Annual Quality Assurance Report (AQAR) - 2014-15

Part-A

I   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**

     Contact Nos.   : **9004690472, 9820328226, 022-25332412, 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**

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

     Web-link of the AQAR: http://www.vpmthane.org/comm/aqar/2014-15.pdf

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	Going for 3rd Cycle in 2016			

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

1.8 AQAR for the year   : **2014-15**

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**

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)	: **Best College Award of University of Mumbai - 2011-12**

University of Mumbai selected our College as one of the Community Colleges.

2. IQAC Composition and Activities

2.1 No. of teachers   - **9**

2.2 No. of Administrative/ Technical staff   - **3**

2.3 No. of students   - **Nil**

2.4 No. of Management representatives   - **1**

2.5 No. of Alumni   - **Nil**

2.6 No. of any other stakeholder and community representatives   - **2**

2.7 No. of Employers/Industrialists   - **Nil**

2.8 No. of other External Experts   - **Nil**

2.9 Total No. of members   - **15**

2.10 No. of IQAC meetings held   - **4**

2.11 No. of meetings with various stakeholders   - **1**   **Faculty - 1**

     Non-Teaching Staff - **Nil**   Students - **Nil**   Alumni - **Nil**   Others - **Nil**

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

    If yes, mention the amount   - **Rs. 300,000/-**

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 - **02**

    (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**

- **Braille Section was set-up in Library for visually-challenged students**
- **Initiated the Late Dr. V. N. Bedekar state level Debate Competition**
- **Dr. M. R. Kurup, a retired senior Principal was invited to talk on 'Role of IQAC in Higher Education Institutions**
- **Well-known motivational speaker Shri. Pravin Davane was invited to give a talk on work culture. The title of his talk was *'Shrammev Jayate'*.**

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
• **Increase research activity**	• **3 Minor Research Proposals sent**
• **To meet the library needs of the visually-challenged students**	• **Braille section was set-up in library**
• **To organize quality oriented lectures for teaching and non-teaching staff**	• **Dr. M. R. Kurup and Shri. Pravin Davane were invited to give a talk**
• **To arrange for in-house design of software for computerized feedback of teachers from students**	• **Software was designed and feedback was taken**
• **To start the inter-collegiate state level 'Debate Competition' in memory of Late Dr. V. N. Bedekar, former President of Vidya Prasarak Mandal, Thane**	• **The Debate Competition was inaugurated and conducted successfully on 20th February 2015**

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

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

Management **Yes** Syndicate **No** Any other body Yes**- Students' Council, IQAC**

Provide the details of the action taken

The AQAR for the academic year 2014-15 was placed before the teaching staff, management and students' council on 27th January 2015 respectively. These bodies appreciated the framework and structure of the AQAR designed by NAAC as it covers most of the aspects and components related with quality sustenance and enhancement in the Higher Education Institutes (HEIs). IQAC was advised to complete the formalities of submitting the Self-Study Report to NAAC on priority. 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

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	6	-	8	-
UG	10	-	8	-
PG Diploma	1	-	1	1
Advanced Diploma	Nil	-	-	-
Diploma	Nil	-	-	-
Certificate	Nil	-	-	-
Others	3	-	2	3
Total	21	3	19	4
Interdisciplinary	-	-	-	-
Innovative	5	-	-	-

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

Pattern	Number of programmes
Semester	**17**
Trimester	**Nil**
Annual	**2**

1.3 Feedback from stakeholders* Alumni- **Nil** Parents-**Nil** Employers-**Yes** Students-**Nil**

(On all aspects)

Mode of feedback-**Nil** Online-**Nil** Manual-**Nil** 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.**

- **Formal 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.

The College has introduced following 2 programmes during the year,

- o **Business English Certificate Courses of Cambridge University, UK**
- o **Certificate Course in World Tourism Management**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Associate Professors	Professors	Others	Total
37	**4**	**1**	**32**	**37**

2.2 No. of permanent faculty with Ph.D. :   **7**

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

Asst. Prof.	Assoc. Prof.	Prof.	Others	Total
Recruited- Nil	**Recruited- Nil**	**Recruited- Nil**	**Recruited- Nil**	**Recruited- Nil**
Vacant- 6	**Vacant- Nil**	**Vacant- Nil**	**Vacant- Nil**	**Vacant- 6**

2.4 No. of Guest and Visiting faculty and Temporary faculty: **89**

2.5 Faculty participation in Conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**90**	**95**	**12**
Presented papers	**20**	**35**	**0**
Resource Persons	**Nil**	**05**	**0**

2.6 Innovative processes adopted by the institution in Teaching and Learning

> **The College adopts 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 2 examination/evaluation reforms initiated by the University,**
>
> - **Bar Coded answer-books are being used for the Vth and VIth 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 were 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%**

2.11 Course/ Programme wise distribution of pass percentage:

Course / Programme wise distribution of pass percentage :					
Title of the Programme	**Total no. of students appeared**	**Division**			
		Distinction %	**I Class %**	**II Class %**	**Pass Class %**
TYBA	235	5.10	20.42	42.12	5.95
TYBCOM	508	6.29	37.4	20.66	19.29
TYBMS	235	0	12.34	42.13	10.63
TYBMM - English	96	0	3.13	38.54	46.87
TYBMM - Marathi	18	0	16.67	72.22	5.55
TYBCom (Accounting & Finance)	173	0	25.43	58.96	9.25
TYBCom (Banking & Insurance)	111	0	15.31	56.76	9.01
TYBCom (Financial Markets)	40	0	12.5	57.5	27.5
M.Com (Business Management)	28	7.14	46.43	35.71	3.57
M.Com (Advanced Accountancy)	49	4.08	53.06	28.57	2.04
M.Com (Banking & Finance)	46	0	10.87	60.87	15.22
B.Lib.I.Sc	23	0	8.69	47.83	30.43
M.Lib.I.Sc.	12	0	41.67	58.33	0
M.A.C.J.	08	0	25	37.5	37.5
M.A. in Philosophy	08	12.5	50	12.5	12.5
M.A. in Hindi	08	0	12.5	75	0

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

- **Innovative processes in Teaching & Learning claimed in 2.6 are recommended by IQAC (Contribution)**
- **The Principal analyses the Third Year results in staffroom (Monitoring)**
- **Students feedback is taken and preliminary scrutiny is done by IQAC 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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	**04**
UGC – Faculty Improvement Programme	**02**
HRD programmes	**02**
Orientation programmes	**02**
Faculty exchange programme	**Nil**
Staff training conducted by the university	**Nil**
Staff training conducted by other institutions	**Nil**
Summer / Winter schools, Workshops, etc.	**Nil**
Others	**Nil**

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	**40**	**06**	**Nil**	**02**
Technical Staff	**NA**	**NA**	**NA**	**NA**

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. 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**

Research Academy

Two student centric projects were conducted by members of the Research Academy,

- **A study of 'Pocket Money', it's adequacy and utility**
- **Study of websites of College that have secured more than 3.09 CGPA in NAAC assessment**
- **Guidance was given on questionnaire/checklist designing**
- **A special lecture by Mrs. Shraddha Bhome on 'Research in Everyday Life'**

3.2 Details regarding major projects

	Completed	**Ongoing**	**Sanctioned**	**Submitted**
Number	**Nil**	**Nil**	**Nil**	**Nil**
Outlay in Rs. Lakhs	**Nil**	**Nil**	**Nil**	**Nil**

3.3 Details regarding minor projects

	Completed	**Ongoing**	**Sanctioned**	**Submitted**
Number	-	-	**01**	**04**
Outlay in Rs. Lakhs	-	-	**Rs. 1.50 Lakhs**	**Rs. 2.57 Lakhs**

3.4 Details on research publications

	International	National	Others
Peer Reviewed Journals	**01**	**0**	**0**
Non-Peer Reviewed Journals	**04**	**01**	**Nil**
e-Journals	**07**	**01**	**Nil**
Conference proceedings	**20**	**35**	**Nil**

3.5 Details on Impact factor of publications:

Range   - **1**

Average   - **1.9**

h-index   - **Not available**

Nos. in SCOPUS - **Not available**

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	**Nil**	**Nil**	**Nil**	**Nil**
Minor Projects	**2 years (1Project)**	**UGC**	**Rs. 1,50,000**	**Rs. 1,25,000**
Interdisciplinary Projects	**Nil**	**Nil**	**Nil**	**Nil**
Industry sponsored	**Nil**	**Nil**	**Nil**	**Nil**
Projects sponsored				
Projects sponsored by the University/College	**Nil**	**Nil**	**Nil**	**Nil**
Students research projects (other than compulsory by the University)	**Nil**	**Nil**	**Nil**	**Nil**
Any other (specify)	**Nil**	**Nil**	**Nil**	**Nil**
Total			**Rs. 1,50,000**	**Rs. 1,25,000**

3.7 No. of books published   i) With ISBN No.- **02** Chapters in edited Books- **09**

                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

Level	International	National	State	University	College
Number	Nil	**01** **Women Development Cell**	Nil	Nil	**01** **Special lecture on the Article 370 of Indian Constitution** **02**
Sponsoring agencies	**Nil**	**College**	**Nil**	**Nil**	**College**

3.12 No. of faculty served as experts, chairpersons or resource persons- **10**

3.13 No. of collaborations

    International- **3 (Exchange programme with the Kyoto-Sangyo University Japan, Business English Certificate Courses of Cambridge University, UK and World Tourism Courses, Thomas Cook India)**
    National- **Nil**

Any other-**1 (Associate Degree in Sales Management and Retail Training – SMART, in collaboration with the University of Mumbai and Hindustan Coca Cola Beverages Pvt. Ltd.)**

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. 1.50 lakhs (UGC)**

    From Management of University/College- **Nil**

    Total   - **Rs. 1.50 lakhs**

3.16 No. of patents received this year

Type of Patent		Number
National	**Applied**	**NA**
	Granted	**NA**
International	**Applied**	**NA**
	Granted	**NA**
Commercialized	**Applied**	**NA**
	Granted	**NA**

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
04	**Nil**	**04**	**Nil**	**Nil**	**Nil**	**Nil**

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- (04 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.) Priyamvada Joshi**
2. **Dr. (Mrs.) Shraddha Bhome**

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**- 126**   State level-**02**

National level-**02**   International level-**Nil**

3.22 No. of students participated in NCC events:

University level-**59**   State level-**11**

National level-**05**   International level-**Nil**

3.23 No. of Awards won in NSS:

      University level-**Nil**   State level-**Nil**

      National level-**Nil**   International level-**Nil**

3.24 No. of Awards won in NCC:

      University level-**01**   State level-**04**

      National level-**02**   International level-**Nil**

3.25 No. of Extension activities organized- **28 activities were organized**

      University forum- **Nil**

      College forum   - **Nil**

      NCC   - **08**

      NSS   - **08**

      Any other   - **12**

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

    Total 28 activities as follows:

    NSS volunteers participated in

1. **Electricity Conservation activity**
2. **Voters' Awareness Campaign**
3. **Health check-up camp**
4. **Civil Defense Training**
5. **Notebook distribution to the needy students**
6. **Pulse Polio Campaign**
7. **Blood Donation Camps**
8. **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. **Street Play**

6. **Blood Donation Camp**
7. **Traffic control duty on Ganpati Immersion day**
8. **AIDS Awareness rally**

Students participated in following WDC activities

1. **Self-defense courses**
2. **Two Day National Conference on 'Women's Quest for Equality in India: Promises, Problems and Prospects'**
3. **Front-page Design Competition for the Conference Proceedings**
4. **PowerPoint Programme on 'Violence Against Women'**
5. **Solo performance titled** *'Vhay Mi Savitri'*
6. **Workshop on 'Empowerment towards Financial Management'**
7. **International Women's Day**
8. **'Kranti Jyoti Savitribai Phule Smruti Din'**

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. **Street Play on 'HIV Awareness'**
2. **Street Play on 'Sexual Harassment of Women'**
3. **Career exhibitions, interview, talk, poster**

Criterion - IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.5 acres	-	-	10.5 acres
Class rooms	52	-	-	52
Laboratories	4	-	-	4
Seminar Halls	4	-	-	4
No. of important equipments purchased (≥ 1-0 lakh) during the current year	222	7	UGC and College funds	
Value of the equipment purchased during the year (Rs. Lakhs)	Rs. 78,35,649	Rs. 15,88,202	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	19737	1754943.01	2090	211380.00	21837	1966323.01
Reference Books	63837	19798852.92	2138	1967259.00	65975	21766111.92
e-Books	-	-	-	-	-	-
Journals	144	100417.00	16	29490.00	160	129907.00
e-Journals	-	-	-	-	-	-
Digital Database	11	127000	--	--	11	127000
CD & Video	1095	64466.00	-	-	1095	64466.00
Others (specify)	-	-	-	-	-	-

	Existing 2013-14		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	**1838**	**191160.22**	**2090**	**21380.00**	**41117**	**17763230**
Reference Books	**2017**	**991742.07**	**2138**	**1967259.00**	**65975**	**4789711.92**
E-Books						
Journals	**2**	**500**	**16**	**29490.00**	**160**	**129907**
E-Journals						
Digital Database						
CD & Video						
Others (Specify)	**3857**	**1183402.29**	**4244**	**2018129.00**	**107252**	**22682848.9**

4.4 Technology up-gradation (overall)

	Total Computers	**Computer Labs**	**Internet**	**Browsing Centres**	**Computer Centres**	**Office**	**Depart ments**	**Other s**
Existing	176	94	176	22	02	26	-	32
Added	60 (upgraded)	-	-	-	-	-	-	-
Total	**176**	**94**	**176**	**22**	**02**	**26**	**-**	**32**

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

- **The two programmes of library orientation were conducted for teachers including internet and all types of database access**
- **The five programmes of library orientation were conducted for students including internet and all types of database access**

4.6 Amount spent on maintenance in lakhs:

i)   ICT   **2.7**

ii) Campus Infrastructure and facilities   **7.72**

iii) Equipments   **15.88**

iv) Others   **2.79**

                                   Total   29.09

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**

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.

5.3 (a) Total Number of students

	UG	PG	Ph.D.	Others
Aided	2321	--	--	--
Unaided	2730	378	4	14
Total	5051	378	4	14

(b) No. of students outside the state   :   **Aided- 0,   Unaided- 24**

(c) No. of international students   :   **Nil**

Men

	No	%
Aided	959	41.31
Unaided	1244	39.85

Women

	No	%
Aided	1362	58.68
Unaided	1878	60.15

Demand ratio : **Aided – FYBCom- 4:1, FYBA-1:1**

	Last Year (2013-14)						This Year (2014-15)					
	General	**SC**	**ST**	**OBC**	**Physically Challenged**	**Total**	**General**	**SC**	**ST**	**OBC**	**Physically Challenged**	**Total**
Aided	1147	325	119	740	5	2336	1391	317	127	477	09	2321
Unaided	1578	356	46	717	--	2697	1447	373	53	505	00	2378

Unaided – FYBMS-4:1, FYBAF-7:1, FYBBI-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.

No. of students beneficiaries - **107**

5.5 No. of students qualified in these examinations

NET-**04**   SET/SLET-**Nil**   GATE-**Nil**   CAT-**Nil**

IAS/IPS etc-**Nil**   State PSC- **Nil**   UPSC-**Nil**   Others-**Nil**

5.6 Details of student counseling and career guidance

Ten Career **Guidance Programmes and five Career Counseling/Skill Development/Personality Development programmes were conducted as follows,**

1. **Career Guidance Programmes:**

Sr.No.	Date	Description of the programme

1.	30.07.2014	Orientation Program for 80 registered students was conducted to create awareness about different courses of Thomas Cook India Limited i.e.
		  1. IATA Foundation
		  2. Consultant Certificate Course in World Tour Management.
		  3. Travel Professional Program Travel Professional + MBA – Tourism integrated course

2.	01.08.2014	Seminar to spread awareness of Certified Financial Planner by Financial Planning Academy (FPA) which is a leading authorized education provider of the internationally recognized Certified Financial Planner certification program having training centers all over Mumbai and conduct training programs across India.

3.	01.08.2014 & 02.08.2014	Seminar on Career Awareness in the field of Finance in association with Finplan.
		  1. Diploma in Marketing and Management
		  2. Diploma in Banking and Finance
		  3. Post Graduate Program in Finance and Management
		  4. ACCA – Association of Chartered Certified Accountnats
		  5. Diploma in Taxation
		  6. MBA

4.	16.09.2014	Pre-Placement Guidance for TCS Recruitment in association with Easy Solution Academy
5	18.11.2014	Career Guidance in CA and MBA (Finance) in association with Rotary Club of Thane Urabania
6	26.11.2014	Career guidance in CS in association with the Institute of Company Secretaries of India.
7	03.12.2014	Career guidance in Navy after SSC for Junior College in association with Golden Maritime Institute Educational Trust.
8	09.12.2014	Seminar on Government Job and Bank Recruitment Examination in association with Menon Institute of Training and Development
9	13.01.2015	Career Guidance Talk in association with NIIT
10.	17.01.2015	Centre for Radiacally Astute Functional Training:"Career Opportunities in Banking and Financial Services Industry".

2. Training Programmes:

Sr.No.	Date	Description of the programme
1.	26.08.2014	Workshop on "How to crack Aptitude Test" and 'How to prepare for personal interview' in association with Endeavor careers.
2	27.08.2014	Workshop on 'How to crack CAT and Aptitude Test' in association with Endeavorcareers
3	11.08.2014 to 21.08.2014	Personality Enhancement Programme of 24 Hours for 86 students which included Effective Communication Skill, Group Discussion and Interview, Body Language and Grooming etc in association with Easy Solution Academy.
4	05.02.2015	Guidance lecture on "How to enter industry o your choice" in association with Brightwayz and "Marketing – A Game Changer" in association with Head Industry Interface VPM Thane:
5	06.02.2015	Virtual Stock Competition of 7 days trading in Stock Marketing association with ICICI Direct

No. of students benefitted- **More than 1800 students benefited from the above mentioned programmes.**

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
06	426	170	0

5.8 Details of gender sensitization programmes

1. **Women empowerment- Street plays, songs, rallies, etc.**
2. **Organized a national seminar on 'Women's Quest for Equality in India: Promises, Problems and Prospects**
3. **Organized *'Kranti Jyoti Savitribai Phule Smruti Din'***
4. **Celebrated International Women's Day**

5.9 Students Activities

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

State/University level	National level	International level
547	**09**	**01**

No. of students participated in cultural events

State/University level	National level	International level
91	**01**	**01**

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

Sports: State/University level	National level	International level
16	**06**	**0**

Cultural: State/University level	National level	International level
50	**01**	**01**

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	**Nil**	**Nil**
Financial support from government	**950**	**89,58,766**
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 - **01** National level - **01**   International level- **Nil**

5.12 No. of social initiatives undertaken by the students

Total 28 activities as follows:

NSS volunteers participated in

1. **Electricity Conservation activity**
2. **Voters' Awareness Campaign**
3. **Health check-up camp**
4. **Civil Defense Training**
5. **Notebook distribution to the needy students**
6. **Pulse Polio Campaign**
7. **Blood Donation Camps**
8. **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. **Street Play**
6. **Blood Donation Camp**
7. **Traffic control duty on Ganpati Immersion day**
8. **AIDS Awareness rally**

Students participated in following WDC activities

1. **Self-defense courses**
2. **Two Day National Conference on 'Women's Quest for Equality in India: Promises, Problems and Prospects'**
3. **Front-page Design Competition for the Conference Proceedings**
4. **PowerPoint Programme on 'Violence Against Women'**
5. **Solo performance titled *'Vhay Mi Savitri'***
6. **Workshop on 'Empowerment towards Financial Management'**
7. **International Women's Day**
8. *Kranti Jyoti Savitribai Phule Smruti Din*

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. **Street Play on 'HIV Awareness'**
2. **Street Play on 'Sexual Harassment of Women'**
3. **Career exhibitions, interview, talk, poster**

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.

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission

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 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 is 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.**

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.

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.**

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.**
- **One Minor Research Project (MRP) was approved by the University Grants Commission (UGC) during the year.**

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,

- **A study of 'Pocket Money', it's adequacy and utility**
- **Study of websites of College that have secured more than 3.09 CGPA in NAAC assessment**
- **Guidance was given on questionnaire/checklist designing**
- **A special lecture by Mrs. Shraddha Bhome on 'Research in Everyday Life'**

6.3.5 Library, ICT and physical infrastructure/instrumentation

Library -

- **A special donation of Braille books worth Rs. 10,000/- was received from 'Savitri Forum', Pune. Shri. Uday Kulkarni, a resident of Thane city donated 15 Braille books published by** *Swatantryaveer Savarkar Rashtriya Samiti*, **Mumbai.**
- **Additions to reference books**
- **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 section for staff and students is maintained**

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** *Kattyayan*, **the auditorium such as video conferencing, wifi, sound system with excellent acoustics**
- **Language Laboratory**
- **Three Computer Laboratories**
- **ICT enabled class-rooms**

Physical Infrastructure

- **Optimum utilization of infrastructure within given external constrains 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 was started. This course is aimed at developing the highest soft-skills including communication skills.**
- **World Tourism Management Course of Thomas Cook (India) was started. 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.**

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	-

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 modifies in 2014-15 to 75/25 CBSGS pattern**

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 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 discussing the issue of autonomy to the Colleges and encourages it to go for 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.**

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 varoius activities such as,**
- **Support and permission for field visits, visit to NSS camp, accompanying students to competitions.**

6.13 Development programmes for support staff

- **Well-known motivational speaker Shri. Pravin Davane was invited to give a talk on work culture. The title of his talk was *'Shrammev Jayate'*.**

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 1st 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.**

Criterion - VII

7. Innovations and Best Practices

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

- **In-house design of tailor-made database folder under Windows Access software for entering, storage and transfer of data of individual teachers, to aid compilation of various administrative reports including NAAC**
- **Typing and printing of all question papers of First and Second year classes which were outsourced earlier is now done in-house from March 2014 examination onwards and continued in academic year 2014-15 as this was of great help in the smooth conduct of the examination. This has also resulted in tremendous time-saving and cost saving for the institution.**

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

• **Increase research activity**
• **To meet the library needs of the visually-challenged students**
• **To organize quality oriented lectures for teaching and non-teaching staff**
• **To arrange for in-house design of software for computerized feedback of teachers from students**
• **To start the inter-collegiate state level 'Debate Competition' in memory of Late Dr. V. N. Bedekar, former President of Vidya Prasarak Mandal, Thane**

b. Action Taken Report (ATR) on above plan

• **Three Minor Research Proposals sent**
• **Braille section was set-up in library**
• **Dr. M. R. Kurup and Shri. Pravin Davane were invited to give a talk to teaching and non-teaching staff**
• **Software was designed and feedback was taken**
• **The Debate Competition was inaugurated and conducted successfully on 20th February 2015**

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. **The College believes in entering in to MoUs with reputed institutions.**
2. **Taking care of needs of the visually-challenged students in library by creating Braille section.**

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?

No

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**

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**

8 Plans of Institution for next year

- **External Academic Audit**
- **Completing the process of the 3rd Cycle of NAAC**
- **To start the courses in Social Work**
- **To arrange for guest lecturers for teaching staff**
- **To arrange for guest lecturers-cum-training sessions for non-teaching staff**
- **To conduct Green Audit**
- **To seek approval from Management for research budget for the College**
- **To upgrade the office record keeping facilities with modernized infrastructure**
- **To install high capacity generator for arts building**
- **To install Centralised Public Address System**
- **To groom 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 an MoU with the NGOs working for the underprivileged sections of society**

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

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

Annexure - II

Academic Calendar 2014-15

Event/Activity	Date /Month
Arrangement of terms	**1st Term 09/06/2014 to 17/10/2014** **2nd Term 10/11/2014 to 30/04/2015**
Opening Day of College	**09/06/2014**
Address of the Principal (Degree College)	**July / August 2014**
Jr. College Parents-Teachers' Meet	**June, July and November 2014**
Address of the Principal (Jr. College)	**June and July 2014**
Sanskrit Din	**August 2014**
Pre-National Conference Workshop	**22nd August, 2014**
First Meeting of IQAC	**September 2014**
Submission of AQAR (2013-14) to NAAC	**September-December 2014**
Counseling Cell workshop	**17th September 2014**
First/Third Semester Exam (Degree College)	**As per University Circular**
FYJC First Unit Test	**September 2014**
Teachers Day	**5th September 2014**
FYJC First Term Exam	**October 2014**
TYBA/BCOM University October Exam	**As per University circular**
Diwali **Break**	**17/10/14 to 10/11/14**
Pre-National Conference Workshop	**26th November, 2014**
National Seminar **(Article 370 of Indian Constitution)**	**5th December 2014**
Constitution Day celebration	**24th December 2014**
Sports Festival	**December 2014**

Navrang, (Annual gathering)	December 2014
Annual prize distribution	24/12/2014
Winter Break	26/12/2014 to 01/01/2015
National Conference (WDC)	9th and 10th January 2015
FYJC Second Unit Test	January 2015
Gandharva (Inter-Collegiate Festival)	January 2015
Swami Vivekananda Birth Anniversary	12th January 2015
Udaan Festival (DLLE)	16th January 2015
Chrysalis (Inter-Management Festival)	January 2015
Dr. V. N. Bedekar State level Intercollegiate Debate Competition	20th February 2015
Lecture on 3rd Cycle of NAAC and Role of IQAC in Higher Education Institutions	27th February 2015
Release of College Magazine	February 2015
International Women's Day	8th March 2015
Savitribai Phule Smruti Din	10th March 2015
SYJC Board Exam	As per Board Circular
Second/Fourth Semester Exam (Degree College)	As per University Circular
TYBA/BCOM University March Exam	As per University Circular
FYJC Second Term Exam	April 2015
Second Meeting of IQAC	April 2015
Last Day of the Term	30/04/2015

Annexure - II Best Practices

Best Practice-1

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

   Entering in to MoUs with reputed institutions.

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

   To enhance the employability of students by way of skill development and to equip students to succeed in the increasing competition.

   The Chairman of the Management (*Vidya Prasarak Mandal*) repeatedly points out on various occasions that students have to upgrade themselves with valuable skills to face the increasing competition in the job and business market. In his vision students will find it difficult to survive the competition if they don't upgrade themselves adequately in time. In furtherance of this thinking systematic efforts are made by the College and Management to provide access to students to courses of internationally reputed institutions by conducting the same within the campus.

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.)

   One of the important goals of the College is to make it easy for its graduating students to get job placement in a difficult market. The College is aware that many of its students are from vernacular medium and face some amount of difficulty in fluent communication in English. Good command over the English language with proper diction is a pre-requisite in the competitive job market. The Business English Course (BEC) is the appropriate training add-on which the students need.

   Many sectors in the job market are found to be highly saturated. Certain sectors like tourism are newly emerging sectors with substantial support from the governments across the world. The job potential here is high but extra skills related to the field are required. The World Tourism Management Course is the ideal value addition for the students of this College.

   Keeping the above contextual features in mind the College has gone ahead and started these two carefully selected value-added courses.

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. Suitable MoUs with quality national and international institutions are the need of the hour to provide and array of added professional skills useful in the current job market.

The College/Management has selected for this purpose the Cambridge University, UK and Thomas Cook (India) and entered in to MoUs with them. Under these MoUs the College has started the following courses in its campus.

Business English Certificate Courses of Cambridge University was started. This course is aimed at developing the highest soft-skills including communication skills.

World Tourism Management Course of Thomas Cook (India) was started. This is focused on adding skills required to tap the job potential in the tourism market which is growing fast.

The implementation of this involves the following stages:

Signing of MoU
Fixing the fee structure
Fixing the Programme Calendar aligned to the academic calendar of the College and affiliating University
Orienting the students
Training of faculty by Cambridge University experts (BEC)
Inviting experts from Thomas Cook (India) as resource persons (World Tourism Management)
High standards expected by Cambridge University and Thomas Cook (India) in arrangements for examination process

Some of the constraints and limitations are as following:

Selection and availability of faculty within and outside the College in view of pre-existing time-tables/schedules. Lots of motivation is required for enrolling the students for such professional courses.

To make special arrangement of examination for visually-challenged students.

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 College started these two courses during the academic year 2014-15.

Business English Certificates (BEC) of Cambridge University, UK

The response for the very first batch of BEC was average. A total of twenty five students enrolled for the same. The entire course was duly completed. At the end twenty two students appeared for the First Level of examination called as Preliminary. Of this, twenty one students were successful.

The feedback from these students threw light on the value addition from this course. The students gained clear knowledge about various aspects of the English language required for accurate and elegant communication. They also experienced appropriate improvements in their own conversational style and content. All this added to their overall confidence and personality development.

Some of the students coming from Convent and English medium even reported that their previous understanding of the English language was not fully correct and many of their misconceptions were removed on going through this course. They found that there was vast improvement in their accent, diction, mannerisms and etiquettes. They are eagerly waiting to enroll for the next level i.e. Vantage.

World Tourism Management Certificate Course of Thomas Cook (India)

Seven students enrolled for the first batch of this course, completed it and some of them got appropriate placement. The feedback showed that the students realized that there was much more in tourism field than they had imagined. Further, they also became aware about the higher job potential in this emerging field.

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

Problems
Time and space constraints due to large number of activities. This aspect is somewhat relieved by conducting tournaments during vacation. High cost of enrollment for some courses like tourism. Convincing students about the value of the course. Finalising schedules for training of trainers matching with the trainers' schedules.

Resources required include the following,

Provision of space for conducting the lectures
Provision of class rooms for conducting the examinations with seating arrangement complying with their rigorous standards

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.)

This is important as it contributes to increased career prospects for the student community.

This particular Best Practice is of a long-term nature to be gradually developed over a period of time. It may involve considerable efforts and resources but the motivating factor for adopting and implementing the same lies in the fact that it offers a powerful medium for extending socio-economic benefits and quality development of the students.

Identifying genuine, suitable and reputed institutions and appropriate courses is of crucial significance for the success of the practice.

All this contributes to enhance the employability of the students.Institutional Social Responsibility.

Best Practice-2

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

   Establishing and operating a dedicated Braille Section in the College library

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

   To provide easy access to required learning resources for the visually-challenged students within and outside the College.

   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 section in the society which is differently-abled and one large part of this section is the visually-challenged people. This section is particularly disadvantaged in respect of learning and education. Availability of specialized learning resources in the form of Braille books, brailler (Braille type-writer), NVDA Free Open-source screen reader facility, etc. which they require is not sufficient to meet their needs. Hence, the College has seen an opportunity to fill this gap to the extent possible and thus serve society.

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.)

   The number of visually-challenged students in and around Thane and the remaining districts of Maharashtra is quite large. As against this the availability of specific learning resources is not sufficient. In contrast library books and other resources available for normal students is huge in quantity as well as in value. The visually-challenged students are unable to learn without the help of reader. Hence, providing for their needs is very valuable in helping them to complete their higher education.

   In this context, both the central and state governments, and various social organizations have made it their policy to do the maximum for such people. The aim of this policy is to enable such students to complete their basic and higher education and to earn their own livelihood so that they can lead a respectable and self-dependant life in society. It is generally observed that many of such students while having a handicap in one area are unusually endowed in other faculties especially intellectual facilities. To make their high intellectual skills available to nation building, it is first necessary for them to complete their formal learning and education. Any step in this direction finally adds to nation building.

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 increasing number of visually-challenged students studying in this College became noticeable. The College then realized the need to make special arrangements to cater to their needs beyond the regular library. This started a full chain of actions in this directions,

Feedback was taken from such students through specific meetings with the librarian
This feedback revealed that they wanted a special Braille section
This Braille section should include Braille books, brailler, earmarked space and furniture
Appropriate proposal was discussed by the librarian with the Principal and Management, who strongly supported the same
Accordingly, the librarian enquired about the availability of the baille books
In this process the College came in contact with Savitri Forum an NGO based in Pune
The Mission of this NGO is to assist and sponsor in the establishment of Braille sections in other institutions
The representatives of this NGO were invited to the College in this context and decision of creating Braille section in the library was taken
Savitri Forum graciously offered the Braille books worth Rs. 10,000/- (Rupees ten thousand) to the College
The College established a Braille section with Braille books worth Rs. 24772/- (Rupees twenty four thousand seven hundred seventy two) including Rs. 10,000/- (Rupees ten thousand) received from Savitri forum
The necessary infrastructure was created in Braille section in the College library which includes cup-boards, tables, chairs, brailler and other technical equipments
The Braille section was inaugurated on 4th February 2015 at the hands of Dr. Vijay Bedekar, Chairman, Vidya Prasarak Mandal, Thane
Mrs. Rashmi Pandhare, President, Savitri Forum, Pune and Shri. Swagat Thorat, Editor of the leading Marathi Braille Magazine, *Sparshadnyan* were present as Guest of Honour for the Inaugural Function
The Inaugural Function was also attended by many other people working for the cause of visually-challenged people

Thereafter, the Braille section has been regularly operational with good response.

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.)

   This practice which started as a small initiative has received tremendous response and appreciation within the College as well as outside.

   Five to seven students from the College regularly use the Braille section.

   Two to three students from outside also frequently visit this section. They come from distant places such as Panvel and Badlapur.

   These students include students from Junior College, Under Graduate and Post-Graduate sections.

   One of these students has completed the post-graduation in Philosophy with distinction. This student is presently placed as an officer in a leading bank.

   These students are able to learn in a totally stress free environment and they freely interact with the Chairman, Principal, Vice Principals and Librarian of the College to communicate their needs.

   Appreciation for this initiative has also come from other sections of society also. Some people have offered books to the Braille section. For instance, Shri. Uday Kulkani, resident of Thane donated 25 braille books to this section.

   One of our own faculty members has volunteered to contribute to this initiative by arranging for recording of syllabus, text book contents and other related material useful for under graduate course in English literature. Further, the person has also offered to meet the expenses and cost of equipments requied in this context.

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

   Problems

   The main problem in this context is the lack of strong will to venture in to uncommon activity. Fortunately for the College there was no such problem at all on the contrary every person involved from the Chairman of Vidya Prasarak Mandal, Principal of the College, Librarian and right down to all the staff members and students were in favour of the idea and strongly appreciative of the same.

Space constraints within the library were overcome as a special priority.

Identifying suitable NGOs, identifying exact specifications of equipment required and identifying the suppliers of Braille books and other needy equipments are some of the problems encountered.

Resources required include the following,

Space in the library
Funds for purchase of books and equipments
Tables, chairs and cup-boards
Administrative staff
Class IV staff

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.)

This is important as it contributes to bring visually-challenged students in to the main stream of the society with the respectable status.

This particular Best Practice is of a long-term in nature to be gradually developed over a period of time. It may involve considerable efforts and resources but the motivating factor for adopting and implementing the same lies in the fact that it offers a powerful medium for extending socio-economic benefits and quality development of the students.

This Best Practice results in helping in large number of visually-challenged students who otherwise lack access to such facilities.

This also provides a platform from which students with strong will but faced with a handicap can also develop themselves suitably and get employment on the strength of their higher education. This also gives them self-dependence and respectable status in society.

All this contributes to Institutional Social Responsibility.

8. Contact Details

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City: Thane

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