversion of Grade into percentage on demand made by students.
- Duplicate marsheets are issued to the students who have lost it after following procedure prescribed by the University.

### **University Level**

Final year examination of UG courses and all examination of PG courses are conducted by the University.

- Students can obtain photocopy of the answer sheets from University by applying through the college.
- Students who are not satisfied with their marks at the University examinations can apply for Revaluation to the University.
- Students whose results are kept in reserve due to non clearance of lower exam can apply for Semester Six mark-sheet after clearing relevant exam through college.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

##### Response:

- University prepares term dates and holidays and sends it to colleges before commencement of academic year.
- College plans the Academic Calendar of the Curricular, Co-curricular and Extra-curricular activities before the commencement of the academic year and publishes it in the Prospectus and uploads it on college website.
- Department prepares teaching plan. Students are informed about teaching plan and exam dates in the first lecture of the term.
- As per University guidelines the college adheres to semester pattern of academic calendar. The first semester begins from 2nd Monday of June and ends before Diwali Festival. The second semester begins from second week of November and ends on 30th of April. College closes for mid-term break for five days at the time of Ganesh Festival and winter break for one week at the time of Christmas.
- Academic Calendar gives detail of different activities to be conducted month wise.
- It is printed in the prospectus of the college and displayed on the college website.
- Students are also informed about the same during orientation lecture.
- Parents are apprised through parents meeting.
- Academic calendar gives detailed schedule of admission, internal examination, external examination, project submission and viva. It also gives detailed schedule of cultural activities, Industrial Visits, NSS camps and activities of different committees well in advance.
- Commencement of First Year lectures take place by adhering to University admission time table. The First year classes begin late. So the academic calendar takes into account the internal assessment of FY classes accordingly.
- It helps the faculty and students to plan in detail about co curricular and extracurricular activities.
- Since the academic calendar is published well in advance the continuous internal evaluation is done as per schedule.

The process is as follows:

In the staff meetings Examination Schedule is described in detail for Internal, Semester, Practical, ATKT and Additional Examinations.

- **Teacher:** At the beginning of the year every teacher is assigned the subjects to be taught. The teacher plans the teaching and evaluation schedule of assigned subject. The type and schedule of internal evaluation is prepared as per guidelines given by the University.
- **Head of the Department:** Most of the departments in Aided Section are single member whereas in Self Finance section the departments are multimember. In Self Finance Section the Coordinators of each Programme supervise the academic planning and execution.
- **IQAC:** The IQAC compiles the inputs received from the various departments and comprehensive

plan is prepared and uploaded on the college website and printed in Prospectus of College.

- **Stakeholders:** The stakeholders are aware of the CIE of every department in the college. The adjustment in dates is sometimes changed due to the change in the examination schedule of the University. The students are informed accordingly through notices, announcements in the classroom, Google class room, college website and whatsapp messages.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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:

- Programme Specific Outcome and Course outcome of University Programme are stated in the syllabus available on University website.
- Many teachers are member of Board of Studies and involved in syllabus framing and revision.
- Teachers are sent to attend workshop of Board of Studies after the syllabus is revised.
- Teachers are part of different whatsapp group of other college teachers and clarify their doubts related to syllabus.
- Broad objectives are included in the vision and mission of the college.
- The college has uploaded on the college website Course Outcomes for all subjects under the heading of each department.

Arts:<http://shailendradegreecollege.in/NAAC/CourseObjectives/Arts.pdf>

Commerce(B.Com/M.Com):<http://shailendradegreecollege.in/NAAC/CourseObjectives/Commerce.pdf>

B.Com(BankingandInsurance):<http://shailendradegreecollege.in/NAAC/CourseObjectives/BBI.pdf>

BachelorofManagementStudies:<http://shailendradegreecollege.in/NAAC/CourseObjectives/BMS.pdf>

B.Sc.(IT):<http://shailendradegreecollege.in/NAAC/CourseObjectives/BScIT.pdf>

#### Methods of Communication

The course objectives for the courses offered by the college which are affiliated to University of Mumbai are conveyed to the students in the following ways:

- **University**

The course outcomes are accessed by a link on the website of University of Mumbai [www.mu.ac.in](http://www.mu.ac.in)

- **College**

The course outcomes of the courses are uploaded on the College website, [www.shailendegreecollege.in](http://www.shailendegreecollege.in). Details of the course outcomes enable the stakeholders to access the details easily.

- **Department**

Each teacher explains the course outcomes of their subjects in the respective classes.

### Students

In the first lecture of every semester teacher discuss the syllabus with students along with its outcome.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

#### Response:

#### Programme Outcomes

The College has prepared general Programme Outcome for the overall development of the students. These are as follows:

- Sense of Social Responsibility amongst the students
- Environmental Preservation
- Leadership and Team Building
- Patriotism
- Skill Development
- Critical Thinking and Problem solving skills
- Employability
- Mission for Excellence

- **College**

Academic Calendar is prepared before the commencement of the academic year. All the co-curricular and extra-curricular activities are conducted as per schedule. Academic Audit for academic years 2013-14 to 2016-17 was conducted by an External Committee. Suggestions given by the External Committee have been implemented.

- **Departments**



There is single person Department. Each teacher prepares the Teaching Plan.

- **Teachers**

Teachers maintain the monthly and yearly teaching plan.

- **Stakeholders**

Feedback on syllabus is taken from parents, students, alumni, industries and employers.

### **Programme Specific Objectives**

Programme Specific Objectives are achieved through followings.

- **College Result**

College result is higher than University average result.

- **Students Placements**

Orientation for entrance tests is conducted. Campus interviews are held to boost placement. 109 students got placement in the year 2018-19.

- **Self-Employment**

The college encourages self-employment through Value Added Courses.

- **Research Centre:** The College has Ph.D. Research Center in the faculty of Commerce in the subject of Business Economics and Business Policy and Administration. Teachers guide students for 100 marks project in the B.Com (B&I), BMS and M.Com. Seven students have completed Ph.D. from our Research Centre. At present four students are pursuing Ph.D.

### **Course Outcomes**

- The college achieves course outcome by systematic teaching plan.
- Remedial teaching is conducted for the subject like Mathematics.
- Bridge courses and Skill based courses are conducted to improve performance of the students in academics.
- College provides adequate ICT facilities to teachers and students for development of their global knowledge.
- There is a well equipped library with internet facility and research corner.
- Tutorials in the subject of Mathematics and English are part of the teaching-learning process.

<http://shailendradegreecollege.in/NAAC/CourseOutcome.pdf>

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

<b>2.6.3 Average pass percentage of Students</b>	
<b>Response:</b> 84.49	
2.6.3.1 Total number of final year students who passed the examination conducted by Institution.	
Response: 354	
2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution	
Response: 419	
File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>
<b>Response:</b>

## 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)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

#### File Description

#### Document

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 17.39

3.1.2.1 Number of teachers recognised as research guides

Response: 04

#### File Description

#### Document

Any additional information

[View Document](#)

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

**Response:** 0

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

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

### 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 institute caters to the requirement of Arts and Commerce stream students. In the science field the college has B.Sc. (I.T.) course. The purpose of the Incubation Centre in Arts and Commerce College is to provide a conducive environment for budding entrepreneurs by providing them the best possible support in ideas and facilities. The Institute has created knowledge resources and facilitated its transfer through various ways:

1. The College provides a very supportive research culture for its faculty members. The college has two Research Centers in the subjects of Business Economics and Commerce and four of our own faculty members are research guides. Three of the faculty members have pursued their research careers at doctoral level and got their Ph.D. degrees from the college Research Centre. The college has a Research Committee to augment research activities. The college also publishes its Multi disciplinary Annual Peer reviewed journal "Reverberations" for promotion of research.

2. Students have been participating from the last two years in sessions conducted by eminent personalities in Indian Institute of Technology (IIT), Powai, Bombay , for E-Summit event based on business ideas. To encourage students to initiate their own businesses a one day Workshop on 'Entrepreneurship and Business Skills' was conducted by the IIT faculty in the college premises.

3. The college has taken initiatives to create knowledge resources by conducting a two days Workshop on GST registration, calculation, accounting and filing to teach students the practical aspects of GST to enable them to appear for the certification of GST exams. The college expects a good outcome from these students in the form of GST practitioners once they will complete their graduation.

4. The college also conducts Value Added Courses and nurtures ideas for viable business. We have started various courses like Paper Quilling, Tailoring, Diya Painting and Rangoli to develop entrepreneur skill. Talks by entrepreneurs to instill spirit of entrepreneurship were arranged regularly. Our ex- student Mr. Ankush Gupta has started his own online as well as retail business of fruits and vegetables after getting inspired by the ideas of our faculty members. Ms. Khushboo Mishra was trained free of cost by the college under Value Added Courses and made jewelery, greeting cards and Diyas. She sold her products at college premises as well as online and earned profits.

5. The college has selected a special program of Annapurna Yojana under DLLE for budding entrepreneurs. Students who registered under this program got an opportunity to put up stalls of food products in the premises during various college functions and earned profit.

6. Advance Teaching Methodology Workshop was conducted for teachers to adopt innovation and transfer of knowledge through technology. Various topics covered were Google classroom, Google forms , blogging ,advanced excel, PPT with animation, hands on training in 'Advanced Methods in Education' comprising of Digital Classroom, etc.

7. BSCIT department has developed an activity involving Raspberry Pi and Dept. of Maths encourages students to participate in data analysis competition.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 32

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

2018-19	2017-18	2016-17	2015-16	2014-15
20	11	0	1	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 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	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** No

**3.3.3 Number of Ph.D.s awarded per teacher during the last five years**

**Response:** 2

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 08

### 3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 04

File Description	Document
URL to the research page on HEI web site	<a href="#">View Document</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

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

Response: 0.53

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

2018-19	2017-18	2016-17	2015-16	2014-15
08	03	01	00	00

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.5 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: 4.08

#### 3.3.5.1 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

2018-19	2017-18	2016-17	2015-16	2014-15
4	8	23	24	34

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 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:

To sensitize students towards social issues and concept of community services the college has promoted extension activities, conducted through NSS, DLLE and Nature Club and collaborated with various NGOs. This gives them first-hand experience of the grass root level and helps them in their holistic development.

Nature club creates awareness , conservation of natural ecosystem through various activities. The local dump yard is cleaned and beautified every year by celebrating Plantation Day. Trees are planted in neighbourhood. College butterfly garden promotes natural habitat

Nature Club and NSS Volunteers are harvesting six vermicompost pits and organising sale of compost every year.They recycle waste pages into notebooks and distribute to needy students in the adopted village.

Every Independence and Republic Day, volunteers work with Hi-Tech Foundation to sell flags prepared by handicapped children. They also collect abandoned National Flags. Under Swachha Bharat Mission, they clean the area around the college and also in the adopted village Belkadi. In 2016 NSS and DLLE conducted a campaign on Voter ID awareness and organized a rally in Dahisar.

The Police Commemoration Day was observed on 21st October, 2016, to pay tribute to the slain police personnel.

World Aids Day is celebrated on 1st December and Blood Donation Camp is conducted every year . “Save Electricity Project” was undertaken from 2012 to 2015 through which volunteers urged locals to avoid wastage of electricity, monitored their consumption pattern and suggested ways to save electricity.

Volunteers participated with Mumbai Police in “Senior Citizen Project” and collected data for the Police to enable them to provide protection to senior citizens. Volunteers participated in Peace March at Azad Maidan on Hiroshima Day. NSS Unit along with NGO Anubhav Mumbai conducts social and political awareness programmes through series of lectures for overall development of students. Students also participate annually at University level programs like Anti Addiction Rally, Bhajan Sandhya, Indian Science Congress Programme and Yuva Diwas Celebrations.

Every year seven days residential camp is conducted in adopted village Belkadi, where students perform various tasks like cooking, cleaning, repairing the village approach road and common well & teaching school children.

DLLE students had taken projects of 'Status of Women in Society' and 'Population Education Club' for which they visited NGOs and orphanages. Recent programmes include 'Annapurna Yojana', 'Industry Oriented Programme' and 'Career Programme' which help them to understand marketing of products and career options.

Our NCC Cadet Sugandh Singh of S.Y.B.Sc. (I.T.) was a part of Republic Day Parade as a Guard of Honour in Delhi through Naval NCC in 2017-18. He first got selected for 20 days camp and subsequently was selected for the state and national level after thorough evaluation of his performances at the camp and state level. NSS volunteer Pooja Ghadge of SYBA was selected for Maharashtra State Republic Day Parade in the year 2018-19.

Extension programmes have enhanced students abilities and common values like social and civic responsibility, team work, communication skills, time management, obedience, sincerity, finding solutions, democratic values, nationalism and social harmony.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response: 0**

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 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: 85**

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

2018-19	2017-18	2016-17	2015-16	2014-15
13	28	14	10	20

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 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:** 65.12

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

2018-19	2017-18	2016-17	2015-16	2014-15
891	889	1102	649	560

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 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:** 105

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

2018-19	2017-18	2016-17	2015-16	2014-15
44	25	15	11	10

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>

### 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:** 12

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)

2018-19	2017-18	2016-17	2015-16	2014-15
02	02	01	02	05

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

## 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:**

College has adequate physical and academic facilities as per the norms of University of Mumbai to run the different programs. The campus of Shailendra Degree College is of 1.1155 acres. A Butterfly garden and vermicompost pits are developed to preserve the greenery of the campus. To reduce electricity bills and as a step towards reducing carbon footprint, College had installed Solar Energy Project on the terrace of building. The infrastructure of College is optimally utilized to conduct curricular, co-curricular and extra-curricular activities.

**Classrooms**

College follows a shift system to put the available premises to optimum use. In the morning session, lectures for undergraduate classes are conducted and in the evening session lectures for the postgraduate classes are conducted. College building comprises of five floors. There are 16 classrooms used by College, out of which ten classrooms are equipped with ICT facilities. All the classrooms are well ventilated with electric fitting LED tube lights and fans and with adequate seating arrangement and equipped with whiteboards / green boards, dais, Podium, mike system, to provide quality education through ICT based teaching. College has additional room for conducting lectures of special subjects in SY and TYBMS courses and Hindi/Marathi lectures for FYBA class and for conducting lectures on competitive examinations.

**Computer Laboratories**

College has five computer laboratories with 113 computers connected with LAN on the first floor and fifth floor. All computers have internet and wi-fi facility with speed of 50 mbps through routers. The computer laboratories are regularly upgraded with computers of latest configuration as per the requirement of syllabus.

**Electronics laboratory**

It has been set up on the third floor for B.Sc. (I. T.) students. College has purchased 15 Raspberry-Pi kits for conducting practicals of B.Sc. (I.T.) students in academic year 2018-19.

**Examination Room**

College conducts examinations of First Year and Second Year classes on behalf of University of Mumbai. As per University norms, centralized assessment is mandatory. College has a separate Examination Room on second floor which is utilized for Centralized Assessment Programme (CAP). In exam room two Offset machines have been installed to ensure sanctity and confidentiality of exams. It is well-equipped with four computers, two printers and Paper shredder to generate results of First and Second Year classes. Software had been purchased to generate results in-house.

**Library**

It is situated on fourth floor and has an area of about 1374.08 sq. ft. and can accommodate 100 students at a time. Library is provided with false ceiling, proper ventilation, lighting & fans.

**Computing equipment**

In the academic year 2017-2018, College had purchased 05 computers with latest configuration to suit the requirements of B.Sc. (I.T.) syllabus change. In the subsequent years 2018-19 and 2019-20, ten computers were added.

**Ladies Common Room**

It is situated on third floor which is equipped with comfortable sofa, chairs, dressing table, sanitary napkin vending machine and an incinerator with attached toilet.

**Canteen**

Renovated spacious canteen facility is available at ground floor equipped with water cooler.

Two wheeler parking is available inside the campus.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

The College has developed adequate facilities for Sports and Cultural activities.

- **Playground**

The college has a playground of 24,000 sq. ft. It has been obtained on lease from MHADA and is used for conducting outdoor sports activities such as Cricket, Volleyball, Shot Put, Discus throw, Mallakhamb, Kabaddi, Kho-kho and Athletics. The ground is also used for conducting intercollegiate competitions, social programmes, tree plantation drive and flag hoisting ceremony on Independence Day and Republic Day.

- **Gymkhana**

The Gymkhana on the ground floor having an area 900 sq. ft. conducts indoor games such as Chess,

Carom, Table tennis and outdoor games like Cricket, Volleyball, Kabaddi and Kho-kho on the ground. Professional coaches have been appointed to train the students. Sports and Gymkhana committee successfully organize state level Kabaddi competition every year since 2017. The college has also hosted University level Mallakhamb competition twice. It also organizes sports events for teaching and non-teaching Staff. Yoga batches are also conducted in Gymkhana.

- **Rifle shooting range**

It is equipped with air and pneumatic pistols. A large number of students have availed benefit of the range. Some of the students also participated in the State level competitions. Professional coaching is available to train the students. Seven batches have been completed.

- **Cultural Activities**

Prin. D.G. Samant Hall is located on the ground floor having an area of 2788.60 sq. ft. It is spacious, well-ventilated and well-equipped with a sound system and a capacity of 300 seats. It is utilized to hold State and National level seminars, AROMA festival, Book exhibitions, Fun fair, Blood donation camp, practice for drama, Cultural programmes as well as other extra-curricular activities. The College has a Multimedia Centre (Audio Visual room) of an area of 903.08 sq. ft. equipped with Computer, Projector screen and CCTV with a capacity of 100 seats for holding seminars, conferences, debates and cultural programmes and screening of documentaries.

- **Extension Activities Room**

It is situated on the third floor and having an area of 172.80 sq. ft. used for preparation of extension activities.

- **Students' Council Room**

It is having an area of 172.80 sq. ft. is available on the second floor for students to keep musical instruments and for holding meetings of Cultural Activities committee.

- **Health Centre**

Health Centre is available on the fourth floor with a facility of First Aid Kit, Bed, Stretcher, Wheel Chair and attached toilet.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**LMS, etc****Response:** 55.56

## 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 10

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.****Response:** 20.61

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

2018-19	2017-18	2016-17	2015-16	2014-15
25.39	21.56	20.66	34	19.59380

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The Library is automated using SOUL software. Software for University Libraries (SOUL) is state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre. It is user-friendly software developed to work under client-server environment. The software is compliant to international standards.

Name of the ILMS Software for automation	SOUL
Version of ILMS software	2.0.0.12
Nature of automation	Full
Year of augmentation	2006 - 07
Total Collection of Library	37810 Textbooks and Reference books (32275) Book Bank books (4098) Bound volumes (566) CDs and DVDs (871) Subscription of 55 Journals and Magazines in print
OPAC	OPAC is available for the users on intranet of the college.
E-resources	Library is subscribing N-List project of INFLIBNET through which access to 3135000 e-books can be accessed.
Library Website	<a href="https://sesdegreecollegelibrary.webs.com/">https://sesdegreecollegelibrary.webs.com/</a>
Library Blog	<a href="http://sesdegreecollegelibrary.blogspot.com/">http://sesdegreecollegelibrary.blogspot.com/</a>
Computers for access to students and staff	12
Sections of the Library	<ul style="list-style-type: none"> <li>• Reading Room with capacity of 100 students equipped with Zero Screen, Water Cooler, free internet access, open access to books</li> <li>• Periodicals display area</li> <li>• E-Library equipped with six computers</li> <li>• Staff Reading Room/Counseling room/Research Centre equipped with printer and all in one Printer and Air conditioner</li> <li>• Stacking area</li> <li>• Newspaper reading corner</li> <li>• Circulation counter with 2 computer, Barcode printer, Wireless barcode Printer</li> <li>• Librarian's cabin equipped with Computer, All in one Printer, Air</li> </ul>
Internet bandwidth	50 Mbps

The library services are computerized with the implementation of the bar code system on member card and books. The software is upgraded by installing its second version SOUL 2.0. It enables the smooth functioning of the library. The software comprises of the following modules:

- Acquisition
- Circulation
- Cataloguing
- Serial control
- Stock verification
- Book bank
- On-line Public Access Catalogue (OPAC)

The books in the library have been bar-coded and circulation activities are managed through the software.

All students are issued bar-coded library cards at the beginning of the academic year. The Online Public Access Catalogue (OPAC) can be accessed in the college premises through the intranet. Readers can search the books in the library's collection through WebOPAC. The books can be searched by 'Title', 'Author', etc through the tab '**Search Books**'. Simple Search and Boolean Search options are available for searching. Readers can check the books that they have borrowed through the '**Member Status**' tab available through the WebOPAC by using Member code.

The software avoids duplication of work. It saves the time of reader and staff. It facilitates generation of various reports and helps to provide Current Awareness Service and Bibliographic service to staff and students. OPAC enables to search through wide range of available books in the library database which is available on the intranet of college. Barcode reader enables dead stock verification.

Library has purchased two Kindle readers from Amazon for the easy access of e-books. Library has purchased Sony Voice Recorder to record the reading material for Blind students. The library procures books as per requirement and suggestion of staff and students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

##### Response:

Sr. No.	Acc. No.	Name of Book	Name of the Publisher	Name of the Author	Number of Copies	Year of Publication
1	P - 00385	Shreemad Bhagavad Gita	Govind Bhavan Karyalay	---	01	1987
2	P - 00366	Shree Gurudattayog (Shaktipatrahasya)	Shri Vamanraoji Gulavani Mandal	Khanvelkar, S. Satkar	01	1957
3	2295	Buddhi, prerena va kranti : Reason, romanticism and revolution : Vol. II	Maharashtra Sahitya Va Sanskrutidrananth . Mandal	Rajya Roy, Manaven	01	1970
4	P - 00300	Kautumbik vyavasaik va samajik jeevanat Gita : sukhacha va sadacharacha mar dukh - duracharachi mimansa	Pune Vidyarthi Gruha :Prakashan	Khair, Gajanan S.	01	1981
5	P - 00298	Vichar pothi	Paramdham Prakashan	Vinoba	01	1985
6	P - 00249	Mahabharat : kahi katha kahi vyatha : Vol. 5	Shrotriya Prakashan	Shrotriya, Vishwanath K.	01	1984
7	P - 00318	Marxvad ani Bhagvadgita	Lokvagmay Gruha	Sardesai, S.G.	01	1983



8	2301	Social Stratification ( its Qualities and Functions) Samajik thar (vishamateche swarup, prayojan ani karya)	Maharashtra Rajya Sahitya - Sanskruti Mandal	Tumin, Melvin	01	1983
9	P - 00319	Gitai shabdarnya kosha	Gramseva Mandal	Vinoba	01	1950
10	P - 00442	Radio, rachana ani karya	Maharashtra Rajya Sahitya - Sanskruti Mandal	Sohoni, Shrinivas	01	1975
11	P - 01055	Prashasan vakyaprayog	Bhasha Sanchalya, Maharashtra Government	---	01	1968
12	P - 00029	Society and the criminal	Law Book Company Ltd.	Sethna, Jehangir M. J.	01	1951
13	2246	Little book of prayers	The Peter Pauper Press	Hill, Jeff.	01	1960
14	2247	Little flowers of Saint Francis of Assisi	Peter Pauper Press	Alger, Abby (tr.)	01	1964
15	2261	French wit and wisdom	Peter Pauper Press	---	01	1956
16	1962	Flowers of evil	Peter Paupers Press	Charles Baudelaire, Charles	01	1958
17	1964	Voltaire's Alphabet of wit	Peter Paupers Press	McPharlin, Paul .	01	1955
18	2731	Japanese fairy tales	Peter Paupers Press	Hearn, Lafcadio	01	1958
19	2248	What men live by	Peter Paupers Press	Tolstoy, Leo	01	
20	2249	Wisdom of China	Peter Paupers Press	Tzu, Lao	01	1965
21	2251	Words of Theodore Roosevelt	Peter Paupers Press	Johnston, William	01	1970
22	2252	Oscar wilde : Epigrams	Peter Paupers Press	Kredel, Fritz	01	
23	2253	Nature thoughts	Peter Paupers Press	Bachelor, Louise	01	1965
24	2254	Love and Marriage	Peter Paupers Press	Guthrie, Vee	01	1965
25	2255	Flower thoughts : a selection	Peter Paupers Press	Bachelor, Louise	01	1967
26	2256	On love and friendship	Peter Paupers Press	Clough, Stanley	01	
27	2258	Comic Primer	Peter Paupers Press	Eugene Field	01	1966
28	1960	Secret delights of Love	Peter Paupers Press	Bilhana, Pundit	01	1966
29	1961	Soliloquies and Speeches from the plays of William Shakespeare	Peter Paupers Press	Shakespeare, William	01	1960
30	1963	Franklin's Autobiography	Peter Paupers Press	Merton Babcock	01	1967
31	1965	Shakespeare : Wisdom and wit	Peter Paupers Press	C. Merton Babcock	01	1967
32	2732	Chinese fairy tales	Peter Paper Press	Wong	,01	1961

33	2730	Aesop's fables for modern readers	Peter Pauvers Press	Jeanyee Carle, Eric	01	1965
34	P - 00228	Man of propety : book one of the Forsyte Saga	Peguin Books	Galsworthy, John	01	1970
35	P - 00237	Prekshakani shama karavi : Gharmalak	Majestic Book Stall	Sabnis, Vasant	01	1970
36	p - 00017	American diplomacy and independence for India	Vora & Co	Jauhri, R. C.	01	1970
37	P - 00343	Balchilaya	Tardeo Book Depot Prakashan	Namjoshi, Gopal Vinayak	01	1941
38	P - 00149	Durdaivi	Deshmukh and Co.	Sane Guruji	01	1948
39	P - 00273	Edgar Allan Poe and other	Liberal Arts Press	Baudin, Maurice	01	1953
40	P - 00380	Samyasutre	Paramadham Vidyapeeth	Vinoba	01	1958
41	P - 01413	Politics of mass violence in India	Manaktalas	S.P. Aiyar	01	1967
42	P - 01410	New Dimensions of India's Foreign Policy	Vision Books	Vajpayee, Atal Bihari	01	1979

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 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:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 5.7

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
6.09938	5.98754	6.23446	4.90746	5.27903

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 0

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

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

The college has five computer laboratories for providing computer education and training to students. UGC Network Resource Center has been established to cater to the needs of research and Faculty improvement. Computers are also available in the administrative office, College Library, Staff room, Examination Room and in the Multimedia Centre. The college upgrades its computer systems as and when the need arises. The computers in the laboratories are connected through LAN and internet is available through LAN and WiFi. A leased line from Hathway Cablenet is available for the internet.

The following table shows the total number of computers available:

Sr. No.	Place	No. of Computers
1	Computer Laboratory 1	10
2	Computer Laboratory 2	27
3	Computer Laboratory 3	30
4	Computer Laboratory 4	16
5	Computer Laboratory 5	30
6	College Library	12
7	Examination Room	4
8	IQAC Room	1
9	UGC Network Resource Centre	5
10	Audio-Visual Room / Multimedia Centre	1
11	Administrative offices	9
12	Staff room	6
13	Principal's Cabin	1
14	N.S.S. Room	1
	<b>TOTAL</b>	<b>153</b>

Besides these, nine laptops are available for the Faculty to impart computer-based teaching and learning. There are enough computers to fulfill requirements of students.

**All the ICT facilities are updated periodically as per the requirement.** In September 2017 five computers of latest configuration Dell Vostro 3268, Coir i5, (7thGen) 7400 / 3 GHz – 8 GB RAM, 1 TB HDD, 18.5” LED Monitor. Windows 10/ DVDRW were purchased for the B.Sc. I.T laboratory to cope up with the syllabus revision of IT. In November 2018 ten computers of configuration **DELL Vostro Model No. 3470** Intel 8th generation core i5-8400 Operating systems –Windows 10 pro Monitor -18.5 “ Dell Monitor RAM -8GB , DDR4 Hard Disk -1 TB Graphics –Intel HD Graphics Dell USB Keyboard Dell Optical Mouse DVD Writer were purchased.

#### Details of ICT devices

Sr. No.	Particulars	Quantity
1	Total no. of Computers	<b>153</b>
2	Total no. of Printers	<b>12</b>

3	Total no. of Scanners	2	
4	Total no. of All-in-one (Printer, Scanner, Zerox)	2	
5	Total no. of Laptops	9	
6	Total no. of Servers	2	
7	Total no. of Smart Boards	8	
8	Total no. of UPS	6	
9	Total no. of Zerox / Offset machine	5	
10	Total no. of LCD Projectors	13	

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 11.14

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 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

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

#### 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:** 29.43

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)

2018-19	2017-18	2016-17	2015-16	2014-15
22.86608	70.74082	31.56900	39.91926	12.79725

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

##### 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:**

The responsibility of maintenance and repair of infrastructure facilities, services and equipment rests with the College Development Committee. The funds required for the purpose are allocated in the annual budget. Three quotations are invited for the new purchase. For systematic utilization and maintenance College constitute various committees. E-tenders were called for renovation of College Office, Principal's cabin, Staffroom, Gymkhana, Canteen.

**Computer Laboratory** – College has five Computer laboratories. A weekly time table of Class wise practicals has been prepared by respective lecturers for the laboratories. Regular maintenance and calibration of laboratory equipment are done by two Laboratory Technicians. The false ceiling of Computer laboratory III was renovated in the year 2017-18.

**Library** was renovated in 2015-16 with newly modified structure creating more space for stacking books as well as enhancing reading facilities. It is well lit with LED lights and secured with CCTV cameras.

Readers get two bar-coded library cards after taking admission in the Class. Library cards are printed in the library. On one card they can borrow textbooks for seven days and on another card – Reference card they can borrow reference books or magazines or journals for seven days. Students can borrow and return the book on any working day. Students can access e-books and e-journals in E-library. Library is computerized with SOUL 2.0 software. Students can use the reading room from 8 a.m. to 6 p.m. During examination period library reading room has been kept open on Sundays and Bank Holidays. Library provides orientation to the fresher's, two types of Book Bank facility to students, free internet surfing, membership to ex-students and visiting membership to outsiders. Library organizes Book exhibitions occasionally and 'Vachak Saptah'. Three Library Attendants have been appointed for smooth and effective functioning of library. The scrap is also regularly weeded out.

**Sports Ground** – Sports Director ensures the utilization of Playground and maintenance of sports equipment of the College. Sports material is stacked in the cupboard. Soil is replenished every year. Coaching of outdoor sports is provided by the Sports Director. Annual Sports meet, intercollegiate Kabaddi competition, University level Mallakhamb Competition are organized on the ground. Practice and warm-up sessions are taken in Gymkhana. Indoor games are conducted in the gymkhana. Rifle shooting range has been developed on the ground floor. One CCTV has been installed on the ground.

**Computers and Printers** are regularly maintained by Laboratory Technicians. Computers are upgraded as per the requirement of the syllabus from time to time. Outdated Computers and printers are disposed of. Cartridges are regularly refilled. Antivirus is installed in all the computers and renewed every year. The replacements of damaged parts of computers are undertaken immediately.

**Classrooms** are allotted as per the student's strength. Lectures and practicals are regularly monitored. The Classrooms are cleaned and maintained by the team of peons and sweepers. All the classrooms are renovated. The damaged LCD projectors have been replaced. Teachers and student representative reports about any infrastructure malfunction to Office.

**Canteen** has been recently renovated and shifted so as to increase seating capacity. Canteen contractor is responsible for the maintenance of its infrastructure.

**Cultural Activities** – In-charge of Cultural Activities and Drama Club are responsible for the maintenance of electronic equipment and infrastructure of Auditoriums. A register has been maintained in Office for the borrowing of these items.

**Extension Activities** – The Programme Officers are responsible for the maintenance of infrastructure and equipment made available for these activities.

**Administrative Office** – It has been recently renovated so as to provide sufficient storage space for record-keeping. Binding of results is done every five years. I-card machine has been purchased to provide I- cards to the students in a short time after admission.

**Ladies Common Room** – Vending machine with incinerator is repaired and is refilled with sanitary napkins regularly.

**Staffroom** is renovated to provide more space for seating, storage and computers. It is also equipped with self-contained toilets and pantry.

**Exam room** is equipped with four computers, two printers, two offset machines, Paper shredder and CCTV camera. All equipments are regularly maintained.

**Maintenance Policy and Procedure:**

AMC has been given for Fire extinguishers, Air conditioner, Reprography Machine, Copier / Offset machine, Pest control and CCTV cameras.

**Maintenance of Campus:**

The painting of the entire building is done on a periodic basis. The building is regularly maintained to prevent damages. Regular fogging of the campus is done for mosquito control. A structural audit of the building is done once in five years. Waterproofing of roof structure is done in the month of May every year. The cleaning of Sewage drainage and the underground septic tank is done by professional municipal persons. Cleaning of water tanks is undertaken every six months. General housekeeping is taken care of by office staff.

Gardener has been appointed to maintain the plants, butterfly garden and ground. The soil in the garden is replenished every year. Vermicompost pits are maintained by Nature Club members. Two sweepers have been appointed for housekeeping and cleaning work. A team of sweepers has been appointed to clean the entire premises including classrooms, laboratories, library, passages, and toilets. Sanitary materials are regularly provided to sweepers. Leaking pipes and taps are fixed up.

36 Fire extinguishers and 6 fire buckets had been placed at prominent places and refilled every year for Fire Safety. Out of which two CO2 fire extinguishers of 4.5 kgs and five CO2 fire extinguishers of 3 kgs were purchased recently.

Cleaning of Solar panels is done twice a week. Safety equipment, pump, and pipe are provided to the staff.

Electronic waste has disposed of through E-waste Recycling India. Pest control is undertaken every year. CCTV cameras are placed at prominent places for security. A Security Guard has been appointed to maintain security.

Dead Stock Verification of all laboratory and Sports equipment is undertaken every year. Stock verification library books are conducted once every two years. Mock Fire Drill has been conducted on 23rd March 2019 to make students and staff aware to evacuate the building in case of fire.

File Description	Document
Any additional information	<a href="#">View Document</a>



## 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:** 9.79

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

2018-19	2017-18	2016-17	2015-16	2014-15
190	29	143	175	72

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 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:** 1.35

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	30	20	35	00

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 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:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**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:** 65.65

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

2018-19	2017-18	2016-17	2015-16	2014-15
868	1308	380	1097	497

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**

**Response:** 6.88**5.1.5.1 Number of students attending VET year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
365	93	00	00	00

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

**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	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 16.26**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
45	13	35	52	96

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response:** 27.97**5.2.2.1 Number of outgoing students progressing to higher education**

Response: 99

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

**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:** 0**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**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

**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:** 27

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

2018-19	2017-18	2016-17	2015-16	2014-15
13	08	06	00	00

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

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

**Response:**

The college has an active Student Council comprising of all the Class Representatives, NSS Representative, Sports Representative, Cultural Representative, DLLE Representative, Ladies Representative (nominated by the Principal) and a General Secretary. There are a few Teacher representatives to assist and guide the Students Council. The selection is as per the reservation policy norms of the University. The council is explained its roles and responsibilities in the first meeting.

Ms. Supriya Goraksha of S.Y.B.A. was unanimously elected as the General Secretary of the Students Council for the year 2014- 15. In the consecutive years we had Mr. Ajay Gopale, T.Y.B.Com (2015-16), Mr. Ankush Gupta, T.Y.B.M.S (2016-17), Mr. Neelkanth Sawant, T.Y.B.M.S (2017- 18) and Mr. Saurabh Shelar, T.Y.B.A (2018-19) as the General Secretaries. The council has been active in organizing various guest lectures on Dengue, Malaria Drive, Gender Sensitization, AIDS Awareness, etc. They also assist in organizing different study tours and Industrial Visits. They organize regular activities like Aroma Festival, Fresher's Party, Teacher's Day, Women's Day, Annual Day, Annual Sports Day, Annual Prize Distribution, Degree Distribution Ceremony, Yuva Diwas, Marathi Bhasha Din, Hindi Diwas, Fun Fair and Farewell Function of T.Y students. They play a pivotal role in organizing the NSS Blood Donation Camp and residential camp as well. They assist in the functioning of Magazine Editorial Committee.

Student's Council has been instrumental in organizing State Level Inter Collegiate Kabaddi competition, University of Mumbai Inter Collegiate Mallakhamb Competition, various National and International Conferences, Workshops, etc. Ms. Pranjali Shenoy and Mr. Saurabh Shelar were College Club Reporters of the prestigious Marathi Daily 'Maharashtra Times' through which they garnered press publicity for

various college activities. Mr. Rohit Lambat has been helpful in conducting the Green Audit and Gender Audit. The Council members were actively involved in the smooth conduct of Mock Fire Drill.

With reference to representation on academic committees of the institution we have a limited representation of the Students Council on the Library Committee where the Council Members are involved in the smooth functioning of the Library. They recommend various reference books and journals for the betterment of students.

In relation to representation on administrative committees of the Institution as mentioned above they play a major role in almost all activities conducted by the college. But to specify the key ones they are represented on statutory committees like the College Development Committee, Student's Development Committee, Internal Complaints Committee, Anti- Ragging Committee, Women Development Cell and Grievance Redressal Cell. They also represent the Canteen Committee of our Shailendra Education Society and keep strict vigilance on the quality and standards of food and services.

The Students' Council acts as an intermediary link between students and teachers. They are responsible for planning, organizing and preparing reports of various events. They apprise about the problems encountered by the students in academic and administrative areas. This valuable feedback is accordingly used for the betterment of students.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 15.4

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

2018-19	2017-18	2016-17	2015-16	2014-15
17	17	13	15	15

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 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:**

We have an active Alumni Association which has been functional but not registered. The Alumni Association comprises of hundreds of students from all the passed out batches till date. In order to facilitate the proceedings of the Alumni Association we have constituted a Core Committee who meet twice a year along with teacher members of the Alumni Committee. Mr. Sunil Mekale, Mr. Kalpesh Panmand, Ms. Supriya Goraksha and Ms. Manisha Maikhuri have been unanimously elected as the Chairman, Vice Chairman, Secretary and Treasurer respectively.

Since we have not registered the Alumni Association we are unable to collect financial aid from them directly. But indirectly they have contributed in a few notable instances. Some ex-students have voluntarily paid the fees of a few poor, needy and deserving students. A sum of 6000/- was donated by them to Ms. Pranita Warankar, our S.Y.B.Sc. (I.T.) student who had participated in the KWF World Competition. Our ex- student Mr. Harshad Prakash Karkar, Corporator (BMC) had generously sponsored the State level Kabaddi Competition by undertaking heavy expenses related to Stage, Lighting, Decoration, Trophies, Sound System, T-shirts, etc.

The Alumni Association plays a major role as a mediator between the college current students and the ex-students. They are also instrumental in maintaining a strong bond between the college and the Parents Teachers Association by counseling them regarding various activities conducted by the college. During the last NAAC visit a special cultural programme was organized for the NAAC Peer Team members in which renowned TV actress Ms. Pooja Kadam and Mr. Kamlakar Lokhande along with other ex-students performed various folk dances of Maharashtra. Mrs. Archana Rai, our ex-student of 2008 batch of T.Y.B.A. working with Umrao Hospital, Mira Road, a multispecialty hospital as Clinical Marketing Manager helped for organizing “Basic Life Support Training Programme” for the current students. Mr. Rupesh Shelar (BMS) has helped students get placements in Kotak Mahindra Bank. Mr. Sunil Mekale has helped many students secure admission in the prestigious Tata Institute of Social Sciences. Adv. Sangeeta Pal delivered a lecture on Intellectual Property Rights. Adv. Ashwini Jadhav was invited as a Judge for the Mock Parliament Competition. RJ Madhulika Koshe organized a Radio Interview on Butterfly Garden. Mr. Ankush Gupta has supplied vegetables and transportation system at subsidized rates for the NSS Camp and Drama Competitions. Asst. Prof. Jitendra Gupta, Ghanshyamdas Saraf College, is always helpful in our yearly conferences and workshops. Mr. Siddharth Jadhav has been clicking photographs of all the important activities and events of the college. Asst. Prof. Rahul Jha has been appointed as a faculty of M.Com.

Several of our ex-students participate in the Annual Blood Donation Camp themselves and motivate others to donate as well. They assist the current batches during stage performances of various Drama competitions. They also participate in Annual Day, deliver guest lectures and come up with various placement opportunities for the current students with their reference.

File Description	Document
Any additional information	<a href="#">View Document</a>

**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
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years****Response:** 10

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>



## 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:

**Vision: Transforming dreams into reality by harnessing the potential to create an intellectually aspiring, emotionally and socially binding environment.**

**Mission: "Prajvalito Dnyanmaya Pradip"**

Shailendra Education Society was established on 31st March, 1976 by 100+ common working citizen specially government employees in the extreme western suburb of Mumbai for providing quality education under able guidance of Prof. D.G.Samant. It has been registered under the Society Registration Act 1860 vide No.BOM/122/1976/GB/BSD and also under the Public Trust Act 1950 vide No.F3962 Mumbai.

The Society established Shailendra Education Society's Arts, Commerce and Science College in 1994 with the launch of Commerce faculty. The Arts faculty was started in the year 1996. The college began with the primary objective of providing education to the lower socio-economic strata of the society who are very often the first generation learners.

To increase the employability of the students the college launched self-finance courses from 2004 onwards. Under the self-finance courses BBI, BMS and B.Sc.(IT) courses are offered. The college has been sanctioned Research Centre in the subject of Business Economics.

##### Governance

- 1.The Governing body of the college focuses on keeping the organizational structures and activities in the direction towards its Vision statement. The **Principal** is the Chairperson of all the administrative and academic undertaking. She provides a democratic and participative leadership to the college. She is assisted by the teaching staff, Office Superintendent and Head of the Departments in her work.
- 2.The **Managing Committee** is the apex body of Shailendra Education Society under which the College performs its functions. The College is accountable to the Managing Committee in performing its responsibilities and duties.
- 3.The **College Development Committee (CDC)** functions as the primary executive body, endorsed with all academic, administrative and financial responsibilities. It comprises of some members of the Managing Committee, Principal and representatives from industry, social service, teaching staff, non-teaching staff, students and alumni. All items of expenditure are approved in the CDC. Budgetary allocations are made for academic, infrastructural additions, expansion and maintenance.
- 4.All major academic and administrative decisions are implemented through the **IQAC**. It constitutes a number of committees under it to carry out day to day functioning of the college.
- 5.The **Office Superintendent** supervises the administrative affairs of the college and is assisted by the non-teaching staff.

**The College takes initiatives in conducting activities towards fulfilling the Vision Mission statement.**

- Imparting quality education to first generation students. Freeships, scholarships and installment facilities are provided to needy students.
- Opening doors of knowledge to the socially and economically disadvantaged sections of the society.
- New teaching programmes and courses based on Industry-Academia linkages are introduced and internship opportunities are provided.
- Vibrant Co-curricular, Extra-curricular and sports activities for holistic development of the students.
- Social and moral responsibility through NSS, DLLE
- Providing value-added, add-on and skill enhancement avenues for boosting placements and self-employment opportunities.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**6.1.2 The institution practices decentralization and participative management****Response:**

The Principal is the head of the institution and an attempt has been made to keep the administration decentralized. The self-financed wing has Co-coordinators who are responsible for the smooth functioning of the courses. There is also a Coordinator for the M.Com Programme. The office administration is headed by an Office Superintendent under who are Head clerk, Senior Clerk, two Junior clerks, Laboratory attendants, class IV Staff and Sweepers. There is a Librarian to cater to the library section of the college.

The Principal holds regular meetings with the Teaching and Non-Teaching Staff. It helps in involving all the stake holders and valuing their suggestions for the progress of the college.

**CASE STUDY**

Shailendra Kabbaddi Chashak has been one of the flagship events started in the past few years. The college has jumped to the 5th overall rank in more than 700 Colleges of the University of Mumbai.

**STANDARD PROCEDURE**

The procedure followed in the organization of the event is representative of all the events organized by our college.

1. It starts with conception and deliberation of the idea at the college IQAC and department level
2. It is then presented to the CDC for its approval. The approval for the event is obtained ensuring

accountability.

3. After that detailed deliberations are held to assign responsibilities by distribute the work among staff members
4. The Principal conducts timely meetings to ensure the progress of the work.

### **SHAILENDRA KABADDI CHASHAK**

In the first meeting between the Principal, IQAC Coordinator and the Sports Director, the event dates, budget and the structure of the event was planned. The event proposal was then formalized and sent for the approval in the CDC (College Development Committee) as the decision making body. Once approved in the CDC Meeting conducted on 1st December 2018 and the dates confirmed, a meeting was arranged for the orientation of the staff. They were delegated work regarding banners, invitations, trophies, mats, stage, lighting, booking of referees, sound system, transport, refreshments. Subcommittees were created. The committees in charges were given considerable autonomy to manage the concerned work.

Follow up meetings were arranged with individual subcommittees subsequently for monitoring the progress. Wherever realized, additional support members were provided for completion of the work. The logistical challenge of transportation was also overcome by timely management and collaborative efforts.

### **OUTCOME**

The event was a grand success. In 2017-18, 16 teams participated while in 2018-19, 24 teams took part in the Competitions. There was participation from far-flung colleges. In all the decentralized manner of governance proved the means to achieve this success.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

## **6.2 Strategy Development and Deployment**

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

#### **Response:**

The institution staunchly believes in its mission to spread the light of knowledge and is committed to take the necessary steps in that direction. It is with this aim that the College has a perspective plan. The college has expanded its course list in the past years and continues to do so for the fulfillment of the aim. The college's Perspective Plan is manifested in the minutes of meeting of the IQAC dated 13th February 2016. The plan covers the period from 2015-16 till 2019-20

The following are the key focus points of the Perspective plan and the steps taken by the college in those domains.

1. **To be able to launch skill- oriented courses, add-on and value added courses.**
2. **To establish industry-academic linkage**

3. **Strengthen Placement Cell**
4. **Upgraded infrastructure**
5. **Vibrant extra-curricular activities and extension activities**
6. **Collaboration with NGO's**
7. **E-Governance**
8. **ICT enabled teaching**
9. **Organize seminars, conferences**

### Case Study: ORGANIZE SEMINARS, CONFERENCES

The college has focused on enhancing its capabilities of its teaching and non-teaching staff through giving them wide exposure through means of seminars, conferences and workshops. During the period of five academic years from 2014 to 2019 the college has conducted six such programmes that provided forum of interaction and learning to its staff members. These events were in sync with the 9th focus point of the Perspective plan. The college has also set apart annual funds with the approval of College Development Committee (CDC) separately for fulfilling this focal point. The following are the events during the past 5 years.

Sr. No.	Name of the Event	Date	Number of Participants
1.	International Conference on 'The Rise of New Russia'	29th-30th January, 2016 (2 days)	<ul style="list-style-type: none"> <li>• 63 Research Papers presented</li> <li>• International participants, Consulate members and experts from all over India attended.</li> </ul>
2.	National conference on "Electronic Commerce and changing market scenario"	27th January, 2017	<ul style="list-style-type: none"> <li>• 23 Research Papers presented</li> <li>• Dr. Sandip K. Bhatt from Sardar Patel University was the Chief Guest and Dr. Sebastian Irudaya Rajan, Centre for Development Studies, Kerala was the Guest of Honour</li> </ul>
3.	One day Workshop on Administrative Skills for Non-teaching staff of	10th January, 2018	<ul style="list-style-type: none"> <li>• 125 Non Teaching staff participated</li> </ul>

	college		<ul style="list-style-type: none"> <li>• Inaugurated by Registrar of University of Mumbai</li> </ul>
4.	National seminar on Symbiotic Correlation between Mathematics and Information technology Pan-Industry.	20th January, 2018	<ul style="list-style-type: none"> <li>• 27 Research papers presented by 59 participants</li> <li>• Inaugurated by Dr. Govindan Rangarajan, IISc, Bangalore</li> <li>• Dr. Jyotshana V. Prajapat, University of Mumbai was special invitee for the occasion</li> </ul>
5.	Workshop on 'Innovative Teaching Methods'	21st & 22nd January, 2019(2 days)	<ul style="list-style-type: none"> <li>• 50 participants participated</li> <li>• Resource persons –</li> <li>• Asst. Prof. Prabhakar Musam,</li> <li>• Mr. Javed Shaikh</li> <li>• Asst. Prof. Ms. Sandhya Thakkar</li> </ul>
6.	A one day workshop on '7th pay Commission and Accounts and Audit'	26th February, 2019	<ul style="list-style-type: none"> <li>• 175 participants participated</li> <li>• Inaugurated by Joint Director, Higher Education, Mumbai</li> </ul>

The conferences and seminars have provided academia-industry-government interface. The college has also acquired fame for organizing workshops for non-teaching staff of colleges affiliated to University of Mumbai.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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:**

Shailendra Education Society was established on 31st March, 1976 by 125 common working citizens specially government employees in the extreme western suburb of Mumbai for providing quality education under able guidance of Prin. D.G.Samant. The Degree College was established in 1994.

- The **Managing Committee** is the apex body.
- The **Principal** is the Chairperson of all the administrative and academic undertaking.
- The **College Development Committee (CDC)** functions as the primary executive body, endorsed with all academic, administrative and financial responsibilities.
- All major academic and administrative decisions are implemented through the **IQAC**. It constitutes a number of committees for day to day functioning of the college.

The overall functioning has two aspects: **Academics and Administration**.

The **Academic Section** consists of Aided, Self- Financed and Library Section. Various departments are created under them so as to give them considerable liberty in their functioning. Head of the departments are allocated the responsibilities regarding the syllabus, time table and departmental activities with other faculty members in the department. The Librarian is assisted by library attendants and a peon in the smooth functioning of the library.

- Various **Statutory and Ad-hoc committees** are constituted which function as entities performing curricular and extracurricular activities like NSS, NCC, Cultural activities and Student's Welfare. There are statutory committees like College Development Committee, Women Development Cell (WDC), Internal Complaint Committee (ICC), Student Development Board, Anti Ragging Cell, Grievance Redressal Cell, and RTI Committee. The teachers actively participate in the CDC.
- The **Office Superintendent** oversees the Office administration. The Office staff includes Head clerk assisted by a team of Senior and Junior Clerks. The office takes care of Admission, Eligibility, Scholarships and Freeships, Accounts, Issue of certificates and documents, Maintenance of staff service records and correspondence with the Affiliating University, UGC and Government bodies.

The college follows all the rules and regulations defined by UGC, State Government and University of Mumbai for procedures involving recruitment, promotions, service matters and grievance redressal for staff and students.

**Service Rule**

- The employees are governed by the service rules mentioned in the Standard Code and Rules and regulations of University of Mumbai

**Recruitment**

- NOC from Joint director, Higher Education is required before recruiting any teaching and non-teaching staff in aided section. The draft of advertisement is approved by the University and

published in two national newspapers. The University Selection Committee consisting of Vice Chancellor's nominee and subject experts conduct the interview. After selection of the candidate 3 pages and 7 pages report is sent for University approval. Once it is approved the file is sent to Joint Director Office for releasing the salary of aided teaching staff.

### Promotion

- Promotion of teaching staff in aided section is as per CAS. Non-teaching staff promotion is based on seniority and availability of vacant higher post.

### Grievance Redressal Mechanism:

- The college has constituted **College Grievance Redressal Cell (CGRC)** as per the Circular No.DSD/05/2019 of Department of Student's Development, University of Mumbai. It also has a grievance reporting portal on its website.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 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:** A. All 5 of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

##### **Response:**

The institute believes in efficient planning and implementation of all activities.

##### **Case Study: International conference on 'The Rise of New Russia'**

The international conference on 'The Rise of New Russia' was a landmark event in the history of the college. It was the first international event organized by the institute and hence was a gigantic task. The Head of Department of Politics Department piloted the proposal which was discussed in the IQAC meeting. It was decided to organize an International Conference on 'The Rise of New Russia' in collaboration with the Centre for Eurasian Studies.

##### **Step 1: Subject no.10 in Local Managing Committee dated 25th April 2015.**

##### **To organize seminars in regular and self- finance section**

The proposal was discussed threadbare in the LMC and was approved. The LMC was also informed that the college would apply to the Indian Council of World Affairs (ICWA), New Delhi for organizing such a seminar.

##### **Step 2: Subject no. 07 in IQAC Meeting dated 28th November 2015**

##### **To organize international conference**

The IQAC started the process of planning the dates, venue and resource persons and subject experts from Russia. Invitations were sent to Consulate members, Ambassadors, Industry experts and persons from leading Universities. Duties were allotted for printing brochures and certificates, accommodation, refreshments, stationary, registration, reimbursement of travel expenses, mementoes, video shooting, photography and arranging vehicles. Various meetings were held from time to time and all teaching and non teaching staff was assigned their respective duties for the event.

##### **Step 3: Finalization of the expenses and demand for grants**



The estimated expenses had been calculated and the demand for grants had been sent to ICWA and the Centre for Eurasian Studies, University of Mumbai. Letters dated 14th December 2015 and 13th January 2016 testimony to these work.

#### **Step 4: Subject no.08 in Local Managing Committee dated 13th February 2016.**

After the conference a report was submitted in the LMC Meeting dated 13th February 2016. All the expenses incurred were also submitted. In the above meeting the committee approved all the expenses regarding the International Conference. A total expense of Rs.2,76,000/- was borne by the college which was approved by the LMC.

The conference was held on 29th and 30th January, 2016. It was held at the Pherozeshah Mehta Bhavan, Kalina Campus. The conference was inaugurated by Consul General Ilia Savelev, Vice Consul Vladimir Dementiev, Trade representative Mr. Sergey Luney, scholars from Russia, Ambassador Ashok Sajjanhar, Mr. Sudheendra Kulkarni Director of Observer Research Foundation. The conference was graced by Hon. President of SES Mr. S.K. Sawant, Hon. Chairman Mr. J.R. Mejari, Hon. Vice Chairman Mr. G.S. Pandloskar, Hon. Secretary Mr. R.V. Prabhu and Hon. Treasurer Mr. R.G. Jagdale. The inaugural address was given by Ambassador Ashok Sajjanhar. The keynote address was delivered by Professor Sergey Markedonov. 63 research papers from invitees and college teachers were presented in the conference. The duties allotted to each staff members were perfectly executed and well coordinated. The conference was a grand success and a golden moment in the history of the Degree College.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### **6.3 Faculty Empowerment Strategies**

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

##### **Response:**

The institute believes that in the welfare of the employees lies the welfare of the institution. It is therefore that the management insists on taking various welfare measures for the employees. These are as follows

- Employees Co-operative Credit Society through which he/she can avail loan facility in times of financial emergency. The society accepts deposits, monthly subscriptions and provides loan upto Rs.3,50,000/- to its members
- Advance payment of salary is done irrespective of delay in receiving salary grant from government.
- Guest lectures, Workshops have been organized for enhancement of skills of staff members.
- Provided Fund Contribution for the Self-Finance Staff Members is provided by the college.
- Research scholars are felicitated to motivate them.
- Shailendra Education Society has also made a provision for a Day Care Centre at Ashokvan which

can be availed by any of the employees

- Full Body Check-Up has been undertaken for the wellbeing of the staff members.
- Arrangement for parking space for two wheelers of staff.
- Admission given to wards of staff members in Shailendra Education Society's sister institutions.
- Teacher's Day is being celebrated to appreciate the efforts of the teaching staff.
- College conducts workshops on Academic Performance Indicator (API) for teaching staff.
- Teachers are encouraged to take up research. College offers them infrastructure facilities and flexibility in working hours. The teaching and non-teaching staff is reimbursed the fees of seminars and workshops they have attended.
- Incentives are given to staff to appear for NPTEL exams.
- Realizing that Non-Teaching Staff are important stakeholders, picnics are organized to rejuvenate them and to consolidate their bond with the institution. Buses are provided for the staff picnic by the college. Staff picnics have been organized to Alibaug, Lonavala and Kelve beach.
- The Management had organized a two day sports and cultural fest for the entire staff. The teaching and non-teaching staff participated enthusiastically in cricket, musical chair, tug of war. The teachers also presented ten minutes skit, dance and fashion show which was applauded by all.
- Diwali gifts are given to the administrative and supportive Staff.
- Uniform washing allowance is given to the class-IV personnel.
- Best Teacher award has been constituted for teaching staff. Asst. Prof. Sony Paul was felicitated with 'Best Teacher' award for the year 2017-18.
- Best Library user award has been constituted for teaching and non-teaching staff.
- Indoor Staff Sports are arranged once a year for stress relieving and bonding between staff members.
- Tea, coffee machine, Microwave facilities, Aqua-guard(Drinking water) and pantry for Teaching and Non-teaching staff.
- Comfortable chairs for teaching and non-teaching staff.
- Computers, printers, scanner and Wi-Fi facilities for teaching and non-teaching staff.

File Description	Document
Any additional information	<a href="#">View Document</a>

**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:** 36.01

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

2018-19	2017-18	2016-17	2015-16	2014-15
14	9	8	3	7

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 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:** 4.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	9	1	2	5

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

### 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:** 18.5

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	6	1	3	2

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

#### Response:

The Institute believes in continuous evaluation and up gradation. It follows a system for Regular Assessment of Teaching and Non-Teaching Staff is in place.

- **Appraisal of Teaching Staff:**

1. **Academic Performance Indicator (API) and Performance Based Assessment (PBA's) forms** of each staff member in aided section is validated by IQAC according to the prescribed norms of the UGC. Teachers are deputed for Orientation, Refresher and Short Term Courses. The API is filled in by the staff, verified by the HOD and submitted to IQAC. The IQAC calculates the score in API Category. As and when the staff member is eligible for Career Advancement Scheme and fulfils all prescribed conditions, the IQAC recommends the case to the University through the Principal. The subsequent promotion is through a procedure of verification of scores, recommendation by the management and personal interviews by a panel constituted as per University norms. The committee forwards the case to the Joint Director, Higher Education, Government of Maharashtra for Pay and Grade Fixation. Performance Appraisal Forms of Self-Finance Section are also filled every year. The service books of teaching and non-teaching staff in aided section are regularly updated.

The college has successfully completed the placement under the Career Advancement Scheme (CAS) of the following teaching staff from 2014-15 till 2018-19.

Sr.No.	Name	Stage	Year
1.	Dr. Swati Pitale	III to IV	2014-15
2.	Dr.Kanchan Dutt	III to IV	2014-15
3.	Ms.Anuja Jadhav	III to IV	2015-16
4.	Asst. Prof. Ajay Acharya	II to III	2016-17
5.	Asst. Prof. Girish Mahaddalkar	II to III	2017-18
6.	Dr.Bhavana Trivedi	I to II & II to III	2017-18

## 2. Maintenance of Teaching Diary

An annual teaching diary (White Book) is used to record details by each teacher. It comprises the details of monthly course planning, daily reporting of lectures and various activities conducted.

### 3. Student Feedback

Student feedback has been conducted. It is analyzed and corrective measures are undertaken. This has been a valuable step in assessing student demands and requirement.

- **Appraisal of Non- Teaching Staff:**

#### Confidential Reports

Confidential report of each staff member of the non-teaching section is submitted by the Office Superintendent (OS) to the Principal. The same is recorded in personal file. This file is maintained by the Principal and is utilised for purposes of appraisals, promotions and retirement. Currently seniority is the sole criterion for promotion of non-teaching staff. Non-Teaching Staff pay fixation is carried out as per GR. SANKIRNA/2009/(326/09) dated 7th October 2009.

The college has completed the Seventh Pay Fixation of its aided teaching and non-teaching staff.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

#### INTERNAL AUDIT

The Management of the college has appointed an internal auditor to detect errors at the earliest and devise effective control system to prevent their occurrence. It is a continuous process where the Office Superintendant checks all vouchers and bill of Expenses and Income. He undertakes routine checking to detect errors of omission and duplication. Suggestions of the internal auditor to improve the accounting financial system are incorporated. Internal audit is done on periodical basis. Observations made by the auditor are brought to the notice of Office Superintendent and Principal of the college. After a thorough process of Internal Audit the account books are sent to the External Audit for the final approval.

#### EXTERNAL AUDIT

The Management has appointed **S. G. REGE & CO.** as an external auditor. The financial statement of the college including books of accounts, vouchers, statement etc are audited by the external auditor. The Audit report is discussed in the LMC/CDC meeting. The External Auditor had advised to write off outstanding fees for the following years which has been complied with by the Principal:

Stream	Academic Year
Regular	2006-2007 to 2008-2009
	2010-2011 to 2014-15
Self-Finance	2005-2006 to 2007-2008
	2009-10
	2011-2012 to 2014-15

All necessary audits as per the requirements of the University, UGC and Government of Maharashtra are carried out by the college periodically. In case of any discrepancy, shortcomings or lacunas the external auditors brings it to the notice of college. The auditors from the Joint Director Office, Department of Higher Education, Mumbai carry out an external audit of salary and non-salary grants. Internal and external financial audits are carried out during last five years with the mechanism for settling audit objections. The college has conducted Administrative Audit by the office of Joint Director, Higher Education, Mumbai for the assessment years 2011-2012 to 2017-18. The report is awaited.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 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)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

**Response:**

The College Development Committee (CDC) is the apex body that deals with the mobilization and utilization of resources of the college.

#### Resource Generation Means:

- **Fees:** College follows the regulations of University with respect to the tuition fees. The major

resource of funds are generated through utility fees, development fees, other fees and laboratory fees collected during admission from Aided as well as Self-finance courses. The IQAC with the approval of CDC plans for its utilisation. There is optimum utilisation of the fees collected.

- **Funding Agencies:** The IQAC explores funding schemes of various agencies like UGC, ANGC Scholarships, Government Scholarships through MahaDBT and Freshships. Committees such as NSS, NCC, Department of Lifelong Learning and Extension apply for funds through various schemes of University. The Research Committee guides and encourages staff members to apply for funds under Major and Minor Research Project Schemes of various funding Agencies. Dr. Shraddha Shukla was sanctioned Minor Research Project of University of Mumbai in the year 2017. The college received a donation of Rs. 10,000/- from Institute of Computer Accounting while the Times Group sponsored trophies worth Rs. 5000/- for Aroma 2019. The college received a grant of Rs.5,49,000/- from Maharashtra Energy Development Agency (MEDA) for installation of 30KW Solar Energy Project.
- **Maintenance of Accounts:** The College Office scrutinizes the accounts. Separate accounts for aided course, self-financed courses are maintained by the college.
- **Utilization Strategies:** All Committee budgets for each academic year are placed for approval in the first CDC meeting of the academic year for sanction of expenditure to be incurred in the academic year. Once the budget is sanctioned, the Committee heads can proceed with the planned activities. All committees submit the receipts and vouchers of various activities as soon as the activities are completed. Sports material and stationary are purchased in bulk at the beginning of the academic year after determining annual requirements. College receives grants from NSS every year to conduct its regular activities and special residential camp.
- **Salary:** In Aided section tuition fees is adjusted for salary of Teaching and Non-Teaching staff and in Self-Finance section tuition fees is used only for salary of Teaching and Non-Teaching staff. The salary grant of Aided Section was Rs 1,56,80,246/- for the year 2018-19.
- **Maintenance and Up gradation of Infrastructure:** Adequate provisions for development of infrastructure are in place. We make maximum use of the infrastructure and area available.
- **Library Expenditures:** The library is upgraded on the need basis. Addition of text and reference books takes place as per the change in curriculum. Library fees are utilized for purchasing books and journals. BC Book Bank Scheme is utilised and sanctioned by University of Mumbai.
- **UGC Grants:** These grants are utilised as per the sanctioned heads of expenditure. A separate dead stock register of equipment purchased through UGC Grants is maintained. The college has received NOC from UGC for grants sanctioned under XII Plan (GDA Scheme).

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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:

The IQAC has contributed significantly in institutionalizing its best practices to upgrade quality.

### **Title of the Practice: Extension of ICT Infrastructure**

**The Goal:** To expand the use of digital tools and methods for easing the work of staff members

**The Context:** The College was reaccredited B grade with a CGPA of 2.92 by NAAC. For the third accreditation cycle IQAC has focused on the expansion of the ICT infrastructure.

#### **Steps taken:**

1. It was decided to install Smart Boards in some classrooms to deepen teaching-learning process in the IQAC meeting held on 28th April, 2015.
2. The indigenously built software '**SHAILENDRA SAARTHI**' helps in the allocation of administrative work and keeping a tab on their progress.
3. A Face recognition biometric attendance system ensures transparency and accountability.
4. The college has purchased the '**RESO**' software for the digitization of Exam work. It ensures that records are properly maintained and results are issued timely to the students.
5. The use of digital tools like Google Classrooms, Google Forms, and Blogging is encouraged and appreciated so that the study materials are available to student on their Laptops/Mobiles.
6. LCD projectors, Kindle reader, Recorder to aid blind students, new configuration computers, laptops have been purchased and are made available to staff.
7. Lab 5 has been upgraded for revised B.Sc(IT). syllabus.
8. Mike and speaker boxes aid teachers in the classrooms while using ICT tools.

#### **Outcome**

Records are effectively maintained and there is reduction in paper work thus reducing the carbon footprint of the college. It has also upgraded the skills of its academic staff.

### **Title of the Practice: 360 degree development of the students**

**Goal:** Personality development of the students by providing opportunities to participate in co-curricular and extracurricular programs.

**The Practice:** The College conducts many co-curricular and extra-curricular activities.

1. **Cultural:** Events related to music, drama and dance are conducted every year for providing exposure to the students to showcase their talents. Fresher's party, inter-collegiate drama competition and Shailendra Mahotsav are a few among those.
2. **Sports:** The College organizes Shailendra Kabaddi Chashak and University level Malkhamb competitions. It regularly deputed sportsmen to various inter collegiate and university level sports meets.
3. **Field visits:** Field visits, study tours, industrial visits are regularly organized.
4. **Social Awareness:** To inculcate a sense of responsibility towards the society, activities like Cleanliness Drives, Tree Plantation, Environmental Awareness Rallies, Blood Donation Camp and Visits to Orphanages are also organized.
5. **Skill Enhancement:** Value added courses, Add-on courses are offered by the college for development of professional skills of the students. There is emphasis on placement of students.



**Outcome**

The students get practical experience beyond the realm of academics. Students enthusiastically participate in large numbers in the activities. Students have won laurels at state, national and international level bringing glory to the college.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 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 IQAC has always taken the initiatives towards quality control and enhancement. It lays special emphasis on the academic dimension so as to improve the teaching learning process, structure and methodology. Teaching learning reforms have been taken up from time to time in the college. Remedial Lectures and the Use of ICT Tools have been the prime reforms undertaken by the IQAC. It has been the body suggesting change in policies, procedures and structures and ensuring implementation of the same.

**Case Study I: REMEDIAL COACHING**

- Majority of the students who seek admission to the college are from socially, economically underprivileged sections. Many among them belong from SC, ST and OBC categories and are often first generation learners who haven't had a chance to seek quality education and are hence often disadvantaged. This disadvantage makes it difficult for them to compete with other students especially in technical subjects like Mathematics & Statistics, Accounts, Business Law and Information Technology. Such students are identified on the basis of their marks obtained in their HSC level. Students who have crossed academic streams from HSC level are suggested Bridge courses if required.
- The IQAC discusses the issue of Remedial Coaching in its first meeting of every academic year and comes to a conclusion regarding the subjects, timings and execution of remedial lectures. The IQAC had discussed regarding the subject in its following meetings-

Sr. No.	IQAC Meeting date	Agenda No. of discussion	Subjects in which Remedial Coaching was to be arranged
1.	9th June 2014	1. Agenda no. XXIII	1. Economics 2. Business Law 3. Mathematics & Statistics 4. IT
2.	22nd June 2015	Agenda no. VI	1. Economics

			2. Business Law 3. Mathematics & Statistics 4. IT
3.	20th June 2016	Agenda no. VIII	1. Accountancy 2. Business Law 3. Mathematics & Statistics 4. IT
4.	15th June 2017	Agenda no. IX	1. Mathematics 2. Accountancy 3. Business Law 4. IT
5.	23rd June 2018	Agenda no.X	1. Mathematics 2. Accountancy 3. Business Law 4. IT

- Remedial lectures helps to remove misconceptions, strengthen the basics in such subjects. Notices are circulated regarding timings and venues of the lectures and regular attendances of the same are maintained to keep a track of their progress.
- Tests were also conducted on the regular basis. Bridge lectures on Mathematics, Economics and Accountancy were conducted every year.
- They have particularly helped students having ATKT to clear their exams.

### Case Study II: ICT TOOLS IN TEACHING LEARNING TECHNIQUES

- The college has started to shift its teaching learning techniques from traditional classroom based technique to practical student centric method to make it easier, more accessible and interesting to the students.
- It has recognized the power of digital media and Information technology tools in improving learning outcomes of the students. It is with this idea that the college has started increasing its use of computer assisted learning in its teaching methods.
- The college not just recognizes but also encourages greater use of ICT tools in all subjects. Teachers make use of Power Point Presentations, Smart Classrooms and Google Classroom.
- B.Sc. (I.T.) lectures and lectures of Computer subject of S.Y.B.Com. and T.Y.B.Com. are conducted by using LCD Projectors.
- Latest versions of computers are purchased for B.Sc.(IT) as per new syllabus.
- Digital Submission of Projects is encouraged as it results in better understanding of topics and better learning experience and also helps in reducing the use of paper, contributing to green practices.
- Google Classroom has been used by teachers to share notes, syllabus details and academic aiding materials to all the students. Students can browse through the links given for academic websites, watch videos and other documents which the teacher shares on the classroom.
- The following are the list of Teachers and the ICT tools used by them

Sr. No.	Department	Name of Teachers	E-Resource & Techniques used
1.	Political Science	Dr. Swati Pitale	PPT, Google Classroom
2.	Commerce	Dr. Kanchan Dutt	PPT, Google Classroom
3.	Accountancy	Asst. Prof. Girish Mahaddalkar	PPT, Google Classroom
4.	Economics	Dr. Bhavana Trivedi	PPT, Google Classroom
5.	Mathematics & Computers	Asst. Prof. Sony Paul	PPT, Google Classroom, Video Lectures(NPTEL)
6.	English	Asst. Prof. Ajay Acharya	PPT
7.	History	Asst. Prof. Aditya Dhayfule	PPT, Google Classroom
8.	B.Com (B&I)	Dr. Shraddha Shukla	PPT, Google Classroom
9.	B.M.S.	Asst. Prof. Rupal Patel	PPT, Google Classroom
10.	B.Com (B&I)	Asst. Prof. Shivani Mathur	PPT, Google Classroom
11.	B.Sc. (I.T.)	Asst. Prof. Vibhuti Borse	PPT, Google Classroom
12.	B.Sc. (I.T.)	Asst. Prof. Swapna Gawde	PPT, Google Classroom
13.	B.Sc. (I.T.)	Asst. Prof..Varsha Kiranpure	PPT, Google Classroom
14.	B.Com (B&I)	Ms. Pooja Tripathi	PPT, Google Classroom
15.	B.Sc. (I.T.)	Asst. Prof. Hemchandra R. Kumbhar	PPT, Google Classroom, Video Channel
16.	B.Com (B&I)	Asst. Prof. Rupali D. Ingale	PPT, Google Classroom
17.	B.M.S.	Asst. Prof. Ameya Ghatge	PPT, Google Classroom
18.	B.Sc. (I.T.)	Asst. Prof. Priyanka Patil	PPT, Google Classroom
19.	B.M.S.	Ms. Bhageshree Yadav	PPT, Google Classroom
20.	B.Com (B&I)	Asst. Prof. Pranjali Mhapralkar	PPT, Google Classroom
21.	B.M.S.	Asst. Prof. Rahul Jha	PPT, Google Classroom
22.	Political Science	Asst. Prof. Chetananand Patil	PPT

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 10.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
15	13	8	5	10

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>

## 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:** C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

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 has undergone two cycles of accreditation in the past. IQAC takes regular reviews of academic and administrative functioning of the college. It has complied with the suggestions stated by the NAAC Peer Team during the Second Cycle of Assessment and Accreditation. The following Quality initiatives have been initiated by the college under the leadership of the IQAC.

### Academics

- Introduction of new programmes and courses.
- **Mentorship programme** introduced for assessing the needs of individual students.
- Teachers are on '**Syllabus framing Committee**' of the University of Mumbai.
- **Feedback on syllabus** has been taken from all stakeholders including students, teachers, industry representatives and parents.
- Augmentation of traditional curriculum by use of innovative techniques of teaching using ICT Tools such as **Google Classroom** and **Smart Boards**.
- **14 value added courses, 18 add-on courses** have been introduced and continued.
- The Exam Committee of the college prepares the results in-house. It helps in timely declaration of results. **RESO software** is used to avoid human errors in result preparation.
- **Up gradation of the College Website** and management of the same by its B.Sc.It. staff members.
- Annual Issue of Research Journal, '**REVERBERATION**' has been published with ISSN Number.

### Capacity Enhancement and Staff Welfare

- Teachers are regularly placed under **CAS**. The necessary documents, formats are completed by the college in time.
- Teachers are sent without delay for **Refresher and Short Term Courses** to fulfill the mandatory conditions for their placement.
- Teachers are deputed to seminar, conferences and duly reimbursed.
- College has started a **microcenter for online assessment** of University answer papers.
- The college has organized one international, three national seminars, one workshop for teaching staff and two workshops for the non-teaching staff of colleges affiliated to University of Mumbai.
- **Research Committee** has been constituted. 4 teachers have completed Ph.D and 3 are recognized Research Guides.

### Co Curricular and Extra-Curricular Activities

- The college has appointed a **full time Physical Director** since 2015-16.
- **Industrial visits** of Self-Finance courses have been undertaken to Goa, Mysore, Jaipur, Udaipur, Mount Abu, Vododara, Ahmedabad, Bangalore, Silvassa, Igatpuri.
- The college has undertaken **Study tours** for students of TYBA to Kerala, Baroda, Aurangabad and Daulatabad.
- Our students **Mr. Kiran Ghadge, Mr. Aditya Patil** have participated in the National level University Sports meet. **Ms. Pooja Ghadage** was selected to represent the NSS Contingent in the State Level Republic Day Parade. **Ms. Pranita Warankar** participated in the international level in the World Karate Championship held at Malta.
- **Vocational Education and Training** course introduced
- **Placement Cell** works for grooming, career counseling and providing better employment opportunities.

### Student Welfare Activities

- Every year **Alumni meet** is conducted. Alumni's are allowed to use library facilities for pursuing further courses.
- To cultivate entrepreneur skills a **one day workshop on E-Cell** was organized by the college in collaboration with **IIT Mumbai** and the expenses of 52 students were borne by the college.
- The college provides residential facilities to the NSS volunteers for Special Camping Activities at Belkhadi, Kaman.
- Students have been encouraged to enroll for **digital locker** for their mark sheets under NSDL.
- **ANGC Scholarships** are provided to economically weak students.
- Guest lectures are arranged for students preparing for **MPSC**.
- **Gender Audit** has been conducted
- Purchase of sports equipments, organization of University tournaments, Inter- collegiate sports tournaments.

### Collaborations

- The college has signed the following Memorandum of Understandings (MoU's) during the past five years

Organisation with which MoU is signed	Year of signing MoU	Activities conducted in collaboration
DTSS College of Commerce , Kurar Village , Malad (E),Mumbai	2014-15 to 2018-19	Academic cooperation in the field of research
Abhinav Degree College of Arts Commerce & Science	2014-15 to 2018-19	Development of academic cooperation of students and staff
J.J. Mahanagarपालिका Rakhtpedi	2014-15 to 2018-19	Community services
Matruchhaya College of Commerce and Science	2014-15 to 2018-19	Academic and administrative cooperation of students/staff /faculty
College of Social Work , Nirmala Niketan , Anubhav Mumbai	2014-15 to 2018-19	Community services
Arihant Academy and Maharashtra State Skill Development Society (MSSD)	2015-16	Skill Development Course in Banking
Technoserve	2015-16	Guidance and Training on Youth Employability Program
Arihant Academy and Maharashtra State Skill Development Society (MSSD)	2016-17	Skill Development Course in Banking
Matushri Kanbai Lalbai & Motibai Lohana Kanyashala & Balikagruh's, B.L. Amlani College of Commerce & Economics M.R. Nathwani	2017-18	Curricular and co-curricular cooperation -of students/ staff/ faculty

College of Arts		
SESCOM (Shailendra Education Society's Computer Centre)	2017-18	Skill development
Webstone, educare&Infotech Private Limited (Eduesy)	2018-19	1.Digital Marketing 2.Data Science 3. PHP & Python 4.Web Programming
Bombay Stock Exchange	2018-19	Certificate Programme in Financial Markets- Sales and Operation

### Library

- Library is kept open on Sundays and Holidays during Exam. Library reading facility is also given for ex-students. The college has instituted '**Best Library User**' Award for students, teachers and non-teaching staff.
- Augmentation of library with **Web-OPAC**, **SOUL** Software, enhancement of Competitive exams resources, library blog.
- Activities like **Book Review Competitions**, **Vachak Saptahs**, and **Book Exhibitions** are conducted regularly for developing cultivating reading culture.
- The College has purchased **two Kindle Book Reader** for easy access of **E-Books** to the students and staff members.

### Green Initiatives

- The Nature Club of college has maintained **vermi compost pits** and a sale of vermi compost is organized every year. The Nature club has maintained Butterfly Garden.
- The Nature Club organizes **Nature Trails** for the students.
- The college has conducted **Green Audit** for assessing its Environmental Impact.
- College has installed **30 KW Solar Energy** Project to reduce electricity bills and its carbon footprint.

## 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:** 22

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	2	7	2

File Description	Document
Report of the event	<a href="#">View Document</a>
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.2

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

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

**Response:**

##### Safety and Security:

There is 24 hours security in the campus. Security guard is appointed. Security breaches and disciplinary behavior is handled by campus security and referred to the college administrative officials for further actions if necessary. First Aid kits are placed in Gymkhana and NSS room. 36 Fire extinguishers and 6 fire buckets have been placed at prominent places and refilled every year for Fire Safety. Two CO2 fire extinguishers of 4.5 kgs and five CO2 fire extinguishers of 3 kg have been purchased recently. Fire extinguishers are placed in all computer labs, rooms, corridors and other prominent places. Practical sessions are held to explain the safety measures required in laboratories.

Mock Fire Drill was conducted which included building evacuation and building clearance inspection. There are three staircases for easy evacuation in case of emergency.



NSS volunteers are selected every year to participate in Disaster Management Camps and these students train other volunteers on disaster management.

Before conducting NSS camps, industrial visits, educational one day trips and long educational tours following procedure is adhered to :-

- Meeting of students to appraise them of rules and regulations to be followed during the trip.
- Parents are called and informed about the trip and itinerary.
- Undertaking forms are filled by the students and parents.
- At least one lady staff member accompanies the students.
- Necessary medicines and first aid box is carried

Before any rally is organized we inform the police and get permission and escort to conduct the rally. Before University exam, Kabaddi competition and college Annual Day Programme police are informed. During Annual Day functions the Discipline Committee is assisted by Student council and NSS volunteers. All these measures ensure smooth functioning of the programme.

### **CCTV Surveillance:**

The Campus has 32 CCTV cameras fixed at various locations and footage is monitored. The CCTV footage backup of 10 to 15 days is available.

- Anti-Ragging cell has been established as per UGC regulations.
- CCTV cameras have been installed at vital points
- Regular interaction and counselling with the students. We have class In-charges for all classes. They attend the disciplinary matters related to that class.
- Members of Discipline Committee monitor overall discipline.
- College has appointed a Personal Counselor.
  
- The formation of Internal Complaints Committee in the college promotes gender equality and secure environment.
- Women Development Cell: The College conducts various programmes, workshops, street plays, self-defense training, yoga, debates, and awareness programs for women empowerment and gender sensitization.
- Grievance Redressal Cell: Grievance Redressal Cell handles any concern of all stakeholders related to the institute. The committee includes a Convener and 3 senior staff members including Principal to address any complaints.
- There are Statutory bodies viz. Women Development Cell, Grievance Redressal Cell, Anti Ragging Cell and Internal Complaints Committee.

### **Counselling:**

Teachers: Teachers provide academic, career and personal counselling. Sometimes students and parents approach the teachers with their or their wards problems. Teachers in their capacity counsel them.

### **Personal Counsel**

The college has appointed a Personal Counsellor. The cases which needed special attention are referred by

the teachers to personal counsellor. The Counsellor is available once in a week.

### **Common Room:**

The college has separate common rooms for girls and boys. The girl's room has attached washroom and one sanitary Napkin Vending Machine and incinerator. In addition to this separate sanitary blocks are there at various places. Sakhi box has been installed in ladies common room for any complaints.

### **Health Centre**

A health center in our college is well equipped. The health center has a single bed and attached toilet on the fourth floor. A wheel chair, stretcher and first aid box are kept for emergency. The list of Doctors to be contacted are displayed.

### **Gender Audit**

Conducted Gender Audit.

The main objectives to conduct gender audit are as follows:

- To adopt a process for the creation of a gender equitable Institution.
- To find out whether gender equality is effectively institutionalized in the policies, activities and organizational structure of the institution.
- To identify strengths and weaknesses of the institution in promoting gender equality issues.
- To find out the gender balance in the institution and the factors behind it.
- To identify critical gaps and challenges for effective gender mainstreaming.
- To suggest measures for gender equality initiatives and sharpen institutions learning on gender process.
- Good practices towards gender equality.

### **Gender audit Observations :**

- The College has very equitable and inclusive culture for gender sensitization. The number of women students and faculty members are not only equal but always greater than male.
- Women Development Cell of the college every year organizes Self Defense Workshop for students to empower them.
- Personal counsellor is appointed for students annually. Girl students are taking advices from counselor to handle their personal problems and issue which they cannot share freely to anyone.
- Women's Day is celebrated every year and ladies staff usually go for an outing on this day.
- To address grievances and maintain secrecy, a Sakhi Box has been put in the Ladies Common Room for any kind of complain.
- Rifle Shooting facilities are provided to women students.
- Value added courses like Sanskar Bharti Rangoli, Mehendi, Self-defense, tailoring yoga, Diya Painting, Paper Quilling, Gift Box Decoration, and Tailoring course are run to help women for self-empowerment.
- The college has allocated a special shelf in the library to exhibit publications related to gender

issues.

- In NSS residential camp there is a Woman Programme Officer who accompanies the girls throughout the camp.
- Larger involvement of women staff members in decision making bodies such as LMC, CDC, ICC and Student Development Board. There is a women coordinator in IQAC.

File Description	Document
Any additional information	<a href="#">View Document</a>

<p><b>7.1.3 Alternate Energy initiatives such as:</b></p> <p><b>1. Percentage of annual power requirement of the Institution met by the renewable energy sources</b></p> <p><b>Response: 65.72</b></p>	
<p>7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)</p> <p>Response: 25873</p>	
<p>7.1.3.2 Total annual power requirement (in KWH)</p> <p>Response: 39368</p>	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

<p><b>7.1.4 Percentage of annual lighting power requirements met through LED bulbs</b></p> <p><b>Response: 100</b></p>	
<p>7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)</p> <p>Response: 39368</p>	
<p>7.1.4.2 Annual lighting power requirement (in KWH)</p> <p>Response: 39368</p>	

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

#### Response:

- **Solid waste management**

“Reduce, Reuse and Recycle” is the slogan we strictly follow while dealing with waste.

Our Vermicomposting Project is a step towards Clean and Green city. NSS unit and Nature Club of our college started the project in the year 2008 in a simplex tank, as a model to Municipal solid Waste Management. Under UGC grant of Rs. 65000 a shed of 2.30 ×1×0.4 cubic m shed with 6 working composting pits was constructed. Harvested compost is used in Butterfly garden and other green areas of the campus. Since 2011 every year dry leaves in the campus and organic waste generated in the canteen is recycled by earthworms into valuable compost. More than 1000kg of vermicompost is harvested every year. The compost was used in the campus gardens and municipal area outside the campus. Members of Nature club regularly conduct ‘Sale of Compost’ as an awareness drive for “Wealth from Waste”. Our vermicompost project was well appreciated by MCGM special officer of Solid Waste Management Ms. Seema Radkar officer on Special Duty (ALM) Municipal Corporation of Greater Mumbai. . Our project is maintained as a working example for all the other educational institutes and nearby housing societies. A value added course on Vermicomposting is conducted in our college by Mrs. Sony Paul, Chairperson Nature Club.

#### Aims& Objective of the course:

- Composting in a limited space.
- To understand process of composting.
- To generate employments,
- Encourage organic farming,
- To maintain environment pollution free.

The students are given hands on training on composting and recycling of organic waste. They are taught to make vermibeds and how to add waste and worms into the pit. They also are taught how to maintain the pit and to harvest the waste. All the steps of the composting are displayed near the compost pit for the benefit of students and public.

Year	2018-19	2017-18	2016-17	2015-16	2014-15
Vermicompost Harvested	1020	860	300	800	460

in Kg				
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In our experiment to recycle organic waste we adopted another method of using a drum. It was filled with waste and little jaggery was added on top it. Next day the volume of the waste reduced. It was repeated for seven days till the drum was full. Within two to three months the waste was converted to compost which we could use for plants.

Asst. Prof Sony Paul has published a paper on “Applicability of Six Sigma Projects in Social Science with a Case Study of Solid Waste Management at the Household Level”.

She guided the Housing Society Lopes Residency, Kandarpada, Dahisar(E) to start vermicomposting in the year 2015. The earth worms were given by the college. The Housing Society successfully incepts the vermicomposting pits. Now the Housing Society Society has a wonderful garden with banana plants, papaya trees, coconut, palm, curry leaves, medicinal plants like ova, basil, and different flower plants ornamental plants, which is using vermicompost generated from these pits as manure.

**The painting drums were reused as planters.** Slogans on environment and Swachata Abhyan were written on the drums and used for awareness campaign.

Plastic bottles are reused as planters so that we are able to save money for purchasing new planters as well as reduced waste. Old wooden trunks were used as supporters for climbers. Unused iron bars are also reused for hanging plants. The old chairs from AV room are reused as for visitors. Old desks and chairs are reused in NSS room, Gymkhana and canteen etc. Thus we are able reduce the cost of purchasing as well as to reduce waste.

**Coconut leaves are used to write slogans related to environment instead of flex banners.**

Students have recycled waste pages from used notebooks and project files and made books more than 100 books every year. These were distributed among the students in the adopted village Kaman in Vasai.

In the office and while preparing exam results preparation the Exam Committee uses **both sides of the pages**. Waste pages are always used for **rough work** before selling them for recycling. **The college sells used office papers for recycling**. Confidential waste papers and exam papers are first processed by shredder machine and then sold for recycling. Outdated text books are sent for recycling.

- **Liquid waste management**

Routine checking of taps, drainage and cleaning of tanks are done at frequent intervals. Liquid waste is disposed of through drainage pipes. The sewage is fed in to the municipal drainage.

- **E-waste management**

E-waste is considered hazardous and its launching of harmful chemicals into dumpsters and dumping sites is considered to be very harmful. It is with this motive that the NSS unit collected E- waste materials from

college and sent to **E- Waste Recycling India** for recycling and safe disposal of the waste. Electronic waste items like printers, computers, UPS, batteries, keyboards, etc were given to **E- Waste Recycling India**.

To reduce the electronic waste refilling of tonners and cartridges is done. The computers and electronic machines are routinely maintained by the technicians. Weeded out computers from laboratories due to upgradation or new purchase are transferred to administration or staff room.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

We are planning to construct rain water harvesting structures in the near future. Expert opinion from Sunlight Enterprises, specialized in Civil & Rainwater Harvesting work was taken. They suggested various methods such as Recharge through Pit, Trench, Bore wells, Wells or Artificial Storing and used for Human use. They also cautioned that the choice and effectiveness of any particular method is governed by local hydrological and soil condition and ultimate use of water. They were agreed to survey the water table in the area and design appropriate harvesting structure based on subsurface characteristics. Rainwater Harvesting depends on the factors weather, fractures in rock strata and thickness of aquifer for sedimentary sites.

Already one water tank is existing and Solar Panels are installed in the terrace of the building. The building can't afford one more tank only for harvested water. It will weaken the structure of the building. So the proposal to go for Rain water harvesting is kept in pending. In near future with some changes in the proposal we are planning for rain water harvesting.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 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:**

- Students, staff using

1. On an average 65% of the students walk or use bicycle to commute
2. 32% of the students depends on public Transport and only 3% use private (share auto or two wheeler) vehicle to commute.

c) There are pedestrian friendly roads.

- **Plastic Free Campaign:**

Nature Club in our college has always been committed to sensitizing students on issues related to environmental degradation. "Green and Clean Campus" drive is conducted in July of every year. Nature Club also organized an Exhibition on "Green Alternative to Plastic" and displayed different articles like bags, table mats, puja mat, flowers, bouquets made from coconut leaves. There were paper and cloth bags, leaf plates and spoons made from natural materials. The plastic drums were painted with environment related slogans and used for plantation. The NSS unit has conducted activity of making **paper bags**. NSS unit in 2014-15 participated in 'Save Electricity' project to monitor the consumption pattern of electricity of families and suggested better methods of electricity usages. NSS unit every year recycled the **waste pages** from used note books to make more than **300 note books**. These notebooks were distributed to the needy students in the adopted village of Belkadi in Thane District.

- **Paperless office:**

- All the notices, reports, rules and regulations, information about the college etc. are uploaded regularly on the website. Information about the admission process is uploaded on the website and thus makes the system transparent.
- Whatsapp group of teaching, non-teaching staff and students are formed. Notices and necessary communications are done through these groups.
- Photographs are maintained in soft copy.

**Administration:**

AEMS office software is used in the office for digitalization of administration process. **Academics:**

1. 55.56% of the class rooms are Smart/ ICT enabled.
2. Soul 2.0 is used in Library for digitalizing the administrative work of Library. Staff members and Students get access to 6000 e-journals and 3135000 e-books through N-List. On line public access catalogue are available in the library through OPAC software.
3. Exam software **Inficare Quick Support** takes care of result preparation and Result analysis.
4. Google class room is used an effective tool to aid teaching.
5. Students are allowed to submit their project in soft copy.
6. Google forms are used to collect feedback.

- **Green landscaping with trees and plants**

1. Though space is a big constraint in a metropolitan city like Mumbai each inch of land which is available is used to plant ornamental plants and other trees. These plants are duly labelled.
2. There is a Butterfly Garden and medicinal plants corner.
3. Environmental awareness slogans are displayed.
4. There is a gardener to water the plants and clean the garden.
5. Green Audit by Synergy Consultants Pvt Ltd has been undertaken.
6. Solar Photo Voltaic System of 30 KW capacity has been installed in the campus.
7. All the light fittings have been replaced with LED lights.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 3.2

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)

2018-19	2017-18	2016-17	2015-16	2014-15
0.31926	20.29348	0.03247	0.0991	0.03009

File Description	Document
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 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:** B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

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

**Response:** 40

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

2018-19	2017-18	2016-17	2015-16	2014-15
15	13	05	02	05

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 74

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

2018-19	2017-18	2016-17	2015-16	2014-15
24	11	20	17	02

**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**

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**

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	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

#### 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	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

#### 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:** 39

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	08	08	04	07

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

#### Response:

To inculcate the values and patriotism in our young minds we celebrate the national festivals like Independence Day, Republic Day, and Teacher's Day.

College organizes programmes to commemorate the national heroes and great Indian personalities.

International Youth Day was celebrated on 12th January on occasion of birth anniversary of Swami Vivekanand. Twenty five books on Swami Vivekanand have been purchased during NSS camp.

125th birth anniversary of Dr. Babasaheb Ambedkar was celebrated on 26th February 2016.

The college Magazine also highlighted the 125th birth anniversary of Dr. Ambedkar and 150th birth anniversary of Mahatma Gandhi. NSS volunteers have participated in Bhajan Sandhya at Gate of India on Gandhijayanti.

Birth anniversary of President S. Radhakrishnan is celebrated as Teacher's Day. The Marathi Literary Association also celebrates Marathi Bhasha Din on 27th February. The college Magazine has paid tribute to centenary celebrations of Marathi Literary genius Mr. P. L. Deshpande, Mr. G. D Madgulkar and eminent singer Mr. Sudhir Phadke.

Police Commemoration Day was observed on 21st October 2016. On this date in 1959, a Central Reserve Police Force patrol at the Indo-Tibetan border in Ladakh was ambushed by Chinese forces as part of the ongoing Sino-Indian border dispute.

Cultural Committee in our college through various cultural activities tries to give respect and spread the heroism of Chatrapati Shivaji Maharaj. The students present songs and skits on the bravery of Shivaji Maharaj.

**Celebration of Birth Anniversary of Dr. A. P. J. Abdul Kalam.** Since 2016 we have been celebrating the birth anniversary of late President Dr. A. P. J. Abdul Kalam as "Reading Inspiration Day". A series of guest lectures were organised for the students on importance of the Library, life and times of Dr. A.P.J. Abdul Kalam, importance of reading books in the present scenario and literary Works of Dr. A.P.J. Abdul Kalam.

We have appealed to the Students and Staff to observe "No gadget day" on 15th October 2016 and spend more time in reading books as a tribute to our late President Dr. A. P. J. Abdul Kalam. A display of books written by and on Dr. A. P. J. Abdul Kalam was organized.

**Marathi Literary Association** celebrates Ashadi Ekadashi every year with great vigour. The students enact the incidents in the lives of great saints of Maharashtra viz. Saint Tukaram, Eknath, Namdeo.

The college tries to imbibe the feeling of nationalism and values in our students. Independence Day is marked by hoisting the tricolor and rendition of national anthem and patriotic songs. The Republic Day too is celebrated with great fervour followed by cultural programmes and pyramids by our Mallakhamb students. The T. Y. B. A students have been taken to Mani Bhavan which houses a Gandhi Museum and Library. International Yoga Day is celebrated every year in June.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

#### Response:

**Finance:** The In- charges plan the tentative schedule and budget and submit the same to the Principal at the beginning of the academic year. It is placed for approval in the College Development Committee. The committee In – charges can apply for advance before their activities. Within two weeks of the activity the In- Charges of the committees submit accounts of the programme conducted..

Payments are made by cheques, NEFT or vouchers and cheques are signed by office bearers of Management. Fees are accepted through demand draft only. Receipts are issued for every single transcripts, duplicate, library cards, ID- cards etc. Minimum three quotations are invited for every purchase. Income expenditure statement is prepared along with bills/vouchers for all events. There is internal and external audit.

**IQAC:** The Internal Quality Assurance Cell is a statutory body entrusted with the task of enhancing quality in all college activities. IQAC plans year round activities of the college in academic, co-curricular and extra -curricular fields.

**Academic Transparency:** In the last meeting of the preceding year the committees and in-charges for the next academic year are constituted. Yearly, monthly teaching plans are prepared. The execution of the teaching plans is monitored by the IQAC. Academic calendar, Notices Reports of activities are posted on the website.

The Examination committee conducts the exams as per University schedule. Moderation of the papers are done by external staff members. Internal verification of marks is carried out to reduce counting mistakes. Within 40 days of the commencement of the exam the results are published. Students can apply for revaluation and verification of marks. Exam committee analyses the results and failures list is given to the

faculty for remedial lectures. Principal takes the review of the result of each course and takes necessary action. The feedback is taken from stakeholders.

**Administration:** The administration of the college is centered with the College Office. The Office Superintendent and Head Clerk are also a member of IQAC. The college administration is divided into various sections like admission and eligibility, accounts, examination, scholarship, University work, salary disbursement and work of Joint Directorate of Higher education etc. The college has obtained NOC from the UGC for the utilization of the grants under XI and XII plan. Teachers have obtained NOC after submission of Minor Research projects. Form No. 16 is given to employees after submission of investment proofs for the financial year. Notices pertaining to admission, merit list are displayed. Standard procedure is followed for staff recruitment. The roster is strictly adhered to in the aided section. College regularly submits necessary information for AISHE, Joint Director office and to University of Mumbai. Service Books of the staff members are regularly updated and personal files are maintained.

**Auxiliary Functions:** The Management provides for campus security, cleanliness, maintenance and repairs at a central level. The services are prompt and efficient.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

#### Best Practice –1

**1. Title of the Practice:** Study tour of Third Year Bachelor of Arts students.

**2. Objectives of the Practice:** To know India's heritage and places of historical significance.

**3. The Context:** Educational tours enhance learning and bring the class room curriculum outside. The students enrolling in Arts stream are from lower middle or poor sections. Since they cannot afford entire expenses of field visits, History and Political Science Association of our college conducts Study tours for Arts students. The funding of the tour is met from UGC grant and other sources. The college sponsors the to and fro travelling expenses & bus expenses of the study tour through UGC Grants.

**4. The Practice:** A five day Study Tour to Baroda and Ahmedabad which are known for their historical, cultural, political and economic significance was conducted from 14/1/2015 to 18/01/2015. Rs 31,730/- of UGC grants was utilised for the same.

In the year 2015-16, a study tour to Elephanta Caves was conducted with an objective of understanding the

facets of heritage tourism.

A one day Educational Trip to "Global Vipasana Pagoda", Gorai, Mumbai was conducted in the year 2016-17.

An Educational Tour to Kerala was conducted in the year 2017-18(1st to 7th January 2018).

Rs. 50,000 of UGC grants was utilised for the tour. Students visited Palakkad, Athirapally Waterfalls and the backwaters of Alapuzha. They visited the Palakkad Fort which is the best preserved forts in Kerala.

**5. Evidence of Success:** The T. Y. B. A study tours have been a huge success and leave an unforgettable experience which the students cherish in their lives forever.

## Best Practice 2

1. **Title of the Practice:** Entrepreneurship Development Cell

2. **Objectives of the Practice:** The main objective of our college is to create opportunities for self-employment and prepare the students to brave the challenges of the competitive world.

3. **The Context:** Entrepreneurship is the key to India's development. To fulfill this vision IIT-Bombay has conceptualized & successfully implemented various initiatives to help young entrepreneurs and professionals in their entrepreneurial journey. They had started an E-Cell to achieve this goal. Taking this golden opportunity, in collaboration with IIT – Bombay, our college had organized a one day workshop on 'Entrepreneurship and Business Skills' on 5th October, 2018

4. **The Practice:** In all 80 students had participated in that workshop from all streams. The fee of Rs. 52000/- @Rs. 650/- per participant was born by the college. Mr.SaurabhJambure and Mr.Ali Husen were the resource persons for the workshop. Students were oriented about start-ups and intricacies related to Entrepreneurship, scripting B- model, marketing and finance etc. The highlight of the workshop was that the students were trained in finance, pricing strategies, importance of branding and how to startup a venture. There were also provided a hands on experience with business model. Students were taught how to make one's own business model. It was a highly interactive and motivational session for the students as they learnt a lot about startups from this workshop. The College name was displayed on IIT portal. Students were given e-certificates.

E- Summit '19 organised by IIT- Bombay was attended by our 32 students and two faculty members on 19th and 20th January 2019. This is a conference of visionary students, professionals or anybody who have a passion for leaving a dent in the universe, start their own business or fund a venture and become a trendsetter. The visit offered our students interaction with visionary leaders and professionals.

The College signed MoU with Eduesy on 6th October, 2019 for Add-on courses with Eduesy viz. Digital Marketing, Data Science, PHP and Python for the year 2018-2019. 92 students had gone through 100 hrs of training. After passing the exam, students were given Joint Certificate of College and Eduesy. After the first certification the students were registered on Eduesy portal and Eduesy had provided placement assistance to them.

College has also signed anMoU with Bombay Stock Exchange for training the students in Skill based CSR-Funded training program in Financial Markets Sales & Operations. This program envisages bridging the skill gap and enabling students to pursue opportunities in financial markets. Students were exposed to the idea of startups.

**5. Evidence of Success:** . Total 92 students have enrolled for the courses viz. Digital Marketing, Data Science, PHP and Python. 25 students were selected for BSE courses. Our M. Com student Miss Manali Shah stood first in the exam conducted by BSE and was well placed as Business Associate in the company 'BNP Paribhas'.

### Best Practice 3

**1. Title of the Practice:** Installment facility, Scholarships, free ships, B. C. Book bank of the University etc. are provided to students of disadvantaged community.

**2. Objectives of the Practice:**

- To make available financial assistance to needy students.
- To make available the scholarships to regular as well as self-financed students..
- To help the students to do specialised courses.

**1. The Context:** Our College is situated in the last western suburb of Mumbai city. Most of our students are first generation learners and are belonging especially to the socially, academically, economically disadvantaged sections of the society, staying in and around Dahisar. Scholarships help these students an opportunity to get higher education.

**2. The Practice:** The following types of scholarships are made available to the students.

1. Government India Post SSC FREESHIP / SCHOLARSHIP for reserve Category students (Applicable for B. A., B. Com. Banking & Insurance , BMS & B. Sc. (IT) students
2. Scholarship of Minority Students
3. Central Government Scholarship for College Students
4. ChatrapatiShahuMaharaj Scholarship scheme.

Scholarship committee encourages that all the eligible students to apply for scholarship. Notices are displayed on the notice board, uploaded in the website and displayed in student's whatsappgroups. The list of scholarships and freeships available is published in the prospectus. The Head Clerk conducts orients to the students. Students are allowed to use the computer lab to fill the form and scan the documents free of charge. Follow up is done by the teachers. The Head Clerk does continuous follow up with government. As a result of these no queries have been raised by the authority.

**1. Evidence of Success:** The number of students benefited from the Government India Post SSC FREESHIP / SCHOLARSHIP for reserve Category students are as follows:-

	SC	ST	VJNT	OBC	SBC	TOTAL
2014-15	62	0	2	0	6	70
2015-16	48	3	13	104	7	175



2016-17	51	8	26	56	6	147
2017-18	26	3	0	0	0	29
2018-19	76	1	25	80	15	197

### ANGC SCHOLARSHIP

YEAR	NO. OF STUDENTS
2018-19	---
2017-18	30
2016-17	20
2015-16	35
Total	85

The scholarship amount is directly credited to the student's savings account. The college has received Rs. 39,49,746/- scholarship grant from government from 2014-2015 till 2018-2019. Instalment facility for payment of fees is given to needy students. It helps them to enrol for the programmes and complete their education. Funds from Student welfare are mobilized for financially weak students. College provides College Book Bank and B.C. Book Bank facility to needy students.

**6. Problem encounters and Recourses:** Sometimes students don't have all documents viz. Income Certificate. They are advised to approach the Tahasildar's office.

### Best Practice 4

- 1. Title of the Practice:** Democratic decentralisation and participation by stakeholders.
- 2. Objectives of the Practice:** To ensure autonomy in decision making.
- 3. The Context:** There are 22 members on the Governing body of institution. They have pledged themselves to the guiding principles laid down by the founder president of Shailendra Education Society's late Prin. D. G. Samant. He instilled the values of respecting the staff and non interference in administration on daily basis.
- 4. The Practice:** No member of the Management or their relatives are allowed to be employed in the college and the sister institutions.
- 5. Evidence of Success:** This has ensured immense freedom in decision making to the Principal and staff and helped in participative decision making. It has been also appreciated by NAAC Peer Teams in both the cycles of accreditation and reaccreditation.

### **Best Practice 5**

- 1. Title of the Practice:** Conducive atmosphere for teachers.
- 2. Objectives of the Practice:** The College tries to boost academic excellence and comply with the University and Government rules for all the teachers.
- 3. The Practice:** Teachers are reimbursed the expenses of workshops and seminars attended. Teachers are sent without delay for Refresher and Short Term Courses to fulfill the mandatory conditions for their placement. Teachers are regularly placed under CAS. The necessary documents, formats are completed by the college in time. The salary of the aided and unaided staff takes place on the first of every month or on in first five days of every month. The salary of the aided staff is also borne by the Management when there is delay in release of salary grants. Since the exam duties are mandatory, College has started a micro centre for online assessment of University answer papers.
- 4. Evidence of Success:** On an average yearly 86% teachers have been reimbursed expenses of workshops and seminars. Placement of teachers in the aided section has been regularly completed under Career Advancement scheme. Staff is not affected due to delay in salary grants from government which promotes their wellbeing. The facility of Micro centre for online assessment saves the valuable time of the teachers and they are able to complete assessment of the University answer papers.

### **Best Practice 6**

- 1. Title of the Practice:** In house management of exam results and website.
- 2. Objectives of the Practice:** To prevent delays cause due to dependency on outside agency.
- 3. The Context:** It is necessary to provide exam result within 40 days of completion of exam. The college conducts First year and Second year exam for B.A, B.Com, BBI, BMS, B. Sc. IT programmes on behalf of the University. The college has to update its activities on the website.
- 4. The Practice:** The Exam Committee prepares the results inhouse. The college has purchased software **Inficare** which helps to prepare the result fast and without any error. AMC of the software is done promptly so as to update the software on regular basis. Teachers have been trained to use new exam software.

The B. Sc. IT staff members have been trained to manage the website internally.

- 5. Evidence of Success:** There istimely declaration of results without error. Duplicate marksheets can be given on time.College is able to upload notices, photos, and reports etc. on daily basis on the website and keep it updated.

### **Best Practice 7**

- 1. Title of the Practice:** Activities of Gymkhana committee.
- 2. Objectives of the Practice:** To develop a sporty physique along with a healthy mind, discipline

and leadership qualities and to excel in sports.

3. **The Context:** Our College has a huge playground with good infrastructure and sports equipment facilities. There is a qualified Sports Director for coaching in Athletics, Kabaddi, Kho-kho, Volleyball and Cricket. Professional coaching is also available for sports like Rifle Shooting, Mallakhamb.
4. **The Practice:** Our College participates in the University of Mumbai and other inter collegiate competitions organised by various colleges in Mumbai. Our college has a glorious tradition in the field of sports and especially Mallakhamb. We want preserve our indigenous sport of Mallakhamb. Since the academic year 2017-18 we are hosting University of Mumbai Inter collegiate Mallakhamb Competition in our college. The IQAC in our college organises State Level Shailendra Kabaddi Chashak Competition since 2017-18.
5. **Evidence of Success:** Mr. Aditya Patil won Gold Medals in the National University Mallakhamb Competition held at Kurukshetra Haryana. Mr. Deepak Shinde our M. Com Part-I student won the First International World Mallakhamb Competition held at Dadar, Mumbai by winning 02 Gold medals and 03 silver Medals. In various intercollegiate Athletics competitions we have received 13 prizes. Our Kabaddi team won four tournaments in the year 2017-18. Our college was first runner up in Reena Mehta Mrudang Festival in Box Cricket. In the year 2018-19, Shailendra College won First Prize in the intercollegiate Kabaddi Competition 2018-19 organised by Shailendra Degree College. These competitions gave an opportunity to our students and people at Dahisar to watch the high level competitions in their near vicinity. In Athletics the College has bagged 10 prizes and won Reliance foundation prize of Rs. 10000/-.
6. **Problems encountered and Resources:** In the year 2017-18 for Shailendra Chashak competition the college received sponsorship for stage, lights, sound system, refreshments, T-shirts, Dhol Tasha and Trophies from our Ex. Student Shri. Harshad Prakash Karkar (Corporator and member of BEST committee of Brihanmumbai Municipal Corporation). In 2018-19 the expenses were incurred by Shailendra Education Society.

## Best Practice 8

1. **Title of the Practice:** Distinctive practices of Library
2. **Objective of the Practice:** To extend Library services to Ex-students & Outsiders.
3. **The Context:** Most of the students do not have adequate reading space, books at home they want to pursue professional courses and exams.
4. **The Practice:** Library is providing Reading facility to the Ex-students and outsiders residing in the vicinity. Such students have to fill the form and take permission from the Principal. They can avail Library facilities from 8:00 am till 6:00 pm and whenever it is open on Sundays.
5. **Evidence of Success:**
  1. A total 160 numbers of ex-students and outsiders have availed for Library from 2014-15 till 2018-19.
  2. A few were able to successfully clear their CA final exam. Our ex-student Mr. Atul Avhad used the books on Competitive Exams & and could successfully clear the Maharashtra Police Service Commission Exam. Mr. Jitendra Gupta had cleared his UGC-NET exam and completed his M.Phil.

**Best Practice 9****1. Title of the Practice:**NSS Camping

**2. Objective of the Practice:** To provide residential facility for Special Residential Programme as the annual activity of the NSS.

**3. The Context:**

1. The NSS Unit of every college is obligated to conduct a seven days residential camp every year.
2. Our college has a camping ground at village Belkhadi, Post Kaman, Taluka Vasai as its adopted village.
3. The NSS Unit saves valuable financial resources as the college provides these facilities free of cost.

**4. The Practice:** The NSS Unit has been benefiting from the residential facility provided by the college every year. The residential has separate floors for male and female volunteers. There is a separate kitchen. Male volunteers are provided dormitories on the first floor while female volunteers are provided rooms on second floor. The terrace is utilized for yoga practice, guest lectures and other activities. The campus ground is used for outdoor activities, fitness and sports. Separate washrooms and toilet facilities are available on each floor for the volunteers.

**5. Evidence of Success:**

1. The college conducts residential camp every year at Kaman without hassles.
2. Our camping ground has also been used by Patkar College as they find it very convenient and safe.

File Description	Document
Any additional information	<a href="#">View Document</a>

**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:**

One of the primary objectives of our college is to create social awareness amongst the students and foster in them a sense of social and moral responsibility. The college has taken decisive steps to promote environment consciousness. We believe that conserving ecosystem services are critical to sustainable development of a nation.

**Vermicompost Project:**

The Nature Club Volunteers visited Sawe Nursery Farm, Gholwad( E) Dahanu. They studied the techniques of **vermicomposting**. Motivated by the trip the students undertook a **vermicomposting** project

in the college on 29th January 2009. We experimented the **vermicomposting** in 500 litre simplex plastic tank. Earth worms were brought from Nature Park, Mahim, Mumbai.

Under UGC grant of Rs. 65000 a 2.30 ×1×0.4 cubic m shed with 6 working composting pits was constructed.

Every year members of Nature Club harvest the compost from **vermicomposting** pits and reactivate the plant. They add organic waste and earthworms. Slurry of cow dung is sprayed on it. Their after the waste is covered with green leaves. The regular monitoring of the **vermicomposting pit** is done by the students and the Gardner. After 4 months the compost becomes ready to use. Asale of compost is organized every year. The objective of the sale was to spread the message among the students and teachers about 'the value of waste'. We have successfully functioning **vermicompost pits for last 11 years**. Our activity got wide publicity in the newspaper Maharashtra Times. Even Municipal Corporation of Greater Mumbai appreciated our initiative. Members of the Nature Club have helped to start **vermicomposting** in housing societies too.

**Butterfly garden:** Butterflies and moths are indicators of a healthy environment and healthy ecosystems and they are important element of food chain and are prey for birds and other animals. Keeping all that in mind we incepted a **butterfly garden** with the help of eminent horticulturist Mr. Suhas Joshi and Bombay Natural History Society. It is designed to create an environment that attracts butterflies. Caterpillar host plants and nectar plants for adult butterflies are selected and planted in the garden. This small garden educates our students about ecosystem services.

### **Solar Energy Project:**

The college has been awarded a certificate for taking initiative towards **Solar Energy Project**. The College incurred bills of Rs. 345640 and Rs. 81660 for its two meter nos. 7665757 and 7764931 respectively in the year 2017. The college decided to go for **Solar Energy Project**. The initial investment of the project was Rs. 23, 00,000. The project life is 25 years. The cost recovery period was calculated as 2 years 10 months. Saving after recovery period was estimated as 3, 90,000 per year for seven years. The total expenses incurred on installing the Solar Panels on the open terrace on fifth floor was Rs. 19,89,750/- including 5% GST. A subsidy of Rs. 549000 was approved and received from MEDA.

From June 2018 to May 2019, 25873 Kwh energy was generated. It cost to Rs. 258730/- @Rs. 10 per unit. Thus college was able to save Rs. 258730/-. Thus the college was able to reduce its dependency on fossil fuels and also reduce carbon foot print. All the light fittings have been replaced by LED lights. College has spent Rs. 34,800 in LED electrification.

NSS unit in 2014-15 participated in 'Save Electricity' project. In 2018-19 the collage organized an exhibition on "**Green Alternative to Plastic**". The college has conducted **Green Audit by Synergy Consultants Pvt Ltd**. Their observations are as follows:-

#### 1. Lighting & Ventilation

1. Energy efficient light fittings have been installed at all of the places.
2. Illumination level is within the norm, but for the few places where it is marginally lower than the standard level.
3. The ventilation is adequate, and the carbon dioxide as well as the Volatile Organic Matter contents are within a limit for all the classrooms and other premises.

4. The possibility of replacing the fans with high efficiency fans may be ascertained; especially while making new purchases.
5. The fans & lights are switched off when not in use.

#### 1. Water Quality & Conservation

1. The water supplied by the Municipal Corporation is used for drinking after purification
2. Water Purifier is provided at convenient locations.
3. The specific water consumption is higher than nominal range.

#### 1. Waste Management

1. The generation of waste is minimized through use of electronic communication and effective water management system.
2. The wastewater is disposed of through Municipal system; this is a common practice in Mumbai city area.
3. The solid waste is segregated; while organic waste is converted in to manure in a composting pit, the non-organic waste is disposed of through the Municipal system.

#### 1. Infrastructure usage

1. Movement on-campus is distributed with multiple entrances.
2. The adequate parking space is available and provisions for bike parking are made for staff and students. However, many prefer public transport due proximity to bus stops / station.
3. There are adequate fire extinguishers located in key areas.
4. The draining system for washrooms is efficient and effective.
5. Seepages were not observed in the building premises.

#### 1. Green IT culture

1. Energy efficient computers and monitors have been procured.
2. In most of the cases, the computers are switched off, when not in use.
3. Energy efficient air conditioners with higher star rating have been procured during recent purchases.
4. The air conditioners are switched off, when not in use.
5. The performance of the air conditioners was observed to satisfactory.
6. Electronic communication is encouraged to minimize usage of papers.
7. Most of the papers are reused for doubled sided printing.

#### 2. Renewable Energy

1. Roof-top Solar Panels have been installed since 2018

#### 3. LED Lamps:

All the light fittings have been replaced with LED lights.

Our institute's core values includes integrity and respect the ecosystem services. Through the above activities prove that we practice what we preach.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>



## 5. CONCLUSION

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### **Additional Information :**

1. Teachers work as examiners, moderators and regularly under take online assessment.
2. Teachers are nominated on various University level committees.
3. The college allows the students to pay their fees in installments.
4. The college provides adequate infrastructure to organize events.
5. The college has received UGC Grants under XI and XII plan. After submission of the utilization certificates the college has received NOC from UGC.
6. The Annual magazine is a mirror of the activities of the college.
7. Many renowned guests have visited the college for imparting valuable guidance to the students.

### **Concluding Remarks :**

College has braced itself for the third cycle of reaccreditation. We are also celebrating our Silver Jubilee year. The IQAC has implemented the suggestions given in second cycle. A number of quality initiatives have been undertaken to upgrade academics, co-curricular and extra-curricular activities. The infrastructure has been renovated. The college is well known for its emphasis on sports. We have continuous interaction with the industry and have been successful in placement drives for an students.

The glorious journey of 25 years has been enriched by the tremendous support of a visionary Management, dedication of the staff and co-operation from students, parents and alumni.