

**The Annual Quality Assurance  
Report**

**2015-16**

**of  
Royal College  
of  
Arts, Science and Commerce**

**Submitted to**

**The National Assessment  
&  
Accreditation Council (UGC)**



**Founder Principal & Hon. Director  
Prof. A. E. Lakdawala**

# Fw: AQAR 15-16- Royal College (University of Mumbai)

Inbox

**Asgar Lakdawala**

5:06 PM (6  
minutes ago)

to me

----- Forwarded message -----

**From:** CAPU AQAR <[capuaqar@gmail.com](mailto:capuaqar@gmail.com)>

**To:** Asgar Lakdawala <[trams786@yahoo.com](mailto:trams786@yahoo.com)>

**Sent:** Thursday, 20 April, 2017, 4:00:00 PM IST

**Subject:** Re: AQAR 15-16- Royal College (University of Mumbai)

NAAC/AQAR ACK/ APRIL / 2017/

Royal Higher Education Society's Royal College of Arts, Science & Commerce

Penkar Pada, Srushti Complex, Near Bhakti Vedanta Hospital

Mira Road [E]

Maharashtra

**Subject: Acknowledgement of AQAR**

We are acknowledging the receipt of Online Submission of **Annual Quality Assurance Report** (AQAR) for the year : 2015-16.

For any queries related to AQAR, you may kindly contact [capuaqar@gmail.com](mailto:capuaqar@gmail.com) or 080-23005165 (Aqar direct help line)

Wishing you success in your quality enhancement process.

THANKS WITH REGARDS  
CAPU-AQAR  
(CENTRAL APPLICATION PROCESSING UNIT)  
080-23005125 / 24

On Wed, Apr 19, 2017 at 5:57 PM, Asgar Lakdawala <[trams786@yahoo.com](mailto:trams786@yahoo.com)> wrote:

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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (*Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013*)

## Part A

### 1. Details of the Institution

#### 1.1 Name of the Institution

Royal Higher Education Society's  
Royal College of Arts, Science & Commerce

#### 1.2 Address Line 1

Penkar Pada, Srushti Complex,

#### Address Line 2

Near Bhakti Vedanta Hospital

#### City/Town

Mira Road [E]

#### State

Maharashtra

#### Pin Code

401107

#### Institution e-mail address

royalcollege\_office@yahoo.com

#### Contact Nos.

28453232 / 28459524

#### Name of the Head of the Institution:

Prof. A. E. Lakadawala

#### Tel. No. with STD Code:

022-28459930

#### Mobile:

9821093756

**Name of the IQAC Co-ordinator:**

Dr. Juliet Miranda

**Mobile:**

9869798293

**IQAC e-mail address:**

royalcollege\_office@yahoo.com

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

*MHCOGN 10156*

**1.4 NAAC Executive Committee No. & Date:**

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

EC/55/RAR/056 dated 27-03-2011

**1.5 Website address:**

<https://www.royalcollegemiraroad.edu.in>

**Web-link of the AQAR:**

<https://royalcollegemiraroad.edu.in/wp-content/uploads/2019/01/AQAR-2015-2016.pdf>

**1.6 Accreditation Details**

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	---	Sept." 2003	---
2	2 <sup>nd</sup> Cycle	A	3.10	27/03/2011	26/03/2016
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

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

30<sup>th</sup> June 2005

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

2015-16

**1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC. ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))**

- i. AQAR 2014-15 submitted to NAAC on 22/04/2016
- ii. AQAR 2013-14 submitted to NAAC on 02/07/2015
- iii. AQAR 2012-13 submitted to NAAC on 30/04/2014
- iv. AQAR 2011-12 submitted to NAAC on 22/10/2012

**1.10 Institutional Status**

**University** State  Central  Deemed  Private

**Affiliated College** Yes  No

**Constituent College** Yes  No

**Autonomous college of UGC** Yes  No

**Regulatory Agency approved Institution** Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

**Type of Institution** Co-education  Men  Women

Urban  Rural  Tribal

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

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

**1.11 Type of Faculty/Programme**

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

. -

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

**University of Mumbai**

**1.13 Special status conferred by Central/ State Government--**

UGC/CSIR/DST/DBT/ICMR etc

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:**



**Composition**

Members:

- |  |              |
|--|--------------|
| • Dean of the College (Mrs.) Kamala A. | Chairperson  |
| • Ms. Maleka Bootwala                  | Member       |
| • Ms. Zainab Valikarimwala             | Member       |
| • Ms. Afroz Shattari                   | Member       |
| • Ms. Aqueela Sattar                   | Member       |
| • Ms. (Dr.) Juliet Miranda             | Co-ordinator |
| • Ms. Parveen Shaikh                   | Member       |
| • Ms. Vinetta Rodrigues                | Member       |
| • Ms. Zamanat Syed                     | Member       |
| • Ms. Sanchita Datta                   | Member       |

### Activities

- Mentorship programme was extended to third year students
- MoU signed with Bhakti Vedanta Hospital for conducting extension activity
- Organization of soft skill course under PMKVY scheme of the government for students
- Towards enhancement of research
  - ✓ Approval for three UGC minor research projects received
  - ✓ Grants received for 4 minor research projects from University of Mumbai
- Sample run of Students Satisfaction Index
- Workshops organized for professional enhancement of faculty
- Lady sports instructor appointed
- Introduction of log book for teachers
- Two-day National Level Workshop was organized on „Structure Solving by Powder X-ray Diffraction (SSBPXD-15), by Department of Physics.
- LAN was installed to allow better connectivity and functioning of departments
- Collaboration with Eco-Reco for E waste collection from the college and neighbourhood



**Part B****Criterion – I****Curricular Aspects****1.1 Details about Academic Programmes**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	nil	Nil	Nil
PG	<b>01</b>	nil	<b>01</b>	nil
UG	<b>12</b>	nil	<b>03</b>	<b>00</b>
PG Diploma	Nil	nil	Nil	nil
Advanced Diploma	Nil	nil	Nil	nil
Diploma	Nil	nil	Nil	nil
Certificate	<b>07</b>	<b>01</b>	<b>08</b>	<b>08</b>
Others	-	-	-	-
Interdisciplinary	<b>02</b>	-	-	-
Innovative	-	-	-	-
Total	<b>22</b>	<b>01</b>	<b>12</b>	<b>08</b>

**1.2 (i) Flexibility of the Curriculum: Elective option – as designed by the University****(ii) Pattern of programmes:**

Pattern	Number of programmes
Semester	<b>six semesters each in 12 UG programmes four semesters in 1 PG programme</b>
Trimester	nil
Annual	nil

**1.3 Feedback from stakeholders\* (On all aspects)**

Alumni	Yes	<a href="#">[Annexure : I Analysis of feedback from alumni]</a>
Parents	Yes	<a href="#">[Annexure: II Analysis of feedback from parents]</a>
Employers	Yes.	The PBAS proforma of teachers is scrutinized by an internal committee.
Students	Yes	<a href="#">[Annexure: III Analysis of feedback from students]</a>

Mode of feedback : Online  No      Manual  Yes

Co-operating schools (for PEI)  No

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

Yes. The Syllabus is restructured every five years to include current trends and needs of the students to face the competitive Society. The inputs and suggestions given by the members of syllabus committee of the University that includes Subject Experts are taken into consideration for reviewing the existing programmes. The college does not have any authority over this. Our faculty members contribute to curriculum designing by participating in online discussions held prior to finalization of new curriculum.

Two of our faculties are members of University Syllabus Committee.

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

No new programme introduced.

T.Y.B.A (Psychology) and T. Y.B.Com (Accounting & Finance) were introduced.

**Criterion – II****Teaching, Learning and Evaluation****2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
32 (Aided)	19	12	Nil	1 (Library)

**2.2 No. of permanent faculty with Ph.D.: 10****2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year**

	R	V
Aided	03	0
Unaided	02	0

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

Guest faculty	0
Visiting faculty	0
Temporary faculty	11

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

No. of Faculty	International level	National level	State level	Regional level
Attended Seminars/ Workshops	3	5	-	5
Presented papers	8	5	-	1
Resource Persons	Nil	Nil	Nil	1

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

In addition to power point presentation by students and teachers, used by almost all departments, the following methods of teaching and learning have been adopted by various departments.

<b>Departments/ Subjects</b>	<b>Innovative methods of teaching</b>
<b>Humanities</b>	Group discussion, Interactive sessions, Case study, Psychological games, Guest lecture, Field visits (03), Educational movies/ Documentaries, Skits, Simulation, Role play, Elocution Competition, Two day camp to Survey Tribal Area of Nandgaon to study tribal culture, Debate, Ad making, Mock stock market, Use of examples from newspapers for understanding relevance of concepts , Synopsis, Tele episodes
<b>Commerce</b>	Group Discussion, Role plays, Mock Courts, Research paper writing, TV Advertisements, Scrap Book Making, Live case studies, Interactive sessions, Skits, Discussion on applicability of theories in day to day lives, Speech activities, Vocabulary activities, Magazine making, Film making, PR related activities, Mock interviews, Film appreciation, Educational Visits (03)
<b>BMS &amp; BAF</b>	Primary data collection by visiting financial organizations, Display of important economic indices by students on daily basis, Reading the Annual Report of companies, Audio-visual presentation, Guest lectures (4), Visits (2), Mock Stock Exchange, Memory Keys, Reading of news headlines, Debate, Case study, Forecasting economic policies to be announced by RBI, Mock Court, Application of PR theories into practice by way of promotional activities, Live Video, Movies
<b>Physics</b>	Animation video, Case study
<b>Microbiology</b>	Micro-rangoli (Using staining diagrams to draw rangoli on paper ), sharing videos/ animations related to concepts taught through Google group, Group discussion, Discussion on approaches to solve problems in microbiology, Industrial / institutional visits (8), Use of on line database and software for Bioinformatics, Lecture synopsis, Written assignment
<b>Comp. Sc.</b>	Group discussion, Written assignments, Problem solving, Competitions based on subject knowledge such as LogIQ, Ganesh Sketching, Blind C, Guest lectures, Workshop
<b>Zoology</b>	Power-point presentations, Educational films, Internet (Bioinformatics), Videos, workshop
<b>Botany</b>	Nature walk to teach taxonomy and horticulture, Bio-bulletin, Reading news clippings in class
<b>Maths</b>	Survey and data presentation (Understanding biostatistics), Video, Assignments, Debate

## 2.7 Total No. of actual teaching days during this academic year

Faculty	No. of actual teaching days
Art & Commerce	178
Science	172

## 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Question papers set strictly in accordance with the University norms and scrutinized by Head of Departments for coverage of the syllabus and quality
- Centralized Assessment Program followed
- CCTV camera , paper shredder and photocopier installed in the Result/duplication room
- Separate room with three computer terminals with dedicated printer for teachers for setting question papers
- In addition to formal process of evaluation prescribed by the University and BOS in respective subjects, faculty members are encouraged to regularly evaluate the learners with respect to knowledge and skills gained. The following methods of evaluation were adopted by some of the departments.

Subject /Dept	Methods	Objective
<b>Humanities</b>	Written assignments	To assess ability to comprehend and present
<b>Commerce</b>	Cross word, puzzle, Quiz	To informally evaluate knowledge gained by students
<b>BMS &amp; BAF</b>	Written assignment	Self learning
<b>Chemistry</b>	Tutorials Written assignment Viva Report writing Chem Housie PowerPoint presentation Book Surfing Quiz	Written Presentation Self learning and ability to comprehend Interview skills Referencing abilities Familiarity with the Periodic Table Communication skills, confidence  Self learning and referencing skills

Subject /Dept	Methods	Objective
<b>Physics</b>	Quiz	To gauge assimilation of knowledge
<b>Microbiology</b>	Written assignments, open book tests, report writing, oral quiz, Viva, power point presentation drawing structures of biomolecules, video quiz, diagrammatic representation  Writing approaches for practical problems in Microbiology	To regularly evaluate the students using a combination of methods suitable for judging various skills and knowledge gained by students  To orient the students towards application of practical knowledge gained
<b>Maths</b>	Crossword, Math quiz, Sudoku, Aptitude test, Pictionary	Regular evaluation by non conventional methods
<b>Computer Science</b>	Written assignment Video quiz PowerPoint presentation Viva	Self learning and ability to comprehend Visual comprehension Communication skills, confidence  Ability to recollect and present

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

Syllabus committee:

Faculty member	Subject/Class
Prof. Vilasini Gaode	Microbiology ( S.Y.B.Sc.)
Prof. Farhaan Makba	Microbiology ( T.Y.B.Sc.)

Curriculum development workshops attended: 8

2.10 Average percentage of attendance of students: 77%

2.11 Course/ Programme wise distribution of pass percentage :

Semester VI							
Title of the Programme	Total no. of students appeared	Grade					
		O %	A %	B %	C %	D %	Pass %
B.A.	56	17.86	39.29	23.21	10.71	7.14	98.21
B.Com.	106	4.72	36.79	29.25	24.53	4.72	100.00
B.Sc.	78	25.64	50.00	17.95	1.28	0.00	94.87
B.M.S.	54	0.00	37.04	37.04	12.96	1.85	88.89

Semester V							
Title of the Programme	Total no. of students appeared	Grade					
		O %	A %	B %	C %	D %	Pass %
B.A.	57	14.04	35.09	22.64	9.43	5.66	90.57
B.Com.	111	20.72	56.76	14.41	6.31	0.00	98.20
B.Sc.	78	30.77	42.31	11.54	3.85	0.00	97.44
B.M.S.	54	3.70	44.44	35.19	11.11	0.00	94.44

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

Contribution of IQAC to Teaching & Learning processes

- Keeping with IQAC efforts to hold seminars and workshops regularly, A Two-day national level workshop was organized on “Structure Solution by Powder X-ray Diffraction (SSPXD-15), on 27<sup>th</sup> & 28<sup>th</sup> November, 2015 by Physics department. The aim of this workshop was to provide theoretical knowledge of powder X-ray diffraction and a practical training of analyzing the diffraction data using software like Powdercell and Checkcell and Rietveld refinement using GSAS software. Research scholars and faculty members from Physics and Chemistry departments attended this workshop. Resource persons were from BARC and RRCAT
- Orientation programme for all First Year students was introduced from this academic year to brief the students about academic events, examination pattern, rules and regulation and cultural activities of the college.
- Suggestion was made to introduce an add-on course in Arabic language to cater to students and local minority community.

- Departments were encouraged to continue with certificate / add-on courses for students to **enhance professional skills**

<b>Department</b>	<b>Add-on/ certificate course</b>	<b>Duration</b>	<b>Participants</b>
<b>Mathematicss</b>	Operation Research Resource person: In- House faculty	10 hours	10
<b>Psychology</b>	Palliative care Resource persons from Bhakti Vedanta Hospital	15 Hours	22
<b>Physics</b>	Astronomy Resource person: Mr. Virendra Yadav (IIG) Mr. Jatin Rathod (Nehru Planetarium)	1 year	9
	Use of Origin 6 software Resource person: In- House faculty	9 hours	8
<b>Commerce</b>	Fundamentals in Book-keeping and Accountancy	30 hours	30
<b>Microbiology</b>	Research Methodology Resource person: In- House faculty	10 hours	22
Humanities	Palliative Care – A Psychological Approach Resource persons : Dr. Vinita Sharma (Bhakti Vedanta Hospital) Mr. Prashob K (Bhakti Vedanta Hospital)	15-hour	FYBA & SYBA students
<b>Computer Science</b>	Advance course in computer software Resource person: In- House faculty	18 hours	25
<b>Sociology</b>	Disaster Management. Resource person: Mr. Hitendra Acharya, Civil Defense Department, MBMC	5 days	120



- Bridge course in Mathematical and Statistical Techniques was conducted for FYBCom. students who did not opt for Maths in Jr. college. BMS department also conducted a bridge course in Business Statistics and Business Mathematics for FYBMS students not having Maths in Jr college. Depts. of Physics and Chemistry conducted extra practical for students, especially those not from Royal College, with poor practical techniques and skills.
- Advance Learners Programme and Remedial teaching for slow learners were continued

#### Monitoring and evaluation of Teaching Learning Process:

- Monthly teaching plan is prepared and followed by every teacher. The planner is monitored by the teacher herself, Head of the respective department and the Vice Principle to ensure effective compliance. The planner not only has details of topics to be covered but also teaching methods used by the teacher.
- Lectures of newly recruited teaching staff are observed and evaluated by Head of the Departments. A report of the same is submitted to the Principal and the staff is advised subsequently.
- Feedback obtained from students (TAQ)
- Feedback also taken for all add-on/certificate courses

#### 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	14
Others: NSS Training	01

**2.14 Details of Administrative and Technical staff**

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	30	05	10	08
Technical Staff	27	0	01	01

**Criterion – III**  
**Research, Consultancy and Extension**

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

A research committee has been set up as per the IQAC suggestion. The following initiatives have been undertaken by the Research committee.

***Annexure IV: Initiatives by IQAC for Research***

**3.2 Details regarding major projects**

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

**3.3 Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	07 <i>[Annexure V: MRP Details]</i>	-
Outlay in Rs. Lakhs	-	-	9.6	-

**3.4 Details on research publications:**

	International	National	Others
Peer Review Journals	4		
Non-Peer Review Journals			
e-Journals			
Conference proceedings	11 +11(Presentations)		

***[Annexure VI : Details of Research Publications and Presentations]***

**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 organizations**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	3	UGC	8.6 lakhs	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	4	University of Mumbai &	1. lakh	1 lakh
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

**3.7 No. of books published** i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

*[Annexure VII: Details of Books Published]*

**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   
 (specify) INSPIRE  CE  Any Other

**3.10 Revenue generated through consultancy**

**3.11 No. of conferences organized by the institutions**

Level	International	National	State	University	College
Number	-	1	--	-	-
Sponsoring agencies	-	UGC	-	-	-

*[Annexure VIII : National Level Workshop organized]*

**3.12 No. of faculty served as experts, chairpersons or resource persons: 6**

*[Annexure IX: Details of faculty served as experts, chairpersons or resource persons]*

**3.13 No. of collaborations** International  National  Any other

*[Annexure X: Research Collaboration]*

**3.14 No. of linkages created during this year**

**3.15 Total budget for research for current year in lakhs:**

From Funding agency  From Management of College/ University   
 Total

**3.16 No. of patents received this year**

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
	-	-	-	Mumbai	-	-

**3.18 No. of faculty from the Institution who are Ph. D. Guides**

**and students registered under them**

*[Annexure XI: Faculty as PhD guide]*

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

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

JRF  SRF  Project Fellows  Any other

**3.21 No. of students Participated in NSS events:**

University level  State level   
National level  International level

**3.22 No. of students participated in NCC events:**

University level  State level   
National level  International level

*[Annexure XII: NCC Report]*

**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	<input type="text" value="-"/>	College forum	<input type="text" value="20"/>	
NCC	<input type="text" value="36"/>	NSS	<input type="text" value="8"/>	Any other <input type="text" value="2"/>

*[Annexure XIII : Extension activities]***3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility**

*Each and every department conducts activities* to promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students.

**Criterion – IV**  
**Infrastructure and Learning Resources**

**4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10186 Sq. mtr	-	-	-
Class rooms	22	-	-	-
Laboratories	10	1		-
Seminar Halls	2	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1.62	UGC, College mgmt	-
Others	15	1	College mgmt	-

**4.2 Computerization of administration and library**

- Three Barcode scanners installed in library
- Six LED monitors & Eight Thin clients purchased for library internet section
- AMC renewed for SLIM 21 library software, Result software & Biometric register
- Renewal of web hosting contract for college website



**4.3 Library services:**

Particulars	Existing (14-15)		Newly Added (15-16)		Total	
	No.	Value	No.	Value	No.	Value
<b>Textbook (Senior)</b>	3552	` 2,32,140.30/-	344	` 53,334/-	4180	` 2,85,474.30/-
<b>Reference Book (Senior)</b>	10594	` 26,21,551/-	221	` 1,04,208/-	10850	` 27,25,759/-
<b>e-Books</b>	-	-	-	-	-	-
<b>Journals</b>	65	` 78,913/-	1new+62 renewed	` 65,132/-	63	` 65,132/-
<b>e-Journals</b>	1	` 4,000/-	-	-	1	` 5,000/-
<b>Digital Database</b>	-	-	-	-	-	-
<b>CD's and Video</b>	756	-	5	-	761	-
<b>Other (specify)</b>	Inflibnet	` 5000/-	Renewed	` 5000/-	Inflib	Yearly ` 5000/-

**4.4 Technology up gradation (overall)**

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing (2014-15)	138 + 2 browsing pc + 2 server	108*(28pc) 109*(37pc)	13 Connections	2	-	15 nodes 1 server	12	46 + 1 server
Added (2015-16)	(35 thin clients & 4pcs) Removed 41pcs	108* renovated 108*- (Added 25Thin client+ 4pc , removed old 28 pcs)	Removed 6 due to LAN	-	-	-	-	10 Thin clients, Removed 10pcs
<b>Total</b>	35 Thin client+ 101pc + 2 browsing pc + 2 server	108 *lab (4pcs+25 thin client) 109* (34 pcs)	7	2	-	15 nodes + 1 server	12	36pc+ 10 Thin client + 1 server

108\*- Lab 1, 109\*- Lab 2

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

- All department computers were connected through LAN network. Department of Computer Science conducted training session for teaching staff & lab assistants on use of LAN Network.
- Library staff conducted orientation programme for newly admitted students to explain the modules of SLIM 21. Also power point presentation on use of SLIM 21 is shown to students
- Computer Science department conducted certificate course on „Basic skills in computer“ for FYBA students.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	₹ 8,36,698/-
ii) Campus Infrastructure and facilities	₹ 4,86,404/-
iii) Equipments	₹ 1,62,809/-
iv) Others	₹ 42,24,696/-
<b>Total:</b>	<b>₹ 57,10,607/-</b>

*Criteria V**Student Support and Progression***5.1 Contribution of IQAC in enhancing awareness about student Support services**

- IQAC strategies disseminated through a top down approach involving HODs, guardian teachers and mentors
- Orientation programme and Parent teacher meeting held for first year Degree College
- An introductory session for fresh students held by College Library
- Use of notice board display, poster display, providing information in prospectus and word of mouth publicity
- Some of the specific activities introduced last year are:
  - ✓ Advanced Add-on course in Computer skills, add-on / certificate courses in Astronomy, Origin 6 software, Operation Research and Palliative Care
  - ✓ Bridge courses in Mathematics, Business Statistics & Mathematics
  - ✓ A soft skill course comprising 18 sessions of 3 hours each, under Pradhan Mantri Kaushal Vikas Yojna was conducted by Spectrum Academy. 28 students benefitted from the course.
  - ✓ Questionnaire to determine Students' Satisfaction Index (SSI) was designed and a sample run was conducted.

**5.2 Efforts made by the institute for tracking progression**

- SSI designed is intended at determining satisfaction level in students and tracking their holistic growth during their tenure in the college
- Each department, Club/Society submits Activity reports annually. These are used for tracking progression of the department and therefore the students' development indirectly
- Feedback from parents of first and second year students is taken, analysed and a report is given to the Management
- Guardian teachers and mentors
- Result analysis of all the three year students is generated by software. This is used by the respective departments for taking corrective measures if required.
- Follow up of students under remedial teaching
- Alumni meet is organized every year. Most departments keep in touch with their past students –mostly using social media. Whatever data is available – it is upgraded. Some of the alumni regularly contribute their time, skills and expertise towards the College activities. Some of them make personal visits to the departments.

**5.3 a) Total Numbers of students**

UG- 1288    PG – 89    PhD – Nil    Others – Nil

b) No. of students outside state: - 17

c) No. of International students: - Nil

WOMEN

No.	Percentage
1074	78

MEN

No.	Percentage
303	22

(2015-16)						2014-15						
General	S C	S T	O B C	Physically Challenged	Total	Gener al	S C	S T	O B C	N T	Physically Challenged	Total
1330	9	0	35	3	1377	1223	10	1	39	1	3	1277

**Table of Demand Ratio 2015-16**

Serial Number	Class	Demand Ratio
1	FYBA	1:1
2	FYBCOM	2:1
3	FYBSc	2:1
4	FYBMS	4:1
5	FYBAF	3:1

**Dropout:** Less than 1%

#### 5.4 Details of student support mechanism for coaching for competitive examinations

A preview to preparation for CAT Exams by Ms Payal Mukherjee from “Time” Coaching Classes for S.Y.B.M.S students

IQAC has recommended introduction of special training programme for competitive examinations from next academic year.

#### 5.5 No of students qualified in these examinations:

NET- CAT- Others-	GATE- IAS/IPS -	UPS- MPSC-	SET/SLET - GATE-
-------------------------	--------------------	---------------	---------------------

Data not available as most of these examinations are post PG.

#### 5.6 Details of student counseling & career guidance

##### Student counseling

An on- campus counselor is available on Mondays and Thursdays for personal counseling of students and parents.

##### Career guidance

- Departments maintain files containing data related to details of various career options available
- Career guidance talks are regularly organized.

Career Guidance Activities	Beneficiaries (students)
Campus Placement lecture by “Vijay Sales”	TYBMS
Youth Employability Program (Mr Ninan from Techno Source)	TYBMS
Guest Lecture: Career in Hospitality Industry Mr Vishnu Latish–Alumnus of BMS (2014)	TYBMS

Career Guidance Activities	Beneficiaries (students)
Guest Lecture: CAT Exams (Ms Payal Mukherjee from “Time” Coaching Classes)	SYBMS
Guest Lecture: Mutual Fund Industry -Pratik Shah Alumnus Of B&I (2008)	SYBAF
Guest Lecture: Research in Sciences, Dr Sanat Arora Scientist Emeritus, BARC	SYBSc, TYBSc
Guest Lecture: Careers in Aviation Industry	25 students -SYBA, 25 students - TYBA
Guest Lecture: Career in Social Sector	25 students -SYBA, 25 students - TYBA
Guest Lecture: Opportunities in Banking sector	100 students -SYBA and TYBA
Lakshya Seminar by Mr Amit Kalyanpur, SEED	Computer Science – FY, SY and TYBSc,
Workshop on First Aid by Mr Hitendra Acharya	68 students of FYBSc
Workshop on Company Secretary ship by Mr. Ravi Kothari	FYBCOM

### 5.7 Details of Campus placement

Number of Organizations Visited	On Campus Number of Students participated	Number of Students placed	Off Campus Number of students Placed
TCS	75	TYBMS-09 TYBCOM -06	TYBSc-01
iGate	-	-	TYBSc- 01

### 5.8 Details of gender sensitization programmes

The college has an active Women's development cell which conducts various activities, a summary of which is as follows.

Sr. No.	Date & Time	Activity
1	2 <sup>nd</sup> week of July	Introduction to objectives and activities of WDC in all first year classes
2	05.08.2015	PPT on women social reformers (competition)
3	26.08.2015	Survey and presentation on „Eve teasing and need of Self-Defence“ among College students.
4	18.01.2016	Talk on „Women and Law“
5	06.02.2016	Research presentation on “Beti Padhao Beti Bachao”
6	10 Sundays from 26 <sup>th</sup> July 2015	Taekwondo training for self defence: 10 sessions each of 1.5 hours duration conducted for 64 girl students in 6 batches.  Course conducted by Speed Taekwondo Academy under the aegis of Thane District Taekwondo Association

### 5.9 Student Activities

5.9.1 No. of students participated in sports, Games & other events

State/University Level	75	<input type="text"/>
International level	Nil	<input type="text"/>
National Level	<input type="text" value="Nil"/>	

**Zonal level competitions**

Game	University	Inter-University
Chess	Team, of 6 players secured 14 <sup>th</sup> position at Zone II (Mumbai University).	-
Table tennis	5 boys & 3 girls in team event <b>Girls' team secured 4<sup>th</sup> position</b>	-
Badminton	5 boys	-
Volley ball	12 boys (team)	-
Athlete Meet	8 boys 3 girls; <b>1 girl qualified for semi-final</b>	-
Football	15 boys (team)	-
Yoga	Team, of 6 boys ( <b>5<sup>th</sup> Position</b> )	-
Basketball	12 boys (team)	-
Fitness and Endurance	1 student ( <b>2<sup>nd</sup> position</b> )	-
Sufi singing	09 students participated; 1 student finalist, <b>1 student won 2<sup>nd</sup> position</b>	-
Mumbai University Youth Festival	21 students participated 6 students in Western group team were among finalists	-

**FREE Yoga sessions conducted by college**

Class	Enrolled	Completed 7 sessions
SYBCOM	132	110
SYBA	87	48
SYBSc	115	91
SYBMS	57	42
SYBAF	56	47



**5.9.2 No. of medals/Awards Won**

State/University Level

Nil

International level

Nil

National Level

Nil

**5.10 Scholarship and financial support**

	<u>No.of Students</u>	Amount in ` .
1. Financial Support from the Institute		
College Fees	09	40722.00
Student Medical Expenses	02	1390.00
Awards	37	42400.00
<b>Total</b>	<b>48</b>	<b>84512.00</b>
2. Financial Support from the Government		
a. For needy students	01	2250.00
b. Post-matric scholarships for Minority students	02	15300.00
<b>Total</b>	<b>03</b>	<b>17550.00</b>
3. Financial Support from other sources	18	<b>114909.00</b>

**B. No.of Students from other states  
Studying in this Institute**

17

**C. No. of International Students**

Nil

**5.11 Student organized/initiatives**

**Gyan Manthan**

Student Committee (8 members representing diverse faculties) schedule, plan and organize –Gyan Manthan which is an intra and intercollegiate academic festival.

**5.12 No. of social initiatives undertaken by students –**

Date	Social initiatives	Details	No. of beneficiaries/ outcome
Economics 30student volunteers Entire Year	Improving Literacy  Gyandaan- teaching in BMC schools- Penkarpada, and near Rasaaz	Classes 1 to 8 Reading and writing skills to primary students	About 300 students
Commerce  Second term	To open Bank Accounts with SBI at Munshi Nagar	Students visited Munshi Compound, helped residents with collating documents to open S/B Account	12 Bank Accounts opened
Commerce, Sociology dept. & Political Science dept.  24.12.2014  14.02.2015  Sociology dept. & Political Science dept.  28.01.2015	Visit to Sneha sagar old age home – Mira road   Visit to Anmol orphanage	To sensitize students about problems of senior citizens   Sensitized students on plight of orphans	Rupees 5632.00 worth of utility   Distribution of utility items
BMS/BAF Dept.	For Social service in community  Visit to orphanage –Anjumana Mufidal	Distribution of basic necessities collected by BMS/Commerce students	

<b>Date</b>	<b>Social initiatives</b>	<b>Details</b>	<b>No. of beneficiaries/ outcome</b>
Botany Dept. Feb. 2015	Ecological Survey	Diseased Rain Trees counted and studied	Environmental awareness
Zoology Dept. October 2015 to Feb 2016  Year long (4 volunteers)	<u>Environment</u>  <u>Education</u>	E-waste collection drive  Sanjeevani Medical Foundation	43 Kg of E-waste given to EcoReco  Rupees 3425.00 received  About 20 Students taught English, GK etc
Physics Dept Feb.2015 –March 2015	<u>Education</u>	Demo. & explanation of scientific experiments in municipal school in college adopted area Munshi compound.	Students of class 8 and 9
Chemistry Dept. Full year	Literacy programme  Std V to VIII	10 sessions of 2 hours each to improve Maths and English skills	34 scol students,
Maths Dept 07.02.2015	Visit to “Jidd” school, Thane for special children	School for special children;  Donations collected by students	Donated utility items to school children
Hindi Dept. February 2015	Environment Cleanliness	Street play on „Swachhata“ in college adopted area – Munshi compound	Families in  Munshi Compound
Nature Club (Nisarg)	Nature conservation  Nature Awareness	Bird Race  “Kids for Tigers” competition school children	Environmental awareness

### 5.13 Major grievances of students redressed

- Grievance box is kept near the library.
- Students Grievance Committee meets regularly to address students' grievances
- No major grievances
- Minor grievances such as infrastructure needs like fan not working, etc are redressed immediately.

*Criterion - VI**Institutional Vision and Mission**VISION*

To be recognized as a **Minority educational institution** par excellence **having secular** outlook, imparting **value based education** to the youth, to mould them into **disciplined, conscientious citizens** of the society who would contribute to the social, economical and cultural growth of the society.

*MISSION*

- To provide **holistic academic programmes** and an **inspiring learning** environment.
- To contribute to **personal, professional and social growth** of students, belonging to minority community thereby enhancing the economic growth of the minority community **with special emphasis on girls' education**.
- **To extend its facilities to others communities.**

*GOALS OF THE INSTITUTION*

- To **inculcate perfect discipline** among students.
- To inculcate **scientific temper** and inquiry in students.
- To help them recognize and **hone their potentials**.
- To provide ample co-curricular and extra-curricular activities.
- To increase student awareness and participation in learning and support services.
- To **sensitize** students to **social and ecological** issues.
- To contribute to **personality development** of students.
- To empower them to face challenges of the competitive.

**6.2: Management Information System:**

- **Customized and standard software programs** are used in administrative office , Accounts, Library, attendance record of students, Examination system and results

- The **LMC holds meetings** at least twice a year to take major policy decisions and. prepare academic calendar. The decisions of the committee are approved by the Executive Committee / General Body.
- At least once in a year **all the members of Board of Trustees** visit the College especially on Founder's day to learn more about the activities and expansion programme of the College.
- Each **department maintains a minute book** of the monthly departmental meetings which are reviewed by the Vice Principal & the Principal every month.
- HODs observe the lectures of new staff & submit their reports to the Principal.
- The Principal conducts **review meetings** with concerned staff members after major event like intercollegiate festival, National / State level seminars, etc.
- Attendance committee submits all its reports to the Principal.
- **Regular meetings of library committee** are attended by the **Principal**.
- **IQAC meets regularly** to discuss and suggest innovative healthy practices which are scrutinized in HOD meetings before implementation.
- An efficient **feedback mechanism** is in place and is **monitored by the Principal and the trustees**.
- Peer Observation & Peer Review mechanism operates only in case of new teachers who are observed and reviewed by Head of the Department. Implementation of the suggestions is ensured by the Head of Departments themselves.
- Biometric attendance for teachers

### 6.3 Quality improvement strategies adopted by the Institution

#### 6.3.1: Curriculum Development:

- The institution follows the prescribed curricula of Mumbai University for its graduation and post graduation program. Nevertheless, the institution makes value additions each year to enrich the curricula.
- Faculty members are encouraged to attend syllabus workshops for facilitating smooth implementation of revised syllabi. Adjustments are made in academic schedules.
- Different strategies are chosen depending on the course

**6.3.2: Teaching and Learning:**

- All the faculty members are full timers in aided as well as unaided courses
- The College has a very effective mechanism to ensure completion of syllabus by teachers. All the teachers prepare monthly unitized teaching plan for entire academic year in the month of June, monitored on monthly basis by teachers and HODs. Teaching and evaluation methods are mentioned in the planner itself and in the minute book.
- A Talk on Development of Research by Dr. S. K. Arora, Scientist Emiretus, BARC.
- Continued subscription to INFLIBNET.
- Teachers are encouraged to participate in Orientation programs, Refresher and Capacity building courses/seminar/Workshop by granting them Duty leave.
- Networking of computers in the college through LAN connection.
- Structured remedial programme.
  - ✓ Based on their performance in First Semester Examination, Remedial teaching was introduced for all First year degree classes.
  - ✓ Bridge Program for practicals held in the subjects of Physics and Chemistry
  - ✓ Departments design the curriculum, arrange resources and plan soft skill or add on courses

**6.3.3: Examination and Evaluation:**

- Question papers are scrutinized by Head of Departments not only for adequate coverage of entire syllabus but also for quality of the paper.
- Result software and seating arrangement software maintenance at the cost Rs.40,600/-
- Installation of two ThinClient computers in Result room.
- Procurement of separate net connection in examination room.
- CCTV camera installed in the Centralized Answer Paper Assessment room
- Centralized Assessment Process system followed from inception of the college.

**6.3.4: Research and Development:**

- State, National or International level conferences/workshops/seminars organized regularly. In absence of external funding , management supports financially
- A fund has been allocated as seed money for research
- The faculty members are encouraged to enroll for Ph.D. programs, University and UGC research projects.
- ISBN number obtained for publication of research activities carried by students and teachers of all the departments.
- Research activities done so far will be uploaded on the website.

**6.3.5: Library, ICT and Physical Infrastructure/Instrumentation:**

- Library committee allocates the budget to departments.
- Suggestion was made and the process was initiated to supplement resources in Library with CDs, students' projects and learning materials prepared by students and faculty.
- Regular Upgradation and maintenance of computers and software, purchase and maintenance of the building to the tune of **Rs. 53,16,946/=**
- Revenue is also generated from sale of old Newspapers and magazines from the library.

- **Health centre:**

The college does not have an on campus health centre but to meet medical emergency for students and staff the college has a tie up with neighbouring Bhakti Vedanta Hospital. The bills are settled by the college management.

First aid facility is available in all the laboratories, wheel chair and vehicle for speedy movement is also available on the campus.

- **Any other:**

To keep pace with the tech savvy world and to provide better facilities and opportunities to all stakeholders, continuous infrastructural and technological enhancements are undertaken.



**6.3.6: Human Resource Management:**

- After retirement, the Vice-Principal was appointed as Dean to bolster the administrative machinery.
- Professional Counsellor for staff as well as students.
- Yoga teacher for staff as well as students. Special sessions for neighbouring residents.
- Presence of in-house computer technician and electrician for trouble shooting.
- Providing various opportunities to the staff to explore their inner potential by job rotation and job enlargement activities.
- Providing autonomy in functioning to develop leadership skills among the staff members
- Encouraging the staff members to perform SWOC analysis and accordingly facilitate goal setting exercise.
- Encouraging self-appraisal and providing constructive feedback.
- To help out in the day to day administration additional 7 people have been appointed in the administrative office and 8 as support staff.

**6.3.7 Faculty and staff recruitment**

For recruitment of Class III & Class IV staff, Written Exam was conducted in college campus of all the candidates who had applied through the advertisement. Short listed candidates were called for an interview.

**6.3.8: Industry Interaction/ Collaboration:** Interaction with industries has helped in keeping the students abreast of recent happenings in their subject related area. Major activities done in association with industries and other institutes are as follows:

1. Guest lectures by experts from industries.
2. Industrial visits.
3. Summer training programme for students in industries/ hospitals.
4. Placements.

### 6.3.9 Admission of Students

- Notices related to admission, payment of Fees, time-table displayed on college website
- Counselling Cell for guidance at the time of admission
- Financial help as full/ part fees provided to needy students
- Students allowed to pay fees in installments on request
- Students were made aware of Yuva Raksha policy and it was implemented
- Queries related to admission received through email were replied

### 6.4 Welfare scheme for

#### Teaching:-

- Health Check up camp was organized.
- Advance part payment of salary on first of every month irrespective of delay in receiving salary grant deposited.
- Cancer awareness and screening programme organized.
- Talk on „Natural Reversal of Arthritis & Treatment of Joint pains without Medicines“ by Dr. Hiral Shah.

#### Non Teaching:-

- Health Check up camp was organised
- Advance part payment of salary on first of every month irrespective of delay in receiving salary grant deposited
- Privilege Leave encashment benefit for unaided staff
- Picnic and get together for office staff members on Occasion of Diwali
- Orientation programme was arranged for newly recruited staff to strengthen the employer employee relation
- Cash prizes given, as a token of appreciation and encouragement, to SSC/HSC passed children of non- teaching employees
- Revision of daily allowance for outdoor duty of more than 12 hours
- Timely Medical aid given to non-teaching staff on Emergency basis
- Arrangement of Transport i.e. car for official work at Joint Director's Office at Panvel

- Sports equipments like table tennis bat, cricket bat, volleyball, basketball etc. given for their children
- Cancer awareness and screening programme was organised

**Students:-**

- Yearly renewal of student Group Insurance policy
- Health Check up camp(Blood group & CBC profile)
- Compulsory Yoga training for second year students
- Services of counselor available on campus, two days a week
- Self- defence training sessions for girl students held on Sundays
- Basket ball coaching facility on campus
- Lady Sports Instructor appointed from July 2015

**Common welfare schemes**

- Wheel Chair facility available
- Sanitary Napkin Vending Machine available in Ladies Common Room
- Water quality check by Thyrocare
- Biannual cleaning of water storage tanks
- Regular fogging to control mosquitoes
- Arrangement with Bhakti Vedant Hospital to cater to medical emergencies

**6.5 Total corpus fund generated**

Rs. 58287/-revenue generated through Add on Courses.

**6.6 Whether annual financial audit has been done**

Yes

Accounts audit by: Sameer Valia and Co.

Audit by the office of Joint Director & Senior Auditor office

**6.7 Whether Academic & Administrative Audit (AAA) has been done?****Audit Type**

**Academic Audit:- Not done**

**Agency:- N. A.**

**Administrative:-**

External:- **No**

**Agency:- N. A.**

Internal:- **Yes**

- Monthly Audit of all accounts by Registrar
- Verification of Bank Balance done with reconciliation
- Cash balance tally done weekly

**6.11 Activities and support from the Alumni Association**

Yearly alumni meet is arranged for alumni and one of the alumni Ms.

Avni who is event Manager arranges alumni meet.

Alumni were given the Annual Magazine of college Parwaaz

**Alumni contribution:**

- Mr. Virendra Yadav, (B. Sc. Physics-2007-2008) was one of the resource persons for **Basic Astronomy course**.
- Shahzad Alvi, BMS conducted add On Course on **Digital Marketing**.
- Dr. Chirag B. Shah (B.Sc. Microbiology–1996-1997) conducted the **Complete Blood Check-up Camp** for interested F.Y. students of all faculties and staff.

- Dr. Chirag B. Shah (B.Sc. Microbiology–1996-1997) allowed students for **Summer Training** in his clinical laboratory.
- Mr Hrishikesh Badrike (B.Sc. Biotechnology–2004-05) sponsored 100 tulsi saplings during **antithermocol campaign** to be distributed among students & parents. He also gave a presentation on advantages of tulsi plant.
- Cancer awareness and screening programme was held in Collaboration with Celcys Labs facilitated by our alumnus Ms. Jwala Nayak
- Mr. Ajit Balachandran (B.Sc. Computer Sci-2010-2011) conducted advanced add-on course on JQuery and Javascript for interested S.Y Computer Science students.
- Mr. Ashutosh Singh (B.Sc. Computer Sci–2012-2013) conducted advanced add-on course on Advanced Photoshop for interested S.Y Computer Science students.
- Dr. Chirag B. Shah (B.Sc. Microbiology–1996-1997) Conducted Diabetes / Cholesterol check up camp in neighbourhood.

#### **6.13 Development Programmes for support staff:-**

Flexible duty schedule to facilitate further study by class III & IV staff

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

- E-waste Bin installed at college campus in collaboration with Eco-Reco
- Separate dustbins installed at main gate of the college for segregation of wet & dry garbage
- Drive undertaken by teaching & non-teaching staff along with students inside & outside the campus area to create awareness against the harmful effects of Thermocol.
- Ring well Water Harvesting system for water usage in washroom and laboratories exits
- A project was taken up by students for reuse of one side printed waste paper.
- Fume-hood in Chemistry lab to improve working environment

**Miscellaneous outreach program of the management:-**

- Conducted Diabetes / Cholesterol check up camp in neighbourhood assisted by our alumnus, Dr. Chirag Shah.
- Mr. Abhay Kamti (BMS student) sponsored for participation in Standard Chartered Marathon

***Criterion – VII******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.

- **Innovations in Teaching, Learning and Evaluation**

Innovative teaching methods adopted were

- Primary data collection by visiting financial organizations
- Display of important economic indices by students on daily basis
- Reading the Annual Report of companies
- Animation video
- Case study in Computers
- Sharing videos/ animations related to concepts taught through Google group
- Use of on line database and software for Bioinformatics
- Understanding biostatistics using mathematics.

- **Innovations in Research, Consultancy and Extension**

- Joy of Giving week monetary and material contributions forwarded to the NGOs working with cancer and dialysis patients.
- A student was sponsored for participation in Mumbai marathon to support the cause of the NGO, Child Help foundation
- The seed money for research made available to faculty
- Annual research presentation programme for student
- Students also participated in the Aaviskhar inter collegiate research convention organised by University of Mumbai.
- 7 faculty members pursuing PhD
- 2 Faculty member acquired PhD Degree

- **Innovations in Research, Consultancy and Extension**

- Initiative to enhance research culture:

For students

- Talk on „Introduction to Research „for the T.Y.B.A students by Dr. Swati Desai from Department of Statistics, Dalmia College.
- Talk on „Introduction and scope of Research in Industry“ for TYBSc students. The resource person Dr. Aldon Gomes an alumni of Royal College.

For teachers

- Talk on „Development of Research“ for Senior college teachers by Dr. S. K. Arora , Distinguished Scientist Emeritus at National Rock Mechanics Institute, Ex -head , Seismology Division , BARC and faculty of the Centre for Excellence in Basic Sciences ( CEBS)
- 8 Faculty members had applied for funds for Minor Research Project under the UGC XII Plan in the last academic year. The proposals of four faculty members were sanctioned funds by the UGC as per UGC XII plan.
- Five faculty members had applied for funds for minor research project scheme by the University of Mumbai. The proposals of four faculty members were sanctioned funds by the University of Mumbai.

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

***Selective extra and co-curricular activities undertaken by the departments depending on their forte***

- Each department focussed on activities according to their forte viz. departments of Microbiology, Chemistry, Botany and Zoology worked for environment and extension activities like anti thermocol campaign, e waste awareness and collection drives, save water and save electricity and anti plastic campaigns.
- Departments of Maths, Physics, Computer Science worked towards development of research and scientific temper among students, the following activities were undertaken



1. Entries were sent to Avishkar
  2. Research Exhibition was organised for all faculties.
  3. Working towards the development of scientific temper among school students experiments were planned and demonstrated by our students for municipal school students.
- Departments of Commerce and Humanities organized soft skill course for third year students.

***Linkages and collaboration established***

- The college signed MOU with Bhakti Vedanta Hospital to carry out various outreach programs in their adopted rural area in Wada. The programme is being successfully run with the help of students from BMS and BAF departments.
- The college signed MOU with Child Health foundation to carry out various outreach programs for the underprivileged children. This programme is managed by the students and teachers of the department of Commerce.

***Incentives to be given to students to increase participation in sports***

- A lady sports instructor has been appointed to improve girl students' participation.
- The college sponsored a student to run the Mumbai Marathon.

***Initiatives to be undertaken towards brand dissemination***

- Process of setting up a green zone at the local railway station which will be sponsored and maintained by the college was initiated and requisite permissions are being obtained.
- Publication of „Hello Royal“, the academic telephone directory.

***Enhancement of management information system (MIS)***

- Departments were connected with a LAN network.
- Three more LCD projectors were installed in classroom.
- Revision and upgrading of results software.

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

***[Annexure XIV: Best Practice I]***

7.4 Contribution to environmental awareness / protection

***[Annexure XV: Best Practice II]***

7.5 Whether environmental audit was conducted? Yes  No

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

Towards sustenance of subjects in arts such as Sociology, Pol. Science and Hindi, the following strategies were planned.

- Counselling of outgoing junior college students
- Introduction of Psychology as an option
- Effective brand dissemination through advertising

The above has resulted in 33% increase in enrolment for Arts subject.

*[Annexure XVI : SWOC Analysis]*

### 8. Plans of institution for next year

- To enhance sports
- To constitute an academic improvement committee to undertake
  - Staff development programs to enhance the ICT skills of the teaching staff.
  - Computerisation of TAQ with analysis
  - Mentorship training programs.
  - Setting up of knowledge museum.
- To constitute a welfare program committee for staff and students to undertake training for competitive examinations
- To enhance placement cell activities

*Annexure : I Analysis of feedback from alumni*

**FEEDBACK ANALYSIS FOR ALUMNI MEET 2015-16**

**(Meet was on 30-01-2016 Saturday at 4:00pm)**

**A) APPRECIATION/RECOMMENDATIONS:**

a. Alumni give credit to institution for the Values imbibed by them during their college life namely:

- 1) Hard Work
- 2) Never to give up
- 3) Sincerity to work
- 4) Punctuality
- 5) Discipline
- 6) No stage fear
- 7) Confidence
- 8) Independent
- 9) Hard work and dedication
- 10) Habit of bird watching
- 11) Organizational skills
- 12) Respecting others and self

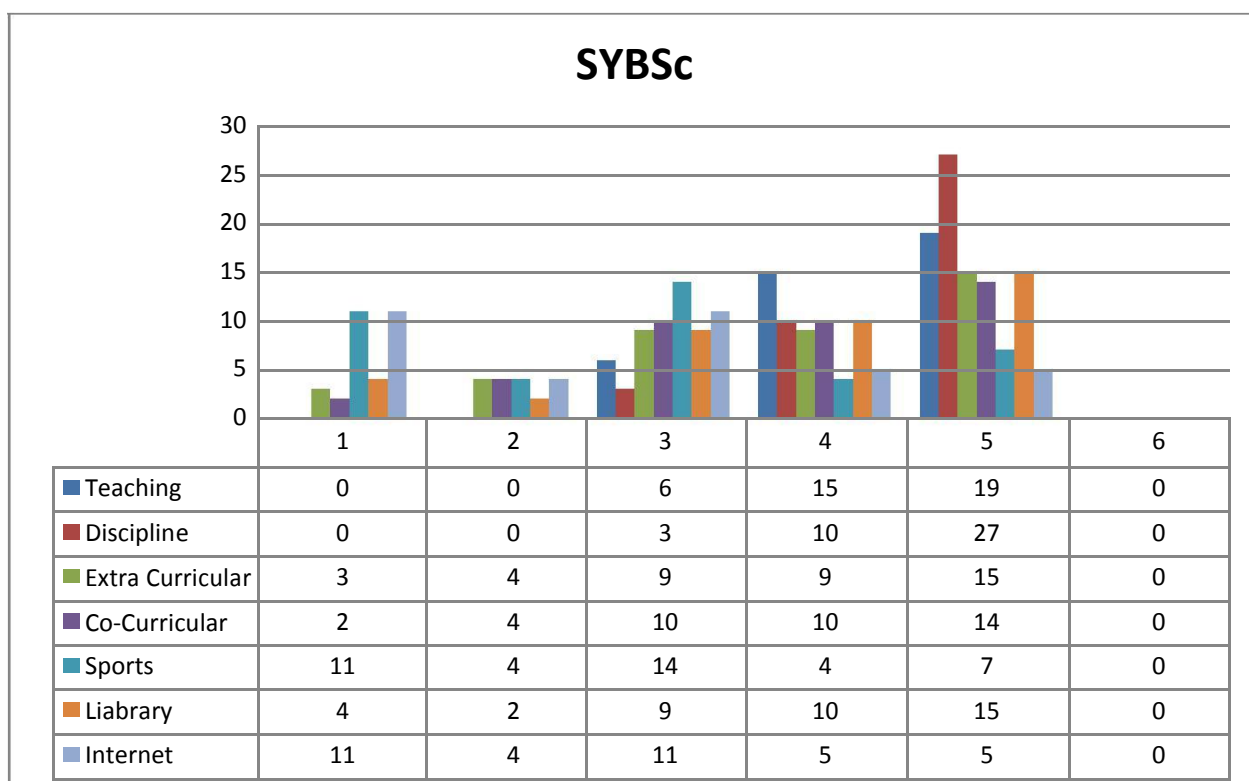
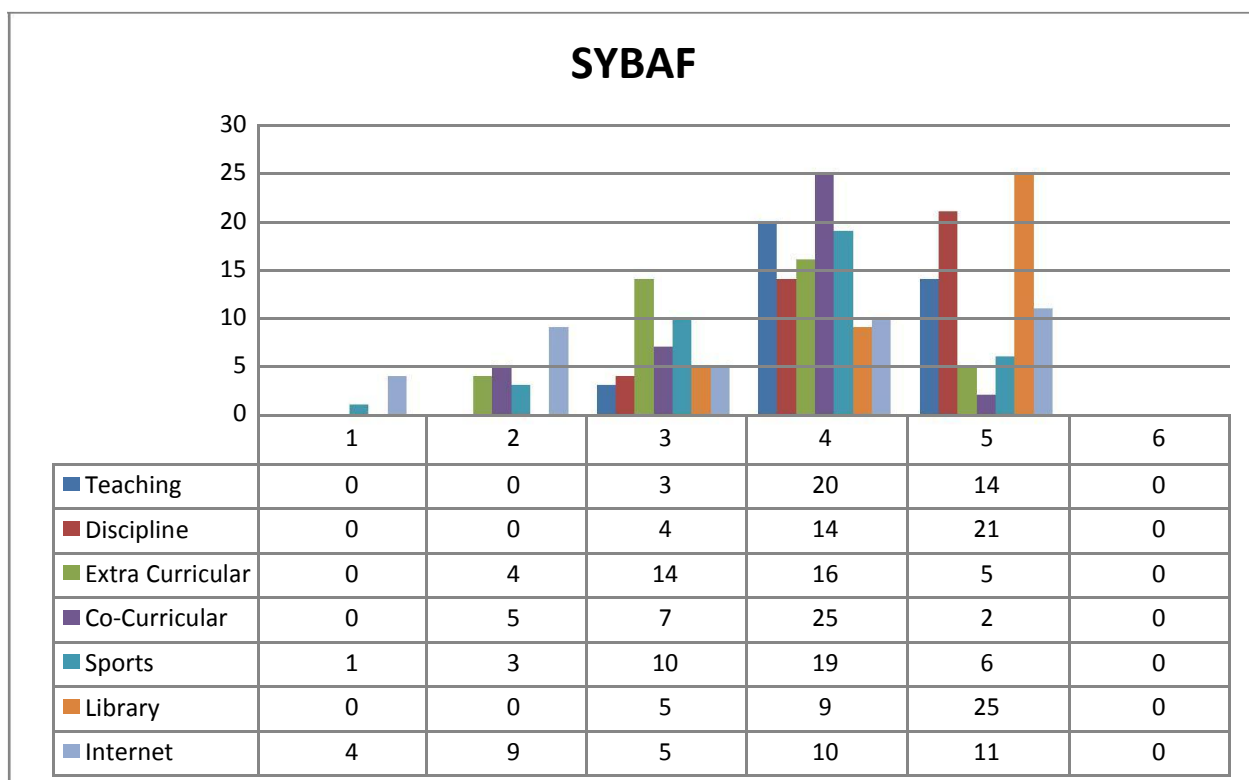
- b. The college growth, infrastructure and quality of education provided was appreciated.
- c. The event anchor Ms Avani made the event more enjoyable and interesting
- d. The alumni meet was enjoyed by them and found it to be entertaining and interactive and very nicely organized in terms of games, fun etc. and were quite happy in the midst of Our Principal sir, Our teachers and past friends.
- e. One of the alumni wished to conduct more nature related activities for the college
- f. One of alumni recommended for DJ night to be arranged

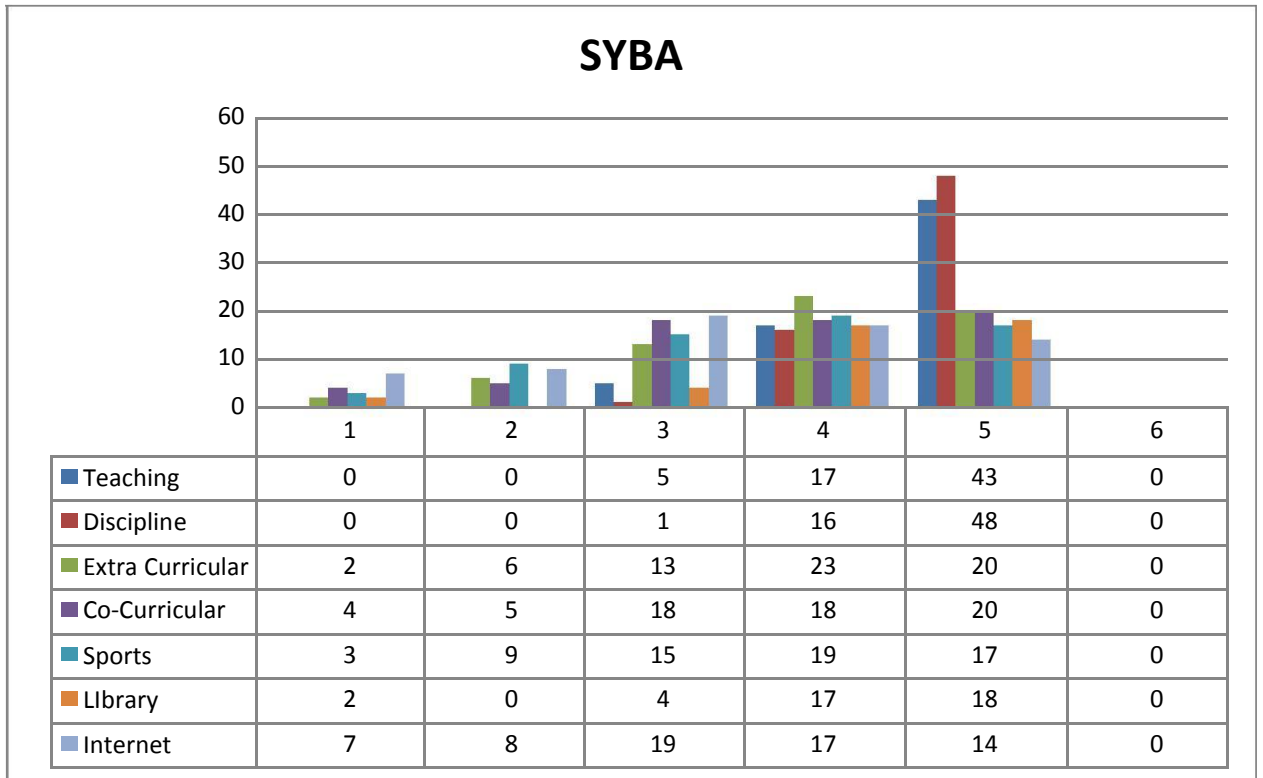
**B) SUGGESTIONS FOR IMPROVEMENT:**

- a) Crowd was less but could manage to enjoy
- b) They could not find much changes in environment at graduation level but at B.Ed level from our college, the working environment is totally different
- c) Alumni programme require more publicity in social media
- d) Some of the alumni felt that it would be more enjoyable if they can meet all their teachers so programme should be arranged on Sunday.
- e) The college should allow HSC passed out students also for the alumni meet.
- f) They appreciated the refreshment but they found it to be oilier.

*Annexure: II Analysis of feedback from parents*

**Average score by Parents of Second year students (2015-16)**



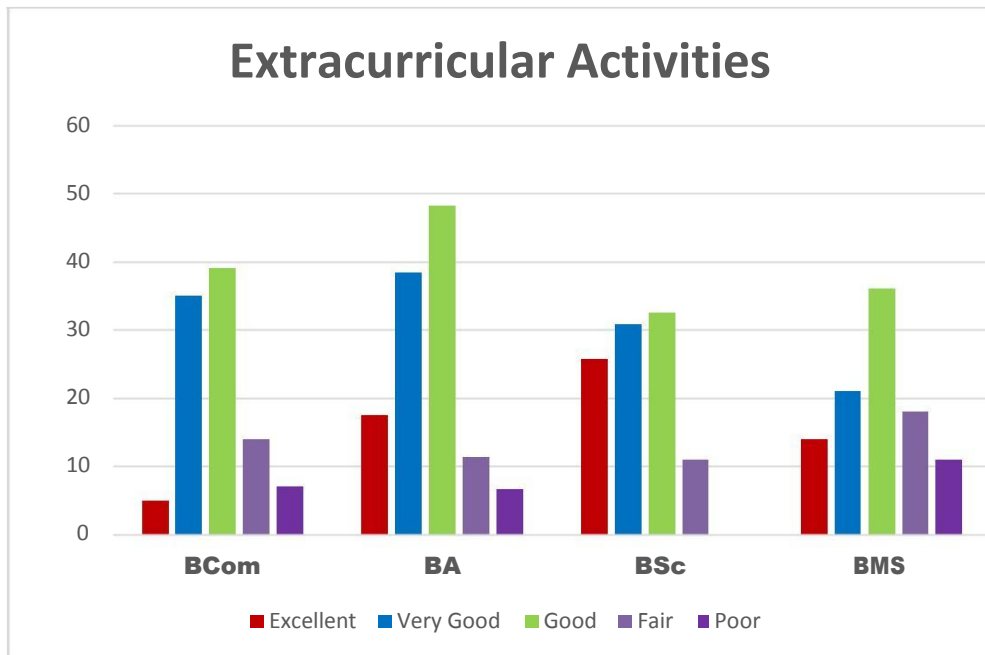
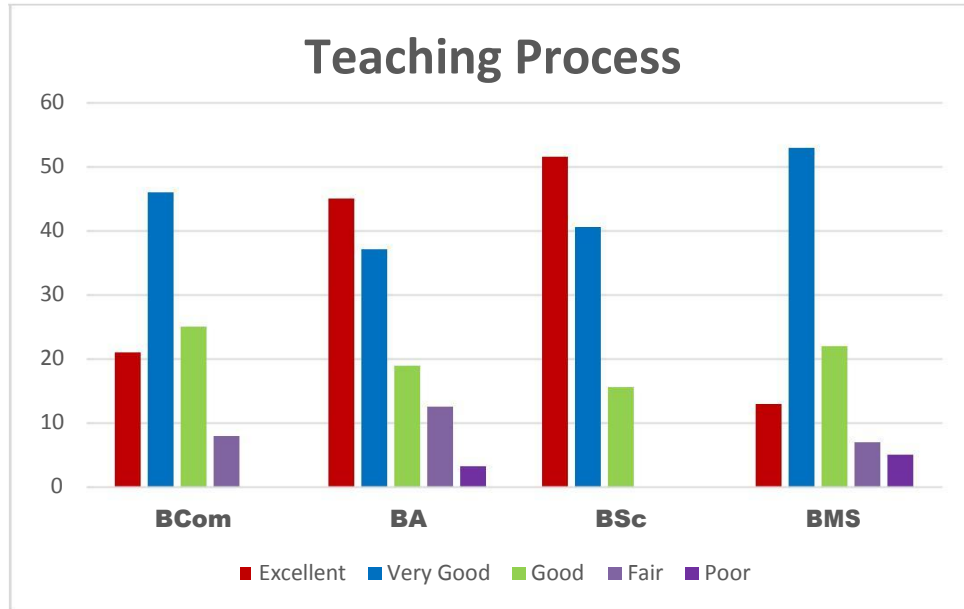


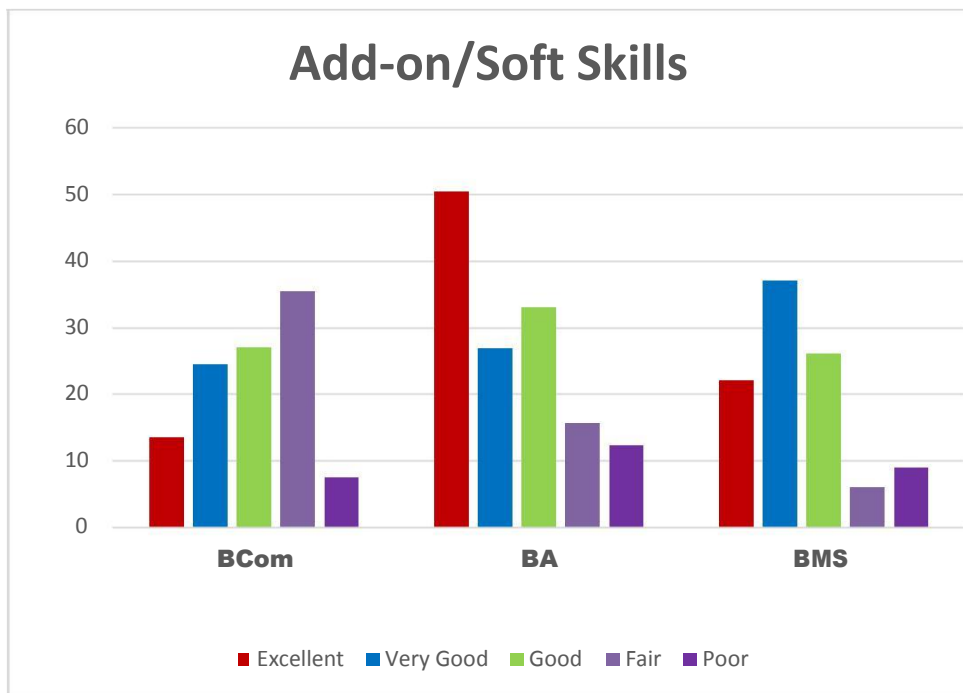
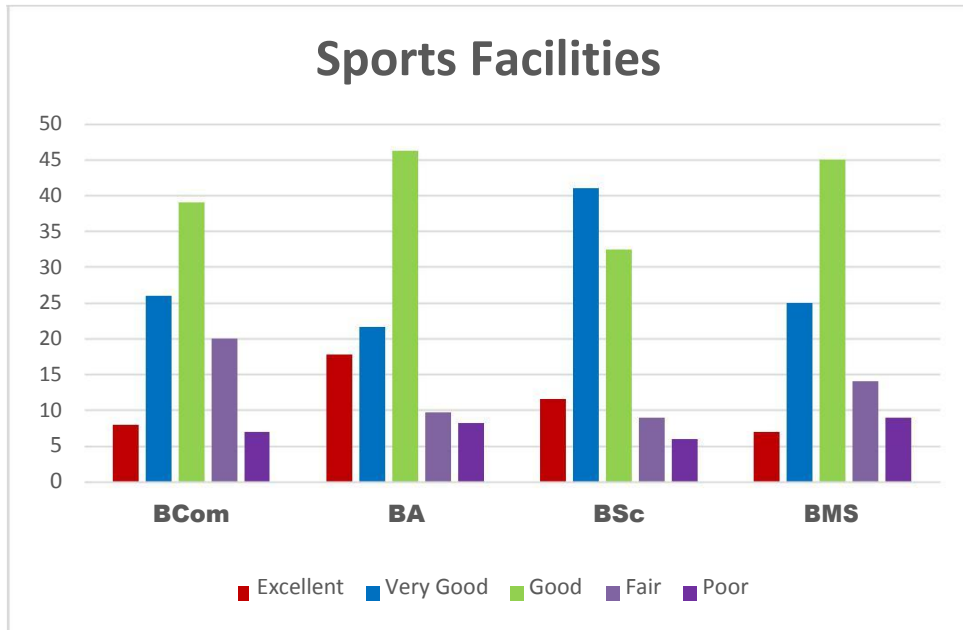
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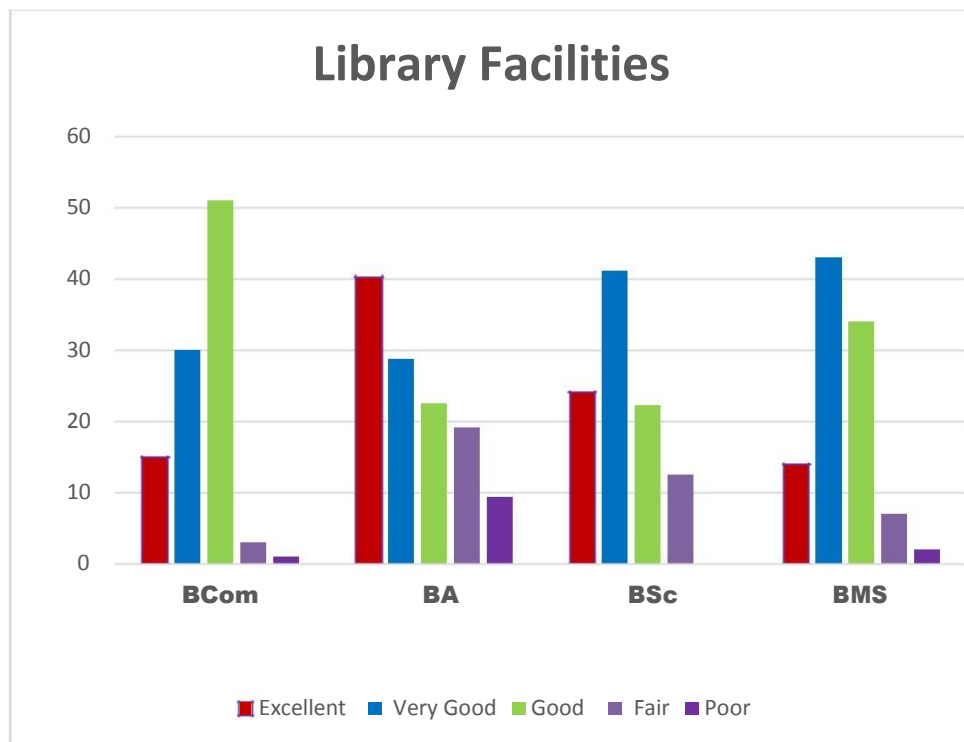
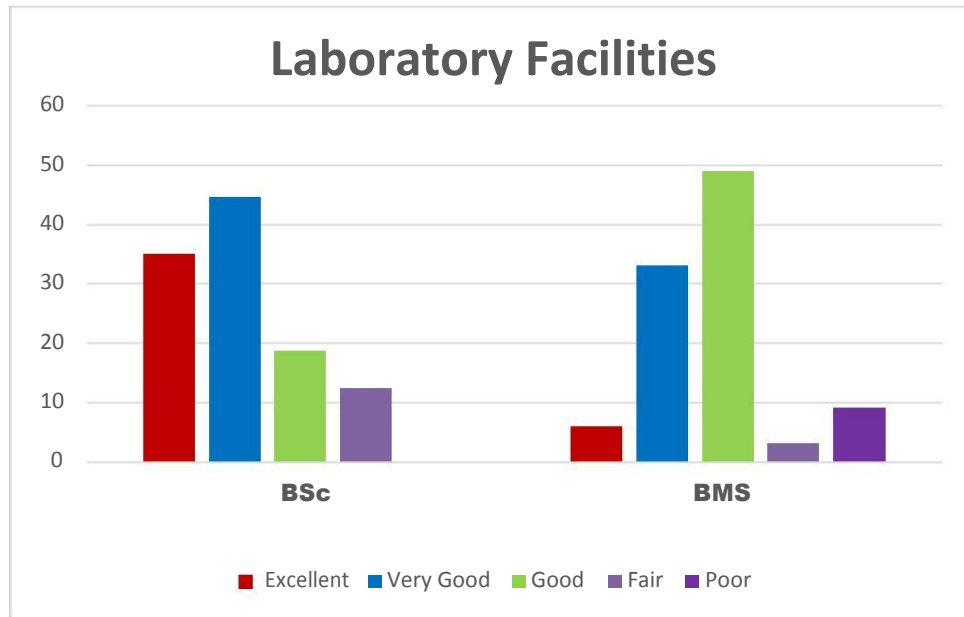
- 1 : Poor
- 2 : Fair
- 3 : Good
- 4 : Very Good
- 5 : Excellent

*Annexure: III Analysis of feedback from students*

**Analysis of Exit Questionnaire 2015-16**









*Annexure IV: Initiatives by IQAC for Research*

1) The facility of seed money made available to faculty. Dr Juliet Miranda and Dr.Mustaqeem Mohammed have availed of this facility. A seed money of Rs 4000 was made available to the faculty.

2) An annual research presentation programme was held for the students.

Students also participated in the Aaviskhar inter collegiate research convention organised by University of Mumbai.

3) A talk on „ Introduction to Research „ was organized by the research committee for the T.Y.B.A students. The resource person was Dr. Swati Desai from Department of Statistics, Dalima College.

4) To motivate students to take up research as career a talk on „Introduction and scope of Research“ was organized by Research Committee for TYBSc students. The resource person Dr. Aldon Gomes shared his experience of research in industry. Dr. Aldon an alumni of Royal College delivered an inspiring lecture on importance and scope of research in industry.

5) A talk on „Development of Research“ was organized by the research committee for Senior college teachers. The resource person Dr. S. K. Arora , Distinguished Scientist Emeritus at National Rock Mechanics Institute, Ex - head , Seismology Division , BARC and faculty of the Centre for Excellence in Basic Sciences ( CEBS) shared his research experience with staff. He shared his views on the importance of research in career of teacher and research environment

6) 8 Faculty members had applied for funds for Minor Research Project under the UGC XII Plan in the last academic year. The proposals of four faculty members were sanctioned funds by the UGC as per UGC XII plan.

7) Five faculty members had applied for funds for minor research project scheme by the University of Mumbai. The proposals of four faculty members were sanctioned funds by the University of Mumbai.

8) 7 faculty members are continuing with their PhD.

9) 2 Faculty members have acquired PhD Degree.

*Annexure V: MRP Details*

<b>Name</b>	<b>Agency</b>	<b>Topic</b>	<b>Amount</b>
Prof. Zamanat Syed	UGC (Minor Research)	Isolation of Xylanolytic microorganisms from marine environment and optimization of xylanase production	<b>3,55,000/-</b>
Prof. Farhaan Makba	UGC (Minor Research)	Study of Diversity of Bacteria in Marshes of Mira-Bhayanderareawith Special reference to Production of Lipase.	<b>2,60,000/-</b>
Dr. Vinod Panchal	UGC (Minor Reseach)	Pressure induced band gap modifications and structural phase transition of $ABO_4$ type compounds	<b>2,45,000/-</b>
Dr. Chitralkha Amin	University of Mumbai	Chemical Analysis and migration of epichlorohydrin and possible contaminants from tea bag infusion	<b>25,000/-</b>
Komal Wategaonkar	University of Mumbai	Approximation solution of fuzzy Fredholm Integral equation.	<b>25,000/-</b>
Dr. Poonam Kelkar	University of Mumbai	Phytoremediation of Dyes in effluent and determination of eco friendly nature of dye accumulated plants	<b>30,000/-</b>
Vinetta Rodriques	University of Mumbai	Biodiversity of Mangroves from DahisarKhadi, Borivili (West)	<b>20,000/-</b>

*Annexure VI : Details of Research Publications and Presentations***PUBLICATIONS AND PRESENTATIONS**

FACULTY	TITLE OF PAPER	JOURNAL	VOLUME /PAGE NOS	ISSN NO/IMPACT FACTOR (IF ANY)
Gunwanti Negi	Graphite coated barium (II) selective membrane electrode based on dibenzo24-crown-8	International Journal of Research in Engineering and Applied Sciences	Volume 5, Issue 12 (December 2015) Pg. No. 85-92	5.981
Mustaqeem Mohammed	Synthesis of Novel Pyrazole Derivatives of Chalcones	International Journal of Chemistry and chemical science	Volume 5, Issue 07 (July 2015) Pg. No. 351-356	2.89
Mustaqeem Mohammed	Synthesis of Pyrazole Derivatives containing azo dye moiety	Der Pharma Chemica (International)	Volume 5, Issue 09 (July 2015) Pg. No. 95-99	4.32
Nazia Kausar	Developing Multi Query form for F-score result	International Journal of Engineering Development and Research,	243-247	ISSN:2321-9939

**CONFERENCE PROCEEDINGS**

<b>FACULTY</b>	<b>TITLE OF PAPER</b>	<b>JOURNAL</b>	<b>ISSN NO/Impact Factor (If any)</b>
Dr. Sanchita Datta	Popular marketing strategies followed globally	Conference proceedings of “Global Business Scenario” organized by B.K Shroff College	ISBN 978-81-927102-2-8
Dr. Sanchita Datta	Chalk and Duster and more	Conference proceedings of Trends in Higher Education Scaling New Heights in Education	ISSN 2231-1475 (Im
Renu Khandelwal	A study of green tea consumption in Mumbai	An International Journal of Commerce, Economics and Management	ISSN: 2394-4560
Renu Khandelwal	Rural Women entrepreneur, Issues and Concern	Management Guru International Journal of Management Research	ISSN2319-2429
Ganesh Tondlekar	Cost of Capital	Proceedings of One day National Seminar on Emerging Trends in Finance, Management, Accounting, Auditing and reporting in India	ISSN 2319-2429
Farhan Makba	Bacterial Diversity in Mangrove soil of Bhayander Creek and detection of Sulphur reducing bacteria	Proceedings of UGC sponsored National Seminar on wetlands	ISBN NO:978-81-925005-3-9
Parveen Shaikh	Problems of the elderly people in India, An overview	Proceedings of National seminar on Geriatric concerns in India- Past, Present and future organized by Jhunjhunwala College	ISBN: 978-81-925489-8-2

FACULTY	TITLE OF PAPER	JOURNAL	ISSN NO/Impact Factor (If any)
Momina Sirguroh	Leisure time activity for elderly people	Proceedings of National seminar on Geriatric concerns in India- Past, Present and future organized by Jhunjhunwala College	ISBN: 97881-925489-8-2
Momina Sirguroh	Globalisation and Internalisation of Indian Education		ISSN:2231-1475
Ravishri Mishra	The culture of out migration among muslims and its impact on the left behind elderly in Mira BhayanderNagarpalika  An empirical analysis	Proceedings of International conference Bhavishya 2016 organised by Thakur College	ISBN:978-81-925489-8-2
Ravishri Mishra	Inequalities in higher education in India, Scenarion and Solution	Proceedings of National seminar on BhartiyaShikshananiBadalteVastan organized by LJMJ MahilaCollegee	ISSN:2231-1475
Dr. Jyotsna Haran	Managing uncertanities of business, Three Innovative Foundation, Gurgaon		978-93-5215-780-1

## PAPER/POSTER PRESENTATIONS

FACULTY	TITLE OF PAPER	THEME OF CONFERENCE	STATE/NATIONAL/UNIVERSITY LEVEL	DATE	ORGANISER AND VENUE
Gunwanti Negi	Optimisation of membrane composition of a graphite coated barium (II) selective electrode based on dibenzo24-crown-8	International Conference on New Horizons in Synthetic and Materials Chemistry	International	26 -28 <sup>th</sup> Nov 2015	Mumbai University, Kalina
Dr. Chitralekha Amin	Environmental Risk Assessment and Associated Disease burden in Vasai Region	International Conference on climate change and sustainability	International	21-23 rd December 2015	Thakur College In association with University of Mumbai, AND Edith Cowan University, Australia
Prof. Aqeela A. S. Qureshi	A study of Chemical Composition & Antioxidant Properties of Nigella Sativa & Trigonellafoenum GraecumL .seeds	International Conference on New Horizons in Synthetic and Materials Chemistry	International	26 -28 <sup>th</sup> Nov 2015	Department of Chemistry, University of Mumbai

<b>FACULTY</b>	<b>TITLE OF PAPER</b>	<b>THEME OF CONFERENCE</b>	<b>STATE/NATIONAL/UNIVERSITY LEVEL</b>	<b>DATE</b>	<b>ORGANISER AND VENUE</b>
Dr. Mustaqeem Mohammed	Heteroannulation of substituted Thiocarbohydrazide	Lifestyle and management	International	08-09 <sup>th</sup> May 2016	International Young Science Association, Mother Theresa Post Graduate Institute of Health Science, Puducherry
Renu Khandelwal	Rural Women entrepreneur and role of technology	National level seminar on Emerging Trends and innovation in research in commerce, science technology, humanities and social sciences	National	25 <sup>th</sup> April 2016	IQAC Cell of NagrikShikshanSanstha's College of Commerce and Economics, Mumbai
Farhan Makba	Bacterial Diversity in Mangrove soil of Bhayander Creek and detection of Sulphur reducing bacteria	Wetlands-Present Status, Ecology and Conservation	National	12 <sup>th</sup> August 2015	M.D.College

FACULTY	TITLE OF PAPER	THEME OF CONFERENCE	STATE/NATIONAL/UNIVERSITY LEVEL	DATE	ORGANISER AND VENUE
Farhan Makba	Preservation of vegetables by fermentation	Research Meet at Konark Memorial Awards	Regional	15 <sup>th</sup> January 2016	Konark Group and Wilson College
Rugma N	Application of Graph theory in determination of ambulance stations in Mira Road	Recent Trends in Mathematics and statistics	National	5 <sup>th</sup> September 2016	M.D.College
Tabassum Khan	Pravasi Sahitya		International seminar	8 <sup>th</sup> and 9 <sup>th</sup> January 2016	Guru Nanak College
Tabassum Khan	Hindi Kavita aurgan dhivad			/?	Amravati College



*Annexure VII: Details of Books Published*

Prof. Jyotsna Haran	Books: Regional Planning and economic Development, 1987, EssEss publication, New Delhi, ISBN 978-81-920276-9-2
	Books: Managerial Economics, 2012, Garima Publications, ISBN 978-81-920276-9-2
Prof Ravishri Mishra & Prof Momina Sirguroh	Chapter on Main Currents of Feminist thought ( NOTES), M.A( Sem 4) SNTD UNIVERSITY.
Prof Ravishri Mishra	A Chapter published in the book “Swami Vivekananda: The Man and his message, ISBN 978-93-82835-19-6, Axis books Pvt Ltd.

### *Annexure VIII : National Level Workshop organized*

A Two-day National Level Workshop was organized on „Structure Solving by Powder X-ray Diffraction (SSBPXD-15), by Department of Physics, Royal College of Arts, Commerce & Science on 27<sup>th</sup> & 28<sup>th</sup> of November, 2015. The main focus of this workshop was on imparting training to the participant about analyzing the x-ray diffraction data. On first day theoretical background on x-ray diffraction and crystallography was developed and on second day comprehensive practical session was taken to train the participants for the application of various software for structure determination. There were 24 participants for the workshop largely research scholars from various institutes from Mumbai & outside Mumbai and faculty members from colleges around Mumbai.

#### **Objective of Workshop**

1. Introducing the principle technique of material characterization of crystalline using powder X-ray diffraction
2. Structure solution of unknown phases at ambient conditions using Le-Bail and Rietveld refinement methods
3. Training Academician and research scholars by means of practical exercises of X-ray powder diffraction data analysis on computer using GSAS software.

#### **1. Important Sessions**

##### **Inaugural session**

The inauguration function started with a prayer which is one of the traditions of our college. Following this, a gracious welcome speech was delivered by Prof. Maleka Bootwala (Vice-Principal & HOD) of physics department. She briefly introduced the theme of workshop and mission, vision & activities of Royal College of Arts, Science & Commerce. She also encouraged the audience to make the best use of sessions to be delivered by the eminent speakers invited from premier research institutes, BARC & RRCAT. The workshop was inaugurated by our Founder and Director Prof. A. E. Lakadawala and other members of Royal College by lighting a lamp.

**Day -1 (27<sup>th</sup> November, 2015)****(Session -1, 10 : 30 AM – 11 : 45 AM)**

Dr.Nandini Garg, Scientific Officer (G) at Bhabha Atomic Research Centre (BARC, Mumbai) delivered a lecture on "Basic crystallography and fundamentals of x-ray powder diffraction". The resource person emphasized more on basic aspects of crystallography and theoretical aspects of x-ray diffraction.

**(Session -2, 11 : 45 AM – 1 : 00 PM)**

Dr.Shreyashkar Dev Singh, Scientific Officer (F) at Raja Ramanna Centre For Advanced Technology (RRCAT), Indore delivered an interesting lecture on "High resolution X-ray diffraction from epitaxial thin films". The speaker spoke on basics of high resolution X-ray diffraction & basics of Epitaxy.

**(Session -3, 2 : 00 PM – 3 : 30 PM)**

Dr.K. K. Pandey, Scientific Officer (F) at Bhabha Atomic Research Centre (BARC, Mumbai) delivered an interesting lecture on "Powder diffraction and its analysis". The speaker mainly talked about powder diffraction technique and discussed briefly about the Rietveld refinement method,

**(Session -4, 3 : 30 PM – 4 : 30 AM)**

In this session Dr.Shreyashkar Dev Singh, spoke about few interesting examples to demonstrate the applications of high resolution x-ray diffraction technique from epitaxial layer. The later part of his lecture was an interactive session. As the many of the participants were research scholars they could find solution to problems faced in their research.

**Day 2 (28<sup>th</sup> November, 2015)****(Lab Session 10 : 00 AM – 4 : 00 PM)**

Second day of the workshop was lab session scheduled from 10.00am to 4:00 pm on lab sessions. This session began with data conversion methods. A two-dimensional x-ray diffraction data taken on detectors like Image plate converted to one-dimensional using FIT2D software. Then the indexing of diffraction peaks was carried out using CRYSFIRE software. Then with the help of CHECKCELL software best space group

was identified. Now with this starting model Le-Bail refinement and Rietveld refinement was demonstrated using GSAS software.

The workshop was closed with a vote of thanks by Prof. Maleka Bootwala.

## 2. Workshop Outcomes

1. This workshop helped participants to learn basic theoretical concept underlying X-ray diffraction and crystallography.
2. The participant learnt theoretical background behind powder diffraction data analysis.
3. In the practical sessions they have learnt how to carryout data conversion from 2D image to 1D pattern.
4. Participants have gain hands on experience on indexing of X-ray diffraction data using various software and then simulate the obtained structure using POWDERCELL software
5. Using GSAS software the participants learnt to carryout Le-Bail and Rietveld refinement

*Annexure IX: Details of faculty served as experts, chairpersons  
or resource persons*

<b>FACULTY</b>	<b>DETAILS</b>	<b>ORGANISER</b>
Dr. Chitralkha Amin	Resource person for Workshop on Performance enhancement of T.Y.B.Sc (Chemistry-II)	Department of Chemistry, Bhavans College  26/6/2015-27/6/2015
Prof Tabassum Khan	Resource person for syllabus workshop on revised SY.B.A (Hindi) syllabus	Department of Hindi, Bhavans College 22/8/2015
Prof Tabassum Khan	Resource person for talk on Competitive Exams	Mahatama Gandhi Research Center  15/9/2016
Prof Jyotsna Haran	Resource person	N.L.Dalmia College
Prof Jyotsna Haran	Resource person	Aditya Institute of management studies  10/10 2015
Prof Tabassum Khan	Member of Board of studies of University of Mumbai since 2014-15	<b>University of Mumbai</b>

### *Annexure X: Research Collaboration*

Dr. Vinod Dattaram Panchal

a. Broad Research Area

Condensed Matter Physics (High pressure induced structural phase transition)

b. Expertise

1. High pressure physics ( Diamond Anvil Cell)
2. High pressure in-situ X-ray diffraction
3. High pressure in-situ Raman scattering
4. High pressure in-situ FTIR

c. Collaborator

1. University of Valencia (High pressure Raman measurements on Vanadates)

*Annexure XI: Faculty as PhD guide*

- Dr. Jyotsna Haran, Department of Economics is a recognised PhD guide of Jodhpur University and Pacific University Udaipur
  - 1) 02 Students have completed PhD under Dr. Jyotsna Haran from Jodhpur University
  - 2) 03 Students are pursuing PhD under Dr. Jyotsna Haran from Pacific University, Udaipur

*Annexure XII: NCC Report*

- 52 Cadets were enrolled in the NCC unit AND 2 girl Cadets enrolled at Ismail Yusuf College.
- Regular parades, drills were conducted in the academic year
- The cadets helped the Kashmirira police to control the crowd and traffic during Ganesh Visarjan
- The cadets attended and assisted in the conduction of Swacch Bharat Abhiyaan



*Annexure XIII : Extension activities*

Sr.no	Activity	Department	Details
1	Environment awareness	Zoology	E-Waste collection drive Total collection 43 Kg
2	Education	Zoology	<ul style="list-style-type: none"> <li>Sanjeevani Medical Foundation</li> </ul>
3	Education	Zoology	Associated with Sanjeevani Medical Foundation – student volunteers teach children from Municipal schools
4	Environment awareness	Nisarg	<ul style="list-style-type: none"> <li>Six students and three Alumni volunteered to help in Sanctuary Asia Wild Award Ceremony to escort dignitaries and awardees on to the stage and in the overall arrangement during the function.</li> <li>Four students and three Alumni volunteered to help in Kids for tigers in organizing their annual competition for school students.</li> <li>Composting of canteen waste</li> <li>Tree plantation</li> <li>Promotion of Use of Eco Ganesha Idols</li> </ul>
5	Environment awareness		<ul style="list-style-type: none"> <li>E –News letter of Mathemagic was released instead of usual paper issue</li> <li>PowerPoint presentation competition on “Environment: the challenges ”</li> <li>Visit to St. GonzalaGracia Orphanage. To sensitize students to the marginalized section.</li> </ul>
6.	Sensitization of students towards socially underprivileged  Women Empowerment	Mathematics	<ul style="list-style-type: none"> <li>Debate on “ Best Teacher: Computer or Human”</li> </ul>

Sr.no	Activity	Department	Details
7.	Sensitization of students towards socially underprivileged	Psychology	<ul style="list-style-type: none"> <li>to challenge their attitude about prison life and prisoners.</li> <li>The challenges of mentally-ill in India.</li> </ul>
8.	Women Empowerment	Sociology	<ul style="list-style-type: none"> <li>Training in Disaster Management</li> <li>Talk on Alternative Therapy: Reiki</li> <li>Talk on Career in Aviation Industry</li> <li>Talk in Career in Social Sector</li> <li>Talk on Women and Law</li> </ul>
9.	Sensitization of students towards socially underprivileged	B.A.F.	Students of FYBMS, SYBMS & TYBMS and F.Y.BAF, S.Y.BAF along with Darul Uloom Faizan-E-Shamsia Yateem Khana & Charitable Trust for donation in kind of various stationary items, grocery and eatables.
10.	Cleanliness And safety awareness	B.A.F.	Mira road Railway station. Cleanliness And safety awareness Drive At Mira road platform by group of students of BAF from every class along with Teachers Prof Kamal, Seema, Pooja, Jalpa, Mazhar.
11.	Sensitization of students towards socially underprivileged	BMS	<ul style="list-style-type: none"> <li>Visit to Darul Uloom Faizan E Shamsia Orphanage</li> <li>8 students of TyBms .visited orphanage and donated some stationery and eatables.</li> </ul>
12.	Cleanliness And safety awareness	BMS	Cleanliness Drive At Miraroad Railway station platform by group of students of BMS from every class along with faculty members.
13.	Cleanliness And safety awareness	BMS	Anti Plastic Campaign Organised by Bhaktivedanta Hospital Youth Foundation.
14.	Women Empowerment	BMS	<ul style="list-style-type: none"> <li>Mumbai Marathon Race at CST: Royal College runs for a cause (Educate a girl child in association with Child Help Foundation, Mumbai)</li> <li>Abhay Kamat from FYBMS, Royal</li> </ul>

			College participated in this marathon to support the cause
15.	Women Empowerment	Commerce	<ul style="list-style-type: none"> <li>Teachers give motivational lectures on Women Empowerment</li> </ul>
16	Swachh bharat abhiyaan	Hindi	<ul style="list-style-type: none"> <li>The students of SYBA conducted a street play on cleanliness in the areas of Munshi compound and PenkarPada Municipal School.</li> </ul>
17	Women safety	WDC	<ul style="list-style-type: none"> <li>Research presentation on the topic "Beti Padao Beti Badao".</li> </ul>
18	Women Empowerment		<ul style="list-style-type: none"> <li>Power point presentation Competition on Woman Social Reformers</li> </ul>
19	Environment Awareness Education	Physics	<ul style="list-style-type: none"> <li>Save Electricity Campaign in the College Campus</li> <li>To increase the scientific interest amongst the students a demonstration of experiments were done in MBMC School in Munshinagar, Falah High School and St. Thomas High School</li> </ul>
20	Education	Chemistry	<ul style="list-style-type: none"> <li>32 students from Std V-VIII from Municipal Urdu School of adopted area were selected Students were coached in Maths and English subjects</li> <li>Writing notes and audiovisual facility was provided</li> <li>172HRS of teaching conducted by F.Y.B.Sc , S.Y.B.Sc and S.Y.B.A students</li> </ul>
21	Education	Economics	<ul style="list-style-type: none"> <li>Gyaandhan programme conducted at BMC Penkarpada school and BMC School at Razzaz</li> </ul>

22.	Environment Awareness		<ul style="list-style-type: none"> <li>• Tree plantation in association with NGO – Green Health Foundation, Ghatkoper</li> </ul>
23.	Sensitization of students towards socially underprivileged		<ul style="list-style-type: none"> <li>• Visit to Street Children Home.</li> <li>• Visit to Home for the Aged.</li> </ul>

#### Other Extension Activities

#### 24. The Joy of Giving week

The Joy of Giving ( DaanUtsav)Week was extended to be a fortnight this year to accommodate the academic schedule. As in the previous years, an appeal was made to students for donation of stationery, bed and bath linen, soaps and detergents

Phase 1 The beneficiaries of this largesse were:

- Groceries to the family of Urdu school student Ayesha Shah whose father is a cardiac patient and not in a position to earn a livelihood
- Biscuits to the children of our social initiative GyaanDaan
- Stationery to the children of Municipal School
- Items listed from 1-5 were donated to JeevanJyot Cancer Relief and Care Centre

Phase 2 In addition an amount of ` 59,051/- was contributed by staff members which was disbursed to the following beneficiaries:

- Groceries amounting to ` 14,989/- was given to Ghadge Maharaj Mission and Dharamshala trust
- Groceries amounting to ` 10,140/- was given to Jeevan Jyot Cancer Relief and Care Centre
- ` 34,000/- to Bhakti Vedanta Hospital for needy dialysis patients

#### 25. A Swachh Bharat Abhiyan was organized on the eve of Republic day. Students conducted

a Street play on e-waste management in Mira Road.

### *Annexure XIV: Best Practice I*

**1. Title of the practice: ‘Empowerment through value education’**

**2. Goal:**

- To nurture and develop disciplined students with strong value system. To sensitize them to the problems faced by the under privileged section of the society.

**3. The context:**

- The vision and mission of the institution stresses on the importance of value based education leading to personal, professional and social growth.

**4. The Practice:**

- A strong personalized student support system helps the teacher to have a positive influence on the young minds of the student which goes beyond the scope of the curriculum. Mentors are assigned to a small group of students, which continue guiding the students through all three years of their graduation. Regular meeting taken by the mentors guides the students in many aspects of their college life and thereby helping them solve any problems they face.
- Every session starts with a secular prayer.

**Value added education:**

- Motivational talk was arranged for the first year students. The talk aimed at motivating the students, to help them set their goals in life and achieve them. The first year science students face with problems like low self-esteem and confidence as they are unable to secure a seat in professional courses. The motivational talk for science students was designed to help them address these issues. About 380 students benefitted from these talks.
- Yoga sessions were arranged for second year students in order to help them cope with the stress of everyday life, improve their concentration and fitness.

- Soft skill sessions, designed by professionals, were conducted for the outgoing third year students which help them in personality development and prepare them to face their job interviews. 186 third year students attended these sessions.
- Workshops were held for the third year students by the counselor to help the students handle time management and personal issues.
- “Day Celebration” in our college is a novel way to bring forth the importance of various days observed or celebrated at national or international level. Every class in the college observed one such day such as World Heritage Day, World Aids Day, World Elders Day, Alzheimer’s Day, International day to Eliminate Violence against Women, Green & Earth Day etc.
- Various activities like group discussion, presentation, street plays, poster exhibition, pertaining to woman empowerment and gender sensitization were carried out.

#### **Community outreach programme:**

Keeping in mind the goal to sensitize the students to the problems faced by the under privileged section of the society, different clubs / societies / departments of the college undertook various social outreach programs.

- Under Joy of Giving week monetary and material contributions made by students and teachers were forwarded to NGOs taking care of cancer patients. Groceries amounting to `25193/- was donated to GhadgeMaharaj Mission, Dharamshala trust and JeevanJyot Cancer Relief and Care Centre. Also a sum of ` 34,000/- was donated to Bhakti Vedanta Hospital for needy dialysis patients.
- AbhayKamat from FYBMS was sponsored by the college to participate in Mumbai marathon to support the cause of the NGO Child Help foundation.
- The NSS unit of the college organized various activities to sensitize the students towards the needs of the society in general and the deprived section of the society in particular. The following activities were conducted

➤ Cleanliness Awareness Drive

- Sale of Rakhi and other items by K. K. Rehabilitation Centre.
  - Palliative Care
  - Street Play Competition
  - Swachh Bharat Mission
- The following extension activities were carried out in our adopted area, Munshi compound;
    - The students of the Arts Association worked towards inculcating civic values in municipal school students and helped them with their school assignments.
    - A survey to measure the extent and severity of malnutrition among the children and their care givers was carried out by students to initiate corrective steps can be taken.
    - Demonstration of science experiments to school students to simplify concepts and increase their interests in science.
  - A MOU was signed by the college with Bhakti Vedanta hospital to partner in their outreach programme at Wada village.
  - Safety awareness and cleanliness drive conducted at Mira Road station
  - Cleanliness drive at Sanjay Gandhi National Park, Borivali. Street
  - Street plays conducted to highlight recycling of E-Waste
  - , 10 Visits to old age homes and orphanage and camp at tribal village to sensitize the students towards under privileged section of the society

**Evidence of success:**

- Feedback from outgoing students and alumni is an evidence of how ethics and values they inculcated during academic tenure in the college aid them in their professional life.
- Students continuing with higher studies express high satisfaction level with respect to methods, techniques and knowledge gained at the undergraduate level.
- Parents feel more secure to send their wards to this college because of the safe and disciplined atmosphere.

5. Problems encountered and resources required:

- As majority of the students are from middle and low income groups, many of them coming from large families, resource generation for self financing short term courses, extra and co curricular activities is hampered.
- Due to lack of funds more add-on courses, that will make the students more self reliant, cannot be conducted.



### *Annexure XV: Best Practice II*

1. **Title of the Practice:** Green warriors for a green environment

2. **Goal:**

- To promote interest and knowledge about environment
- To undertake activities to experience the wonders of nature
- To develop conservational attitude towards nature
- To spread awareness through campaigns
- To co-operate with groups having the same objectives
- To inculcate environment friendly lifestyle

3. **The Context:**

- Nature is more than a commodity for the benefits of humans. Direct interaction with nature helps understand its value and gain a better appreciation of the importance of healthy habitats and ecosystems. Through our nature activities we try to recognize the intrinsic value of biodiversity and natural ecosystems, and protect and restore them (plantation drives, attending to injured birds and animals, putting up of sparrow nests).

4. **The Practice:**

- As an educational institution, the basic practice of our college through its various activities is to sensitize, create awareness, motivate and educate students about environment. Students are encouraged to participate in nature activities. They are provided opportunities to study and admire the environment and thereby understand the intrinsic value of nature. This practice has helped increase students' awareness of their responsibility towards our mother nature.
- Since girls from minority community constitute a major segment of the student profile, the main constraint is to get these students involved in outdoor trips and activities. However through counselling, talks with parents and many indoor activities (motivational talks, poem & slogan writing on nature, nature paintings, paper bag making & waste to art workshops) and sessions in and around college campus (bird watching, plantation drive) these students fit into the larger picture and contribute to nature conservation--- in a way act locally and think globally.
- The library has an extensive collection of issues of nature & environment magazines, journals, novels and encyclopaedias.
- Every effort is taken to keep the campus green and clean and extend our green initiatives to the neighbourhood.

- Thin clients were installed in the computer lab to minimize electricity consumption and reduce e-waste.

#### 5. Evidence of success:

- Green and clean campus testifies to our concern for nature. Trees are planted both within the campus and outside. **Botanical and medicinal gardens are well maintained and nomenclature has been tagged to every single plant.** Field visit to the campus garden is a regular activity for botany and nature club students. Over the years the **green cover has increased three fold** and so is the biodiversity. **Bird census taken very year shows around 30 to 35 species.**
- The **butterfly garden** has plant species that are preferred by the various species of butterflies for nectar and breeding, the garden is flourishing and is visited by 12 species of butterfly
- Our motivational activities have succeeded in producing many **green warriors**. These alumni are regularly invited as **guides to lead nature trails, birding sessions, bird race etc and as resource persons for nature related talks and presentations.**

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

- Since most students are from low income middle class families, funding for nature trips is a limitation.
- Also acquiring permission for overnight camps becomes a major problem for girl students mainly from first generation learner families.
- These activities require the students to devote long hours and the present semester system leaves very little recreational time.

#### 7. Notes:

Nature related practice is a healthy practice that all institutions can adopt. Particularly in urban areas these activities help reduce and arrest rapid deterioration of environment and produce green warriors to carry on the conservational work.

#### 7.3 Contribution to environmental awareness/protection

A number of Nature initiatives spearheaded by Nisarg-our Nature Club, NSS and the Botany Department are undertaken throughout the year . The following activities conducted during the year helped in bringing about environmental awareness and protection among the students:

- Paper recycling. and reuse of partially written-on paper by faculty, students and administrative staff. 89 kgs of waste shredded paper were recycled apart from sale of newspaper, old books, etc

- Visit to Sanctuaries: Karnala Bird Sanctuary (30/1/16) ,Sewri Mudflats - Flamingo watch (12/2/16)
- Tree plantation in association with NGO, Green Health Foundation
- Nature camp to Tadoba Tiger Reserve 26 12 to 30/12/15
- Nature Treks & Trails: Matheran( 6& 7/02/16- Nocturnal Reptile Trail), SGNP- Shilonda trail (26/7/15 & 23/8/15) , SGNP (30/8/15)
- Participation of two teams inAnnual Mumbai Bird Race 14-02-16
- Bird watching sessions on 23/8, 19/9, 22/9, 23/10, 25/11/15 & 31/1/16 and a special session for Royal Urdu school students was organised on 23/12/15
- Promotion of use of Eco- Ganesh idols
- Assisting NGO- Sanctuary Asia Wildlife at their Annual Award function 18/12/15
- Organized annual camp for school students in collaboration with Kids for Tigers : 04/02/16
- E-waste recycling and awareness drive (300 students participated) 43kgs collected and forwarded to E-Reco. 3collection bins ( accessible to neighbourhood community) have been placed in the College
- As partners in Swach Bharat Abhiyaan, cleaning of public places (like bus stop, BMC school and temple) and also adopted area was undertaken. Also a massive cleanliness drive at SGNP on 27/1 & 2/1/16 were organised. An anti-plastic campaign in association with our outreach activity partners – Bhakti Vedanta Hospital
- Composting of canteen waste was done for 1 month by Nisarg.
- Yearlong save electricity campaign.

The college enrollment increased in the Arts Faculty with more enrollments from girls from minority community.

### *Annexure XVI :- SWOC Analysis*

#### **Strengths:**

- Fully Qualified dedicated Faculty
- Full time teaching faculty with negligible attrition even in the self-financing courses
- Consistent near 100% result every year since inception
- 100% compliance with completion of syllabus
- Excellent, well maintained infrastructural facilities
- Successful implementation with consistency of extension activities
- Innovative co-curricular activities conducted every year
- Successful implementation of Advance Add-On course by some departments like Digital Marketing for departments of BMS and BAF.

#### **Weaknesses:**

- Subjects of Zoology, Botany and Mathematics not offered at the UG Third year level
- Moderate Research output
- Lack of practical exposure like student internship
- Few interdisciplinary activities

#### **Opportunities:**

- Introduction of some more practical oriented Add-on courses .
- Enhance research culture
- Computer Application knowledge imparted at TYBA level is an added advantage for further education and jobs for Arts students.
- Extension activities provide an opportunity for social linkages and to develop responsible citizen.
- Inspiring and guiding students for participation and winning at various inter-collegiate competitions.
- Step up number of UGC Research Projects and involve students.
- Collaboration with IT industry for Sem VI projects of Computer Science students

**Challenges:**

- Diminishing interest in traditional subjects among students
- Motivating students to participate in activities and improve their skills
- Mentorship programme to be made more effective with a 1:1 approach