

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2013-14

1. Details of the Institution

1.1 Name of the Institution

NES Ratnam College of Arts, Science & Commerce

1.2 Address Line 1

NES Complex, NHS Marg

Address Line 2

Bhandup -West

City/Town

Mumbai

State

Maharashtra

Pin Code

400 078

Institution e-mail address

ratnam_college@rediffmail.com

Contact Nos.

022- 25951381

Name of the Head of the Institution:

Prin. (Mrs) Rina Saha

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	-	Feb 2004	5 years
2	2 nd Cycle	A	3.10	Jan 2011	5 years
3	3 rd Cycle	NA			
4	4 th Cycle	NA			

1.7 Date of Establishment of IQAC : DD/MM/YYYY

14/06/2004

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR for 2011-12 submitted on 8-11-12
- ii. AQAR_for 2012-13 submitted on 19-12-13

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*) MM

Mumbai University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

√

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

-

2.4 No. of Management representatives

2

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and
community representatives

1 (VicePresident of PTA)

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Conducted the inter-collegiate workshop for non-teaching staff .
- History Department conducted the workshop on TY BA revised syllabus in collaboration with Board of Studies in History and Archaeology, University of Mumbai
- Botany Department conducted UGC sponsored 2 day National Conference on 'Fungi in Agriculture' in collaboration with the Mycological Society of India (Mumbai unit)
- 3 tier training viz- students, staff and parents.
- Internal audits, taking feedback from parents/students and processing for quality enhancement.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Workshops and Conference	<ul style="list-style-type: none"> ➤ UGC sponsored national conference ➤ Workshop on revised syllabus in History ➤ Workshop for non-teaching staff
2. Student enrichment activities	<ul style="list-style-type: none"> ➤ 4 Inter collegiate events ➤ 2 Intra-collegiate events
3. 3 tier training programmes	<ul style="list-style-type: none"> ➤ 10 for students ➤ 3 for staff ➤ 2 for parents
4. Add on courses	<ul style="list-style-type: none"> ➤ Certificate course in Stock market Operations introduced.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

*LMC and Staff Council

Provide the details of the action taken

Future Developmental plans were discussed.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD		-	-	-
PG	02	-	02	-
UG	06	-	03	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	05	01	06	-
Others	02	01	-	-
Total	15	02	09	-

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08
Trimester	--
Annual	09

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

****Please provide an analysis of the feedback in the Annexure***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

College is affiliated to the University of Mumbai, hence follows the syllabus prescribed by the Board of Studies, University of Mumbai. During the academic year 2013-14, syllabus was revised for TYBA and SYBCom (B&I) Programmes. The salient aspects of the revised syllabi are:

* TYBA(History):

A new topic “Archives” was introduced with the aim of promoting research in different aspects of history like, community history, business history, medicine history etc.

In Contemporary India paper the period of study was extended from 1984 to 2000. This change was done keeping in mind the importance of India’s relations with other countries in view of globalisation.

*TYBA (Sociology)

In semester VI, Anthropological Theory, an entirely new area of study was introduced. Since this area is part of Post Graduate course, it will help students to have prior background of the topic.

The syllabus was made more practical and appealing to students’ interest in order to develop a broad outlook towards society; and suitable for contemporary jobs.

Agrarian paper (Sem-V) was made more market friendly.

*TYBA (Economics)

The study of Economics has gained importance in the era of globalisation because of sustained interest of the developing countries in restructuring their economies to greater diversity, efficiency and priorities. Accordingly, syllabus has been revised in order to understand recent trends in economics. To do so, some of the existing optional papers have been replaced by new papers.

* SYBCom (B&I)

The revised syllabus aims at equipping students with requisite background in the areas of accounts, taxation, finance and IT. It also aims at familiarising student with the concepts of practice of law, its significance and impact in the current scenario.

Attempt has been made to balance the practical with theory and blend it with contemporary teaching.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	26	13	0	-

2.2 No. of permanent faculty with Ph.D.

10	10
----	----

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2		-	-	-	-	-	-	2	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	3
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	04	Nil
Presented	06	11	4
Resource Persons	Nil	nil	-

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

Adhering to the UGC policy the institution has set benchmarks in teaching and learning processes of undergraduate and postgraduate by ensuring that every course coordinator/ department head should follow a few innovative teaching methods.

Accordingly each department has adopted different mode of teaching methods such as Dramatization, Creative Writing, Pratishabda Writing, Slogan Writing, Crosswords, Case Studies, Role Play, Screening & reviewing of film, E-notes, Flow chart preparation, Book Review, Molecular Models, Seminar and presentations, Study Trips. These innovative methods are conducted to enhance learning and application skills of the students.

Apart from this, to develop writing skills among students newsletters are published by Departments of Commerce, Chemistry, Management Studies and Banking and Insurance, apart from the college Magazine.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution

(for example: Open Book Examination, Bar, Coding

Double Valuation, Photocopy, Online Multiple Choice Questions)

Photocopy of answer papers and Revaluation

2.9 No. of faculty members involved in curriculum

Restructuring /revision /syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

3

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	35	1	6	15	9	94.3%
B Sc	71	4	24	23	8	82%
BCom	181	----	16	44	37	86.6%

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

- Lesson observation
- Use of ICT tools like internet, e-books, LCD projector, OHP etc are used in the teaching learning process.
- Collection of Feedback and analysis.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	2
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	16
Staff training conducted by other institutions	07
Summer / Winter schools, Workshops, etc.	-
Others	05

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	03	01	-
Technical Staff	12	03	03	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC through the research committee, promotes a research culture in the college. The research committee collects and disseminates minor and major research project related informations to the staff, sets research targets for each department and motivates the staff to do research and publish papers. It encourages the departments to conduct academic conferences and seminars and also lends support for the same. Further it also conducts workshops to guide staff for writing research papers and to undertake research projects by inviting eminent speakers. The number of minor research projects taken up by staff has increased significantly in the last few years

3.2 Details regarding major projects- NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	7	1	8	7
Outlay in Rs. Lakhs		3,20,000	1,63,000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals		1	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		18	

3.5 Details on Impact factor of publications: Not Available

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-		
Minor Projects #	2013-14	Mumbai Univ, UGC	Rs.4,83,000	Rs.4,58,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects* (other than compulsory by the University)				
Any other(Specify)				
Total			Rs.4,83,000	Rs.4,58,000

Dr Sunita Chahar's minor research grant from UGC is for 2 year period 2013-15

*Students from Commerce, Arts and Science have represented the college at the Avishkar Research festival of University of Mumbai. The science entry received a gold at the district level.

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from NA

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify) UGC

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring agencies		UGC & NABARD			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year - NIL

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
2		1	1			

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) NA

JRF SR Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events: NA

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- 1) Area based activities like Malaria Awareness,AIDS Awareness, publicity on Gender Justice and Women Empowerment,save energy,save girl child , Mera vote-mera haq,clean water and safe water drive
- 2) Tree plantation at various places
- 3) Selling of pin-up national flags prepared by handicapped youths
- 4) Participation of volunteers at Sadhbhavna divas at Gateway of India on 2nd October
- 5) Social service camp for 7 days camping activities to Ambernath
- 6) Participation of volunteers at Vyasan Mukthi program at oval ground Mumbai on 1st October every year
- 7) NIOS- awareness programme in the community
- 8) SWS- Survey of Women Status
- 9) Paper bag making and distributing to the local shop keepers to promote minimum use of plastic.
- 10) After the National Day Celebrations, picking up strewn national flags in the neighbourhood and sensitising the community.
- 11) NSS volunteers participate in Road Safety Campaign, assisting the Police in managing traffic during Ganesh Utsav celebrations.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3249 Square meters	-	-	
Class rooms	17			
Laboratories	8			
Seminar Halls	1			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-			
Value of the equipment purchased during the year (Rs. in lakhs)	Rs.4,59,946			
Others	Rs.1,54,543			

4.2 Computerization of administration and library

Office administration is computerized. Library automation is partially done. Libsuite software is used for circulation and processing in the library. MIS is ongoing.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8957	8,11,988.3 0	502	64,304	9459	8,76,292.65
Reference Books	10577	27,10,990. 53	65	26,416	10642	27,37,406.5 3
e-Books	-	-	-	-	-	-
Journals	69	41,311	-	-	69	41,311

e-Journals	-	-	-	-	-	-
Digital Database(Inflibnet)	1	10,000	1	5,000 Renewed	1	15,000

CD & Video	189	43451.15	-	-	189	43451.15
Others (specify)						
Maps	11	2,500			11	2,500
Library Memberships: British Council Library	renewed	5400	Renewed	5400		10,800
American Library Membership	renewed for 2 years	3000	-	-	-	3000
BNHS	-	-	Renewed	2500		2500

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing (2012-13)	85	42	2MBPS 4MBPS	2	-	10	16	15
Added (2013-14)	7	5			-	-	1	1
Total	92	47	2MBPS 4MBPS	2	-	10	17	16
	+							
	4 laptops+							
	4 Projectors							

--	--	--	--	--	--	--	--	--

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

Internet access for staff is available in the Teacher’s Resource Center in the library. Apart from this all departments have facility of internet through LAN. Students can access internet from computer labs.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1, 76,363.00
ii) Campus Infrastructure and facilities	21,566.00
iii) Equipments	33,400.00
iv) Others	7, 63,415.00
Total:	9, 94,744.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Every year the college provides the updated prospectus to the new entrants that gives information on Admission guidelines, Courses, Add on Courses , Examination system, Scheme of Evaluation, Fee Structure, Scholarships, Rules and Regulations of the college, Facilities etc.
- Orientation program for New Entrants
- The college website is also updated at regular intervals to inform students about new developments.
- The working system of the college is informed to the parents during parental workshops.
- Mrs. Nutan Lokhande has been appointed as liaison officer to give informations about various schemes and financial support from government for students belonging to Reserved categories.
- All circulars/notices related to students are sent to each class room to be read out to students.
- Regular announcements are also made on the public address system to inform about student related matters.
- Students' Council also takes necessary steps to inform students about various Student Support Services.
- Library displays information related to Student Support Services.

5.2 Efforts made by the institution for tracking the progression

- Students' Information Register is maintained by each class- in-charge recording the progress of students.
- Class- in- charges also maintain Monthly / Daily attendance through MIS
- Class - in- charges mentor and counsel students regularly.
- Results are declared on open days calling parents to inform them about students' progress.
- Remedial teaching sessions.
- Meeting with parents to sort out issues so that students can perform better.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1435	124	-	689

(b) No. of students outside the state

14

(c) No. of international students

No	%
571	36.72

Men

No	%
984	63.27

Women

Demand ratio 1750 : 660

Dropout % 4%

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
1321	49	03	82	07	1462	1421	68	01	61	08	1559

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

Students are trained for GATE exams (Mathematics Dept) and National Graduate Physics Examination conducted by IAPT. Library facility is provided to students, even ex-students to prepare for competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

Mr. Satish (Phy) cleared
PET Exam

5.6 Details of student counselling and career guidance

- Students' Council organizes Career related Seminars / Exhibitions.
- LLE organizes Career Exhibition.
- Guest Lectures by professionals.
- Class- in-charges /subject teachers counsel and guide students
- Professional counselor's services available.

No. of students benefitted

150

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
08	568	10	approx 45%

5.8 Details of gender sensitization programmes

NSS UNIT :

Area based activities like publicity on Gender Justice & Women Empowerment and Save Girl Child were organized.

WOMEN'S DEVELOPMENT CELL :

TYBA students participated in Poster Display titled "Gender , Feminism & Sociology "describing life and work of late Dr. Sharmila Rege- feminist & Prof. Mumbai University organized by Mumbai University from 29th Jan – 31st Jan 2014.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports :

State/ University level National level International level

Cultural: State/ University level National level International level

Other events- The project “Solar Water Distillator” by students of Physics Department won the First Prize (Gold) at the district level under Pure Science category, at the undergraduate level Avishkar Research Convntion and was selected to represent the Mumbai University at the State level inter-university competition.

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	05	Rs. 24,005
Financial support from government	36	Rs.2,33,453
Financial support from other sources	Nil	
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

Following activities were organized by students

Intercollegiate Festivals :

- MANTRA, Cultural Fest by Cultural Forum.
- MANZIL, Management Fest by BMS & B.COM (B&I) departments
- ZERO GRAVITY by Masterminds (Commerce Department).
- SCI –TREK by Faculty of Science
- Talenteueux -the intra-collegiate festival by Arts faculty of the college.

Celebration of Days of National / Regional Importance

- Independence Day (15th August).
- Republic Day (26th January)
- Marathi Bhasha Diwas (27th February)

Other Programmes

- Talent Search Competitions (Fine Arts)
- Talent Parade (Performing Arts)
- Annual Day& Prize Distribution Function
- Sports Day
- NSS and LLE Programmes

STUDENTS' COUNCIL :

- Students' Council takes lead in organizing Ganesh Utsav.
- To sensitize the students with the hard realities of life, visit to Tata Memorial Hospital / Old Age Home. /Orphanage is organized.

- The General Secretary of Students' Council along with the CRs help other committees in organizing various events in the college and also take part in National Day Celebrations.
- Various festivals like Navratri/Onam / Christmas are celebrated in the college premises.

5.12 No. of social initiatives undertaken by the students

11

1. Area based activities like Malaria Awareness, AIDS Awareness, publicity on gender Justice and Women Empowerment, Save Energy, Save Girl Child, Mera vote-mera haq, Clean water and Safe Water Drive.
2. Tree plantation at various places including university campus.
3. Independence day parade/ Republic Day parade by NSS volunteers.
4. NSS day celebration with poster competition, rangoli competition and slogan writing competition.
5. Selling of National flags prepared by differently abled youths.
6. Sending volunteers for participation in Sadhbhavna divas at Gateway of India on 2nd October.
7. Celebration of Yuva divas on 12th January every year.
8. 7 days camp activities of NSS volunteers as a part of the Youth For Rural Development Camp (YFRD)
9. Sociology dept organised community visit to AASRA- orphanage in Thane-E
10. LLE's SWS project on Women's status in the near by areas
11. Visit to Tata Memorial Hospital

5.13 Major grievances of students (if any) redressed:

Sports related books were ordered.

Time required for issuing NOC/ Bonafide certificates was improved from three working days to one working day.

Library Reading Room timings extended by making additional arrangements.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:To become an autonomous institution which will be a trend setter in the field of higher education having strong national and international linkages.

Mission: The college aims at the social, economic and cultural upliftment of the students largely belonging to economically backward sections of the society by providing quality education and strives to prepare them along with the institution for global challenges.

6.2 Does the Institution has a management Information System

Yes the institution has a MIS, which currently consolidates the data as regards attendance details of all students . The MIS will further be developed this academic year to centralise Term and Annual reports of all the departments and committees. And in 4 years time would become a full-fledged MIS.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Encouraging staff to be associated with curriculum development as a member/chairperson of the committee at university level.

6.3.2 Teaching and Learning

Conduct of workshops to share best teaching practices, lesson observations, annual academic plan , lesson plan and handbook.

6.3.3 Examination and Evaluation

Well in advance announcement of time-table, thoughtfully drawn time-table, minute detailing related to conduct of examination, declaration of result within the stipulated period

6.3.4 Research and Development

Encouraging staff to carry out research by fixing some target for each department and to come out with suggestions for development.

Encouraging students to participate in Research festival

Encouraging students to come out with new/innovative ideas to organise events/bringing out newsletters etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Consistent upgradation of library and ICT resources as well as infrastructure.

6.3.6 Human Resource Management

College has a structured system for Human Resource Management:

For students:

- Class-in-charges are appointed to mentor and counsel students to encourage them to meet the academic, extra-curricular and disciplinary norms.
- Students' Council addresses the social and other needs.
- Discipline Committee monitors the behavioural aspects of students and Unfair Means Inquiry Committee implements preventive and corrective measures with respect to unfair practices in exam.

For staff:

- IQAC and AAC helps in the process of recruitment, training and career advancement of staff.
- Research Committee provides information about conferences and research activities.

6.3.7 Faculty and Staff recruitment

Vacancies in aided section are filled in after receiving NOC and by following the stipulated procedures. For filling vacancies in unaided section also required procedures are followed.

6.3.8 Industry Interaction / Collaboration

Attempts are being made but outcomes are not very encouraging. One collaborative research project is being carried out by a faculty . Industrial visits are being arranged to help students for their project writing.

6.3.9 Admission of Students

The College uses below the line promotional tools for enhancing students' admission like word of mouth and direct mails. Teachers from the Arts faculty go to near by junior colleges to publicise the programmes and courses offered by the college in Humanities and Social Sciences in order to attract students. Alumni plays a significant role in publicising the college activities so as to motivate students to take admission.

6.4 Welfare schemes for

Teaching Non teaching	Navratri celebrations, Satyanarayan puja, Sports and recreation activities, medical assistance, conduct of sports and recreation activities, conduct of and participation in workshops. Advance salary and loans to non-teaching staff.
Students	Medical assistance, freships and scholarships, instalment facility for payment of fees, book bank scheme,

6.5 Total corpus fund generated

Rs. 1,48,546

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			yes	AAC*
Administrative			yes	AAC

* Academic and Administrative Committee constituted in the college

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Alumni association is quite active in the college. The members assist and support current students in the conduct of various inter-collegiate events, conduct an annual DJ Nite for ex and current students, help in placement of students, participate in Independence Day, Republic Day and annual Day Celebrations.

6.12 Activities and support from the Parent – Teacher Association

The PT A is very supportive of the college in all its initiatives. College also conducts some activities for them to strengthen the bond. PTA has also provided some financial help to a student for medical purpose. Towards enforcing norms of discipline amongst students PTA suggests policies and gives consent to pass resolutions.

6.13 Development programmes for support staff

Conducts intercollegiate training programmes for support staff and encourages them to upgrade qualification.

Conducts an annual intercollegiate fest (UNMESH)

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

Promoting lesser use of plastic and students were encouraged to use rakhis and eco friendly colours during these festivals.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- In the Annual Calendar, two days each were allotted faculty wise for the conduct of enrichment activities. Further streamlining was done by reserving one day for Intra-collegiate & one day for Inter-collegiate events. This has helped in better time management of the academic schedules and increase in participation. Also students got an opportunity to compete with themselves and their peers from other colleges.
- The system of Remedial Teaching is made more structured resulting into effective / formal implementation.
- New printed format of minor Default Register is introduced. It is found to be an effective preventive measure against some cases of minor indiscipline.
- The time table, supervision duties and seating arrangements for various examinations is computerized.
- The appointment of liaison officer for guiding students belonging to reserved categories has shown improvement in the number of students availing various free ship / scholarship available.

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

Annexure 7.2

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

1. Parent Teacher Association (PTA).
2. Open Day to declare results insisting on parents along with ward to come to collect result.
3. 3– Tier Training Programme for students, staff and parents.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Tree Plantation by NSS unit:
Nearly 3000 saplings were planted at Cyprus, Mulund & University of Mumbai's Kalina campus.
- Save Energy Project in the neighbourhood by NSS unit:
Awareness was spread in the community about the unit consumption of electricity & methods those can be adopted to reduce the consumption.
- Paper bags, made by the students, were distributed to the shopkeepers in the neighbourhood.
- Nature Club collaborated with Paryavaran Dakshata Manch for environment related activities. Eco friendly Rakhis and holi colours were sold.

7.5 Whether environmental audit was conducted?

No

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

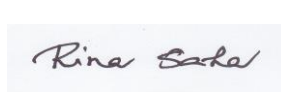
Annexure 7.6

8. Plans of institution for next year

- Ph.D Programme in Botany to be introduced.
- National Level Conference in Chemistry to be organized.
- More ICT tools to be added.
- Library Resources to be enhanced.
- Innovative methods to be adopted to popularize the usage of library resources among students.
- More participation to be aimed in Cultural & Sports events at University / State levels.
- Professional trainers to be appointed for Singing & Dance

Name: Dr. Lata Swaminathan

Name: Prin. Mrs. Rina Saha



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I



Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
