

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

1. Details of the Institution

1.1 Name of the Institution	D. G. Ruparel College of Arts, Science and Commerce
1.2 Address Line 1	Senapati Bapat Marg
Address Line 2	Mahim
City/Town	Mumbai
State	Maharashtra
Pin Code	400016
Institution e-mail address	principal@ruparel.edu
Contact Nos.	022-24213030
Name of the Head of the Institution:	Dr. Tushar Desai
Tel. No. with STD Code:	022-2430 3733

Mobile:

9820161415

Name of the IQAC Co-ordinator:

Dr. Neeta Tatke

Mobile:

9833479939

IQAC e-mail address:

iqac@ruparel.edu

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN10437

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)

EC(SC)/22/A&A/5.3 dated 22/02/2017

1.5 Website address:

www.ruparel.edu

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	NA	2003	5 Years
2	2 nd Cycle	A	3.06	2010	5 Years
3	3 rd Cycle	A	3.21	2017	
4	4 th Cycle	-	-	-	-

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

01/07/2004

1.8 AQAR for the year (for example 2010-11)

2017-2018

1.9 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	2015-2016:	01/07/2016
ii. AQAR	2014-2015:	11/04/2016
iii. AQAR	2013-2014:	26/06/2015
iv. AQAR	2012-2013:	01/06/2015

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Management

Others (Specify)

Computer Science and Information Technology

1.12 Name of the Affiliating University (*for the Colleges*)

University of Mumbai

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

* Recognition by UGC under Section 2 (f) and 12 (B) of UGC Act 1956.

Autonomy by State/Central Govt. / University : Application submitted to the University of Mumbai and UGC

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*)

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

03

2.4 No. of Management representatives

03

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members:

20

2.10 No. of IQAC meetings held:

04

2.11 No. of meetings with various stakeholders:

05

Faculty

02

Non-Teaching Staff

02

Students

01

Alumni

00

Others

01

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

3,00,000/- under XII Plan

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

06

International

-

National

-

State

-

Institution Level

06

(ii) Themes

Academic Autonomy, Data Collection for IQAC, Entrepreneurship, Financial Literacy

2.14 Significant Activities and contributions made by IQAC

- Conducted three workshops on Academic Autonomy to make the teaching and non-teaching staff aware about autonomy and to address their doubts and concerns.
- Application for academic autonomy was prepared and submitted to the University of Mumbai and UGC on 27th March 2018.
- Celebration of International Yoga Day on 21st June 2017
- Organisation of Degree Certificate Distribution Ceremony on 10th March 2018

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
Application for Academic Autonomy	Workshops for teaching and non-teaching staff were conducted regarding autonomy. Application for Academic Autonomy has been submitted to the University of Mumbai and UGC.
Research paper presentation and publications to be encouraged for students	Minor Research Projects were undertaken by teachers. Students actively participated and won prizes at Avishkar Research Convention of the University of Mumbai.
More workshops and seminars will be organised by various departments.	Seminars and workshops on different themes were organised.
Assessment of study skills of students and providing guidance for enhancing them through IQAC and the Department of Psychology	Assessment questionnaire was created and students were guided about filling up the same. Assessment scores were generated automatically for each student. Further guidance was provided on request.

* 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

Provide the details of the action taken

The Plan of Action stated in the AQAR was approved by the Management.

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	04	-	-	-
PG	07	-	03	-
UG	06	-	03	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate				01
Others	-	-	-	-
Total	17	-	06	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06 UG, 07 PG
Trimester	-
Annual	-

1.3 Feedback from

stakeholders*:(**On all aspects**)

Alumni Parents Employers Students

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.

- The University of Mumbai revised the syllabi for some courses, which were implemented by the College.
 - Ms. Deepali Bhide, Geography, was Member, Syllabus Committee of the University of Mumbai for Environmental Studies at FYBCom.
 - Ms. Vaishali Jawlekar, Department of Marathi, was Member, Syllabus Committee of the University of Mumbai for Marathi at SYBA
 - Dr. Abhaya Chitre, Department of Mathematics, was Member, Interim Board of Studies in Mathematics, University of Mumbai
 - Dr. Anupama Mujumdar, Department of Philosophy, was Member, Syllabus Committee of the University of Mumbai for Philosophy of Religion at TYBA.
 - Mr. Mandar Bhawe, Department of IT-CS, was Member, Syllabus Committee of the University of Mumbai for TYBSC IT.
 - Mr. Sandip Kadam, Department of Philosophy, was Member, Syllabus Committee of the University of Mumbai for Philosophy of Bhagwad Gita at TYBA.
 - Ms. Vidya Patil, Department of Physics, was Member, Syllabus Committee of the University of Mumbai for Physics at TYBSc
 - Ms. Vidya Patil, Department of Physics, was Member, Syllabus Committee of the University of Mumbai for Physics at SYBSc
 - Ms. Vrinda Kanitkar, Department of Statistics, was Member, Syllabus Committee of the University of Mumbai for Statistics at TYBSc
 - Ms. Arati Daptardar, Department of Statistics, was Member, Syllabus Committee of the University of Mumbai for Statistics at SYBSc
 - Dr. Minakshi Gurav, Department of Zoology, was Member, Syllabus Committee of the University of Mumbai for Zoology at SYBSc
 - Ms. Apurva Patkar, Department of Chemistry, was Member, Syllabus Committee of the University of Mumbai for Applied Chemistry
 - Mr. Rajan Rele, Department of Chemistry, was Member, Syllabus Committee of the University of Mumbai for Inorganic Chemistry
 - Mr. Sanjay Mahimkar, Department of Chemistry, was Member, Syllabus Committee of the University of Mumbai for Physical Chemistry

- Teachers attended the workshops conducted for revised syllabi.
 - Mr. Eknath Lahamate, Department of Economics, attended a Syllabus Revision Workshop for Economics at SYBCom organised by Guru Nanak Khalsa College.

- Ms. Vaishali Jawlekar and Ms. Anagha Mandavkar, Department of Marathi, attended a Syllabus Revision Workshop organised by Sathaye College.
 - Ms. Anagha Mandavkar, Department of Marathi, attended a Syllabus Revision Workshop organised by Ratnam College.
 - Ms. Jayshree Mehta and Dr. Abhaya Chitre, Department of Mathematics attended a Syllabus Revision Workshop for Mathematics at SYBSc organised by Jaihind College
 - Dr. Meenakshi Sundaresan, Department of Zoology, attended a Syllabus Revision Workshop for TYBSc organised at SIES College.
 - Ms. Apurva Patkar and Mr. Sanjay Mahimkar, Department of Chemistry, attended a Syllabus Revision Workshop for MSc Chemistry organised by KC College
 - Dr. Jyoti Patil and Dr. Vaishali Rajurkar, Department of Chemistry, attended a Syllabus Revision Workshop for MSc Chemistry organised by Guru Nanak College
 - Dr. Swati Madav and Dr. Vaishali Rajurkar, Department of Chemistry, attended a Syllabus Revision Workshop for SYBSc Chemistry organised by Vivekanand College
- All the rules and regulations regarding revised syllabi given by the University of Mumbai were followed.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty: 47

Total	Asst. Professors	Associate Professors	Professors	Others
47	29	18	00	44

2.2 No. of permanent faculty with Ph.D. 21

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
-	29	-	-	-	-	-	-	-	29

2.4 No. of Guest and Visiting faculty and Temporary faculty

G: 5

V: 18

T: 23

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	03	11
Presented	05	06	-
Resource Persons	-	-	01

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

1. Tools like posters, diagrams, graphs, charts, maps, 3-D models, preserved and live specimen are used to enhance the conventional lectures. Interactive methods like mock interviews, viva, debates, word games, quizzes, worksheets enhance the participation and interest of the students.
2. ICT tools like multimedia presentations are increasingly being used. Simulations and animations are employed for explaining scientific concepts. PhET and Wolfram Alpha are used by the Department of Physics, J-Mol and G Chem Paint by Department of Chemistry.
3. The students attend talks, workshops and programmes organized by the College and other Institutions and interact with the experts. They are also taken for various subject related field visits and visits to other organization to enhance knowledge and develop global perspective.
4. Reviews of books, and screening of films and documentaries followed by interaction with the author/director/actor or expert in the field.
5. Students are encouraged to prepare class presentations, thereby promoting independent thinking and developing communication skills.
6. In view of the rapid changes in the field of higher education due to globalization and technological advancements, teachers are constantly encouraged to upgrade their knowledge and skills.

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):

- Masking of answer books was introduced at the First Year university examination.
- The teachers submitted the detailed Model Answers and Marking Scheme of the question paper before the assessment.
- The students are given photocopies of the answer books as per the University guidelines. All the rules laid by University of Mumbai were followed.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development

B: 01

F: 00

CD: 11

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

50%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction (O Grade)	I (A Grade)	II (B Grade)	III	Pass %
TYBA	144	03	40	67	12	84.72
TYBSc	217	24	67	64	02	72.35
TYBCom	376	00	81	242	32	94.41
TYBSc(IT)	94	02	27	35	01	69.15
TYBSc(CS)	37	00	11	12	02	67.57
TYBMS	91	01	33	37	05	83.52
MSc (Botany)	07	03	01	00	00	57.14
MSc (Chemistry)	29	01	09	13	00	79.31
MSc (Physics)	13	02	06	03	00	84.62
MSc (Zoology)	10	04	03	03	00	100
MSc (IT)	34	00	13	19	00	94.12
MSc (CS)	14	01	06	06	00	92.86
MCom	98	15	31	37	00	84.69

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

The practice of interacting with students showing low performance/failure in Semesters I and III examinations to help them improve their results continued.

Feedback about teachers was taken from students.

Parents' Meeting was conducted in order to make parents aware of the Credit-based Grading system and to help in improving the attendance and performance of the students.

The IQAC monitors programmes held in the College and participation of the students in the same. Every department is encouraged to conduct skill development programmes that encourage learning beyond the syllabus.

Examination results are sent to all the departments for analysis and improvement measures are taken for next semester.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	05
Staff training conducted by the university	01
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	03

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	101	15	-	15
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Under the R-Quest Scheme initiated by the College, students and teachers working on ad-hoc basis were given total funding for conducting research projects.
- IQAC monitored the research activity and encouraged teachers to publish research
- A committee was formed to guide students participate in Aavishkar Research Convention of the University of Mumbai. All the research projects were funded by the College
- 22 students presented 09 projects at the Avishkar Research Convention of the University of Mumbai, of which 03 projects were selected for Zonal Level. The following projects won prizes:

Sr. No.	Name of the Participant	Class	Title of the Project	Prize won
1	Mr. ShikalgarMohd. Akbar Moula	S.Y.B.A.	Toilet- Ekshodhkatha!	University- Gold Medal
2	Mr. Hardik M. Tiwari	T.Y.B.A.	Green Employment Scheme	University – Silver Medal
	Mr. Chirag B. Satkar	T.Y.B.A.		
	Mr. Nitanshu P. Kargutkar	T.Y.B.A.		
3	Ms. Rupali Bagale	S.Y.B.Sc.	Fish waste management for Agriculture	University – Silver Medal

3.2 Details regarding major projects

	Completed	On-going	Sanctioned	Submitted
Number	none	1	1	-
Outlay in Rs. Lakhs	none	41,80,050	4,25,000	-

3.3 Details regarding minor projects

	Completed	On-going	Sanctioned	Submitted
Number	2	1	-	2
Outlay in Rs. Lakhs	30,000 30,000	1,80,000	-	30,000 30,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	-	-
Non-Peer Review Journals	02	-	-
e-Journals	-	-	-
Conference proceedings	09	13	-

3.5 Details on Impact factor of publications:

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	2017-2020 2017-2019 2016-2019	DBT UGC DST	41,80,050/- 4,25,000/- 50,00,000/-	22,03,250/- none 50,00,000/-
Minor Projects	2017-2019	UGC	1,80,000/-	1,35,000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects – Avishkar (other than compulsory by the University)			6,305/-	6,305/-
Any other(Specify)				
Total				

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

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution: Nil

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

3.13 No. of collaboration 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

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
01	-	01	-	-	-	-

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)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

College level University level State level
National level International level

3.22 No. of students participated in NCC events:

College Level: University level State level
National level International level

3.23 No. of Awards won in NSS: Nil

3.24 No. of Awards won in NCC: National 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:

NSS Unit

College-level activities:

- 8th August 2017 - Orientation session for newly enrolled volunteers
- 15th August 2017 – Celebration of Independence Day with Flag Hoisting, parade, tree plantation and performance of street play by NSS Unit
- 14th September 2017 – Session on Mangrove conservation
- 24th September 2017 – Celebration of NSS Day
- 29th September 2017 - Great Bhet
- 17th January 2018 – Talk on ‘Developing Effective Communication Skills’ by Ms. Gayatri Gadgil
- 26th January 2018 – Celebration of Republic Day with Flag Hoisting and performance of street play by NSS volunteers
- 28th January 2018 – College Campus beautification drive
- 3rd and 4th February 2018 – assistance in organising the 58th Annual Fruit, Flower and Vegetable Show by the National Society of the Friends of the Trees in the College Campus
- 23rd February 2018 – Talk commemorating Sister Nivedita by Ms. Vidya Patil
- 25th to 31st December 2017 - Seven-day NSS Camp at post Sakroli, Atagaon, District Shahapur. Volunteers carried out development and awareness activities in the tribal area.

Area-level activities:

- 31st August 2017 – Assistance to the Police for crowd control at Dadar beach during Ganesh Immersion celebration
- 5th September 2017 - Assistance to the Police for crowd control at Dadar beach during Ganesh Immersion celebration

University-level activities:

- 4th July 2017 – Van Mahotsav at the University of Mumbai campus
- 17th July 2017 – Session on ‘Challenge in Globalization (Higher Education)’ organised by the University of Mumbai
- 28th July 2017 – Participation in the ‘India Israel Friendship Association Orientation Programme’ organised by the University of Mumbai
- 13th August 2017 - Participation in the ‘World Peace and Harmony Programme’ organised by the University of Mumbai
- 26th November 2017 – Celebration of ‘Samvidhan Diwas’
- 31st January and 1st February 2018 – organised a University-level seminar on ‘Road Safety’ at the College campus.
- 27th February 2018 – Celebration of Marathi Bhasha Din
- 28th February 2018- Participation in a session on ‘Fire Safety and First Aid’ at Ravindra Natya Mandir.

Department of Lifelong Learning and Extension Unit

- Participation in Udaan Festival – Students of the College won the Third Prize at University level in the Poster Competition organised by DLLE and SASMIRA.

Department of Physics

- Conducted the Science Outreach Programme for the benefit of teachers and students in the following schools:
 - 30th November 2017 - SSNL Patil Vidyalaya, Sativali
 - 6th February, 2018 - SL and SS Girls High School, Grant Road
 - 26th February, 2018 - Dnyanvardhini School, Kandivali

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	10 acres	-	-	10 acres
Class rooms	56	-	-	56
Laboratories	36	-	-	36
Seminar Halls	02	-	-	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		5,46,826/-	College	
Others				

4.2 Computerization of administration and library

- Computerisation of Fees Payment, Financial processes and Student record.
- Use of SOUL 2.0 Integrated library Management Software for issue and return of books, circulation, entry login, acquisition.
- Library uses barcodes for quick transactions.
- Library webpage is linked with college website.
- Provided webopac on intranet for searching details of the books.
- Created digital repository using open source software (DSpace).
- Established Talking Book Library.
- Smart board enabled classroom.
- Computerisation of examination results, with detailed analysis and student progression.
- Departmental records on computer.
- Inflibnet registration.
- Important information and notices e-mailed to the Staff members.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6857	-	659	1,11,067	7516	-
Reference Books #	65073	-	490	3,10,168	65563	-
e-Books	-	-	-	-	-	-
Journals	131		-10	1,37,676	117	1,37,676
e-Journals	-	-	4	17,240	4	17,240
Digital Database *	1	5,750	1	5,750	1	5,750
CD & Video	304	-	-	-	304	-
Others (specify) Thesis and Dissertations	41	-	4	-	45	-
Maps	36	-	-	-	36	-

* Digital Database includes NList subscription for a year. It provides access for the e-resources (6,000+ ejournals and 31,35,000+ ebooks).

Reference Books includes 5214 Reference Materials (as per library science) like Dictionaries, Bibliographies, Encyclopaedias, Year Books and Atlases etc.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	220	IT and Cs(132) + Commerce (40)+ UGC Resource Center (10)	3 FTTH Broad Band Line of speed 40Mbps each+ 10 Mbps Broadband line for office and backup	UGC Resource Center (10) machines		15	20	
Added								
Total	220					15	20	

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

Each Department has minimum one computer with internet connectivity.
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4.6 Amount spent on maintenance in lakhs :

i) ICT	72,500
ii) Campus Infrastructure and facilities	1,17,622/-
iii) Equipments	10,512/-
iv) Others	-
Total :	2,00,634/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Group SMS facility is used to inform students and parents about important dates regarding results, parents' meeting and any other relevant information. Information about the services offered by the college is printed in college prospectus. Admission schedules and other important information is displayed on the College website.

The detailed information about all these services is given to the parents of newly admitted students during the parents meeting.

Notices displayed prominently on notice boards regularly. Important notices about examinations, scholarships and free ships are circulated in the classrooms.

Boards displaying the venue of the facilities have been put up.

Information is conveyed during the meetings addressing the Heads of the Department and teachers.

Students are regularly informed through the teachers and other modes of communication.

5.2 Efforts made by the institution for tracking the progression

Result analysis is carried out by all departments to identify the strengths and weaknesses of the students.

Mentorship scheme is used by some departments in order to ensure proper academic progress of the students.

Effective study skills workshops were conducted by some Departments.

Separate meetings are held for students with low performance in examinations to help them cope with the studies.

Remedial coaching is conducted by some departments.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3417	438	03	05

(b) No. of students outside the state

15

(c) No. of international students

-

Men	No	%	Women	No	%
	1555	40.25		2308	59.75

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1355	519	49	1646	08	3577	2149	588	54	1072	20	3863

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

- Guidance given for NGPE, IIT, NET, SET and GATE examination
- Books for these competitive examinations are available in the library.

No. of students beneficiaries

08

5.5 No. of students qualified in these examinations

NET/ SET/SLET	-	GATE	01	CAT	-	-	
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	01

5.6 Details of student counselling and career guidance

SUMAN: Total 59 students including 40 female and 19 male were counselled. Counselling was also given to 9 former students (8 female and 1 male), 17 parents, 11 teaching staff and 7 non-teaching staff.

No. of students benefitted

68

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
02	47	04	No information available

5.8 Details of gender sensitization programmes:

Women's Development Cell

- 6th September 2017 – organised a Talk on 'Entrepreneurship' by Ms. Achala Joshi
- 7th March 2018 – organised a Talk on 'Women's Health- Menarche to Menopause' by Dr. Rekha Daver

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	970	67,46,334/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : College level	<input type="text" value="02"/>	National level	<input type="text" value="-"/>	International	<input type="text" value="-"/>
Exhibition: College level	<input type="text" value="03"/>	National level	<input type="text" value="-"/>	International	<input type="text" value="-"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

- Quest for lifelong learning
- Learners as the focus
- Stimulation of active learning
- Fostering research
- Efficient governance
- Collaboration with industry
- Social responsibility

Mission:

In accordance with its motto 'For the spread of light', The Modern Education Society aims to create and disseminate an atmosphere of learning and research of a high academic, professional, ethical and ecological standard in which learners can gain knowledge and skills encompassing a wide range of disciplines – humanities, physical, biological and social sciences, law, technology, management and commerce – which will result in multidimensional personality development of the learners and enable them to fulfill the needs of industry and the community at large.

6.2 Does the Institution has a management Information System ? Yes.

Student records are maintained using Vriddhi. Tally is used for accounting. Special in-house software has been created for examination records.

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

6.3.1 Curriculum Development

Since the College is affiliated to the University of Mumbai, the syllabi are prescribed by the University. However, the faculty members contribute to the syllabus as members of University bodies. Some faculty are Chairpersons / Members of Syllabus Committees of the University of Mumbai. Faculty members attend Syllabus Revision Workshops in their respective subjects and thus contribute to curriculum development.

6.3.2 Teaching and Learning

The use of ICT in the teaching-learning process has increased. Academically weak students are guided in order to identify their weak areas and to improve their performance in examinations. Study skills analysis questionnaire was designed and delivered online to students for analysis of their strengths and weaknesses. Some departments hold Study Skills workshops in order to inculcate effective study habits among the students.

6.3.3 Examination and Evaluation

Detailed guidelines for Supervision and Assessment work are given to each teacher in the form of a printed handout. This ensures proper discipline during examinations as well as uniformity in the assessment method.

Examination papers are assessed in the Centralised Assessment Programme (CAP). Moderation is carried out wherever required by external experts as per the rules of the University.

Physically disabled students / students with learning disabilities are given proper facilities like separate seating, additional time as well as grace marks in the examinations.

Photocopies of examined/moderated papers are given to students, on demand.

Facility of re-evaluation is available as per the guidelines of the University.

All these rules are followed as per the guidelines of the University.

6.3.4 Research and Development

- A committee was formed to guide students to participate in Avishkar Research Convention of the University of Mumbai. All the research projects were funded by the College
- 22 students presented 09 projects at the Avishkar Research Convention of the University of Mumbai, of which 03 projects were selected for Zonal Level. One project won Gold Medal and two projects won Silver Medal at University Level.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is well equipped with books and journals and with ICT facilities. OPAC software and barcoding is used in the library. Library delivers content pages of latest journals to the faculty members via email. Availability of books in the library can be accessed by the faculty using LAN.

6.3.6 Human Resource Management

Duties and responsibilities are assigned to the staff in accordance with their abilities and interests.

The College encourages staff and students to develop their skills by providing a conducive atmosphere for the same.

Training is given to the non-teaching staff to upgrade the skills and knowledge of computers, handling the equipment in the laboratories.

6.3.7 Faculty and Staff recruitment

All the appointments are made as per the norms and regulations given by the University of Mumbai and the Joint Director.

If additional staff is required, it is appointed on ad-hoc basis, by having proper interviews by internal committee.

6.3.8 Industry Interaction / Collaboration

The MoU for academic interaction and exchange with Shri Cloth Market Girls Commerce College, Indore was continued. The collaboration with the Tata Institute of Fundamental Research was continued.

Experts from various fields were invited as guest speakers to make students aware about career options, industry demands, job opportunities and various other aspects in their subject.

6.3.9 Admission of Students

The admission procedure is strictly in accordance with the University and Government norms. The time schedule for form submission and admission is followed and all the required lists are displayed.

The College admission for SY, TY and MSc/MCom II takes place after the declaration of College results.

6.4 Welfare schemes for

Teaching	Co-operative Credit Society
Non-teaching	Co-operative Credit Society
Students	Student Welfare Fund and Book Bank Scheme

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-		Yes	IQAC
Administrative	-		Yes	IQAC

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

*The College declares result within stipulated time.

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

The entire procedure of the examination is stringently followed as per the guidelines of the University. The question papers sent by the University are downloaded, printed and photocopied in camera. The process is strictly monitored by the Principal. Entry to the examination section is restricted only to authorised personnel. The answer books are assessed in the Centralised Assessment Programme (CAP). Masking is carried out to ensure fairness of evaluation. Moderation is carried out wherever required by external experts as per the rules of the University. The students can get the photocopy of the answer sheet, facility of re-evaluation is also available as per the rules of the University. The On-Screen Marking system was introduced by the University of Mumbai for the first time. All teaching staff members attended a training conducted by the University of Mumbai. A laboratory with 50 computers was made available to the teachers for OSM.

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

The College does not have a formal Alumni Association. However, alumni meets and other interactions are regularly organised. The alumni visit the departments to share their expertise with the current students. They also contribute in the form of donations towards various college development projects.

6.12 Activities and support from the Parent – Teacher Association

There is no formal Parent-Teacher Association in the College, however, good communication is maintained with parents as required. Parents' meeting was held in August 2017 in order to inform the parents about the Credit Based Semester Grading System and to ensure a good performance by the students in the examinations. Various departments also conducted meetings with the parents to inform the progress of the students.

6.13 Development programmes for support staff

A talk on the importance of proper Investment was organised for the non-teaching staff.

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

Development of flower gardens.

More plants were planted.

More sprinklers were installed for efficient watering of the lawns.

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.

Assessment of study skills of students and providing guidance for enhancing them through IQAC and the Department of Psychology - Assessment questionnaire was created and students were guided about filling up the same. Assessment scores were generated automatically for each student. Further guidance was provided on request.

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

Workshops on Autonomy were held for the teaching and non-teaching staff.

The Application for Academic Autonomy was completed and submitted to the University of Mumbai and the UGC.

22 students presented 09 projects at the Avishkar Research Convention of the University of Mumbai, of which 03 projects were selected for Zonal Level. One project won Gold Medal and two projects won Silver Medals at the University Level.

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

Learning Beyond the Syllabus

Eco-friendly practices

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

7.4 Contribution to environmental awareness / protection

- Plantation of more trees and plants on the campus.
- Replacement of conventional tube lights with LED lights.
- Successful use of Rainwater harvesting to maintain the greenery on the campus.

7.5 Whether environmental audit was conducted? No

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

Mr. Sachin Garate (Library Attendant) received the **Best Employee Award** (Non-teaching Staff for University's Affiliated Colleges Academic Year 2016-2017 Urban Area) from the **University of Mumbai** on 26th January 2018.

The College hosted the **56th Annual Vegetable, Fruit and Flower Show** organised by the National Society of the Friends of the Trees in February 2018.

The College hosted the **Mumbai University Inter-collegiate Open Sight Air Rifle, Peep Sight Air Rifle and Air Pistol Shooting Competition.**

Department of Chemistry

9th to 14th October 2017 – conducted a six-day certificate course on 'Analysis of Food and Drugs'

Department of Marathi

- published e-magazine 'Sahitau' for providing platform to creative students.
- 19th and 20th August 2017 - provided assistance to Rajya Marathi Vikas Samstha in organising a two-day workshop on 'Expertise in Modi Script' at the College
- 15th and 25th January 2018 - Workshop on Wikipedia and Marathi
- 8th and 9th February 2018 - Workshop on Creative Writing

Department of Philosophy

- 19th to 23rd June 2017 - Workshop on Yoga
- 26th September 2017 - Workshop on Stress Management

Department of Physics

- 9th and 10th February 2018 – VIBGYOR Festival
- 20th March 2018 – Techno-Series

Department of Psychology

- 20th and 21st June 2017 - Workshop on 'Holistic Health of the Youth'
- 12th March 2018 - Workshop on 'Applied Areas of Psychology'

Department of Information Technology

- 2nd and 3rd September 2017 - Workshop on 'Information Security by Microsoft'
- 3rd September 2017 - Workshop on 'Internet of Things by Microsoft'
- 27th to 30th December 2017 - Bridge Course in 'Proficiency in English'

Department of English

- 18th July 2017- Talk by Mr. Tanaji Galgunde on 'Acting: Screen to Stage'
- Screenings of plays/ films followed by discussion – 'Psycho', 'Pride and Prejudice', 'Dance Like a Man', 'Erin Brokovich'
- 21st August 2017 – A.D. Shroff Memorial Elocution Competition

- 31st August 2017 – Theatre visit to watch ‘Ek Rupaiya’
- 27th February 2018 – Talk by Ms. Soma Das on ‘Journalism as a Career Option’
- 8th March 2018 – reading of works by women poets (organised in association with the Department of Psychology)

Department of Geography

- 26th September 2017 – Talk on ‘Plastic Waste Management’ by Ms. Medha Tadpatrikar
- 25th January 2018 – Visit to Chhatrapati Shivaji Maharaj Vastu Sangrahalay
- 5th February 2018 – Geo-Quest Quiz Competition
- 1st March 2018 - Talk on ‘Rivers of Mumbai’ by Retd. Col. Chandra Shekhar Unni

Department of Political Science

- 19th September 2017 – Talk on ‘Indo-China Relations on the background of Doklam Conflict’ by Mr. Vinayak Parab
- 27th September 2017 – Field Visit to the American Centre Library
- 2nd October 2017 – Talk on the Assassination of Mahatma Gandhi by Abhinav Bharat
- 25th January 2018 – Visit to Chhatrapati Shivaji Maharaj Vastu Sangrahalay
- 1st February 2018 – Field Visit to Mani Bhavan

Department of Zoology

- 8th July 2017 - Talk on ‘Nourish to Flourish’ by Dr. Leena Pednekar
- 16th July 2017 – Nature Trek to Sanjay Gandhi National Park
- 16th August 2017 - Industrial visit and one day training at Institute of Chromatography and Spectroscopy, SIES, Nerul
- 20th December 2017 – Talk on ‘Development of Soft Skills’ by Mr. Martin Ebnazer.

The following Departmental Festivals were organised to promote interest in the subject while developing event management and leadership skills among students:

- Aarambh – Management Studies
- Arthotsav – Economics
- Carpe Diem – English
- DotTech – Information Technology and Computer Science
- Psynergy – Psychology
- VIBGYOR – Physics
- Udyojak – Commerce

8.Plans of institution for next year:

- Organising talks / workshops in preparation for academic autonomy
- Continuing the assessment of study skills of students and providing guidance for enhancing them through IQAC and the Department of Psychology.
- Conducting Teachers' Feedback by students using online form.
- Feedback about administrative and support services to be introduced.
- Conducting more inter-departmental programmes.

Name : Dr. Neeta Tatke

Name: Prin. Dr. Tushar Desai

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure 1: Academic calendar

Project Submission for F.C. Sem I and III	30th September 2017
I/III/V Semester Examination	As per University Time Table
Project Submission for F.C. Sem II and IV	15th February 2018
II/IV/VI Semester Examination	As per University Time Table

Cultural events by the College

Traditional day, Saree and tie day etc.	3rd Week of December 2017
Annual Scholar's Day	January 2018
Annual Gymkhana Day	January 2018

Other events

Arthotsav	3rd week of February 2018
Cricket Matches	3rd Week of December 2017
Psynergy	2nd week of January 2018
Degree Certificate Distribution Ceremony	February 2018
VIBGYOR- Science Fest	February 2018