

**Annual Quality Assurance Report (AQAR)**  
**(2016-17)**

**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 Bunder Road

Address Line 2

Thane (West) -400 601

City/Town

Thane

State

Maharashtra

Pin Code

400601

Institution e-mail address

joshibedekar@gmail.com

Contact Nos.

9223346098, 9004690472, 9920048869, 022-25332412, 022-253392072, 022-25446555

Name of the Head of the Institution:

Dr. (Mrs.) Suchitra A. Naik

Tel. No. with STD Code:

022-25332412, 022-25446555

Mobile:

9223346098, 9004690472

Name of the IQAC Co-ordinator:

Associate Prof. (Mrs.) Neeta N. Pathak

Mobile:

9920048869

IQAC e-mail address:

jbenaac@gmail.com

1.3 NAAC Track ID

MHCOGN 10705

1.4 NAAC Executive Committee No. & Date:

EC(SC)/18/A&A/52.3 dated 05/11/2016

1.5 Website address:

<http://www.vpmthane.org/JBC/index.php>

Web-link of the AQAR:

<http://www.vpmthane.org/JBC/iqac.php>

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	80.75	2003	2008
2	2nd Cycle	A	3.09	2011	2016
3	3rd Cycle	A	3.10	2016	2021
4	4th Cycle	-	-	-	-

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

30/09/2005

1.8 AQAR for the year

2016-2017

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

**This is the first AQAR after the latest Assessment and Accreditation by NAAC**

### 1.10 Institutional Status

University: State  Central  Deemed  Private

Affiliated College: Yes  No

Constituent College:  Yes  No

Autonomous college of UGC: Yes  No

Regulatory Agency approved Institution: Yes  **UGC** No

Type of Institution: Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme:

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  Internation  National  State  Institution Level

(ii) Themes

1. Financial Literacy
2. Role of ICT in Administration
3. Sexual Harassment at Work Place
4. Cyber Safety

## 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. 50,000/- was approved by the Management on the recommendation of IQAC**
- Students from Research Academy presented research projects on 'Group Insurance, Demonetisation, RTI Act, Cell Phone Habits etc. at Avishkar (University Level Competition)**
- Conducted Certificate Course in Social Work for NSS volunteers**
- Conducted grooming programme by NSS for under-privileged school-going children from the neighborhood 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.**
- Mr. Amansingh Chawla and Mr. Dalveer Reel were invited to guide the office staff on 'Financial Literacy', and 'Use of ICT in Administration' respectively.**
- The Late Dr. V. N. Bedekar State Level Debate Competition, which was initiated in 2015-16, was continued for the second year**
- Completed the procedure for the introduction of NCC subject as a new optional subject against Foundation Course for FYBA and FYBCOM.**
- Completed the procedure for the introduction of Two-Years Integrated MLISc, MA in English and MA in Business Economics Courses.**
- The college was Re-Accredited by NAAC in the Third Cycle in November, 2016 and was awarded 'A' Grade with CGPA 3.10**

## 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

<i>Plan of Action</i>	<i>Achievements</i>
<ul style="list-style-type: none"> <li>To seek the approval for sanction of research fund of Rs. 50,000/- from Management</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Amount was sanctioned</li> <li><input type="checkbox"/> 10 Research Projects completed by teachers</li> <li><input type="checkbox"/> Rs.50,000 were disbursed out of the fund</li> </ul>
<ul style="list-style-type: none"> <li>To continue with Certificate Course in Social work for NSS volunteers</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conducted the course from 22/06/2016 to 29/06/2016 for a batch of 25 students.</li> </ul>
<ul style="list-style-type: none"> <li>To organise enrichment workshops / lectures for teaching and non-teaching staff and also for the students.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A workshop was organised on ‘Financial Literacy’ by Mr. Amansingh Chawla for Teaching and Non-teaching staff on 29/10/2016</li> <li><input type="checkbox"/> Mr.Dalveer Reel was invited to guide the office staff on ‘Use of ICT in Administration’</li> <li><input type="checkbox"/> A lecture was organised on ‘Outcome Based Learning’ by Dr. Nitin Joshi for Teaching staff on 05/08/2016.</li> <li><input type="checkbox"/> A lecture was organised on ‘Investments in Stock Market’ by CA Nikhilesh Soman for Teaching staff 06/08/2016.</li> <li><input type="checkbox"/> A lecture was organised on ‘Skills for Success’ by Mr. Narayanan Iyer for Teaching staff on 27/08/2016.</li> <li><input type="checkbox"/> An Online Training Course of seven days was organised on ‘Skills for Success’ by ‘Grow Your Skills’ – an Online Course conducting firm of Mr. Narayanan Iyer for Teaching staff in September 2016.</li> </ul>

<ul style="list-style-type: none"> <li>• To arrange guest lecture on Research Methodology for the First Year students.</li> </ul>	<input type="checkbox"/> Arranged a guest lecture on 07/10/2016 by Prof. Sangeeta Das for FYBCOM students on 'Basics of Research'.
<ul style="list-style-type: none"> <li>• To arrange guest lecture on Research Methodology for teachers.</li> </ul>	<input type="checkbox"/> Arranged a guest lecture on Research Methodology on 01/04/2017 by Dr. Sudhakar Agarkar.
<ul style="list-style-type: none"> <li>• To start lectures of 'Entry in Service Scheme of UGC'</li> </ul>	<input type="checkbox"/> Conducted lectures for the students enrolled under this scheme.
<ul style="list-style-type: none"> <li>• To start the Remedial Coaching Scheme of UGC for FY and SY BA/BCOM students.</li> </ul>	<input type="checkbox"/> Conducted Remedial Lectures from July 2016.
<ul style="list-style-type: none"> <li>• To conduct Remedial Lectures for TYBCOM students in the subjects like Business Economics, Commerce and Export Marketing.</li> </ul>	<input type="checkbox"/> Conducted Remedial Lectures
<ul style="list-style-type: none"> <li>• To identify Advanced learners from TYBCOM and provide special set of advanced reference books to them from the library.</li> </ul>	<input type="checkbox"/> Identified Advanced learners on the basis of results of SYBCOM and special set of advanced reference books was given to them from the library to encourage self-learning and wider reading.
<ul style="list-style-type: none"> <li>• To continue the ISR activities in and around Thane district</li> </ul>	<input type="checkbox"/> Started grooming programme for under-privileged children from the neighbourhood from September 2016. <input type="checkbox"/> Continued collaboration with <i>Parivartan Mahila Sanstha</i> , Dombivali an NGO working for educating the students in remote areas of Palghar district.
<ul style="list-style-type: none"> <li>• To start certificate course in <i>Modi Script</i></li> </ul>	<input type="checkbox"/> Conducted from 08/07/2016 to 08/08/2016

<ul style="list-style-type: none"> <li>• To complete admission procedure of new optional subject of Foundation Course NCC-I at FYBCOM and FYBA level</li> </ul>	<input type="checkbox"/> Permission was received and enrolment of 4 students from FYBA and 2 students from FYBCOM was completed.
<ul style="list-style-type: none"> <li>• To start certificate courses in Photography, Screen Writing, Voice Modulation and Sound Designing.</li> </ul>	<input type="checkbox"/> Certificate course in Photography was conducted from 11/08/2016 to 24/08/2016 <input type="checkbox"/> Certificate course in Screen Writing and <input type="checkbox"/> Certificate course in Voice Modulation and Sound Designing was conducted in October 2016.
<ul style="list-style-type: none"> <li>• To complete the admission procedure of Two Years Integrated MLISc, MA in English and MA in Business Economics Courses</li> </ul>	<input type="checkbox"/> Permissions received and Enrolment completed for 2016-17
<ul style="list-style-type: none"> <li>• To give necessary orientation and clarification to new batch of FYBA students of 2016-17 in wake of proposed revisions in syllabus and examination patterns.</li> </ul>	<input type="checkbox"/> Conducted orientation programme for FYBA students on 06/10/2016 and for clarity in November 2016 common examination time-table of FYBA Semester-I declared by University of Mumbai, especially for optional subjects in various combinations in alphabetical order.
<ul style="list-style-type: none"> <li>• To customise the KOHA Library Management Software</li> </ul>	<input type="checkbox"/> Completed
<ul style="list-style-type: none"> <li>• To prepare for the Peer Team Visit of NAAC for Third cycle and complete the Re-Accreditation process</li> </ul>	<input type="checkbox"/> Completed and Re-accredited by NAAC with 'A' Grade in Third Cycle with CGPA 3.10
<ul style="list-style-type: none"> <li>• ISO certification</li> </ul>	<input type="checkbox"/> Awarded ISO 9001:2015 Certificate



<ul style="list-style-type: none"> <li>• Convocation Ceremony and Distribution of Degree Certificate</li> </ul>	<input type="checkbox"/> Convocation ceremony was conducted and Degree certificates were distributed on 08/04/2017 to the Third Year students of all the courses.
<ul style="list-style-type: none"> <li>• To Initiate Dr. V. N. Bedekar Memorial Lecture series</li> </ul>	<input type="checkbox"/> Till April 2017 six lectures were conducted.
<ul style="list-style-type: none"> <li>• To conduct Late Dr. V. N. Bedekar State Level Debate Competition</li> </ul>	<input type="checkbox"/> The competition was conducted on 20/02/2017
<ul style="list-style-type: none"> <li>• To start the process of issuing new Smart-Identity- cum- ATM cards to the students and staff to enable digital payment of fees etc.</li> </ul>	<input type="checkbox"/> Issued Smart-Identity- cum- ATM cards to the students
* Attach the Academic Calendar of the year as Annexure: <b>Annexure-I (Pg.52)</b>	

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 AQAR for the academic year 2016-17 was placed before the teaching staff and management on 16<sup>th</sup> October 2017. 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/comm/final%20vpm%20web/index3.html](http://www.vpmthane.org/comm/final%20vpm%20web/index3.html)**

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	<b>01</b>	-	<b>01</b>	-
PG	<b>10</b>	<b>03</b>	<b>10</b>	-
UG	<b>09</b>	-	<b>07</b>	-
PG Diploma	<b>01</b>	-	<b>01</b>	<b>01</b>
Advanced Diploma	<b>NIL</b>	-	-	-
Diploma	<b>NIL</b>	-	-	-
Certificate	<b>04</b>	<b>01</b>	<b>04</b>	-
Others	<b>01</b>	-	<b>01</b>	-
<b>Total</b>	<b>26</b>	<b>04</b>	<b>24</b>	<b>01</b>

Interdisciplinary	-	-	-	-
Innovative	<b>04</b>	<b>04</b>	-	-

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

**The University of Mumbai has introduced Choice Based Credit, Grading and Semester System i.e. CBCGS for all UG courses from 2016-17 First Year batch onwards.**

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

Pattern	Number of programmes
Semester	<b>18</b>
Trimester	<b>NIL</b>
Annual	<b>01</b>

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: **Annexure-II (Pg.54)***

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

- **Yes. There is regular revision of syllabi of various courses and programmes conducted in college. The Board of Studies of each subject / course and programme of University of Mumbai reviews, modifies and updates the syllabi from time to time**
- **FYBA and FYBCom syllabus was revised by the University of Mumbai in the academic year 2016-2017. Likewise, the syllabi of the FYBMS, FYBBI, FYBFM, FYBAF and TYBMM programmes were also revised by the University of Mumbai in the academic year 2016-2017**
- **Revision of syllabi is need-based which includes addition of new topics, deletion of outdated topics and restructuring of selected topics from one semester to other. This is done under the aegis of the Board of Studies in different subjects**

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

**Yes, For Integrated course of MLISc –07 students, MA English –10 students and MA Business Economics –17 students were enrolled.**

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>34</b>	<b>26</b>	<b>07</b>	<b>01</b>	<b>-</b>

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

**13**

#### 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
-	<b>06</b>	-	-	-	-	-	-	-	<b>06</b>

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

**97**

#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	<b>07</b>	<b>85</b>	<b>10</b>
Presented papers	<b>07</b>	<b>30</b>	<b>02</b>
Resource Persons	<b>03</b>	<b>03</b>	<b>04</b>

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

**The College encourages 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 and Documentary Screening, Use of YouTube videos, power-point presentations, Paper presentations by students, Role play, Play performance, JAM sessions in English Tutorials, Management Games and alike.**

#### 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:**

- Barcoded answer-books are being used for the V<sup>th</sup> and VI<sup>th</sup> Semester of Third year classes of all courses**
- In-house composing and printing of question papers**
- All First Year Question Papers are received online by the college from the University and prints are taken by the College on the same day one hour before the commencement of examination**
- Pattern for FYBA and FYBCOM programmes has been changed from 75/25 to 100/0 by the University of Mumbai during the year**
- There is high security system in the college for monitoring printing, custody and distribution of question papers of all programmes of University of Mumbai**
- The college has been selected as CAP Centre by the University of Mumbai for On Screen Marking of semester –VI of TY and PG programmes for April 2017 Exams**
- Moderation and Revaluation is done as per the University rules**
- Photocopy of answer-book at all levels is provided as per the University rules**
- There is Vigilance Committee of University of Mumbai and College to supervise various examinations conducted in the college**

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 17

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Grades (In %)					
		0	A	B	C	D	E
<b>TYBA</b>	<b>310</b>	<b>6.1</b>	<b>34.2</b>	<b>25.8</b>	<b>11.0</b>	<b>3.5</b>	<b>4.2</b>
<b>TYBCOM</b>	<b>470</b>	<b>7.7</b>	<b>37.0</b>	<b>24.5</b>	<b>11.7</b>	<b>5.5</b>	<b>3.2</b>
<b>TYBMS</b>	<b>261</b>	<b>0.0</b>	<b>13.8</b>	<b>23.8</b>	<b>27.6</b>	<b>9.2</b>	<b>5.0</b>
<b>TYBCOM (BANKING &amp; INSURANCE)</b>	<b>112</b>	<b>0.0</b>	<b>16.1</b>	<b>28.6</b>	<b>31.3</b>	<b>11.6</b>	<b>4.5</b>
<b>TYBCOM (ACCOUNTING &amp; FINANCE)</b>	<b>117</b>	<b>0.6</b>	<b>50.3</b>	<b>22.6</b>	<b>13.6</b>	<b>2.8</b>	<b>1.7</b>
<b>TYBCOM (FINANCIAL MARKET)</b>	<b>48</b>	<b>0.0</b>	<b>16.7</b>	<b>25.0</b>	<b>29.2</b>	<b>14.6</b>	<b>0.0</b>
<b>TYBMM (ENGLISH)</b>	<b>93</b>	<b>0.0</b>	<b>5.4</b>	<b>16.1</b>	<b>25.8</b>	<b>22.6</b>	<b>10.8</b>
<b>TYBMM (MARATHI)</b>	<b>44</b>	<b>0.0</b>	<b>4.5</b>	<b>18.2</b>	<b>29.5</b>	<b>18.2</b>	<b>6.8</b>
<b>MACJ</b>	<b>8</b>	<b>37.5</b>	<b>37.5</b>	<b>12.5</b>	<b>12.5</b>	<b>0.0</b>	<b>0.0</b>
<b>MA IN HINDI</b>	<b>5</b>	<b>60.0</b>	<b>20.0</b>	<b>20.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>MA IN BUSINESS ECONOMICS</b>	<b>13</b>	<b>0.0</b>	<b>15.4</b>	<b>7.7</b>	<b>23.1</b>	<b>0.0</b>	<b>0.0</b>
<b>MA IN ENGLISH</b>	<b>9</b>	<b>11.1</b>	<b>33.3</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>MA IN PHILOSOPHY</b>	<b>5</b>	<b>0.0</b>	<b>80.0</b>	<b>20.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>MCOM (ADVANCED ACCOUNTANCY)</b>	<b>38</b>	<b>0.0</b>	<b>55.3</b>	<b>39.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>MCOM (BUSINESS MANAGEMENT)</b>	<b>31</b>	<b>6.5</b>	<b>29.0</b>	<b>35.5</b>	<b>16.1</b>	<b>3.2</b>	<b>0.0</b>
<b>MCOM (BANKING AND FINANCE)</b>	<b>48</b>	<b>0.0</b>	<b>54.2</b>	<b>35.4</b>	<b>4.2</b>	<b>0.0</b>	<b>0.0</b>
<b>M.Lib.I.S.C.</b>	<b>6</b>	<b>0.0</b>	<b>16.7</b>	<b>16.7</b>	<b>16.7</b>	<b>0.0</b>	<b>0.0</b>

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



2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	<b>04</b>
UGC – Faculty Improvement Programme	<b>02</b>
HRD programmes	<b>Nil</b>
Orientation programmes	<b>Nil</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>03</b>
Others	<b>Nil</b>

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	<b>67</b>	<b>10</b>	-	<b>03</b>
Technical Staff	<b>01</b>	-	-	-

### Criterion – III

#### 3. Research, Consultancy and Extension

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

- **The college has very active Research Committee for teachers and Research Academy for students.**
- **The committee encourages the teachers and students to participate in various conferences to present their papers.**
- **Guidance lectures on research writing are organised for teachers and students.**
- **Faculty members are motivated to pursue Minor and Major Research projects.**
- **The management sanctions research budget for Research Projects.**
- **Felicitation of the teachers and students for their achievements in the project work.**
- **Teachers are encouraged to avail Faculty Improvement Programme (FIP) facility as per the scheme of UGC for Ph.D**

##### 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>-</b>	<b>-</b>
<b>Outlay in Rs. Lakhs</b>	<b>-</b>	<b>Rs. 1.25 lakh</b>	<b>Rs. 1.5 lakh</b>	<b>-</b>

##### 3.4 Details on research publications

	<b>International</b>	<b>National</b>	<b>Others</b>
<b>Peer Review Journals</b>	<b>02</b>	<b>03</b>	<b>-</b>
<b>Non-Peer Review Journals</b>	<b>-</b>	<b>04</b>	<b>-</b>
<b>e-Journals</b>	<b>02</b>	<b>-</b>	<b>-</b>
<b>Conference proceedings</b>	<b>-</b>	<b>10</b>	<b>-</b>



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	<b>02 Years</b>	<b>UGC</b>	<b>Rs1,50,000</b>	<b>Rs1,25,000</b>
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	<b>01 Year</b>	<b>College Management</b>	<b>Rs.1,00,000</b>	<b>Rs.50,000</b>
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	<b>01 Year</b>	<b>Asiatic Society of Mumbai</b>	<b>Rs.9800/-</b>	<b>Rs.9800/-</b>
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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	<b>01</b>	-	-	-
Sponsoring agencies	-	<b>College</b>	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons 12

3.13 No. of collaborations International 02 National 02 Any other 03

3.14 No. of linkages created during this year NIL

3.15 Total budget for research for current year in lakhs: Rs.1 lakh

From Funding agency - From Management of University/College Rs.1 lakh

**Total** Rs.1 lakh

3.16 No. of patents received this year

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

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 06

and students registered under them 06

3.19 No. of Ph.D. awarded by faculty from the Institution 04

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   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

**NSS volunteers participated in:**

1. Sale of *Rakhis* made by multi-disabled students from NGO 'Sobati Foundation'
2. Notebooks and clothes distribution to needy students from the adopted area and adopted village
3. Organisation of '*Sanskar Shibir*' for the students in the adopted area.
4. Pulse polio campaign with Wadia Hospital (Thane Municipal Corporation)
5. Tree plantation at Saket ground and in the campus.
6. Participation in 'Organ Donation' rally organised by Civil Hospital, Thane
7. Check-dam construction at the adopted village
8. Organisation of health check-up camp at the adopted village
9. Blood Donation Camp
10. Voters' ID Awareness Campaign
11. Anti- Narcotic Drive
12. A seven-day Residential Camp was organised at '*Anudanit Ashram Shala*', Talwali, Murbad
13. Helping visually challenged students for preparing and writing the papers in examinations.

**NCC Naval and Army units participated in:**

1. Pulse Polio Campaign
2. *Swachha Bharat Abhiyan*
3. Run for Unity
4. Constitutional Day
5. Blood Donation Camp
6. Traffic Control Assistance on Ganapati Immersion day
7. AIDS Awareness Rally
8. Preparation of Saplings and Tree Plantation
9. Anti – Narcotic campaign
10. Crowd control at Bank of India, Thane during Demonetisation
11. Drill Competition
12. Awareness regarding Traffic rules

**Students participated in following WDC activities**

- 1. Self-defence programme**
- 2. Gender sensitivity programme**
- 3. Half – day workshop on ‘Sexual Harassment at work place’**
- 4. Women alumni felicitation for their achievements**

**Students participated in following DLLE Activities (Department of Life Long Learning Extension Activities)**

- 1. ‘Status of women’ – Survey**
- 2. National Institute of Open Schooling**
- 3. Population Education Club**
- 4. Career Projects**

**Counselling Cell conducted following activities:**

- 1. Personal Counselling**
- 2. De-addiction initiative**
- 3. Group counselling**
- 4. Training of teachers**
- 5. Counselling for students of North-East**

## 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	<b>10.5 acres</b>	-	-	<b>10.5 acres</b>
Class rooms	<b>53</b>	-	-	<b>53</b>
Laboratories	<b>05</b>	-	-	<b>05</b>
Seminar Halls	<b>04</b>	-	-	<b>04</b>
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	<b>352</b>	<b>04</b>	<b>UGC and College fund</b>	<b>356</b>
Value of the equipment purchased during the year (Rs. in Lakhs)	<b>Rs.90.28 lakhs</b>	<b>Rs.2.30 lakhs</b>	<b>UGC and College fund</b>	<b>Rs.92.59 lakhs</b>
Others	-	-	-	-

## 4.2 Computerization of administration and library

**Library of the college is completely automated using KOHA open source library management software. Online Public Access Catalogue (OPAC) is provided to the users. Students are using the OPAC extensively for searching the required books and journals. The library is connected with the other four libraries on the campus and an integrated OPAC of the holding is made available to all users. Inter-library loan of books is provided to the students and teachers on demand. Web-OPAC of the library is made available at [www.vpmthane.org](http://www.vpmthane.org).**

**The library provides online access facility to the students and faculty members to the internationally reputed commercial databases like JSTOR, ProQuest, Manupatra, UGC N-LIST, Dictionary of Scientific Biographies, and open access databases viz. Shodhaganga, Open J-Gate, DOAJ, PubMed, SSRN, COCHRANE. Digital Repository of Vidya Prasarak Mandal's institutional research publications has been created and made available at <http://dspace.vpmthane.org:8080/jspui/index.jsp>. Library uploads previous three years' question papers for all the classes / subjects on our website and students can use link [http://www.vpmthane.org/comm/Q\\_paper.html](http://www.vpmthane.org/comm/Q_paper.html) to get e-question papers.**

**'Jnanprabha' is an interface to access library resources and services through a single access and management point for users. Users can get full text access to the subscribed databases. In addition to it we have shortlisted the quality open access databases and provided links. It is our effort to strengthen this portal by adding more updated and useful information for users.**

**Administrative office of the college is completely automated using in-house software. Right from admission to result all functions are computerised.**

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (in Rs.)	No.	Value(in Rs.)	No.	Value(in Rs.)
Text Books	<b>23708</b>	<b>2346534.01</b>	<b>1035</b>	<b>343219.00</b>	<b>24743</b>	<b>2689753.01</b>
Reference Books	<b>68188</b>	<b>23162989.07</b>	<b>1937</b>	<b>596423.00</b>	<b>70125</b>	<b>23759412.07</b>
e-Books	-	-	-	-	-	-
Journals	<b>161</b>	<b>131107.00</b>	<b>01</b>	<b>400.00</b>	<b>162</b>	<b>131507.00</b>
e-Journals	-	-	-	-	-	-
Digital Database	<b>20</b>	<b>1008393.00</b>	<b>07</b>	<b>615000.00</b>	<b>27</b>	<b>1623393.00</b>
CD & Video	<b>1101</b>	<b>65561.00</b>	-	-	<b>1101</b>	<b>65561.00</b>
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	<b>162</b>	<b>03</b>	<b>36 mbps leased line</b>	-	<b>02</b>	<b>01</b>	-	-
Added	<b>03</b>	-	-	-	-	-	-	-
Total	<b>165</b>	-	-	-	<b>02</b>	<b>01</b>	-	-



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

- **Motivational and training programmes are conducted for office staff.**
- **Library conducts orientation programmes explaining the use of OPAC system, web-OPAC etc. to the teachers and students.**
- **Orientation to students and teachers in making use of online resources.**

4.6 Amount spent on maintenance in lakhs :

i) ICT	<b>Rs. 11.73 lakhs</b>
ii) Campus Infrastructure and facilities	<b>Rs.1.85 lakhs</b>
iii) Equipment	<b>Rs. 1.71 lakhs</b>
iv) Others	<b>Rs. 0.34 lakhs</b>
<b>Total :</b>	<b>Rs. 15.64 lakhs</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**
- Updates are made available on college website [www.vpmthane.org/jbc/index.php](http://www.vpmthane.org/jbc/index.php)**
- 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

- Records of Transfer Certificate and Migration Certificate are maintained by the office.**
- Efforts in this direction are largely informal by way of interaction with the past students when they come to meet teachers occasionally.**
- The Alumni Association, 'Surge' remains in touch with the 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 progression**

5.3 (a) Total Number of students

	UG	PG	Ph. D.	Others
<b>Aided</b>	<b>2370</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Unaided</b>	<b>2729</b>	<b>394</b>	<b>01</b>	<b>16</b>
<b>Total</b>	<b>5099</b>	<b>394</b>	<b>01</b>	<b>16</b>

(b) No. of students outside the state

**Aided – 0 Unaided - 21**

(c) No. of international students

**NIL**

Men			Women		
	No	%		No	%
<b>Aided</b>	<b>842</b>	<b>35.53</b>	<b>Aided</b>	<b>1528</b>	<b>64.47</b>
<b>Unaided</b>	<b>1027</b>	<b>37.63</b>	<b>Unaided</b>	<b>1702</b>	<b>62.37</b>

Last Year (2015-16)							This Year (2016-17)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>Aided</b>	<b>1373</b>	<b>350</b>	<b>119</b>	<b>717</b>	<b>05</b>	<b>2564</b>	<b>1677</b>	<b>344</b>	<b>108</b>	<b>234</b>	<b>07</b>	<b>2370</b>
<b>Unaided</b>	<b>1610</b>	<b>415</b>	<b>57</b>	<b>742</b>	<b>--</b>	<b>2824</b>	<b>1494</b>	<b>419</b>	<b>66</b>	<b>744</b>	<b>06</b>	<b>2729</b>

Demand ratio:

Aided		Unaided			
Class	Ratio	Class	Ratio	Class	Ratio
FYBCOM	11:1	FYBMS	5:1	MCOM (BM)	1:1
FYBA	4:1	FYBMM (ENGLISH)	4:1	MCOM (BI)	2:1
		FYBMM (MARATHI)	1:1	MCOM (ADV. ACC)	3:1
		FYBAF	9:1	MA (HINDI)	1:1
		FYBBI	5:1	MA (PHILOSOPHY)	1:1
		FYFM	1:1	MA (ENGLISH)	1:1
				MA (BUS. ECONOMICS)	1:1

Dropout % :

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

**For the students belonging to SC/ST/ OBC (Non creamy layer/ Minority communities), the college implements the 'Entry in service scheme of UGC' wherein they are given the coaching for various competitive examinations. The study material in the form of books, journals, magazines, gazetteers and other related material is made available in the library.**

No. of student beneficiaries

5.5 No. of students qualified in these examinations

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

## 5.6 Details of student counselling and career guidance

**Counselling Cell provides counselling to the students and stakeholders in the following way:**

- **I to VI sessions are conducted according to the needs of the clients**
- **Parents, teachers and friends of respective clients are included in counselling whenever required**
- **Therapies Used: Person Centred Therapy, REBT, Milieu Therapy and Eclectic Approach**
- **Group Counselling sessions are conducted**
- **Tests Used: 1. Beck's Depression Inventory 2. State-Trait Anxiety Inventory**

**The cell also conducts career counselling activities which include:**

- 1. Aptitude Test**
- 2. Interest Inventory**
- 3. Personality Test**
- 4. Intelligence Test**
- 5. Lectures conducted**

No. of students benefitted

**149**

The Career Guidance and Placement Cell of the college conducted following activities:

**1. Career Guidance Programmes:**

Sr. No.	Date	Description of the programme
1.	17/05/2016	TechnoServe orientation on training and placement programme for final year students of 2015-16 batch by MoU partner TechnoServe which is supported by Citi Group.
2.	17/05/2016	Orientation of Barclays Youth Employability Programme for final year students of 2016-17
3.	13/07/2016	Veena World Orientation representative addressed students of all classes to create awareness about certificate course in tourism industry.
4.	02/12/2016	Orientation on Creating Employment & Empowerment through Youth Development Programme of 100 Hours of training was provided in the field of 'Professional Skill and Professional English' to help in placement for TYBCom students by MoU partner TechnoServe which is supported by Citi Group.
5.	09/12/2016	Orientation on training programme along with Counselling Cell, L'Oreal and LabourNet to promote entrepreneurship among girl students in the field of Lancing and Beauty Advisor.
6.	03/01/2017	Orientation on Creating Employment & Empowerment through Youth Development Programme of 100 Hours of training was provided in the field of 'Professional Skill & Professional English to help in placement for final year Self-Finance students by MoU partner TechnoServe which is supported by Citi Group.

## 2. Training programmes:

Sr. No.	Date	Description of the programme									
1.	18/05/2016	Youth Employability Programme of 90 Hours of training was provided in the field of 'Professional Skill and Professional English' to help in placement for 30 TYBMS students									
2.	11/08/016	Workshop on Negotiation Skill by CA Nilesh More for the students of FY, SY and TY classes.									
3.	01/12/2016 to 28/02/2017	Tally 9 training programme was conducted at a concessional cost of Rs. 500 (Actual cost of programme was Rs.8000) per student for 55 First year Accounting Finance Students									
4.	03/01/2017	Creating Employment & Empowerment through Youth Development Programme of 100 Hours of training was provided in the field of 'Professional Skill & Professional English' to help in placement for Self Finance Students by MoU partner TechnoServe which is supported by Citi Group.									
		<table border="1"> <thead> <tr> <th>Batch</th> <th>Date</th> <th>No. of Students</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>09.01.2017</td> <td>37 (TYBBI) + 11 (TYBMS)</td> </tr> <tr> <td>02</td> <td>10.01.2017</td> <td>32(TYBAF)+ 9(TYBMS)+ 2 (TYBFM)</td> </tr> </tbody> </table>	Batch	Date	No. of Students	01	09.01.2017	37 (TYBBI) + 11 (TYBMS)	02	10.01.2017	32(TYBAF)+ 9(TYBMS)+ 2 (TYBFM)
		Batch	Date	No. of Students							
		01	09.01.2017	37 (TYBBI) + 11 (TYBMS)							
02	10.01.2017	32(TYBAF)+ 9(TYBMS)+ 2 (TYBFM)									
5.	02/02/2017	Workshop on Resume Writing, Group Discussion and Personal Interview for all final year Aided students by MoU partner TechnoServe which is supported by Citi Group.									
6.	04/02/2017	Workshop on Resume Writing, Group Discussion and Personal Interview for all final year self-finance Students by MoU partner TechnoServe which is supported by Citi Group.									

### 3. Promoting Entrepreneurship

Sr. No.	Date	Description of the programme
1.	09/12 /2016	Along with Counselling Cell, L'Oreal and LabourNet promoted entrepreneurship among 13 girl students in the field of Lancing and Beauty Advisor where 3 months of training (Theory and Practical) is being provided. Students completed Two month Internship at parlours for their hands on experience.

### 4. Certificate Course

Sr.No.	Date	Course	No. of Students
1.	04/10/2016	Certificate Course in Financial Market by Krisha Educare	39
2.	10/10/2016	Certificate Course in Travel & Tourism by Veena World	46

No. of students benefitted

571
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### 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	Number of Students Placed
13	1367	198		29



## 5.8 Details of gender sensitization programmes

- 1. Women Development Cell (WDC) organised self-defence programme for girl students in collaboration with Sports Academy from 19/09/2016 to 1/10/2016. Thirty-five students participated in the programme.**
- 2. On 26th August 2016, WDC organised a programme on ‘Gender Sensitivity’. The programme was organised in collaboration with YWCA (Young Women’s Christian Association). Ms. Chipsy Renji was the guest speaker. On this occasion group discussion was also organised.**
- 3. A unique programme was organised by WDC on 1st October, 2016 to felicitate girl students from alumni who have excelled in different fields.**
- 4. WDC organised A Half Day Workshop on ‘Sexual Harassment at Work Place’ on 27th February 2017.**
- 5. WDC celebrated ‘International Women’s Day’. The programme was organised titled ‘Representation of Woman in Literature’ and ‘Kranti Jyoti Savitribai Phule Smruti Din’ was observed**
- 6. NSS organised a lecture on ‘Gender Justice’ by Prof. P.P.Tokekar during NSS Residential Camp.**

## 5.9 Students Activities

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

State/ University level **190** National level **05** International level **-**

### No. of students participated in cultural events

State/ University level **210** National level **05** International level **05**

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	<b>Nil</b>	<b>Nil</b>
Financial support from government	<b>992</b>	<b>Rs.74,20,661/-</b>
Financial support from other sources	<b>03</b>	<b>Rs.15,000/-</b>
Number of students who received International/ National recognitions	<b>Nil</b>	<b>Nil</b>

5.11 Student organised / initiatives -

Fairs State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

**NSS volunteers participated in:**

1. Sale of *Rakhis* made by multi-disabled students from NGO '*Sobati Foundation*'
2. Notebooks and clothes distribution to needy students from the adopted area and adopted village
3. Organisation of '*Sanskar Shibir*' for the students in the adopted area.
4. Pulse polio campaign with Wadia Hospital (Thane Municipal Corporation)
5. Tree plantation at Saket ground and in the campus.
6. Participation in 'Organ Donation' rally organised by Civil Hospital, Thane
7. Check-dam construction at the adopted village
8. Organisation of health check-up camp at the adopted village
9. Blood Donation Camp
10. Voters' ID Awareness Campaign
11. Anti- Narcotic Drive
12. A seven-day Residential Camp was organised at '*Anudanit Ashram Shala*', Talwali, Murbad
13. Helping visually challenged students for preparing and writing the papers in examinations.

**NCC Naval and Army units participated in:**

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2. *Swachha Bharat Abhiyan*
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11. Drill Competition
12. Awareness regarding Traffic rules

**Students participated in following WDC activities**

- 1. Self-defence programme**
- 2. Gender sensitivity programme**
- 3. Half – day workshop on ‘Sexual Harassment at work place’**
- 4. Women alumni felicitation for their achievements**

**Students participated in following DLLE Activities (Department of Life Long Learning Extension Activities)**

- 1. ‘Status of women’ – Survey**
- 2. National Institute of Open Schooling**
- 3. Population Education Club**
- 4. Career Projects**

**Counselling Cell conducted following activities: 05**

- 1. Personal Counselling**
- 2. De-addiction initiative**
- 3. Group counselling**
- 4. Training of teachers**
- 5. Counselling for students of North-East**

**5.13 Major grievances of students (if any) redressed:**

- There were no major grievances.**
- The Principal, Vice Principals, Coordinators and HoDs are proactive in assisting students by liaising with the University and other public bodies in various matters as when required in the course of their career.**

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision** Information to Knowledge and Knowledge to Wisdom.

**Mission** 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.

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 of the following:

6.3.1 Curriculum Development

- Number of teachers are members of Board of Studies (BoS) and other curriculum related committees and they contribute to the syllabus revision**
- 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 plans the training programmes for the students such as Development of Communication Skills, Quantitative Skills, etc.**
- Alumni gives feedback informally 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 provided to the slow learners. Advanced learners are identified on the basis of results of SYBCOM and special set of advanced reference books was given to them from the library to encourage self-learning and wider reading.**
- 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, Role Play, Play performance, JAM sessions in Tutorials, Management Games etc.**
- Experts from various fields are invited for guest lectures and to interact with students.**
- Personal attention is given to students by teachers to help them in their activities.**
- Various Short term and Value Added programmes are conducted to enhance study skills of the students.**
- 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**
- Moderation is done as per University rules.**
- Provisions of all prescribed mechanisms for students such as 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**
- On-screen Marking introduced by University of Mumbai to assess the papers at Third Year UG courses and all PG Courses from April 2017**
- Teachers were sent to get training of On-screen Marking for assessment of papers of University Examination**
- The college Management decided to have On-screen Marking Centralised Assessment Programme Centre (CAP) in the college premises. For this purpose, the college sought and obtained permission from University of Mumbai to start the CAP Center in the college which was attended by examiners and moderators from neighboring colleges in the cluster**
- Arrangements are made to provide readers and writers to the visually challenged students by the Examination committee with the help of NSS volunteers and Alumni members.**

#### 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 four teachers have completed the Ph.D. during the year. During the AQAR period two teachers were on FIP for doing Ph.D.**
- Ten Research Projects were sanctioned by College management under newly provided research budget of Rs. 50,000/-**

**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 Nature and Scope of Major and Minor Research Projects, 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 presented in the Research Competition of University of Mumbai named 'Avishkar' on the topics like: Group Insurance, Demonetisation, RTI Act, Cellphone Habits etc.**
- Library regularly arranges for guidance lectures on Use of Library Resources including online and e-resources for students**
- Guest lectures on Research Methodology are arranged for UG and PG students**



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

#### **Library -**

- Library Braille section was enriched.**
- Braille was made available to visually challenged students to type and prepare notes**
- Subscriptions to journals, e-journals and databases**
- Library extends time during examination**
- Book-bank facility for SC and ST students**
- Facility of external membership**
- Separate Reference and Research section for staff and students**
- Every year thematic book exhibitions are organized by the College library**
- Inter-library loan facility is extended to readers**

#### **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.**
- KOHA- a library management software was customized.**
- 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, Wi-Fi, sound system with acoustics**
- 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:**

- There are restrictions on additions to building infrastructure due to Coastal Regulatory Zone (CRZ) guidelines**
- There is optimum utilization of infrastructure**
- 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 by encouraging them to participate in Orientation Courses, Refresher Courses, Short Term Courses, Certificate Courses, Research Methodology Workshop, Syllabus Revision Workshops, Paper Presentations at International, National and State level conferences and Seminars, Publication of Research Papers and so on.**
- Teachers are sent for Faculty Improvement Programme for Ph.D**
- Class III and IV non-teaching staff is motivated to improve their educational qualifications and technical skills.**
- Special sessions on developing soft-skills are also conducted.**

### 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 the staffing pattern**

### 6.3.8 Industry Interaction / Collaboration

#### **Industry Interaction:**

- Appointment of maximum visiting faculty with industrial experience**
- Arranging guest lectures and workshops by industry experts and professionals**
- Conduct of Industrial visits and field visits for students**
- Arranging career guidance, counseling, soft-skill development, campus interviews and placement for students.**

#### **Industry Collaboration:**

- Business English Certificate Courses of Cambridge University and this course aims at developing the soft-skills including communication skills.**
- Tourism Management Course of Veena World was initiated. This course focuses on adding skills required to tap the job potential in the tourism market which is growing fast.**
- 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.**
- Orientation of Creating Employment and Empowerment through Youth Development Programme of 100 Hours of training was provided in the field of 'Professional Skill and Professional English to help in placement for final year Self-Finance students by MoU partner Technoserve which is supported by Citi Group.**
- The college has an understanding with L'oreal through LabourNet, 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 their own enterprise**
- TechnoServe orientation on training and placement programme for final year students by MoU partner TechnoServe which is supported by Citi Group.**
- Winter Internship Fair was organised in association with Bajaj Finserv Limited and Ross Warner HR Solution.**
- An Online Training Course of seven days was organised on 'Skills for Success' by the firm 'Grow Your Skills'**

### 6.3.9 Admission of Students

- Online admissions as per University and Government rules at the Entry Level**
- Online enrolment**
- Flexibility in relation to horizontal mobility, elective and non-core options with 40 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**
- All prescribed rules and regulations regarding admission are followed strictly.**

### 6.4 Welfare schemes for

<b>Teaching</b>	<b>VPM Employees Co-operative Society</b>
<b>Non-teaching</b>	<b>Festival Advance, VPM Employees Co-operative Society</b>
<b>Students</b>	<b>Book Bank Scheme, Scholarships and Free-ships, Endowment Prizes, Facility of Fee Payment in instalment, Counselling, Payment of fees of economically weak students by voluntary donors.</b>

6.5 Total corpus fund generated Nil

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	<b>No</b>	-	<b>No</b>	-
Administrative	<b>Yes</b>	<b>Joint Director</b>	<b>Yes</b>	<b>CA Subhash Kale</b>

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

For UG Programmes Yes  No

For PG Programmes Yes  No

**Note: Results of April 2017 of University of Mumbai Examination were delayed due to exceptional circumstances**

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.**

**Online:**

- Submission of First and Third Year examination forms to the University.**
- Issue of Hall Tickets of First and Third Year classes**
- University ICT team visits, inspects arrangements at each college prior to examination and conducts mock drills**
- All First Year and Third Year Question Papers are sent online by the University and prints are taken by the College on the same day one hour before the commencement of examination. (University mails coded soft copy to individual colleges shortly before each examination)**
- Submission of Internal Assessment marks of Third Year and PG classes to the University.**
- Use of OMR sheets for TY examination conducted by the University**
- On-screen Marking introduced by University of Mumbai to assess the papers at Third Year UG courses and all PG Courses from April 2017**
- Teachers were sent to get training of On-screen Marking for assessment of papers of University Examination**
- Declaration of consolidated result of Third Year classes**
- All these online processes are managed through agency appointed by the state government**

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’ conducted the following programmes:**

- Annual get-together on the occasion of *Gurupurnima*, where a retired staff member Mrs. Ujjwala Beke was invited as a chief guest.**
- Participation in the Blood Donation Drive undertaken by NSS Unit.**
- Sponsored ‘Foody’ – an event in Gandharva-17**
- Alumni sponsor prizes for meritorious students from various fields**
- Alumni guide students through various lectures whole-heartedly**
- Alumni participate in ISR activities**

#### 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 like University Youth festival, Gandharv and so on.**
- Parents Support Group extends help to students suffering from Mental Health issues. The group also helps the parents of such students**
- Attendance Defaulters’ students’ Meeting along with their parents**
- Some parents also play an active role as alumni of the institution**
- Financial assistance to economically weak students is also provided in some cases**

#### 6.13 Development programmes for support staff

- Workshop by Mr. Amansingh Chawla on ‘Financial Literacy’.**
- Workshop by Mr. Dalveer Reel on ‘ICT in Administration’.**
- Lectures on soft-skill Development**

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

- Initiated *Sahyadri* Bio-diversity Park in the college Campus.**
- Tree plantation in the campus by NSS students.**
- Participation in *Swachha Bharat* Abhiyan Drive.**

## 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.

**The academic year 2016-17 has witnessed very important development in the library. The Library database has been migrated to KOHA an open source library management software. Library was using LibSuite library management software for last fifteen years. Implementation of KOHA was the well thought decision taken by the management. This decision was taken to avoid the problems associated with the commercial software and some maintenance issues. This initiative was taken to support the open source movement.**

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

**Following actions have been taken as per the Action Plan during the year:**

- Amount of Rs. 50,000 was sanctioned and disbursed with the help of which 10 Research Projects were completed by teachers.
- Conducted ‘Certificate Course in Social Work’ for a batch of 25 NSS Volunteers from 22/06/2016 to 29/06/2016.
- Conducted ‘Certificate Course in *Modi* Script’ from 08/07/2016 to 08/08/2016 wherein 19 students participated.
- Certificate course in ‘Photography’ was conducted from 11/08/2016 to 24/08/2016 and 17 students participated.
- Certificate course in ‘Screen Writing’ was conducted in October 2016 and 9 students participated.
- Certificate course in ‘Voice Modulation and Sound Designing’ was conducted in October 2016 and 5 students participated.
- Following Enrichment lectures were organised for Teaching staff, non-teaching staff and students:
  1. A workshop was organised on ‘Financial Literacy’ by Mr. Amansingh Chawla for Teaching and non-teaching staff on 29th September, 2016.
  2. A lecture was organised on ‘Outcome Based Learning’ by Dr. Nitin Joshi for Teaching staff on 05/08/2016.

3. A lecture was organised on 'Investments in Stock Market' by CA Nikhilesh Soman for Teaching staff 06/08/2016.
  4. A lecture was organised on 'Skills for Success' by Mr. Narayanan Iyer for Teaching staff on 27/08/2016.
  5. An Online Training Course of seven days was organised on 'Skills for Success' by Grow Your Skills – an Online Course conducting firm of Mr. Narayanan Iyer for Teaching staff in September 2016
  6. Arranged a guest lecture on 07/10/2016 by Prof. Sangeeta Das for FYBCOM students on 'Basics of Research'.
  7. Arranged a guest lecture on Research Methodology on 01/04/2017 by Dr. Sudhakar Agarkar.
  8. Mr. Dalveer Reel was invited to guide the office staff on 'Use of ICT in Administration'
- Conducted lectures for the students enrolled under the 'Entry in Service Scheme of UGC'
  - Conducted Remedial Lectures for FY and SY BA /BCOM Classes from July 2016.
  - Identified Advanced learners on the basis of results of SYBCOM and special set of advanced reference books was given to them from the library to encourage self-learning and wider reading.
  - Conducted the following ISR activities:
    1. Grooming programme for under-privileged children from the neighbourhood from September 2016.
    2. Collaboration with *Parivartan Mahila Sanstha*, Dombivali an NGO working for educating the students in remote areas of Palghar district.
  - Permission for new optional subject of Foundation Course in NCC-I for the First Year was received and enrolment completed.
  - Permissions received and Enrolment completed of Two-Years Integrated MLISc, MA in English and MA in Business Economics programmes.
  - Conducted orientation programme for FYBA students on 06/10/2016 and for clarity in November 2016 common examination time-table of FYBA Semester-I declared by University of Mumbai, especially for optional subjects in various combinations in alphabetical order
  - Completed customisation of KOHA Library Management Software.
  - Completed ISO 9001:2015 Certification process



- Completed Re-accreditation process with ‘A’Grade in Third Cycle with CGPA 3.10
- Convocation ceremony was conducted and Degree certificates were distributed on 08/04/2017 to the Third Year students of all the courses.
- Initiated Late Dr. V. N. Bedekar Memorial Lecture Series and till April 2017 six lectures were conducted.
- The Late Dr. V. N. Bedekar State Level Debate competition was conducted on 20/02/2017
- Issued Identity card- cum- ATM Smart card to students.

### 7.3 Give two Best Practices of the institution

- **Best Practice I - Counselling- as a supportive service to the student community**
- **Best Practice II - Film making and Film Appreciation workshops for Mass Media students**

*\*Provide the details in annexure: Attached Annexure - III(i)(Pg.55) and III(ii) (Pg.61)*

### 7.4 Contribution to environmental awareness / protection

- **Eco-friendly Ganesh Festival Awareness Campaign**
- An Exhibition was organised on 31st August, 2016 on ‘Eco-friendly Ganesh Festival’ based on ‘*Matoli*’ of Konkan Region (Traditional Bio-diversity Decoration) in which variety of wild flowers, wild vegetables, plants and seeds were displayed.

#### **Nature Club activities:**

- Nature Treks to *Manikgadh* (Near Rasayani), *Mumbradevi* (Parsik Hills), *Sondai Fort* (Near Karjat) and *Avchitgadh*(Near Roha-Raigad District)
- Documentaries on various environmental issues were screened.
- Sahyadri Bio-diversity Park was opened.

#### **NSS activities:**

- Tree Plantation
- Participation in Rallies and Camps related to environment such as Cleanliness campaign
- Setting up of ‘*Panpoyi*’ – drinking water facility for birds in the campus
- Conducted survey and created awareness with respect to electricity conservation.

7.5 Whether environmental audit was conducted? Yes  No

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

**SWOT Analysis**

**Strengths:**

- **Locational benefits and established goodwill of the college.**
- **Adequate and good Infrastructure**
- **Green Campus**
- **Increasing number of New Courses and Programmes**
- **Completed Third cycle of NAAC**
- **Favourable evaluation by various external accreditation agencies**

**Weakness:**

- **Constraints on adding to new infrastructure space.**
- **Existing space is being utilized to near-saturation point**
- **Adverse Student – Teacher ratio due to large classes**

**Opportunities:**

- **Self-defence training for girl students**
- **Health and hygiene awareness programme**
- **Adoption of village under ISR activity**
- **Encouraging cashless transactions by students with the help of Identity card-cum- ATM Smart card**

**Threats:**

- **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

- To monitor the growth and development of value-added courses in the light of prevailing requirements, including discontinuation of courses wherever required.
- Soft-skill development programmes for students to improve placement.
- Motivational counselling for students.
- Building research skills of First Year and Second Year classes to meet their project requirements of Third Year under revised pattern.
- Gender Equality awareness programmes to be held as usual from time to time.
- Environmental Awareness to be held –Green Audit, Tree Plantation.
- Research Activities to be strengthened.
- Activities to promote National Integration among students.
- Continue digitization in line with national trends.
- ISO 9001:2015 Surveillance Audit to be conducted

Associate Prof.(Mrs.) Neeta N. Pathak

Dr.(Mrs.) Suchitra A. Naik



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

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## **Annexure- I**

### **Academic Calendar 2016-17**

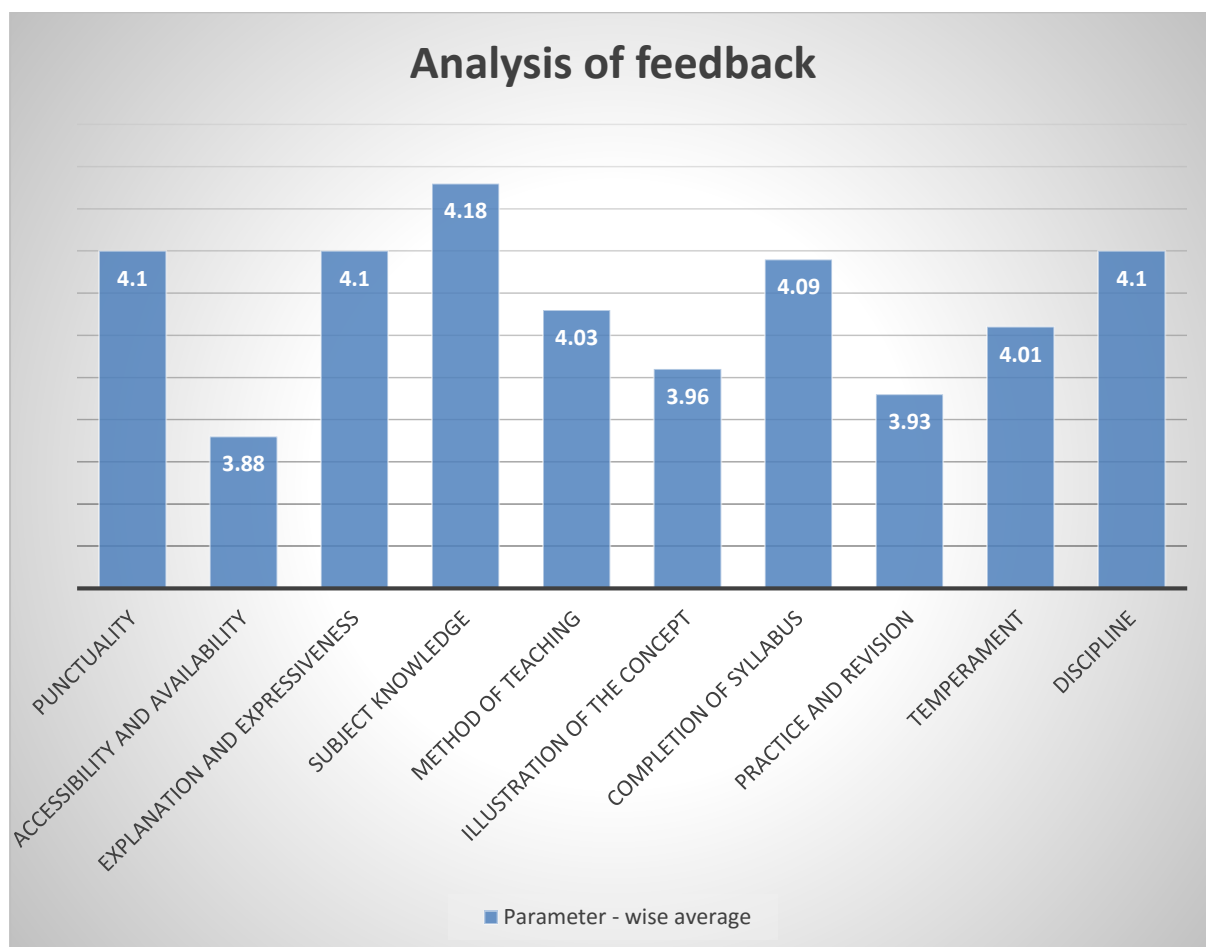
<b>Arrangement of terms</b>	<b>1<sup>st</sup> Term 06/06/2016 to 25/10/2016</b> <b>2<sup>nd</sup> Term 15/11/2016 to 30/04/2017</b>
<b>Opening Day of College</b>	<b>06/06/2016</b>
<b>International Yoga Day</b>	<b>21 June 2016</b>
<b>Address of the Principal (Degree College)</b>	<b>July / August 2016</b>
<b>Address of the Principal (Jr. College)</b>	<b>July / August 2016</b>
<b>Film Appreciation Workshop in association with FFSI</b>	<b>July 2016</b>
<b>Film Festival of Rajashree Productions</b>	<b>14<sup>th</sup> and 15<sup>th</sup> July 2016</b>
<b>To start the autonomous Certificate Courses in Photography and Scriptwriting (Screenplay) July 2016</b>	<b>July 2016</b>
<b><i>Sanskrit Din</i></b>	<b>August 2016</b>
<b>Pre-National Conference One Day Workshop (For students)</b>	<b>13<sup>th</sup> August 2016</b>
<b>Pre-National Conference One Day Workshop (For students)</b>	<b>September 2016</b>
<b>Submission of AQAR (2015-16) to NAAC</b>	<b>September 2016</b>
<b>First/Third Semester Exam (Degree College)</b>	<b>As per University Circular</b>
<b>FYJC First Unit Test</b>	<b>As per Board guidelines</b>
<b>Teachers Day</b>	<b>5th September 2016</b>
<b>Mid-term break</b>	<b>6th September 2016 to 12th September 2016</b>

<b>FYJC First Term Exam</b>	<b>As per Board circular</b>
<b>Jr. College Parents-Teachers' Meet</b>	<b>July and August 2016</b>
<b>TYBA/BCOM Semester V Exam</b>	<b>As per University circular</b>
<b>Diwali Break</b>	<b>26/10/16 to 14/11/16</b>
<b>Constitution Day celebration</b>	<b>26<sup>th</sup> November 2016</b>
<b>Sports Festival</b>	<b>2<sup>nd</sup> and 3<sup>rd</sup> December 2016</b>
<b>Navrang, (Annual gathering)</b>	<b>December 2016</b>
<b>Annual prize distribution</b>	<b>December 2016</b>
<b>Winter Break</b>	<b>26/12/2016 to 01/01/2017</b>
<b>National Conference</b>	<b>13<sup>th</sup> January 2017</b>
<b>FYJC Second Unit Test</b>	<b>As per Board circular 2017</b>
<b>Gandharva (Inter-Collegiate Festival)</b>	<b>January 2017</b>
<b>Swami Vivekananda Birth Anniversary</b>	<b>12<sup>th</sup> January 2017</b>
<b>Chrysalis (Inter- Collegiate Management Festival)</b>	<b>January 2017</b>
<b>Dr. V. N. Bedekar</b>	<b>20<sup>th</sup> February 2017</b>
<b>State level Intercollegiate Debate Competition</b>	
<b>Enrichment lectures organized by IQAC</b>	<b>January/February 2017</b>
<b>International Women's Day</b>	<b>8<sup>th</sup> March 2017</b>
<b>Savitribai Phule Smruti Din</b>	<b>10<sup>th</sup> March 2017</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 2017</b>
<b>FYJC Second Term Exam</b>	<b>As per Board circular</b>
<b>Meeting of IQAC</b>	<b>December/January/2016 and April 2017</b>
<b>Celebration of Maharashtra Day</b>	<b>1<sup>st</sup> May 2017</b>
<b>Last Day of the Term</b>	<b>30/04/2017</b>

## Annexure-II

### Analysis of Feedback

Parameter	Parameter - wise average
Punctuality	4.1
Accessibility and Availability	3.88
Explanation and Expressiveness	4.1
Subject knowledge	4.18
Method of teaching	4.03
Illustration of the concept	3.96
Completion of syllabus	4.09
Practice and revision	3.93
Temperament	4.01
Discipline	4.1



## **Annexure - III(i)**

### **Best Practice –I: Counselling- as a supportive service to the student community**

#### **1. Title of the practice**

Role of Counselling as a supportive service to the students' community and the larger society.

#### **2. Goal:**

The basic goal of counselling is to help someone to help himself/herself. The counselling cell is formulated with the intention to help students and other stakeholders of the institution. Personal Counselling is provided to students as well as to other stakeholders and the larger community on daily basis.

In personal counselling various issues of students like Confidence Building, Stress Management, career guidance, relationship management, Acquisition of study skills, managing mild depression, suicidal tendencies etc. are addressed successfully. We have also tried to help students addicted to substance abuse.

With the special intention to sensitize students about the larger social realities a special wing of counselling cell named *Manthan* is functional.

#### **3. Context:**

With the advent of mass education in India, today the number of students pursuing higher education is considerably large. Our college is not an exception to it. Moreover, we cater to the students who hail from very humble socio economic background. Even today quite a few of them are first or second generation learners. Hence, they do face a kind of Educational Stress.

This peculiar situation and other stresses like, competitive market situation, overuse of technology and social media or even attraction towards a mind altering drugs, evils of teenage depression and suicidal trends, etc. result in mental unrest amongst students, which naturally affect their family and parents.

Research in the mental health has indicated that Indian teens are prone to depression and suicide. To address this specific issue a Minor Research project titled "Helping suicidal teenagers" was undertaken for the entire campus (V.P.M) by our counsellor.

Based on this grass root experience many students are helped to reverse their disastrous journey towards suicide or drug.

In order to respond positively to this situation, we have started 'Counselling Cell' in our college, with the support of our Management. We have trained, specially appointed counsellor, psychologists and intern student volunteers, who look after 'Mental and Social' health dimension of our students' community.

#### **4.The practice**

The International Apex Body, WHO (World Health Organization) has very clearly included Mental Health and Social health dimension to the well-being of human community as such. Every system including higher educational is emphasizing the significance of Mental Health.

In the campus and in the vicinity of Thane, our college was the first institution providing personal counselling service (Year 2006-2007). Yet another peculiar thing about our counselling cell is that it has been extremely proactive in its approach and as has extended its wings in various directions with the intention of reaching out significantly to maximum number of students.

The actual implementation of practice is accomplished in the following manner-

##### **A. Personal Counselling**

Three to eight sessions are conducted with every client as per the personal requirement of the client. Mainly eclectic counselling, REBT, Philosophical counselling and milieu therapy is undertaken to conduct the counselling sessions.

- Parents are informed regularly or clients are referred to the psychiatrists if there is any serious indication of mental disorder.
- Help is extended to neighbouring institutions as well
- A complete confidentiality regarding the personal information of the client is strictly observed.
- Teaching, non-teaching staff, parents and other people from the community have also availed the counselling facility in last few years.



- Guidance and counselling sessions on themes like ‘On the threshold of youth’, ‘Sex education’ etc. and Talk shows involving parents, teachers and students are conducted.

### **B. De-addiction Initiative**

- Personal counselling and parental counselling is carried out on the regular basis.
- Based on the inputs of milieu therapy more positive and supportive environment was created for the patients.
- The help was extended to students of neighbouring institution students.

### **C. Employability Initiative**

A course on training into ‘Body beauty and care was undertaken for girl students from humble background in collaboration with the placement cell, India LabourNet and L’Oréal company.

### **D. Outreaching Activities in the Rural Areas.**

In collaboration with *Parivartan Mahila Sanstha*, Counselling cell, Surge (Alumni Association) and NSS many activities like fund raising, conducting workshop for students and teachers on English speaking skills etc. was conducted. The main focus was on the Mokhada Village which is the deprived hilly region of Palghar District.

### **E. Counselling for Students of North East**

Team of Counselling cell visited the residential hostel of North East girl students from schools who were living in Thane for the purpose of primary and secondary education under the aegis of *Vishwa Hindu Parishad*.

### **F. Barefoot counsellors**

With the intention to create mentors and equip them with certain basic counselling techniques two sessions are undertaken with the student volunteers.

## ***Manthan***

Sometimes just being aware about the large social realities and being more prosocial helps students to appraise their own minor but intense emotional problems. Many field visits, Talks by Social workers, film shows are organized by *Manthan* for our students

- Film screening and discussion
- Personality Development workshop
- Mental Health Week observation through activities like poster making competitions, Guidance lectures, bookmark competition
- Extended services

Various outreach activities undertaken by the counselling cell are:

- Lectures on Counselling
- Being resource persons in teachers' workshop
- Career counselling
- Aptitude Testing
- Conducting sessions for V.P.M's Polytechnic students on goal setting, study techniques etc.
- Career counselling for A.K. Joshi School students

To be very precise, counselling is pursued with the double intention to extend therapeutic help and to enhance the circle of 'Hope and Positivity' in the larger community.

## 5. Evidence of success

Number of students seeking personal help from counselling cell for last few years is shown in the tabular form.

Year	Boys	Girls	Staff Members	Outsiders	Total
2006-07	7	17	-	-	25
2007-08	11	29	1	-	44
2008-09	14	43	1	-	64
2009-10	19	40	2	-	69
2010-11	60	76	-	3	139
2011-12	77	94	5	16	192
2012-13	67	82	9	34	192
2013-14	64	131	13	7	215
2014-15	47	79	8	13	147
2015-16	76	129	8	49	262
2016-17	67	112	8	51	238

More students are interested in working as the mentors and barefoot counsellor.

## 6. Problems encountered and resources required

### A. Constraints and Limitations

- Less inclination of students to seek professional help from counselling
- Shortage of trained counsellors
- Time constraint on the teachers. Due too extremely busy academic schedule counselling teachers find it difficult to dedicate more time for the personal counselling sessions
- General public opinion  
Sometimes, parents and students are reluctant to seek the help due to the common taboo regarding mental health issues and counselling.

### B. Problems Encountered

- Difficulty in reaching out to the masses.
- Need to construct more in depth socio-psychological programmes to elevate grass root level student clientele.
- Need to increase the number of counsellors
- Professional assistance to make de- addiction counselling more profound and effective.
- Training all teachers as Mentors

## **7. Notes**

The most basic aim of education is to provide a goal directed positive activity, which in turn aims to transform and build a healthy personality. Precisely (though in a slightly different context) aim of counselling is also the same. Hence, in our opinion, counselling service, is the best complementary supportive activity in the field of education. Since in undergraduate section, we are focusing mainly on teenagers, which is indeed, significant as transitory phase of human life, relevance of this activity becomes self- explanatory.

From the point of view of Nation building, this is the best spatial platform for inculcating virtues like patience, mutual tolerance, democratic spirit, team building importance of positivity and so on.

Hence in our educational institution, we were committed and we shall be committed to the fulfilling endeavour of counselling.

## **Annexure: III(ii)**

### **Best Practice –II: Film Making and Film Appreciation workshops for Mass Media students**

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

Film Making and Film Appreciation workshops for Mass Media students

#### **2.Goal:**

To provide a platform for inculcating and developing culture of Film making and appreciation among the students.

Changing trends in films have changed the dynamics of film making and appreciation. With the advent of new technology in different areas of film making, it is necessary to imbibe innovative techniques of making and appreciating the films from different perspectives. Students need to be sensitized towards the content and different genres of films. i.e. Comedy, biopic, action, political saga, thriller, horror, suspense, family drama, musicals, Science Fiction based films, animated films, parallel cinema, period films and a few more. Students should understand the aesthetic value and creativities and technicalities of film making. Apart from studying the theoretical aspects of film making students get platform to understand the practical nuances of the film making through this workshop.

#### **3.The context:**

The syllabus offered by the University for the mass media students has one subject named 'Understanding Cinema' which has restricted scope for practical exposure. The course is industry focused and professionally creative which requires practical experience of film making. To cater to this need of the students the department organized the film making workshop. Since many students are inclined towards other career aspects of mass media like Journalism, Public Relation and Advertising etc. department is yet doing its best to sensitize all the students towards understanding and appreciating the films.

Student must be able to translate his/her theoretical knowledge in to real life situations. Keeping this in mind the department had organized Film making workshop to cater the needs of Mass Media students to prove their metal in the Industry. Many experts from the industry were invited as resource persons to conduct the workshop. The presentations, film screenings, and exposure to the Cinematography equipment, analysis of the technical aspects of films and

presentations on editing software made by the resource persons proved to be very significant for the students. The resource persons addressed the real life problems in film making by giving a practical demo on pre-production, production and post production activities.

#### **4.The practice**

Indian film industry is one of the largest and flourishing entertainment industries in the world. Surprisingly, most of the universities in India which are catering the needs of higher education have not sufficiently focused towards professional aspects of film making and appreciation. Films are generally considered as the only medium of entertainment and no serious attention is being given to it as a useful tool to transform society and address the social evils. Films can be the best medium to make a vibrant society and witness a reformation in the day to day life. In this context, it is perceived that the department should organize a film making and appreciation workshop to acquaint students to know the aesthetic, creative and technical aspects of film making.

The implementation of the practice involves the following stages-

1. Appointment of teacher in charge
2. Appointment of Student leader and student in charge of various committees for workshop
3. Orienting the students towards film making aptitude
4. To enroll the students for the workshop
5. To invite industry based experts as resource persons
6. To make necessary technical arrangements for the presentations and film screenings
7. To encourage students to raise query during workshop
8. To encourage students to operate Cinematographic equipment like Camera and accessories

Some of the constraints and limitations are as follows:

1. There is restricted availability of technical resources like sound studio, VFX effects, animated effects technology etc.
2. Since Film making is a creative and time consuming activity, it is difficult to evaluate the practical outcome of workshop

#### **5.Evidence of Success**

The students have imbibed the skill of making technically furnished and creatively fine short films after attending the workshop. The results were perceived in the students when they started making quality films with limited availability of financial and technical resources.

Following are the benchmarks of the success of the workshop

1. Many students have started their own YouTube channel and making short films which are aesthetically creative and technically sound.
2. Many students have participated in National and International Short Film Festivals like Pune International Short Film Festival, Mumbai Academy of Moving Images popularly known as MAMI International Film Festival and many intercollegiate short film competitions.
3. Tushar Sawant's Short film 'Yours Lovingly' was selected for final round of **18th MAMI Film Festival**
4. Rushikesh Rokade won the **Special Jury Award** at the Rajasthan International Film Festival for his short film 'Rahaae'
5. Anurag Jadhav's short films 'Bajirao, Kawla, Fursat' impressed established film makers like Mahesh Manjarekar, Viju Mane and he is currently working as Assistant Director for the upcoming big budget Marathi Movie 'Shikar' directed by Viju Mane and produced by Mahesh Manjarekar.

#### **6. Problems encountered and resources required**

All students are not naturally inclined towards film making and appreciating films in Mass Media Department. Many would like to pursue career in Journalism, Radio, Television, Public Relations, and Advertising etc. It becomes difficult to attract all the students for this kind of workshop.

#### **Some problems encountered:**

1. Difficulties in motivating large number of students
2. It is difficult to handle the large group of students in limited span of time and with availability of limited resources.

#### **Resources required:**

Requirement of full-fledged, technically well-equipped studio with various aspects of film making like sound, mixing, dubbing, post-production, editing etc.

## **7. Notes**

It is advised that the colleges should sensitize students towards appreciating the films. These days, many film makers have come up from small towns and interiors of India. The themes of films speak about the social issues of remote places and underprivileged sections of society. Here is the scope for arranging this type of workshops to attract the talent among students. Students and faculty members should understand that Films are the best medium of mass communication, social transformation and inculcating human and social values and not just the means of entertainment.

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