

## Annual Quality Assurance Report (AQAR) - 2015-16

### Part-A

1 Details of the institution

1.1 Name of the institution : Vidya Prasarak Mandal's K. G. Joshi College of Arts & N. G. Bedekar College of Commerce, Thane.

1.2 Address Line 1 : Jnandweepa, Chendani,  
Address Line 2 : Bunder Road, Thane (West) -400 601  
City/Town : Thane  
State : Maharashtra  
Pin Code : 400601

Institution e-mail address : [joshibedekar@gmail.com](mailto:joshibedekar@gmail.com)

Contact Nos. : 9004690472, 9820328226, 022-25332412, 022-253392072, 022-25446555

Name of the Head of the Institution : Dr. (Mrs.) Shakuntala A. Singh

Tel No. with STD Code : 022-25332412, 022-25446555

Mobile : 9004690472

Name of the IQAC Co-ordinator : Asst. Prof. Subhash G. Shinde

Mobile : 9820328226

IQAC e-mail address : [jbcnaac@gmail.com](mailto:jbcnaac@gmail.com)

1.3 NAAC Track ID : MHCOGN10705

1.4 NAAC Executive Committee No. & Date : EC/54/RAR/100 dated 08/01/2011

1.5 Website address : [www.vpmthane.org](http://www.vpmthane.org)  
Web-link of the AQAR:  
<http://www.vpmthane.org/comm/aqar/2015-16.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	80.75	2003	2008
2	2 <sup>nd</sup> Cycle	A	3.09	2011	2016
3	3 <sup>rd</sup> Cycle	Going for 3 <sup>rd</sup> Cycle in 2016 and SSR submitted to NAAC in March 2016			

1.7 Date of Establishment of IQAC : 30/09/2005

1.8 AQAR for the year : 2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR	2011-12	08/08/2012
ii. AQAR	2012-13	04/10/2013
iii AQAR	2013-14	30/12/2014
iv. AQAR	2014-15	25/02/2016 (Copy re-sent on 26/03/2016)

1.10 Institutional Status

University : State

Affiliated College : Yes

Constituent College : No

Autonomous College of UGC : No

Regulatory Agency approved Institution : Yes-UGC

Type of Institution : Co-education  
Urban

Financial Status : Grant-in-aid UGC 2(f). The College also conducts some self financing courses

1.11 Type of Faculty/Programme : Two faculty College - Arts and Commerce

Others (Specify) : Nil

1.12 Name of the Affiliating University : University of Mumbai

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

Autonomy by State/Central Govt./University	: Nil
University with Potential for Excellence	: Nil
DST Star Scheme	: NA
UGC-Special Assistance Programme	: Nil
UGC-Innovative PG programme	: Nil
UGC-COP Programmes	: Nil
UGC-CPE	: Nil
UGC-CE	: Nil
DST-FIST	: NA
Any other (Specify)	: <b>Best College Award of University of Mumbai - 2011-12</b> <b>University of Mumbai selected our College as one of the Community Colleges for SMART Course from academic year 2013-14</b>

2. IQAC Composition and Activities

2.1	No. of teachers	-	<b>9</b>			
2.2	No. of Administrative/ Technical staff	-	<b>3</b>			
2.3	No. of students	-	<b>Nil</b>			
2.4	No. of Management representatives	-	<b>1</b>			
2.5	No. of Alumni	-	<b>Nil</b>			
2.6	No. of any other stakeholder and community representatives	-	<b>2</b>			
2.7	No. of Employers/Industrialists	-	<b>Nil</b>			
2.8	No. of other External Experts	-	<b>Nil</b>			
2.9	Total No. of members	-	<b>15</b>			
2.10	No. of IQAC meetings held	-	<b>5</b>			
2.11	No. of meetings with various stakeholders	-	<b>6</b>	<b>Faculty - 3</b>		
	Non-Teaching Staff -	<b>1</b>	Students -	<b>1</b>	Alumni -	<b>1</b>
			Others -	<b>Nil</b>		
2.12	Has IQAC received any funding from UGC	-	<b>No</b>			

during the year?

If yes, mention the amount - Nil

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International - Nil National-State - Nil Institution Level – 03

(ii) Themes- **Role of IQAC in Higher Education Institutions, Importance of Work Culture**

2.14 Significant Activities and contributions made by IQAC.

- **At various occasions and meetings such as Staff, Heads of the Departments, Students' Council, etc. emphasis is given on quality enhancement and quality sustenance in curricular, co-curricular and extra-curricular activities.**
- **Promotion of research activities through Research Committee and Research Academy and Research Fund of Rs. 100,000/- was approved by the Management on the recommendation of IQAC**
- **Students from Research Academy conducted a mini-research project to ascertain the degree of addiction to alcoholic and tobacco products in the neighbourhood and submit a report of the findings to the Municipal authorities for further action**
- **Started Certificate Course in Social Work for NSS volunteers**
- **Conducted grooming programme by NSS for under-privileged school-going children from the neighbourhood for providing an environment of motivation and guidance to them and inspiring them to be good learners**
- **MoU with Parivartan Mahila Sanstha, Dombivali an NGO working for educating the students in remote areas of Palghar district.**
- **Dr. Sudhakar Agarkar, an expert in the field of education, was invited to address the teaching faculty on the Research Methodology in Social Sciences.**
- **Dr. Sudhakar Agarkar also addressed the members of Students' Forum and guided them on Contribution of India in Science and Technology.**
- **Shri. Subhash Kale Chartered Accountant was invited to guide the office staff on the intricacies of accounting and auditing as required in their day-to-day work.**
- **The Late Dr. V. N. Bedekar State Level Debate Competition, which was initiated in 2014-15, was continued for the second year**
- **The Green Audit of the College was conducted by Paryavaran Dakshata Mandal and TA&P EHS Consultants Pvt. Ltd.**
- **Up-gradation of the office record keeping facilities with modernized**

infrastructure

- Installation of high capacity generator for arts building
- Installation of Centralised Public Address System
- To initiate and complete the procedure for the introduction of NCC subject as a new optional subject against Foundation Course for FYBA and FYBCOM from 2016-17. Accordingly, the Local Inquiry Committee of the University of Mumbai visited the College on 20<sup>th</sup> April 2016. Permission in this regard is awaited.
- To initiate and complete the procedure for the introduction of Two-Years Integrated MLISc, MA in English and MA in Business Economics Courses from 2016-17. Accordingly, the Local Inquiry Committee of the University of Mumbai visited the College on 21<sup>st</sup> April 2016. Permission in this regard is awaited.
- Self-Study Report(Re-Accreditation Report) was submitted to NAAC

#### 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
<ul style="list-style-type: none"> <li>• To seek the approval for sanction of research fund of Rs. 100,000/- from Management</li> </ul>	<ul style="list-style-type: none"> <li>• Amount was sanctioned</li> <li>• 10 Research Projects completed by teachers</li> <li>• 01 Research Project completed by students</li> <li>• Rs 52,000 was disbursed out of the fund</li> </ul>
<ul style="list-style-type: none"> <li>• To start Certificate Course in Social work for NSS volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Started the Course</li> </ul>
<ul style="list-style-type: none"> <li>• To design and implement suitable ISR activities in and around Thane district</li> </ul>	<ul style="list-style-type: none"> <li>• Conducted grooming programme by NSS for under-privileged school-going children from the neighbourhood</li> <li>• Signed MoU with <i>Parivartan Mahila Sanstha</i>, Dombivali an NGO working for educating the students in remote areas of Palghar district.</li> </ul>
<ul style="list-style-type: none"> <li>• To organize enrichment lectures for teaching and non-teaching staff, and also for students</li> </ul>	<ul style="list-style-type: none"> <li>• Lectures organized</li> </ul>
<ul style="list-style-type: none"> <li>• To introduce new optional</li> </ul>	<ul style="list-style-type: none"> <li>• Procedure completed and LIC</li> </ul>

subject of NCC at FYBCOM and FYBA level	visited the College in this regard. Permission expected.
<ul style="list-style-type: none"> <li>To start and complete the procedure for the introduction of Two-Years Integrated MLISc, MA in English and MA in Business Economics Courses from 2016-17</li> </ul>	<ul style="list-style-type: none"> <li>Procedure completed and LIC visited the College in this regard. Permission expected.</li> </ul>
<ul style="list-style-type: none"> <li>To arrange for the conduct of the Green Audit of the College by suitable experts</li> </ul>	<ul style="list-style-type: none"> <li>Green Audit was conducted by Paryavaran Dakshata Mandal and TA&amp;P EHS Consultants Pvt. Ltd.,Thane</li> </ul>
<ul style="list-style-type: none"> <li>Up-gradation of the office record keeping facilities with modernized infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>Up-gradation completed</li> </ul>
<ul style="list-style-type: none"> <li>Installation of high capacity generator for arts building</li> </ul>	<ul style="list-style-type: none"> <li>Generator is installed</li> </ul>
<ul style="list-style-type: none"> <li>Installation of Centralised Public Address System</li> </ul>	<ul style="list-style-type: none"> <li>Centralised Public Address System has been installed</li> </ul>
<ul style="list-style-type: none"> <li>To initiate the migration of library database from Libsuite to Koha, the opensource Library Management software</li> </ul>	<ul style="list-style-type: none"> <li>Initiated and completed the migration process</li> </ul>
<ul style="list-style-type: none"> <li>To complete the compilation of the Self-Study Report (Re-Accreditation Report) and to submit the same to NAAC</li> </ul>	<ul style="list-style-type: none"> <li>Self-Study Report (Re-Accreditation Report) submitted to NAAC as per prescribed procedure</li> </ul>

Attach the Academic calendar of the year as - **Attached - Annexure I**  
Annexure

2.16 Whether the AQAR was placed in statutory - **No**✓

Management **Yes** Syndicate **No** Any other body Yes- **IQAC, Staff**

Provide the details of the action taken

**The AQAR for the academic year 2015-16 was placed before the teaching staff and management on 15<sup>th</sup> June 2016. The management asked the IQAC, Co-ordinator to submit the AQAR to NAAC as soon as possible after uploading it on the website of the institution i.e. [www.vpmthane.org](http://www.vpmthane.org) so that the formalities of Peer Team Visit of NAAC are completed at the earliest.**

## 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
Ph.D.	1	-	-	-
PG	8	-	8	-
UG	9	-	7	-
PG Diploma	1	-	1	1
Advanced Diploma	Nil	-	-	-
Diploma	Nil	-	-	-
Certificate	Nil	-	-	-
Others	2	-	2	2
<b>Total</b>	<b>21</b>	<b>-</b>	<b>18</b>	<b>3</b>
Interdisciplinary	-	-	-	-
Innovative	4	-	-	-

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18
Trimester	Nil
Annual	1

1.3 Feedback from stakeholders\* Alumni- **Yes** Parents-**Nil** Employers-**Yes** Students-**Yes**  
(On all aspects)

Mode of feedback-**Nil** Online-**Yes** Manual- **Yes** Co-operating schools (for PEI)-**Nil**

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

- **Formal feedback on curricular aspects has not been taken, however interaction with employers during campus recruitment is done and feedback is obtained. Employers have pointed out that the communication skills of the students needs to be improved and compulsory internship to be added in the curriculum.**
- **Interaction with alumni during annual-get-together is done**
- **Formal online feedback on teaching learning process has been taken based on feedback forms designed with ten parameters, each evaluated on a scale of 1 to 5 by a student and it was analysed.**

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

**Yes. There is regular revision/update of regulations and syllabi of various courses and programmes conducted in the College. This is part of the mechanism of the University of Mumbai which is operative as per changing needs. Under this mechanism there is a Board of Studies for each subject/course and programmes. These Board of Studies reviews, modifies and updates the syllabi for each academic year from time to time. Many of our senior teachers are members of BoS and contribute to such revisions.**

**Salient features of such revision include addition of new topics, deletion of outdated topics and restructuring or shifting of selected topics from one semester to other.**

**Revised syllabi are uploaded on University of Mumbai's website and also communicated through circulars to the Colleges. The standard textbooks reprint the current syllabi for the benefits of students.**

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	Associate Professors	Professors	Others	Total
35	5	1	29	35

2.2 No. of permanent faculty with Ph.D. : 9

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

Asst. Prof.	Assoc. Prof.	Prof.	Others	Total
Recruited- Nil	Recruited- Nil	Recruited- Nil	Recruited- Nil	Recruited- Nil
Vacant- 5	Vacant- Nil	Vacant- Nil	Vacant- Nil	Vacant- 5

2.4 No. of Guest and Visiting faculty and Temporary faculty : 63

2.5 Faculty participation in Conferences and symposia :

No. of Faculty	International level	National level	State level
Attended	19	74	02
Presented papers	17	53	02
Resource Persons	Nil	Nil	05

2.6 Innovative processes adopted by the institution in Teaching and Learning

**The College continues to adopt the innovative teaching and learning processes such as ICT enabled lectures, Group Discussions, Field Visits, Debates, Quiz Contest, Case Studies, Sample Surveys, Industrial Visits, Film Screening, Use of youtube videos, Paper presentations by students, etc.**

- 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)

**The College implements the following examination/evaluation reforms initiated by the University,**

- **Bar Coded answer-books are being used for the V<sup>th</sup> and VI<sup>th</sup> Semester of third year classes of all courses**
- **Photocopy of answer-books at all levels**
- **In-house composing and printing of question papers**

- 2.9 No. of faculty members involved in curriculum restructuring/ revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop  
**Eleven (11) faculty members are regularly involved in curriculum restructuring/ revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop**
- 2.10 Average percentage of attendance of students - 75% plus

- 2.11 Course/ Programme wise distribution of pass percentage :

**The results of final examinations held in first half of 2016 are awaited. Distribution of pass percentage of various courses/programmes will be made available at the time of Peer Team Visit.**

- 2.12 How does IQAC Contribute/ Monitor/Evaluate the Teaching & Learning processes:
- **Innovative processes in Teaching & Learning mentioned in 2.6 are recommended by IQAC (Contribution)**
  - **The Principal analyses the Third Year results in staffroom (Monitoring)**
  - **IQAC facilitates to take the students' feedback about teaching-learning process and Principal discusses it in the Departmental Meetings (Monitoring)**

- **The First Year and Second Year results are also discussed in the staff-room by the Principal**

2.13 Initiatives undertaken towards faculty development

<b>Faculty / Staff Development Programmes</b>	<b>Number of faculty benefitted</b>
Refresher courses	<b>02</b>
UGC – Faculty Improvement Programme	<b>02</b>
HRD programmes	<b>0</b>
Orientation programmes	<b>0</b>
Faculty exchange programme	<b>Nil</b>
Staff training conducted by the university	<b>Nil</b>
Staff training conducted by other institutions	<b>Nil</b>
Summer / Winter schools, Workshops, etc.	<b>Nil</b>
Others	<b>Nil</b>

2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
<b>Administrative Staff</b>	<b>40</b>	<b>06</b>	<b>Nil</b>	<b>02</b>
<b>Technical Staff</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>

### **Criterion-III**

#### **3. Research, Consultancy and Extension**

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

**The College gives prime importance to the research activities. In order to promote research the Research Committee and Research Academy are in place and the IQAC continuously monitors the activities of these two bodies.**

**From the academic year 2015-16, the management has sanctioned an annual research budget of Rs. 100,000/- for the College. The College has decided to allot Rs. 80,000/- to the Research Committee for teachers and Rs. 20,000/- to the Research Academy for students.**

**The activities of Research Committee for teachers and Research Academy for students are as under,**

#### **Research Committee**

- Guidance lecture on research writing**
- Regular review meetings of research projects**
- Some of the research projects were completed during the year**
- 10 Research Projects completed by teachers under the research budget sanctioned by the management**

#### **Research Academy**

- 01 Research Project completed by students to ascertain the degree of addiction to alcoholic and tobacco products in the neighbourhood under the budget the research budget sanctioned by the management.**

**The students' research projects were completed and submitted for the 'Avishkar', which is a Research Competition for students and teachers organized by the University of Mumbai.**

3.2 Details regarding major projects

	<b>Completed</b>	<b>Ongoing</b>	<b>Sanctioned</b>	<b>Submitted</b>
<b>Number</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
<b>Outlay in Rs. Lakhs</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

3.3 Details regarding minor projects

	<b>Completed</b>	<b>Ongoing</b>	<b>Sanctioned</b>	<b>Submitted</b>
<b>Number</b>	<b>-</b>	<b>01</b>	<b>06</b>	<b>-</b>
<b>Outlay in Rs. Lakhs</b>	<b>-</b>	<b>-</b>	<b>Rs. 5.76 Lakhs</b>	<b>-</b>

3.4 Details on research publications

	<b>International</b>	<b>National</b>	<b>Others</b>
<b>Peer Reviewed Journals</b>	<b>06</b>	<b>10</b>	<b>00</b>
<b>Non-Peer Reviewed Journals</b>	<b>02</b>	<b>09</b>	<b>12</b>
<b>e-Journals</b>	<b>01</b>	<b>00</b>	<b>00</b>
<b>Conference proceedings</b>	<b>05</b>	<b>14</b>	<b>00</b>

3.5 Details on Impact factor of publications:

Range - **1.34 to 4.88**

Average - **4.185**

h-index - **8**

Nos. in SCOPUS - **Not available**

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

<b>Nature of the Project</b>	<b>Duration Year</b>	<b>Name of the funding Agency</b>	<b>Total grant sanctioned</b>	<b>Received</b>
Major Projects	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Minor Projects	<b>2 years (3 Projects)</b>	<b>UGC</b>	<b>Rs. 4,90,000/-</b>	<b>Rs. 1,25,000/-</b>
Interdisciplinary Projects	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Industry sponsored	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Projects sponsored				

Projects sponsored by the University/College	<b>1 year (3 Projects)</b>	<b>University of Mumbai</b>	<b>Rs. 86000/-</b>	<b>68,800/-</b>
Projects sponsored by the College	<b>1 year (10 Projects)</b>	<b>College Management</b>	<b>Rs. 80,000/-</b>	<b>50,000/-</b>
Students research projects (other than compulsory by the University)	<b>1 year (1 Project)</b>	<b>College Management</b>	<b>Rs. 20,000/-</b>	<b>2000/-</b>
Any other (specify)	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
<b>Total</b>			<b>Rs. 6,76,000/-</b>	<b>Rs. 2,45,800/-</b>

3.7 No. of books published i) With ISBN No.- **08** Chapters in edited Books- **03**

ii) Without ISBN No.- **Nil**

3.8 No. of University Departments receiving funds from - **NA**

UGC-SAP- **NA** CAS-**NA** DST-FIST-**NA**

DPE-**NA** DBT Scheme/funds-**NA**

3.9 For Colleges Autonomy-**Nil** CPE-**Nil** DBT Star Scheme - **NA**

INSPIRE- **NA** CE-**Nil** Any other (specify) -**Nil**

3.10 Revenue generated through consultancy – **Nil**

3.11 No. of conferences organized by the institution

<b>Level</b>	<b>International</b>	<b>National</b>	<b>State</b>	<b>University</b>	<b>College</b>
Number	<b>Nil</b>	<b>01</b>	<b>Nil</b>	<b>Nil</b>	<b>01</b>
		<b>Indian Cinema: Past, Present and Future</b>			<b>Special lecture on North-East India</b>
					<b>02</b>
Sponsoring Agencies	<b>Nil</b>	<b>College</b>	<b>Nil</b>	<b>Nil</b>	<b>College</b>

3.12 No. of faculty served as experts, chairpersons or resource persons- **11**

3.13 No. of collaborations

- International : **04**  
(Exchange programme with the Kyoto-Sangyo University Business English Certificate Courses of Cambridge University, UK and World Tourism Courses, Thomas Cook India, TNS India Foundation)
- National : **Nil**
- Any other : **02**  
(Associate Degree in Sales Management and Retail Training – SMART, in collaboration with the University of Mumbai and Hindustan Coca Cola Beverages Pvt. Ltd., 01 (Parivartan Mahila Sanstha, Dombivali an NGO working for educating the students in remote areas of Palghar district)

3.14 No. of linkages created during this year - Nil

3.15 Total budget for research for current year in lakhs:

- From funding agency - **Rs. 4.90 lakhs (UGC)**
- From Management of University/College - **Rs. 0.86 lahs (University of Mumbai)**  
**Rs. 1.00 lakhs (College Managementt)**
- Total - **Rs. 6.76 lakhs**

3.16 No. of patents received this year

<b>Type of Patent</b>		<b>Number</b>
<b>National</b>	<b>Applied</b>	<b>NA</b>
	<b>Granted</b>	<b>NA</b>
<b>International</b>	<b>Applied</b>	<b>NA</b>
	<b>Granted</b>	<b>NA</b>
<b>Commercialized</b>	<b>Applied</b>	<b>NA</b>
	<b>Granted</b>	<b>NA</b>

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

<b>Total</b>	<b>International</b>	<b>National</b>	<b>State</b>	<b>University</b>	<b>Dist</b>	<b>College</b>
<b>05</b>	<b>01</b>	<b>04</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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

**Two Faculty members are Ph.D. Guides:**

**Principal Dr. (Mrs.) Shakuntala A. Singh - (01 Students registered under University of Mumbai in Philosophy)**

**Dr. S. K. Savanur - (08 Students registered under Shivaji University, Kolhapur)**

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

**Two Faculty members of the institute were awarded Ph.D. degree,**

**1. Dr. (Mrs.) Suchitra A. Naik**

**2. Dr. Sagar Thakkar**

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

**JRF- Nil                      SRF- Nil                      Project Fellows- Nil      Any other- Nil**

3.21 No. of students participated in NSS events:

**University level- 136                      State level- 0**

**National level- 0                      International level- 0**

3.22 No. of students participated in NCC events:

**University level- 40                      State level- 06**

**National level- 0                      International level- 0**

3.23 No. of students participated in NCC events:

**University level- 40                      State level- 06**



	National level-0	International level-0
3.24	No. of Awards won in NSS:	
	University level-03	State level-01
	National level-0	International level-0
3.24	No. of Awards won in NCC:	
	University level-03	State level-0
	National level-0	International level-0
3.25	No. of Extension activities organized- <b>36 activities were organized</b>	
	University forum-	<b>Nil</b>
	College forum -	<b>Nil</b>
	NCC -	<b>16</b>
	NSS -	<b>11</b>
	Any other (DLLE, WDC and Civil Defense) -	<b>08</b>
3.26	Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility	

**Total 36 activities as follows:**

**NSS volunteers participated in**

- 1. Electricity Conservation activity**
- 2. Tree Plantation and Post-plantation programme**
- 3. Sale of *Rakhis* made by an NGO- SOBATI which works for the visually-challenged and multi-disabled students**
- 4. NSS volunteers worked as readers and writers for visually-challenged students**
- 5. Civil Defense Training**
- 6. Notebook distribution to the needy students**
- 7. Distribution of clothes to needy people**
- 8. Teaching Class IV employees in the College to read, write and sign**
- 9. Pulse Polio Campaign**
- 10. Blood Donation Camps**
- 11. A seven Day Residential Camp was organized at Mammoli village in Thane district**

## **NCC Naval and Army Units**

- 1. Pulse Polio Campaigns**
- 2. *Swacchha Bharat Abhiyan***
- 3. Run for Unity**
- 4. Constitution Day**
- 5. Blood Donation Camp**
- 6. Traffic control duty on Ganpati Immersion day**
- 7. AIDS Awareness rally**
- 8. Helmet Distribution**
- 9. Tree Plantation**
- 10. Civil Defense Camp**
- 11. '*Vijay Kargil*' Diwas**
- 12. Anti-Narcotics campaign**
- 13. Career Guidance seminar**
- 14. Trekking camps**

## **Students participated in following WDC activities**

- 1. Self-defense training**
- 2. International Women's Day**
- 3. 'Kranti Jyoti Savitribai Phule Smruti Din'**
- 4. Blood test for girl students to check the level of hemoglobin**
- 5. A lecture by gynecologist**
- 6. One day workshop titled 'Being Young and Wise'**

## **Students participated in following Civil Defense activities**

- 1. Basic Civil Defense Disaster Management Course**

## **Students participated in following Department of Life Long Learning and Extension (DLLE) activities**

- 1. Status of Women Survey**
- 2. National Institute of Open Schooling**
- 3. Population Education Club**
- 4. Career Projects**

## Criterion - IV

### 4. Infrastructure and Learning Resources

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.5 acres	-	-	10.5 acres
Class rooms	52	-	-	52
Laboratories	4	-	-	4
Seminar Halls	4	-	-	4
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year	287	65	UGC and College funds	
Value of the equipment purchased during the year (Rs. Lakhs)	Rs. 84, 23, 308	Rs. 6,05,251	UGC and College funds	
Others				

### 4.2 Computerization of administration and library

**The administrative office and library services are computerized.**

**Following soft-wares are used for carrying out the stipulated work in office and library, Financial Accounting (FA), Payroll and Students' Database and Libsuite. In addition to it in Language Laboratory Ace Net soft-ware is used**

### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21837	1966323.01	1871	380211.00	23708	2346534.01
Reference Books	65975	21766111.92	2213	1396877.15	68188	23162989.07
e-Books	0	0	0	0	0	0
Journals	160	129907.00	1	1200.00	161	131107.00

<b>e-Journals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Digital Database</b>	<b>11</b>	<b>127000.00</b>	<b>9</b>	<b>881393.00</b>	<b>09</b>	<b>881393.00</b>
<b>CD &amp; Video</b>	<b>1095</b>	<b>64466.00</b>	<b>6</b>	<b>1095.00</b>	<b>1101</b>	<b>65561.00</b>
<b>Others (specify)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>

4.4 Technology up-gradation (overall)

	<b>Total Computers</b>	<b>Computer Labs</b>	<b>Internet</b>	<b>Browsing Centres</b>	<b>Computer Centres</b>	<b>Office</b>	<b>Departments</b>	<b>Others</b>
<b>Existing</b>	<b>179</b>	<b>95</b>	<b>179</b>	<b>22</b>	<b>02</b>	<b>28</b>	<b>-</b>	<b>32</b>
<b>Added</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>179</b>	<b>95</b>	<b>179</b>	<b>22</b>	<b>02</b>	<b>28</b>	<b>-</b>	<b>32</b>

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

- **Library orientation were conducted for teachers including internet and all types of database access**
- **Library orientation were conducted for students including internet and all types of database access**

4.6 Amount spent on maintenance in lakhs

i) ICT	<b>4.48</b>
ii) Campus Infrastructure and facilities	<b>6.76</b>
iii) Equipments	<b>6.05</b>
iv) Others	<b>1.62</b>
<b>Total</b>	<b>18.1</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

**Many support services are made available to students. The IQAC contributes in creating and enhancing awareness of the same among the students through the following,**

- **Details printed in the prospectus**
- **Counseling about available subject options to the students wherever needed at the time of admission**
- **Principal’s address to the first year students**
- **Library orientation**
- **Regular display and circulation of related notices by the College office staff**
- **Guidance given by the teachers in respective classes about examination rules**
- **Matters raised and informed in the Students’ Council meetings**

**Special efforts are taken to ensure timely and accurate communication to students of numerous and significant changes in the examination pattern and structure being made by the University of Mumbai in the recent years.**

#### 5.2 Efforts made by the institution for tracking the progression

**Efforts in this direction are largely informal by way of interaction with past students when they come to meet teachers occasionally. The Alumni Association, ‘Surge’ remain in touch with past students.**

**A separate online page is available on [www.vpmthane.org/alumni/insert.asp](http://www.vpmthane.org/alumni/insert.asp) for alumni to submit information about their progress.**

#### 5.3 (a) Total Number of students

	<b>UG</b>	<b>PG</b>	<b>Ph.D.</b>	<b>Others</b>
<b>Aided</b>	<b>2559</b>	<b>--</b>	<b>--</b>	<b>--</b>
<b>Unaided</b>	<b>2281</b>	<b>353</b>	<b>4</b>	<b>07</b>
<b>Total</b>	<b>4840</b>	<b>353</b>	<b>4</b>	<b>07</b>

(b) No. of students outside the state : **Aided- 0, Unaided- 5**  
(c) No. of international students : **Nil**

Men

	No	%
<b>Aided</b>	<b>1009</b>	<b>39.43</b>
<b>Unaided</b>	<b>1012</b>	<b>38.36</b>

Women

	No	%
<b>Aided</b>	<b>1550</b>	<b>60.57</b>
<b>Unaided</b>	<b>1626</b>	<b>61.64</b>

	Last Year (2014-15)						This Year (2015-16)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>Aided</b>	<b>1391</b>	<b>317</b>	<b>127</b>	<b>477</b>	<b>09</b>	<b>2321</b>	<b>1373</b>	<b>350</b>	<b>119</b>	<b>717</b>	<b>5</b>	<b>2564</b>
<b>Unaided</b>	<b>1457</b>	<b>373</b>	<b>53</b>	<b>505</b>	<b>00</b>	<b>2378</b>	<b>1675</b>	<b>406</b>	<b>55</b>	<b>502</b>	<b>00</b>	<b>2638</b>

Demand ratio : **Aided – FYBCom- 3.89:1, FYBA-1.78:1**

**Unaided – FYBMS-4.5:1, FYBAF-8.5:1, FYBBI-4.85:1, FYBMM(English) 3:1, FYBMM (Marathi) 1:1, FYFM-1.5:1**

Dropout% : **Nil**

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

**The College implements the Entry in service scheme of UGC wherein the students**

**belonging to SC/ST/ OBC (Non creamy layer/ Minority communities are given the coaching for various competitive examinations.**

5.5 No. of students qualified in these examinations

<b>NET-01</b>	<b>SET/SLET-Nil</b>	<b>GATE-Nil</b>	<b>CAT-Nil</b>
<b>IAS/IPS etc-Nil (RRB)</b>	<b>State PSC- 01 (PSI)</b>	<b>UPSC-Nil</b>	<b>Others- 01</b>

5.6 Details of student counseling and career guidance

**Nine Career Guidance Programmes and three Career Counseling/Skill**

**Development/Personality Development programmes were conducted as follows,**

**1. Career Guidance Programmes:**

<b>Sr.No.</b>	<b>Date</b>	<b>Description of the programme</b>
<b>1.</b>	<b>20.07.2015</b>	<b>Thomas Cook India Ltd. representative addressed students of all the classes to create awareness about Tourism Industry</b>
<b>2.</b>	<b>22.07.2015</b>	<b>120 students attended Orientation Programme by Thomas Cook</b>
<b>3.</b>	<b>20.08.2015</b>	<b>'20Q Scholarship Test and How to crack MBA Entrance' by Career Launcher</b>
<b>4.</b>	<b>26.08.2015</b>	<b>Guidance Lecture on 'How to Enter Industry of our Choice'</b>
<b>5</b>	<b>27.10.2015</b>	<b>Techno Serve Orientation on 'Training and Placement Programme' attended by BMS and MCOM students</b>
<b>6</b>	<b>03.11.2015</b>	<b>Techno Serve Orientation on 'Training and Placement Programme' attended by BCOM students</b>
<b>7</b>	<b>11.12.2015</b>	<b>Lecture on 'How to crack UPSC and MPSC Examinations'</b>
<b>8</b>	<b>03.01.2016</b>	<b>Orientation and Training Programme along with Counseling Cell, L'Oreal and LabourNet to promote entrepreneurship among girl students in the field of Freelancing and Beauty Advisor</b>

9	09.03.2016	<b>‘My Employability Test’ to measure current skills of students and to help them to discover the profession which suits them the best</b>
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**1. Training Programmes:**

Sr.No.	Date	Description of the programme
1.	04.11.2015 to 10.12.2015	<b>Youth Employability Programme of 90 hours of training was provided in the field of ‘Professional Skill and Professional English’ to help in placement (30TYBCOM students)</b>
2	04.12.2015 to 09.02.2016	<b>Youth Employability Programme of 90 hours of training was provided in the field of ‘Professional Skill and Professional English’ to help in placement (47 TYBBI students)</b>
3	08.12.2015 to 10.02.2016	<b>Barclay under their CSR activities offered 2 Month Certificate Course on ‘Tally and Equity Dealer’ at a nominal fees of Rs. 500/- for 18 First and Second Year students from finance background</b>

No. of students benefitted- **More than 1700 students benefited from the above mentioned programmes.**

Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
15	813	318	08

5.8 Details of gender sensitization programmes

1. One day workshop titled ‘Being Young and Wise’ covering two sessions-
  - a. Knowing your body
  - b. Personality Development



2. Felicitation of girl students who completed self defense training programme
3. Organized '*Kranti Jyoti Savitribai Phule Smruti Din*'
4. Celebrated International Women's Day

5.9 Students Activities

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

State/University level	National level	International level
260	08	0

No. of students participated in cultural events

State/University level	National level	International level
173	0	0

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

Sports: State/University level	National level	International level
36	11	0

Cultural: State/University level	National level	International level
67	0	0

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	Nil	Nil
Financial support from government	1037	90,31,496
Financial support from other sources	Nil	Nil
Number of students who received International/National recognitions	Nil	Nil

5.11 Student organized/initiatives

Fairs: State/University level - **Nil** National level- **Nil** International level- **Nil**

Exhibition: State/University level - **02** National level - **01** International level- **Nil**

5.12 No. of social initiatives undertaken by the students

**Total 36 activities as follows:**

**NSS volunteers participated in**

- 1. Electricity Conservation activity**
- 2. Tree Plantation and Post-plantation programme**
- 3. Sale of *Rakhis* made by an NGO- SOBATI which works for the visually-challenged and multi-disabled students**
- 4. NSS volunteers worked as readers and writers for visually-challenged students**
- 5. Civil Defense Training**
- 6. Notebook distribution to the needy students**
- 7. Distribution of clothes to needy people**
- 8. Teaching Class IV employees in the College to read, write and sign**
- 9. Pulse Polio Campaign**
- 10. Blood Donation Camps**
- 11. A seven Day Residential Camp was organized at Mamnoli village in Thane district**

**NCC Naval and Army Units**

- 1. Pulse Polio Campaigns**
- 2. *Swacchha Bharat Abhiyan***
- 3. Run for Unity**
- 4. Constitution Day**
- 5. Blood Donation Camp**
- 6. Traffic control duty on Ganpati Immersion day**
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**Students participated in following Department of Life Long Learning and Extension (DLLE) activities**

- 1. Status of Women Survey**
- 2. National Institute of Open Schooling**
- 3. Population Education Club**
- 4. Career Projects**

5.13 Major grievances of students (if any) redressed:

**There were no major grievances. However, minor grievances such as timely issue of railway concession form have been duly redressed.**

**Further, the Principal, Vice Principals, Coordinators and HoDs are pro-active in assisting students by liaising with the University and other public bodies in various matters as and when required in the course of their career.**

## Criterion - VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission

<b>Vision</b>	<b>Information to Knowledge and Knowledge to Wisdom</b>
<b>Mission</b>	<b>To nurture and foster an innovative academic environment for critical thinking, all round growth and continuous development of students and staff to make them responsible and sensitised citizens of society .</b>

#### 6.2 Does the Institution has a Management Information System?

**Yes. The Institution has a Management Information System**

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

##### 6.3.1 Curriculum Development

- **The faculty involved in teaching Sales Management and Retail Training (SMART) Programme attends the workshops of curriculum designing and development. Some of them are on the Board of Studies of SMART and take initiatives in contributing to the curriculum.**
- **College runs the Bachelors and Masters Courses in Library and Information Science (BLISc.) and (MLISc.). The Co-ordinator of theses courses was the Chairperson of Ad-hoc Board of Studies (BoS) and one teacher is the member of the BoS.**
- **The teachers are encouraged to attend the curriculum related workshops and contribute in the development of Curriculum.**
- **The Placement Cell is instructed to interact with the Companies which come for Campus Recruitment and collect information about their expectations from the students and on the basis of it plan the training programmes for the students such as Development of Communication Skills, Quantitative Skills, etc.**
- **Alumni gives feedback in respect of curriculum during their meetings**

##### 6.3.2 Teaching and Learning

- **Slow and advanced learners are identified on the basis of results and remedial coaching is given to the slow learners.**
- **The teachers adopt the following processes in Teaching and Learning,**

- **ICT enabled lectures, Group Discussions, Field Visits, Debates, Quiz Contest, Case Studies, Sample Surveys, Industrial Visits, Film Screening, Use of YouTube videos, Paper presentations by students, etc.**
- **Facilities for broad based learning for general personality development through various academies like Students' Forum, Scholars' Academy, Speaker's Academy, Sports Academy, Talent Academy, Vivekanand Study Circle, Coaching for Competitive Examinations, Placement and Career Guidance Cell, etc.**
- **Research facilities for developing research culture among the students through Research Academy**

### 6.3.3 Examination and Evaluation

- **College adheres to all the rules and regulations of University of Mumbai in this regard such as,**
- **Completion of 90 days of teaching in each term**
- **Conducting the examinations in time**
- **Declaring the results in stipulated time prescribed by the University**
- **Centralised Assessment Programme at College level**
- **Provisions of all prescribed mechanisms for students of verification, photocopy and revaluation of answer-books**
- **Unfair means inquiry is conducted as per the ordinance of the University**
- **Strict adherence to various ICT enabled reforms introduced by the University such as submission of online examination forms, results, etc.**
- **Special efforts are taken to ensure timely and accurate communication to students of numerous and significant changes in the examination pattern and structure being made by the University of Mumbai in the recent years.**

### 6.3.4 Research and Development

**Following components of research and development activities have been given top priority and maximum support and encouragement,**

- **It is a policy of the College and management to encourage and motivate the teachers for doing Ph.D. As a result of it two teachers have completed the Ph.D. during the year. During the AQAR period two teachers were on FIP for doing Ph.D.**
- **Three Minor Research Projects (MRP) were approved by the University Grants Commission (UGC) during the year.**
- **Three Minor Research Projects (MRP) were approved by the University of Mumbai during the year.**

- **Ten Research Projects were sanctioned by College management under newly provided research budget of Rs. 80,000/-**

**Research Committee of the College has conducted the following activities for the teachers during the year on a regular basis,**

- **Lectures and workshops giving guidance on research methodology, paper writing, paper presentations, paper publications and use of library resources including online and e-resources in the College**

**Research Academy of the College has conducted the following activities for the students during the year,**

- **Student projects were sent to the Research Competition of University of Mumbai named ‘Avishkar’**

**One research project by students on ‘Tobacco and Alcohol Consumption in the Neighbourhood Area’ under a newly provided research budget of Rs. 20,000/- by the College management**

#### 6.3.5 Library, ICT and physical infrastructure/instrumentation

**Library -**

- **A special Brailor worth Rs. 45,000/- was purchased in the Braille Section for the benefit of visually-challenged students**
- **Library got four Braille books as a donation**
- **Subscriptions to journals, e-journals and databases**
- **Full budget utilization every year**
- **Library extended time is continued**
- **Book-bank facility for SC and ST students is continued**
- **Facility of external membership is continued**
- **Separate Reference and Research section for staff and students is maintained**
- **Every year thematic book exhibitions are organized by the College library**

**ICT -**

**Provision of latest state-of-the-art ICT facilities such as,**

- **OPAC in library**
- **Web-OPAC**
- **Internet and database access facilities and centralized air conditioning system in the Reference and Research section**

- **Facilities in the College office for online submission of various forms such as admission, enrolment, examination of third year classes to the university through MKCL portal**
- **State-of-the-art ICT facilities in *Kattayan*, the auditorium such as video conferencing, wifi, sound system with excellent acoustics**
- **Language Laboratory**
- **Three Computer Laboratories**
- **ICT enabled class-rooms**
- **Public Address System is in place in the College buildings at various places to facilitate emergency announcements to staff and students**
- **Separate Address System is provided in the staff-room for conducting meetings and other academic programmes by Staff Academy etc.**

#### **Physical Infrastructure**

- **Optimum utilization of infrastructure within given external constraints of Coastal Regulatory Zone (CRZ)**

Instrumentation- **Not Applicable since this is an Arts and Commerce College**

#### 6.3.6 Human Resource Management

- **Providing stress-free, fair, non-discriminatory, positive, progressive work environment**
- **Open Door Policy for sorting of matters by discussion and consensus**
- **Top priority for faculty development**

**Class III and IV non-teaching staff is motivated to improve their educational qualifications and technical skills**

#### 6.3.7 Faculty and Staff recruitment

- **Conscious steps taken for 100% full-time recruitments**
- **Specific policy of management for recruiting NET/SLET qualified candidates complying with applicable regulations**
- **Recruitment and promotions of non-teaching staff as per staffing pattern**

#### 6.3.8 Industry Interaction/Collaboration

##### **Industry Interaction**

- **Appointment of maximum visiting faculty with industrial experience**
- **Arranging guest lectures by industry experts and professionals**

- **Conduct of Industrial visits and field visits for students**
- **Arranging for career guidance, counseling, soft-skill development, campus interviews and placement for students**

#### **Industry Collaboration**

- **Business English Certificate Courses of Cambridge University is continued. This course is aimed at developing the highest soft-skills including communication skills.**
- **World Tourism Management Course of Thomas Cook (India) is continued. This is focused on adding skills required to tap the job potential in the tourism market which is growing fast.**
- **Continued two year Associate Degree programme in Sales Management and Retail Training (SMART) in collaboration with University of Mumbai and Hindustan Coca Cola Beverages Pvt. Ltd.**
- **Students of MLISc. programme complete their internship of three weeks duration with TIFR, TISS, IIPS, IIT, RBI, IGIDR, AIRC, etc.**
- **MoU was signed with TNS India Foundation which conducted CSR activities of JP Morgan India resulting in training and placement benefits to our students.**
- **The has an understanding with L'oreal, the world leaders in fashion industry, for training girl students as beauticians so that they may be placed as interns with L'oreal or may start own enterprise**

#### 6.3.9 Admission of students

- **Online admissions as per university and government rules at first year**
- **Online enrolment**
- **Flexibility in relation to horizontal mobility, elective and non-core options with 49 subject combinations at FYBA and 58 at SYBA level**
- **General policy of giving admission at second and third year to eligible students seeking transfers from other colleges and universities wherever seats are available**

#### 6.4 Welfare Schemes for

- **Teaching- VPM Employees Co-operative Society**
- **Non-teaching- Festival advance, VPM Employees Co-operative Society**
- **Students- Book Bank, Scholarships and Free-ships, Endowment Prizes**



6.5 Total corpus fund generated

**Nil**

6.6 Whether annual financial audit has been done

**Yes**

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

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

Efforts are on to conduct external academic audit in June/July 2016

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

**For UG Programmes** **Yes**

**For PG Programmes** **Yes**

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

- **As an affiliated College all examination reforms introduced by the University of Mumbai are implemented by the College in-toto.**
- **60/40 CBSGS introduced in 2011-12 at First Year level has been extended up-to third year level in 2013-14.**
- **BA and B.Com. programmes/courses under Aided section have been slightly modified in 2014-15 to 75/25 CBSGS pattern which was continued in 2015-16.**

**Online**

- **Submission of Third Year examination forms to the University.**
- **Issue of Hall Tickets of Third Year classes**
- **Declaration of consolidated result of Third Year classes**
- **Submission of Internal Assessment marks of Third Year classes out of 40/25 to the University.**
- **All these online processes are handled through Maharashtra Knowledge Corporation Limited (MKCL)**

- Use of OMR sheets for TY examinations from 2010-11 onwards
- Use of ICT for question paper printing of third year classes through following stages,
- Mailing coded soft copy to individual colleges shortly before each examination
- Arrangement for printing for question papers of Third Year University examination for 400 to 500 students by the College within an hour
- Conduct of each examination in time under new system
- University ICT team visits, inspects arrangements at each College prior to examination and conducts mock drills

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

**University organizes the meetings for guiding the Colleges about the process of autonomy.**

6.11 Activities and support from the Alumni Association

**The alumni association of College, Surge regularly conducts the following programmes every year**

- Annual get-together on the occasion of *Gurupurnima*. In this programme prizes are awarded by the association to the deserving students of the College from various fields such as NSS, NCC, Talent Academy, etc. Retired teachers of the College are invited as Chief Guest for addressing the audience.
- Annual musical programme called '*Shravansari*' is organised and in this programme past and current students showcase their talents.

**Some alumni have set-up their own NGOs and they offer their services and cooperation in conducting various activities of the College.**

6.12 Activities and support from the Parent-Teacher Association

- Even though a formal Parent-Teacher Association is to be formed there is sufficient involvement of parents and co-ordination of teachers in various activities such as,
- Support and permission for field visits, visit to NSS camp, accompanying students to competitions.

6.13 Development programmes for support staff

- Shri. Subhash Kale Chartered Accountant was invited to guide the office staff on the intricacies of accounting and auditing as required in their day-to-day work.

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

- **Tree plantation is done by the Chairman and members of management on the campus specially on 1<sup>st</sup> August every year which is the Foundation Day of the Vidya Prasarak Mandal, Thane and NSS volunteers take active part in it.**
- **Campus is maintained as 'Plastic Free' zone**
- **Solar street lights are installed on the campus**
- **The visible and extensive greenery on the campus is developed and maintained aesthetically and the Chairman of the VPM takes personal interest in it.**
- **The Green Audit of the College was conducted by the Paryavaran Dakshata Mandal and TA&P EHS Consultants Pvt. Ltd., Thane**

## 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.

**Installation of new office-record keeping facilities with innovative design. This design is very user friendly and enables quick retrieval of desired records and documents. It leads to high efficiency and time saving which enables faster services to the stakeholders, especially students.**

**The new record keeping facility also enjoy the following additional advantages,**

- **It is entirely moisture-proof and dust-proof and generally damage-proofs**
- **Preservation and maintenance is very easy**
- **It is a high security system giving protection from theft**

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

a. Plan of Action decided at the beginning of the year

• <b>To seek the approval for sanction of research fund of Rs. 100,000/- from Management</b>
• <b>To start Certificate Course in Social work for NSS volunteers</b>
• <b>To design and implement suitable ISR activities in and around Thane district</b>
• <b>To organize enrichment lectures for teaching and non-teaching staff, and also for students</b>
• <b>To introduce new optional subject of NCC at FYBCOM and FYBA level</b>
• <b>To start and complete the procedure for the introduction of Two-Years Integrated MLISc, MA in English and MA in Business Economics Courses from 2016-17</b>
• <b>To arrange for the conduct of the Green Audit of the College by suitable experts</b>
• <b>Up-gradation of the office record keeping facilities with modernized infrastructure</b>
• <b>Installation of high capacity generator for arts building</b>
• <b>Installation of Centralised Public Address System</b>
• <b>To initiate the migration of library database from Libsuite to Koha, the opensource Library Management software</b>
• <b>To complete the compilation of the Self-Study Report (Re-Accreditation Report) and to submit the same to NAAC</b>

b. Action Taken Report (ATR) on above plan

<ul style="list-style-type: none"> <li>• Amount was sanctioned</li> <li>• 10 Research Projects completed by teachers</li> <li>• 01 Research Project completed by students</li> <li>• Rs52,000 was disbursed out of the fund</li> </ul>
<ul style="list-style-type: none"> <li>• Started the Course in Social Work</li> </ul>
<ul style="list-style-type: none"> <li>• Conducted grooming programme by NSS for under-privileged school-going children from the neighbourhood</li> <li>• Signed MoU with <i>Parivartan Mahila Sanstha</i>, Dombivali an NGO working for educating the students in remote areas of Palghar district.</li> </ul>
<ul style="list-style-type: none"> <li>• Enrichment Lectures organized</li> </ul>
<ul style="list-style-type: none"> <li>• Procedure completed and LIC visited the College in this regard. Permission expected.</li> </ul>
<ul style="list-style-type: none"> <li>• Procedure completed and LIC visited the College in this regard. Permission expected.</li> </ul>
<ul style="list-style-type: none"> <li>• Green Audit was conducted by Paryavaran Dakshata Mandal and TA&amp;P EHS Consultants Pvt. Ltd., Thane</li> </ul>
<ul style="list-style-type: none"> <li>• Up-gradation office record-keeping facility completed</li> </ul>
<ul style="list-style-type: none"> <li>• Generator is installed</li> </ul>
<ul style="list-style-type: none"> <li>• Centralised Public Address System has been installed</li> </ul>
<ul style="list-style-type: none"> <li>• Initiated and completed the migration process</li> </ul>
<ul style="list-style-type: none"> <li>• Self-Study Report (Re-Accreditation Report) submitted to NAAC as per prescribed procedure</li> </ul>

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

**Following are the two best practices of the institution identified for this purpose,**

- 1. Activities of the Research Academy.**
- 2. Activities of the Speakers' Academy.**

For details please see **Annexure II**

7.4 Contribution to environmental awareness/protection

- **NSS activities- Tree plantation, rallies, camps, electricity conservation, etc.**
- **Nature Club activities- Tree plantation, bird watching**

7.5 Whether environmental audit was conducted?

**Yes**

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

#### **SWOT Analysis**

##### **Strength**

- **High quality of teaching input by the faculty**
- **Some of the students successfully pursue complementary courses and complete the same along-with graduation**
- **Increasing research activity of faculty**
- **Increasing research activity of students**
- **Excellent infrastructure**
- **Increasing and established good-will of the College as a preferred destination in and around Thane**
- **Increasing number of courses and programmes over the period of five years**

##### **Weakness**

- **A section of the students is found to lack motivation, study culture and self-study and revision habits due to it teaching inputs do not translate into high grade learning and results**
- **Inadequate system for tracking students' progression**
- **Constraints on adding to infrastructure space due to CRZ restrictions**
- **Existing space is being utilized to near-saturation point**

##### **Opportunities**

- **To enter in to more MoUs and provide value-added course benefits to the students**
- **To add to the post-graduation courses**
- **To increase the ISR activities**

##### **Threats**

- **Recent tendency of students to pursue multiple careers/courses simultaneously leading to unplanned overloads and low performance**
- **In recent years it is observed that there is an increasing tendency among the students to give more time and weightage to short-term exam-oriented study**

than to in-depth study of the subject

**Due to increasing range and volume of various curricular and co-curricular activities shortage of adequate time and space is often experienced leading to curtailment of proposed programmes and activities of the institution**

8. Plans of Institution for next year

- **External Academic Audit**
- **Completing the process of the 3<sup>rd</sup> Cycle of NAAC**
- **To arrange for guest lectures for teaching staff**
- **To arrange for guest lecture-cum-training sessions for non-teaching staff**
- **To fulfill the recommendations of Green Audit Report of 2015-16 and to conduct fresh Green Audit for 2016-17**
- **To seek approval from Management for research budget for the academic year 2016-17**
- **To customize the Koha library software as per the needs of the College library**
- **To continue the programme for grooming of the school going children from neighbourhood under the aegis of NSS**
- **To involve the persons from neighbourhood in the activities of NSS for creating awareness among them**

**To enter in to more MoUs with appropriate institutions to promote the curricular, co-curricular and ISR activities**



**Asst. Prof. Subhash G. Shinde**  
**Signature of the Coordinator, IQAC**



**Dr. (Mrs.) Shakuntala A. Singh**  
**Signature of the Chairperson, IQAC**

## Annexure- I

### Academic Calendar 2015-16

Arrangement of terms	1 <sup>st</sup> Term 08/06/2015 to 21/10/2015 2 <sup>nd</sup> Term 16/11/2015 to 02/05/2016
Opening Day of College	08/06/2015
International Yoga Day	21 June 2015
Address of the Principal (Degree College)	July / August 2015
Address of the Principal (Jr. College)	July 2015
<i>Sanskrit Din</i>	August 2015
Pre-National Conference Workshop	August 2015
Meeting of IQAC	September 2015
Submission of AQAR (2014-15) to NAAC	September-December 2015
First/Third Semester Exam (Degree College)	As per University Circular
FYJC First Unit Test	September 2015
Pre-National Conference Workshop	2 <sup>nd</sup> September 2015
V. Shantaram Film Festival	3 <sup>rd</sup> September 2015
Teachers Day	5 <sup>th</sup> September 2015
FYJC First Term Exam	October 2015
Jr. College Parents-Teachers' Meet	October and November 2015
TYBA/BCOM Semester V Exam	As per University circular
<i>Diwali Break</i>	22/10/15 to 15/11/15
Constitution Day celebration	26 <sup>th</sup> November 2015
Sports Festival	2 <sup>nd</sup> and 3 <sup>rd</sup> December 2015
<i>Navrang, (Annual gathering)</i>	December 2015
Annual prize distribution	23/12/2015
Winter Break	26/12/2015 to 01/01/2016
National Conference	8 <sup>th</sup> and 9 <sup>th</sup> January 2016
FYJC Second Unit Test	January 2016
<i>Gandharva (Inter-Collegiate Festival)</i>	January 2016
Swami Vivekananda Birth Anniversary	12 <sup>th</sup> January 2016



<b>Chrysalis (Inter- Collegiate Management Festival)</b>	<b>January 2016</b>
<b>Dr. V. N. Bedekar</b>	<b>20<sup>th</sup> February 2016</b>
<b>State level Intercollegiate Debate Competition</b>	
<b>Enrichment lectures of IQAC</b>	<b>January, February 2016</b>
<b>International Women's Day</b>	<b>8<sup>th</sup> March 2016</b>
<i>Savitribai Phule Smruti Din</i>	<b>10<sup>th</sup> March 2016</b>
<b>SYJC Board Exam</b>	<b>As per Board Circular</b>
<b>Second/Fourth Semester Exam (Degree College)</b>	<b>As per University Circular</b>
<b>TYBA/BCOM Semester VI Examination</b>	<b>As per University Circular</b>
<b>Release of College Magazine</b>	<b>April-June 2016</b>
<b>FYJC Second Term Exam</b>	<b>April 2016</b>
<b>Meeting of IQAC</b>	<b>April 2016</b>
<b>Celebration of Maharashtra Day</b>	<b>1<sup>st</sup> May 2016</b>
<b>Last Day of the Term</b>	<b>30/04/2016</b>

## **Annexure - II Best Practices**

### **Best Practice-1**

**1. Title of the Practice**

(This title should capture the keywords that describe the Practice.)

**Role of Research Academy as a medium for promoting research activities among students**

**2. Goal**

(Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words.)

**To provide a platform i. e. Research Academy for inculcating and developing research culture among the students.**

**Recent trends in education have widened the concept of higher education to include not only study of the curriculum but also appropriate work research work by the student in the subject area. Research work normally includes collection of reliable primary data analyzing and testing of the same methodically against a specified hypothesis and deriving unbiased conclusions.**

**Students master the curriculum in the normal course of study. However, this knowledge gets a practical touch and test of usefulness only when it is supported by appropriate research work conducted by the student. Thus, academic study of the curriculum and practically oriented research experience have become two important components of higher education.**

**3. The Context**

(Describe any particular contextual feature or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.)

**Completing the course in the College and acquiring the degree is a short-term goal for the student. In the longer term the graduating student must succeed in getting job placement in a competitive market, must be able to convert his theoretical knowledge into practical utility and thus prepare himself for a successful life in the real world.**

**For all this the research experience of the student plays a valuable role. Research builds up the ability of the student to observe and identify real life situations and problems, to study the same scientifically by collecting relevant data to devise appropriate hypothesis, and arrive at accurate conclusions which can be useful for designing workable solutions.**

**Hence, the College felt it necessary to develop research culture among its students.**

**4. The Practice**

(Describe the Practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any, in about 400 words.)

**Indian Higher Education is in the process of active globalization in recent years. The competition in the job market has also been increasing. Students of our College require not only the knowledge and skills available in their regular course or programme of the University, but they also require additional relevant and extra skills to give them a cutting edge. The research has gained great significance in the field of higher education internationally. In this context, it is felt that the Indian scenario needs to be strengthened.**

**The College has set up the Research Academy as a special body to meet the needs of building up research culture among the students.**

**Generally it is found that research element is prominent at post-graduate level whereas it is usually negligible at the undergraduate level. Hence, the efforts of the College to supplement the research content among students during their course period are significant.**

**The implementation of the practice involves the following stages,**

- **Formation of the Research Academy**
- **Appointment of Student Secretary and volunteers**
- **Appointment of teacher in-charge and other teacher members of the Academy**
- **Orienting the students towards research aptitude**
- **Organising research related lectures and programmes**
- **To undertake the membership drive for the Academy**
- **To inform students of research project which they can reasonably undertake**
- **To form student teams for undertaking research activity**
- **To keep record of completed projects**
- **Provision of research budget**
- **Allotment and disbursement out of the budget for specific projects**

**Some of the constraints and limitations are as follows:**

- **Less inclination of students towards research**
- **Shortage of time for students whose first preference is examination oriented study**
- **It has been experienced that the scope for research, development, patenting and consultancy is very high in Science faculty due to direct connection with manufacturing sector. Comparatively such scope is limited less and limited in Arts and Commerce faculty Colleges.**

## 5. Evidence of Success

(Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.)

**The following activities were successfully conducted by the Speakers' Academy in last five years,**

- **Research Project on 'Indian Culture and Heritage' was prepared and presented by the students**
- **Survey of students with distinction to understand their working habits, study techniques, etc.**
- **A study of pocket money, it's adequacy and utility**
- **Study of the features of the websites of the Colleges which secured more than 3.09 CGPA in the NAAC Assessment in 2013-14**
- **Lecture on 'Research in Everyday Life'**
- **Orientation lecture to students on research culture by the Principal**
- **Motivation to students by teachers**
- **Students from Research Academy conducted a mini-research project to ascertain the degree of addiction to alcoholic and tobacco products in the neighbourhood**
- **The students' research projects were completed and submitted for the 'Avishkar', which is a Research Competition for students and teachers organized by the University of Mumbai**

**The efforts of the College in this direction have become particularly relevant and useful in the light of recently introduced new curriculum for BA and BCOM Courses by the University of Mumbai from the academic year 2016-17 onwards. This new batch of students will be required to devote their final Semester VI entirely to research work.**

## 6. Problems Encountered and Resources Required

(Please identify the problems encountered and resources required to implement the practice in about 150 words.)

### **Problems**

**Due to increasing number of courses and divisions the College lectures are conducted throughout the day in shifts. Hence, programmes of the Academy are missed by many interested students as the timing clashes with the regular lecture times.**

**Difficulties in motivating large number of students.**

**Students are reluctant to devote time and energy for field work required for research.**

**Resources required include the following,**

**Access to primary and secondary data**

**Good library with proper Reference and Research Section**

**Funds for arranging guest lectures, programmes and other research related activities work**

**7. Notes (Optional)**

**(Any other information that may be relevant and important to the reader for adopting/implementing the Best Practice in their institution about 150 words.)**

**Any institution interested in implementing this Best Practice would be advised to constitute the Research Academy for students consisting of teachers and students. Further, it should provide for sufficient resources required for long periods. Teachers may take steps to motivate students in this direction even through personal advice. Provision of special Research Budget is advisable.**

## **Best Practice-2**

### **1. Title of the Practice**

(This title should capture the keywords that describe the Practice.)

**Developing the presentation and oratorical skills of students through Speakers' Academy**

### **2. Goal**

(Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words.)

**To provide a platform for students for the training and development of various aspects of their communication skills.**

**It is a prime objective of the Vidya Prasarak Mandal to provide educational facilities to all sections of society and especially those coming from lower socio-economic strata. There is a large section in the College which has studied in vernacular medium and hence, lack the confidence of fluent communication in English. Some students due to their timid nature are not comfortable in expressing themselves before an audience even in other languages such as Marathi and Hindi.**

**Considering the recent advances in communication technology and presentation styles in recent in the corporate and social world, every graduating student has to prepare and equip himself with all these communication skills to succeed in the outer world.**

**In this background the Speakers' is ideally fitted to fulfill the needs of students.**

### **3. The Context**

(Describe any particular contextual feature or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.)

**Possession of adequate and appropriate communication and presentation skills has become a pre-requisite for any candidate in today's employment market. Industry and employers today expect that their employees should have excellent inter-personal conversational skills, refined courtesy and etiquette in communications within and outside the organization, ability to analyse situations and form accurate conclusions and present the same at various informal formal audiences at meetings, conferences, etc.**

**Secondly, such skills are essential as a part of overall personality development.**

**Moreover, the student community is set to become the young citizens of modern society. They will be required to form their own independent and meaningful opinions on scores of debatable issues coming up from time to time in the world**

**around. Further, in serious issues they may have to present their opinions in suitable forums and undertake to lead society if required. All these are essentials for building up a knowledge society and a wise nation.**

**The role of the Speakers' Academy in preparing each and every students along these lines is crucial.**

**4. The Practice**

**(Describe the Practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any, in about 400 words.)**

**The practice involves the formation of Speakers' Academy. It is usually composed of students' secretary, student members, teacher in-charge and staff members.**

**The specific goals of the Speakers' Academy would cover the development of following skills of students,**

- **Listening skills**
- **Reading skills**
- **Thinking skills**
- **Opinion forming skills**
- **Speaking skills**
- **Debating skills**
- **Logical presentation of arguments**
- **Use of technical support for presentations such as Power-Point and other modes of ICT**
- **Voice Culture**
- **Ability to convince**
- **Protocol to be followed by the speakers on various occasions**
- **Overcome of stage-fright**

**The scope of the Speakers' Academy covers the following activities and responsibilities,**

- **Inaugural function**
- **Guest lectures by eminent speakers who can be observed by students as models**
- **Debating competitions**
- **Elocution competitions**
- **Guest lectures on specialized aspects of speaking such as voice culture, diction, tone, vocabulary, stress, pronunciation, comparing, oratory, etc.**
- **Holding competitions for students**
- **Sending students to participate in various competitions outside the College**

**The activities of the Speakers' Academy were planned and conducted in the light of the above.**

**5. Evidence of Success**

(Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.)

**The following activities were successfully conducted by the Speakers' Academy in the last two years,**

- **Briefing students about benefits of skill development from the Academy**
- **Lecture on 'Vitality of Oratory Skills in One's Professional Career'**
- **Lecture on 'Voice Culture'**
- **Three Day Lecture series on '*Bhashan Kaushslya*' in Marathi, Hindi and English**
- **Lecture on Effective Presentation Skills**
- **Lecture on 'Nivedanache Tantra' i. e. compering and anchoring skills**
- **Essay writing, slogan writing and elocution competitions**
- **Extempore competitions**
- **Half-day workshop titled '*Bol Bindhaas*' basic skills like handling the mike, stage posture, voice modulation and gestures, etc. in association with the Scholars' Academy**
- **Debate on 'Digital India' organized by the Maharashtra Times, a leading Marathi daily**
- **Book Review Competition**
- **Ten Days Workshop on Voice Culture and Effective PR Skills**

**Student members of Speakers' Academy have won various prizes at different levels.**

**Around 160 students have benefitted from the various activities of the Speakers' Academy. These activities have helped students to improve their overall personality, confidence levels and employability.**

**The experience of the College in the Placement Cell activities shows that good speakers are preferred candidates for employment.**



6. **Problems Encountered and Resources Required**  
(Please identify the problems encountered and resources required to implement the practice in about 150 words.)

**Problems**

**Due to increasing number of courses and divisions the College lectures are conducted throughout the day in shifts. Hence, programmes of the Academy are missed by many interested students as the timing clashes with the regular lecture times.**

**Difficulties in motivating large number of students.**

**Resources required include the following,**

**Auditorium, halls, conference room, etc. for conducting various programees and activities**

**Audio system**

**Funds for arranging guest lectures**

7. **Notes (Optional)**  
(Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution about 150 words.)

**Any institution interested in implementing this Best Practice would be advised to constitute the Speakers' Academy consisting of teachers and students. Further, it should provide for sufficient room space and required infrastructure along-with funds. Teachers may take steps to motivate students in this direction even through personal advice.**

8. **Contact Details**

**Name of the Principal: Dr. (Mrs.) Shakuntala A. Singh**

**Name of the Institution: VPM's K. G. Joshi College of Arts and N. G. Bedekar  
College of Commerce, Thane**

**City: Thane**

**Pin Code: 400601**