

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)

2017-18

I. Details of the Institution

1.1 Name of the Institution

St. Joseph College of Arts and Commerce

1.2 Address Line 1

Satpala, Rajodi Road

Address Line 2

Tal.-Vasai, P.O.-Agashi

City/Town

Dist-Palghar

State

Maharashtra

Pin Code

401301

Institution e-mail address

sjc.satpala@gmail.com

Contact Nos.

0250-2589496, 0250-2584499

Name of the Head of the Institution:

Dr. Jayashree Mehta

Tel. No. with STD Code:

02228701774

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 **NAAC Track ID** (*For ex. MHCogn 18879*)

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	B	71-75	2004	5 Years

2	2 nd Cycle	Waiting –Peer team visited college from 28 th to 30 th Sept. 2015	2.70	2015	5 years
3	3 rd Cycle				
4	4 th Cycle				

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

15/12/2004

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))

Peer team visited college from 28th to 30th Sept. 2015 . We are sending the Second AQAR after Assessment .

i. AQAR 2017-2018 submitted to NAAC on 31/12/2018

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/ Program

Arts ☒ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

Self Finance

Under graduate –BBI , BMS , BAF

Post graduate –M.Com (A/C), M.Com (Management),

- M.A.(Marathi) M.A.(Economics)

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

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 Program

✓

DST-FIST

-

UGC-Innovative PG program

-

ther (*Specify*)

-

UGC-COP Program

-

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2

2.4 No. of Management representatives

3

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

19

2.10 No. of IQAC meetings held : No.

08

2.11 No. of meetings with various stakeholders:

Faculty

5

Non-Teaching Staff Students

1

Alumni

1

Others

1

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.

6

International

1

National

☐

State

☐

Institution Level

5

(ii) Themes

1) GST and its impact on Indian economy ' 2) 'Need of solar energy ' 3)
'Women empowerment ' 4) Emerging trends in Commerce and
Management 5) Skill India 6) Cleaning campaign 7) Environmental
degradation and energy conservation 8) Consumer rights

2.14 Significant Activities and contributions made by IQAC

- 1) Celebration of International Yoga day on 21st June 2017.
- 2) Celebration of Vachan Prerna Din in the memory of Late Dr A..P..J Abdul Kalam on 12th October 2017.
- 3) Organised Spoken English for Employability course by Times Of India in Collaboration with British Council held on 8th August 2017 to 30th September

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
	<i>* Attach the Academic Calendar of the year as Annexure I</i>

2.16. Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The Management appreciated the increase in the number of research projects and participation of students in research related activities.

The management also appreciated efforts taken for eco-friendly campus.

As per the suggestion given by the Management,

$$1) \quad 2) \quad 3) \quad 4) \quad 5) \quad 6) \quad 7) \quad 8) \quad 9) \quad 10) \quad 11) \quad 12) \quad 13) \quad 14) \quad 15) \quad 16) \quad 17) \quad 18) \quad 19) \quad 20) \quad 21) \quad 22) \quad 23) \quad 24) \quad 25) \quad 26) \quad 27) \quad 28) \quad 29) \quad 30) \quad 31) \quad 32) \quad 33) \quad 34) \quad 35) \quad 36) \quad 37) \quad 38) \quad 39) \quad 40) \quad 41) \quad 42) \quad 43) \quad 44) \quad 45) \quad 46) \quad 47) \quad 48) \quad 49) \quad 50) \quad 51) \quad 52) \quad 53) \quad 54) \quad 55) \quad 56) \quad 57) \quad 58) \quad 59) \quad 60) \quad 61) \quad 62) \quad 63) \quad 64) \quad 65) \quad 66) \quad 67) \quad 68) \quad 69) \quad 70) \quad 71) \quad 72) \quad 73) \quad 74) \quad 75) \quad 76) \quad 77) \quad 78) \quad 79) \quad 80) \quad 81) \quad 82) \quad 83) \quad 84) \quad 85) \quad 86) \quad 87) \quad 88) \quad 89) \quad 90) \quad 91) \quad 92) \quad 93) \quad 94) \quad 95) \quad 96) \quad 97) \quad 98) \quad 99) \quad 100)$$

Part – B

Criterion – I

I. 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	4		4	
UG	5		5	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	04		04	04
Others				
Total	13		13	04
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	9
Trimester	
Annual	

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.

- 1) University of Mumbai revised the syllabi for some courses.
- 2) Teachers attended the workshops conducted for the revised syllabi.
- 3) 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.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	9	-	-	-

2.2 No. of permanent faculty with Ph.D.

7

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
-		-		-		-	1	-	

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	14	3
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	6	3
Presented papers	15	5	-
Resource Persons	4	-	-

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

Most of the students are from Coastal area and are from Vernacular Medium, Special attention was given to improve their English, English speaking classes were arranged. More focus was given on young inspirators, Group discussion, Lecture method etc.

- 1) The students attend the seminars, workshops and programmes organised by the college and other institutions and interact with the experts. They are also taken for subject related field visits and visits to other organization to enhance their knowledge and develop global perspective.
- 2) Students are encouraged to prepare class presentations, thereby promoting independent thinking and developing communication skills.
- 3) In the light of the rapid changes in the field of higher education due to globalisation and technological advancements, faculties are constantly encouraged to upgrade their knowledge and skills by organizing various training programmes through experts.

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)

College follows the instructions or guidelines issued by University of Mumbai regarding examination and evaluation related matters from time to time.

2.9 No. of faculty members involved in curricular restructuring/revision/syllabus development as member of Board of Study/Faculty /Curriculum Development workshop

01

2.10 Average percentage of attendance of students

On an Average above 60%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Grade									
		O	A	B	C	D	E	F	Ab	Fail	Result
T.Y.B.A.	75	0	27	25	16	0	0	1	1	6	92.00
T.Y.B.COM	110	1	9	23	48	11	2	3	1	13	88.18
T.Y.B.B.I	33	0	03	08	15	-	-	-	-	7	78.79
T.Y.B.A.F	58	05	23	13	09	03	-	-	-	05	91.14
T.Y.B.M.S	50	0	6	7	10	09	-	01	-	17	66.00
M.COM(A/C)	74	0	25	29	1	-	-	-	08	11	74.32
M.COM(MGT)	16	0	8	4	-	-	-	-	03	01	75.00
M.A (ECONOMICS)	7	-	3	3	-	-	-	-	01		85.71
M.A (MARATHI)	4	-	3	-	-	-	-	-	01	-	75.00

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

The Management representatives, Principal, Senior Faculty and all the faculty members and students are part of IQAC.

- 1) 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.
- 2) IQAC arranges think tank informally where interaction between teachers and experts take place.
- 3) Unitization of Syllabus-Teachers prepare the teaching plan and then it is signed by Faculty head and follow-up of implementation is done by IQAC.
- 4) Students feedback is taken through formal forms prepared by IQAC.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	01
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-

Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others (College level Program)	01

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	9	1	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Teachers are motivated to present research papers in National and International Conferences. Experts are invited to guide teachers to create awareness about research methodology and present good research papers for publication in the reputed Journals.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	05	-
Non-Peer Review Journals	-	-	-

e-Journals	-	-	-
Conference proceedings	-	-	-

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	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
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

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

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

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
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3.11 No. of conferences	Number	1	-	-	-	-
	Sponsoring agencies	INAAR	-	-	-	-

Organized by the Institution

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

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
-	-	-	-	-	-	-

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:

University level State level

3.22 No. of students participated in NCC events:

National level	02	International level	-
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University level	-	State level	-
National level	-	International level	-

3.23 No. of Awards won in NSS:

University level	-	State level	01
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	1	College forum	12	
NCC	-	NSS	12	Any other DLLE-10

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

- Environment Conservation – Tree Plantation
- Gender Equality
- Financial Literacy campaign – Investment Awareness Program
- Disaster Management
- Aids awareness
- UDAAN Festival
- Blood donation camp
- Visit to home for the aged
- Women Empowerment Program
- Voter's ID Campaign
- PAN Card Campaign

- Entrepreneurial Skill Development Activities
- Yoga Day
- NSS Day

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	20233sq.mtr	-		
Class rooms	17	6	Institution Funding	
Laboratories	01	-		
Seminar Halls	01			
No. of important equipment's purchased (\geq 1-0 lakh) during the current year.		01- Cyclostyle Machine	College Funding	01
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1,35,750		1,35,750
Others		CCTV	College Funding	1,28,572
		White Boards		1,10,684

4.2 Computerization of administration and library

- Computerization of Fees Payment, Financial Process Using Tally9.0,
- Computerization of Examination Result
- Library Software :- Biyani Technology (Library Management Software)
- Administrative office: - Computers (09), Printer (06), Network Printer + Scanner (01)
- Library – Computers (03)
- Examination Room: - Computer (01), Printer (02), Cyclostyle Machine (01)
- Staff Room: - Computer (02)
- Antivirus Package-

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9785	8,84,802	342	51,875	10211	9,50,356
Reference Books			84	13,679		
e-Books	-	-	N-List	5750	-	-
Journals	-	-		-	-	-
e-Journals	-	-	N-List	-	-	-
Digital Database	-	-		-	-	-
CD & Video	-	-	28	13,512	28	13,512
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	34	20	2 mbps Board band Link	22 Nodes in Computer Lab	-	9	3	2
Added	3	2	8 mbps Board band Link	-	-	-		1
Total	37	22	-	-	-	9	3	3

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

- Computer and Internet is available to faculty in the Staff room and Computer Laboratory.
- Faculty can access Inflibnet(N-List) resources through the password provided to them.
- Librarian was trained for the Library Management Software Upgradation.
- Students are motivated to use internet while preparing DLLE / Foundation Course projects and research papers.

4.6 Amount spent on maintenance:

i) ICT	1,26,780
ii) Campus Infrastructure and facilities	76,00,000/-
iii) Equipments	2,64,322/-
iv) Others	1,10,684/-
Total :	81,01,786

Criterion – V

5.1 Student Support and Progression

- Contribution of IQAC in enhancing awareness about Student Support Services
- IQAC interacts with student council who represents student community and as per the requirements of the students, decisions are taken accordingly.
- Counselling of the students throughout the year by college counselling unit.
- Financial support being provided by the Institution and by Government sources.
- Information about the services offered by the college was printed in college prospectus.
- IQAC also interacts with the ex-students.
- Toppers were invited to give their testimony to the current students.
- International Yoga day was celebrated.

5.2 Efforts made by the institution for tracking the progression

- We have Alumni committee. Survey was conducted to find out progression of students.
- College with the help of Alumni committee find out progression of students who have completed graduation and post-graduation from our college.
- Annual Alumni get together takes place where ex-students come together.
- WhatsApp group of alumni was very active. Students who are working at a higher post in different companies informed about job opportunities available in their companies.
- Mentoring done to the enrolled students by respective subject expert.
- Business and Industrial visits were organized by various departments.
- English speaking workshop was arranged by College.
- Extra guidance was provided for the students with low performance in examination.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1210	268	-	-

(b) No. of students outside the state -

3

(c) No. of international students -

-

Men

Women

No	%
825	55.81

No	%
653	44.19

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
695	56	61	426	04	1242	863	83	75	452	05	1478

Demand ratio :1.1 Dropout:1.40

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

College arranges workshops for students for preparing them for competitive examinations.

Books for various competitive examinations are available in the library.

No. of students beneficiaries

35

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	MBA-10 MCom-104, MA-20

5.6 Details of student counseling and career guidance

Counseling and career guidance cell of our college looks after the ongoing counseling of the students specially students having family and other personal problems. Students are guided to take the right decision of their career.

19th January 2018 Career Guidance by Retired Teacher Mr.Silvester Correia

No. of students benefitted - 76

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
1	23	07	50

5.8 Details of gender sensitization programmes

Gender sensitization programmes takes place under Women Development Cell.

Various programmes like arranging speech of eminent person from that field are conducted throughout the year.

- 1) 21st July,2017 guest lecture by Mrs. Sangeeta Raut ,Corporator of VVMC on “Role of Women in Politics”.
- 2) 15th November 2017- Skit organized by “NGO- Sakhya”(Nirmala Niketan, Mumbai) on “Women Empowerment”.
- 3) 14th December 2017- Skit was organized under guidance of Prof. Jagdish Sansare on “Violence against Women”.
- 4) 3rd Jan 2018 “Save Daughter” Rally was undertaken.

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	156	3,60,000/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Students had requested for cleanliness in washroom . Appropriate action was taken .

Criterion – VI

6. Governance, Leadership and Management

Mission :

- ✍ To make higher education available to all students without any discrimination as to Caste, creed and religion.
- ✍ To provide value based education to every stakeholder at large to help them to face challenges of life globally.
- ✍ To make students of this institution not only responsible but worthy civilian citizens of our motherland.
- ✍ Committed to serve the society with honesty, interfaith and fairness, passion for excellence, team building, innovative & creativity, humanity and trust.

6.2 Does the Institution has a management Information System

No.

Total Admissions, Fees record, Exam Record, Budget of the year, Total scholarships from Government etc. are recorded in a traditional database system. College is planning to install ERP software in near future.

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

6.3.1 Curriculum Development

College looks after the effective implementation of the curriculum prepared by the University of Mumbai from time to time. Some teachers are involved in framing syllabi. Teachers are encouraged to attend workshops on revised syllabi.

6.3.2 Teaching and Learning

Innovative methods are adopted for teaching learning in the form of Projectors. Various other teaching methods like Group Discussion, Lecture method, Debates, Management games, etc. are used as Teaching tools. Slowly but steadily, attention is given through personal guidance.

6.3.3 Examination and Evaluation

Examination are conducted as per the pattern of Mumbai University. Examination time table is displayed on the college website in advance. Regular tests are conducted for T. Y. students to evaluate their performance. Faculty use several innovative methods like multiple choice questions, Assignments, Surprise tests, Quiz, tutorials, practicals, etc.

6.3.4 Research and Development

Teachers are encouraged to do higher studies specially research degrees like M. Phil, PhD etc. Teachers are also encouraged to write research paper and then present in National or International conferences. Financial assistance is provided to teachers to attend conferences. Teachers are encouraged to present research papers in International conferences in India and abroad. Students are also encouraged to present their projects and papers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

E-library accessible on the internet and internet access for research purpose. Library is in the process of automation.

6.3.6 Human Resource Management

Vice Principal is appointed as Talent Manager. A get-together is organized on festive days like Diwali, Christmas, etc. on such festive days. Birthdays of all the staff members are celebrated in the college. Faculty development programs are organized from time to time. Service book, Employee record, incoming and outgoing formalities are maintained as per requirement.

6.3.7 Faculty and Staff recruitment

College Development committee is consulted by Management with Principal for the recruitment, selection of teachers required for the institution. Recruitment takes place as per the rules and regulations of the University and Government.

6.3.8 Industry Interaction / Collaboration

Students are taken to visit industry and Krishi Vidyan Kendra, Kosbad Hill and Nashik. (Agro Food processing unit). They are also taken to visit SEBI, Stock Exchange Market, Navneet publications, etc. Opportunities for interaction are provided during industrial visits and/or guest lectures; some of the latter are our alumni.

6.3.9 Admission of students

As per guidelines of the University of Mumbai, Admission committee takes the decision on merit basis. Admission are given to all, indiscriminate of caste, creed etc.

6.4 Welfare schemes for

Teaching	Financial assistance is provided as per the need of the teacher, encouraging participation in national and international conferences. Registration fees is reimbursed. Teachers are encouraged to participate in various training programs. Gifts are distributed to the staff on Teachers Day. Felicitation ceremonies are conducted for the faculties completing their Ph. D, upgradation of qualification, etc. Staff picnic is organized annually. Staff is given representation in CDC (College development committee)
Non-teaching	Financial assistance is provided as per the need of the non-teaching staff. Uniforms are provided to class-IV employees. Non-teaching staff is given representation in CDC (College development committee)
Students	Health check-up, Blood donation camps are organized to test HEMOGLOBIN LEVEL, THELESEMIA. There is Doctor on call in case of emergency. Gymkhana facility is provided for Indoor and Out-door sports. Personality Development camps are

	<p>organized, Special focus is provided on career counselling and employability skills. Fees of some financially weak students are paid by teachers/management. Some students are also been provided instalment facility with regard to the payment of their fees with the intention of helping them to keep their education on-going. Students are secured through an Insurance policy. Scholarships are rewarded every year to the rank holders of various streams on the Independence Day.</p>
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6.5 Total corpus fund generated-50,00,000/-

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	Dnyandeep Mandal
Administrative	-	-	Yes	Dnyandeep Mandal

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?

No scope for the college in examination reforms since all the decisions are taken by Examination department of University of Mumbai

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

N.A.

6.11 Activities and support from the Alumni Association

Alumni association Helps in career counselling and campus interview. Toppers are invited to guide students for their examination. Students who are achievers in sports and cultural events are invited to train the present students.

6.12 Activities and support from the Parent – Teacher Association

Two Parent – Teacher Association meetings are organized annually. There is interaction between parents and teachers personally by the respective teachers. Awareness about use of social media is created. Students who are found in need of proper assistance by concerned authorities as well as their parents. Parents are also invited for annual gathering.

6.13 Development programmes for support staff

Sessions on interpersonal skills and stress management are organized. Sports are organized for teaching and non-teaching staff.

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

Plastic free campus week was celebrated . Tree plantation campaign is organized. EVS subject teacher gives assembly. Medicinal plant exhibition takes place every year. Tree plantation of medicinal plants was undertaken on occasions are eco-friendly in nature.

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.

1. Daily morning prayer with patriotic songs.
2. Continuous appreciations of teaching and non-teaching staff.
3. Peer learning and peer tutoring.
4. Study tours to historical places and museums.
5. Field visit to agricultural farms, food processing units, poultries.
6. Guest lectures by the subject experts.
7. Mini Projects and major Projects are introduced to promote the research attitude among the students
8. Value added skill are provided to enhance the employability amongst students.
9. Industrial & SEBI visits are arranged periodically by the departments to give the students a practical knowledge and exposure to Industrial practices.
10. Spoken English classes are being provided to enhance language skill among the students.
11. Seminars & workshops are arranged for overall development of students
12. Campus placement organised.
13. Alumni feast organised.
14. Sensitizing students by conducting visits to old age and orphan age.

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

1. A Faculty Member decided to Mentor and observe the progress of the students in the Academic, Co-curricular and Extra –curricular activities.
2. The student's motivation through the innovative teaching methodologies.
3. Strengthen Alumni Association.
4. Celebrating International Yoga day.
5. Develop students and staff by conducting workshops, seminars and guest lectures.
6. Provide value-based education amongst the students.
7. Enhance various employability skills.
8. Provide industrial and corporate exposure.
9. Intend to emphasis on placement to be provided to the student at undergraduate & post graduate level.

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

1. Assisting economically backward students.
2. Learning beyond the syllabus.

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

7.4 Contribution to environmental awareness / protection

1. Plantation of more trees on the campus and outside the campus.
2. Replacement of conventional tube lights with LED tube lights.
3. Save water campaign.
4. *Swachata Mohim* at seashores.
5. Installing sanitary pad vending machine in girls' common room.
6. Best out of waste exhibition.

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

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

1. **Strength-** Student teacher relation. Assistance to economically backward students. Aiding physically challenged students, Counselling provided to parents, Empowering female students.
2. **Weakness-** Placement cell, Research Culture among the students, Alumni Association.
3. **Opportunities-** Faculty Development Programme. Student Exchange Programme. Faculty Exchange Programme. Intercollegiate Events.
4. **Challenges-** Getting the admissions, Inviting companies for campus interviews, Strengthening Placement Cell, Strengthening Alumni Association, Inculcating Research Culture among the students.

8. Plans of institution for next year

1. Moving towards new Library with advanced technology
2. Starting self-defence for the girls
3. Organising International conference
4. YOGA classes and enhance Gymnasium / sports facilities
5. Alumni association plans to conduct lecture series on career as well as co-curricular aspects.
6. Women empowerment programs
7. Faculty development programs
8. Faculty /students exchange programs

Name -Dr.Subhash A. D'souza

Name-Dr.Jayashree Mehta

Sd/-

sd/-

Signature of the Coordinator, IQAC
Chairperson, IQAC

Signature of the

Annexure -I

YEARLY PLAN Academic Year 2017-18

Month	Activity
June	College Reopen International Environment Day Principal Day Celebration Orientation for S.Y. & T.Y students Social Visit International Yoga Day
July	Cleanliness Drive Tree Plantation Seminar on "Women in Politics" Awareness on Voting Card Orientation for First Year Students Registration of Extension Activities

August	<p>Seminar on "Cleanliness is next to Godliness"</p> <p>Awareness on Health & Cancer Symptoms</p> <p>Crash Course on "English for Employability"</p> <p>Slogan Competition on "Save Food"</p> <p>Workshop on Revised Syllabus for M.A & Mcom students</p> <p>Independence Day Celebration</p> <p>Seminar on "How to be a Smart Investor"</p> <p>Workshop on Disaster Management & First Aid</p> <p>Seminar on CSR & Sustainability</p> <p>Visit to Disha Enterprises by NSS students</p>
September	<p>Installation of Vending Machine for girl students</p> <p>Teachers' Day Celebration</p> <p>Historical Visit</p> <p>Seminar on H.I.V Aids</p> <p>Seminar on Organ Donation</p> <p>Class Test</p>
October	<p>seminar on "How to develop Research Attitude among teachers & students"</p> <p>Guest Lecture Series</p> <p>Blood Donation Campaign</p> <p>Semester I,III & V Exams</p> <p>R. D. Camp for S.Y.B.A. & T. Y. B. A.</p> <p>Seminar on Women Empowerment</p> <p>Reading Inspiration Day in memory of Dr A.P.J.Abdul Kalam</p>
November	<p>Celebration of National Unity Day</p> <p>R. D. Camp for F.Y.B.A.</p> <p>Street Play on Removal of Addiction</p>
December	<p>Play presented on the topic Women Empowerment</p> <p>Rally on International Aids Day</p> <p>Annual Sports Events</p> <p>NSS Camp</p> <p>Cultural Events</p> <p>URMI Events</p> <p>Expert Lecture for TYBMS students</p>

Evaluation of DLLE Projects	
January	Street Play on "Dashing Sakhi" Celebration of fortnight on Marathi Language Conservation Historical Visit Youth Day Celebration Beti Bachao Campaign Skill Development Workshop Class Test Guest Lecture on Contribution of Youth to Society Expert Lecture Series Guest Lecture on How to Present a Street Play? Annual Sports Day Republic Day Annual Day
February	SEBI Visit Industrial Visit UDDAN Festival Career Guidance for Job opportunities in Govt Sector Farewell to Third Year Students Class Test
March	Seminar on How to achieve Excellence in Academics St Joseph Day Celebration Seminar on Impact of Govt policies on Common Man Seminar on Personal Branding & Corporate Expectations Career Guidance for Special Achievements Workshop on facing Interview in Corporates Semester II, IV & VI Exams
April	Workshop on Research Aptitude
May	Maharashtra Day

Annexure II

Date	Activities
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5/6/2017	World environment day celebrated
21/6/2017	International Yoga Day
21/7/2017	Session on 'Participation of women in Politics'
28/7/2017	Awareness about election card
4/8/2017	Overcoming women problems at teenage
8/8/2017	Spoken English for employability course
12/8/2017	Save food campaign
18/8/2017	Session on 'How to be a smart Investor?'
28/9/2017	Session on 'Organ Donation'
8/1/2018	Skill development training
12/2/2018	Visit to SEBI

